Departments and student organizations may request space to collect for good causes (e.g. food banks, clothing drive, and books).

1. Reservations are made on a first-come, first-serve basis. Upon approval, a confirmation email will be sent to the individual who submitted the initial request. In the case the request cannot be accommodated, an email will be sent to the individual who submitted the initial request. Please be aware that groups are not guaranteed the donation box space.

2. Donation box space is limited to an area, which is 1st floor Lobby area - next to table across the elevators. We reserve the right to place the collection box in an appropriate space as to not interfere with the daily activities and safety code. The maximum is 2 donation boxes at a time.

3. The collection box must be labeled with the sponsoring organization or department, the dates of the collection, where the items will be donated and what items will be accepted (examples include, but not limited to, clothing, non-perishable food items, school supplies, etc.).

4. The collection box must be picked-up by the requestor on the date that specific on the box. The student organization or department will check the donation box frequently to empty the contents. The donation items must contain within the box - NO donation items allow OUTSIDE the box or on the floor.

5. School of Medicine and Health Sciences is not responsible for items in the donation box during or after the reservation has expired.

6. Currency CANNOT be collected in the donation boxes.

7. All donation box requests are to be submitted at least 7-10 business days prior to the start of the requested reservation date. You will receive a confirmation email as an approval for your request.

* Please submit your request to office of Resource Management and Operations at rosshallevents@email.gwu.edu *