



UNIVERSITY of MARYLAND
SCHOOL OF NURSING

DONATION/COLLECTION CONTAINER PLACEMENT REQUEST FORM

This form must be submitted and approved prior to placement of collection container(s). Approved requests will be facilitated via email by an UMSON Office of Communications representative. See guidelines on the following page for full details.

Date of Request _____

Sponsoring Organization _____

Name of Initiative _____

Description of Initiative _____

Item(s) for Collection _____

Date(s) of Collection _____

CONTACT INFORMATION

Name _____

Email Address _____

Phone Number _____

----- **OFFICE USE ONLY** -----

Date Received: _____ Date Approved/Denied: _____

Approved by: _____ Title: _____



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GUIDELINES FOR PLACEMENT OF COLLECTION CONTAINERS

- All donation and collection initiatives inside the University of Maryland School of Nursing (UMSON) building in Baltimore must be approved prior to initiation.
- Placement of donation containers is limited to the first floor lobby areas. A representative of the UMSON Office of Communications will approve and advise of the exact location for placement.
- Donation and collection containers must be neat and clearly labeled (typed, not handwritten) with the following:
 - Name of sponsoring organization
 - Item(s) being collected
 - Beneficiary(ies) of donation initiative
 - Date(s) of collection
 - Contact information (i.e. email address)
- Submit request form at least five business days in advance of the start of the collection period.
- The sponsoring organization is responsible for monitoring the container(s) and removing items, as necessary, so that the container does not overflow, become unsightly, and/or obstruct movement through the area. If the container becomes overloaded, it will be removed.
- Donation containers may be placed in the lobby for a maximum of 10 business days. If an extension is required, the responsible group representative must notify the Office of Communications via email at nrscommunications@umaryland.edu within two business days of end of initial 10-day collection period.
- Collection initiative must be sponsored or facilitated by an UMSON or University of Maryland, Baltimore group or organization.
- UMSON is not responsible for lost, missing, damaged, or stolen items.
- Monetary donations are prohibited in collection containers.
- Collection initiatives for personal gain or recognition are prohibited.