



UVU Donation Drive Protocol

If you intend to facilitate a donation drive at UVU, please abide by the following procedures.*

*If you are a member of a student club or student leadership program at UVU, you should check with your program director/ambassador to identify the correct procedures for donation drives within your program.

- 1. Determine a community-identified need.** Items should only be collected if you have a community partner that has confirmed to you personally that they will receive your donations. Please also consider the following points when deciding to host a drive:
 - Needs fluctuate over time and should be confirmed as close as possible to the start of the drive. *Don't rely on dated and/or secondhand knowledge of needs.*
 - *Be careful not to disrupt existing systems of support in your community with your drive (e.g. incentivizing people to buy coats from thrift stores to donate to a coat drive).*
 - Determine the regulations or requirements that the community population or organization has regarding donations. *Be prepared to screen for or handle unusable donations.*
 - If your drive is in response to a natural disaster or other immediate crisis, *unsolicited goods can make the situation worse.* Consider raising cash donations to reputable organizers—they will get to the impacted area faster and support the local economy, which may be negatively impacted for a significant amount of time.
 - If your drive is to help people outside of your local community, *make sure the receiving community has the capacity to store the donations.* Please also remember you'll need funds to ship your donations, which can be very expensive. As an alternative, cash donations to reputable organizers can support local economies and the impact can go even further since you won't have shipping costs. You will also reduce carbon impact if shipping is avoided.
- 2. Determine how long your donation drive will run.** At UVU, donation drives should run no longer than 3 weeks.
- 3. Determine where you will place the donation containers and how large they will be.** It is best to have more than one collection location. Donation drive facilitators are responsible for providing their own containers in which to collect donations.



4. **Submit an Event Services “scheduling request” form** including the desired dates of your donation drive (<https://www.uvu.edu/eventservices/>).
 - a. Event services will decide to either approve or deny your request after ensuring that there are no other donation drives occurring at the same time as your drive (there should be no two donation drives occurring at the same time).

5. **Fill out an Event Services “structure request” form.** (https://uvu.qualtrics.com/jfe/form/SV_4JaOzh1TDmiSoE6).
 - a. Event Services will contact you and ask you to indicate the locations you’d like to place the donation containers at. Be as descriptive as possible and provide photos if possible.
 - b. Event services will ensure that the relevant departments/locations approve of your desired container locations.

6. **Develop signage to advertise your donation drive.** All signage advertising the drive must include a department or office logo. Any signage must be placed on the donation drive containers themselves. No signage can be placed on walls.

7. **Once event services gives full approval, place donation drive containers and signage in the approved locations at the approved start date of your donation drive.**

8. **Have volunteers routinely check and empty the donation containers.** Donation drive facilitators shouldn’t allow donation containers to become overly full and are responsible for providing their own storage space for received donations.

9. **At the approved end date of your donation drive, take down all donation drive signage and remove all donations and donation containers.**

Further Recommendations:

- 1) **After identifying a worthy cause, identify and consult a relevant community organization to see what donations they need/want most.** It’s a good rule of thumb to consult the group or organization who you intend to give donations to since their expertise and/or lived experience can provide insight about what the target population needs most. Don’t assume you know what is best for the target population (e.g. refugees studying at UVU might have completely different needs than refugees entering Utah).



- 2) **Build your team.** Try to get as big a team as possible to help you accomplish your goal. Trying to plan and execute a drive with only 1 or 2 people is a lot of work to take on. Many groups on campus might be willing to collaborate. Reach out to clubs, departments, and student groups.
- 3) **Start the approval process 4-6 weeks in advance.** Approvals can take a while depending on the time of year. If possible, you might consider getting approval for a donation drive at the beginning of a semester/2-3+ months in advance. That way, you won't need to change your donation drive dates if the approval process takes longer than you intend.
- 4) **Inform a member of your student leadership program.** If you are a member of a student leadership program on campus (Clubs, UVUSA, RCL, etc.), keep your ambassador/director/mentor informed every step of the way. They are there to try to make the processes easier and answer questions for you.
- 5) **Check out these additional resources to help your donation drive succeed:**
 - a) <https://www.volunteerfairfax.org/wp-content/uploads/2019/03/DonateNow-The-Donation-Drive-Planning-Kit.pdf>
 - b) <https://youtu.be/pzH-7k035sM>

For questions, please contact deanofstudents@uvu.edu