

## **HPNP USING DONATION BINS IN THE COMMON SPACE OF THE HPNP COMPLEX POLICY**

### **ELIGIBILITY TO USE DONATION BINS IN HPNP COMMON SPACE:**

- Faculty, staff, and students from the Colleges of PPHP, Nursing, and Pharmacy are eligible to collect donated items in the common space of the HPNP Complex as designated by this policy.
- Students requesting to place and/or use donation bins in the HPNP common space must be associated with one of the three college's student organizations or must be requesting donations as part of their academic program activities.
- All individuals and groups from the three colleges must follow this policy to solicit donations being dropped off by others in the HPNP common space.
- Anyone not employed by or a student of PPHP, Nursing, or Pharmacy is ineligible to place and/or use donation bins in the HPNP Complex.

### **PROCEDURE FOR COLLECTING DONATED ITEMS IN HPNP COMMON SPACE:**

#### **Requesting Use and Assignment of Donation Bins**

1. Anyone interested in collecting donated items in HPNP common space must use the designated donation bins. Homemade and other commercial bins will not be permitted. If any individual or group places a bin without approval, the bin will be removed as soon as it is discovered. Although Student Services staff may choose to contact the individual or group who placed a bin (if known) in violation of this policy they are not required to do so and may simply discard or donate the bin's contents.
2. In order to request use of a donation bin, the individual or group must submit a *Donation Bin Request Form*. This form specifies who is making the request, the time frame for the request, the number of bins requested (1 or 2), and *Donation Identifier* documentation, including the types of donations needed and the organization(s) that will benefit from the donations. Only requests submitted via the electronic form process will be considered.
3. Requests for bin use must be submitted at least two weeks ahead of the start date desired to ensure consideration for the desired time frame.
4. Student Services Center Staff will review all requests and assign bin times and number of bins available based on all requests received any given week. While every attempt will be made to accommodate all requests, requests will be managed chronologically by date received. However, regardless of when the request is submitted, requests will not be considered any earlier than two months ahead of the bin dates desired.
5. Different bin times may be offered to those submitting later requests that overlap with times already requested.

6. Bins may be requested for a maximum of two weeks. This time frame will be significantly shortened during times in which a high volume of requests is received (e.g. near holidays). Modifications to approved time frame or number of bins available may occur even after the requesting party is notified of approval to use bins for a designated time period during periods in which multiple requests for similar times are received.
7. A Student Services Staff member will contact the individual designated on the request form via e-mail regarding whether a bin time has been approved or alternative time is offered.
8. Notification of bin assignments will occur by Monday, one week in advance of the expected week bin use begins.
9. Notification of changes in approved times or number of bins available may occur even after bin use has begun.

### **Managing Bins Once Approved for Use**

1. The party using the bin(s) must place their *Donation Identifier Sign* on each bin and ensure this sign remains on the bin throughout the approved time period of bin usage.
2. Bins may not be moved from their designated location east of the Student Services Center. Anyone moving a bin to a different location will risk loss of future use of the bins.
3. Bins must be checked at least twice per week for donations. This will help lessen the theft risk and ensure proper bin management.
4. Bin contents and the *Donation Identifier Signs* must be removed by 4:30 pm on the last day of bin use approval. Contents not removed promptly will be discarded.
5. The colleges and their employees are not responsible for monitoring the bins nor are they responsible for bin contents. However, anyone found attempting to steal or vandalize the bins or their contents will be referred immediately to the University Police Department for potential prosecution.

For questions regarding this policy, please contact Dominic Walker at [dowalker1@ufl.edu](mailto:dowalker1@ufl.edu).