

University of New Mexico

Student Union Building

Charitable Giving Policy

University of New Mexico Chartered Student Organizations, ASUNM and GPSA (and their agencies) in good standing with the University can conduct charitable giving events/drives, upon approval, in the Student Union Building. This policy streamlines the process for any student organization that wishes to promote charitable giving.

University of New Mexico student organizations may collect donations in the following methods:

- Donation Drives
- Cash Drives
- Register Donations

All requests for charitable giving projects must be submitted to and approved by the SUB Marketing Staff.

I. General Charitable Giving Policies

The UNM Student Union serves and supports students' goals and initiatives; charitable giving projects should reflect this. The following procedures have been established to effectively accommodate multiple groups and initiatives:

- A. Charitable giving programs must be coordinated by a chartered student organization, ASUNM, GPSA or their agencies.
- B. All requests must be submitted and approved by the SUB Marketing staff before donations can be collected.
- C. Every collection box/bin must include the following information:
 - a. What is being collected?
 - b. Who is the donation/collection going to? (What specific charity/organization)
 - c. How much of the proceeds/donations are going to the indicated charity?
 - d. Contact information for both the UNM student group conducting the drive and the organization the collection will go to.
 - i. The Student Union shall not be responsible for any errors or omissions arising from the copy, illustrations or any other materials submitted by the organization.
- D. Charitable giving is subject to the approval of the Director of the Student Union or designee, who reserves the right to refuse any request.
- E. Deadlines for Charitable Giving requests:
 - a. A Charitable Giving request of either the Donation Drive or Cash Drive should be placed at least five (5) school days prior to the requested date of display; a Charitable Giving

request for Register Donations should be placed at least two (2) weeks (10 school days) prior to the requested campaign start date.

- i. Day: any regularly scheduled University school day, unless specifically stated otherwise. This excludes Saturdays, Sundays and Holidays.

II. Charitable Giving Specifications

Donation Drives

Donation Drives (i.e. book drives, clothing drives, etc.) will be allowed in the Student Union Building:

- A. Limit: Two boxes per charitable giving program/cause. The SUB Marketing Staff will provide the available locations to the organization on a first-come, first-serve basis.
- B. Locations (two boxes at each location):
 - a. Top of main staircase (middle of the SUB, from Plaza level to Mall Level)
 - b. Outside of Mercado (Plaza Level)
 - c. South Entrance of SUB (Mall Level)
- C. Reserved Time: May be placed in the approved location for up to two weeks at a time.
- D. Each organization must provide the box for the donation drive. A member of the SUB Marketing staff must approve the box, complete with the necessary information and size, before it can be placed in the approved area.
- E. A member of the organization must empty the box at the end of the school week. Collected items not picked up at the end of the reserved time will become property of the SUB and will be disposed of as necessary.

Cash Drives

Cash drives: Groups and organizations are allowed to do a cash drive at a manned table in the SUB. These requests must go through the SUB Marketing Department as per the Chartered Student Organization Room Rental Policy. No cash drives allowed in front of retail outlets

Register Donations

Register Donations (where paper tokens are sold on behalf of a Chartered Student Organization (CSO) with the specific intention to donate the proceeds to the CSO's specified charity) will be allowed in the Student Union Building:

- A. Limit: No more than two (2) weeks collection duration; four (4) weeks will be scheduled between each register donation campaign (this includes Spring Break and Fall Break); not to exceed 3 donation campaigns per semester; organizations are limited to one (1) register donation campaign per academic year.
- B. Locations: Vendors will participate on their own volition – not every vendor may choose to participate in each approved campaign.

- C. Reserved Time: Request must be submitted no later than two (2) weeks in advance to the requested campaign start date and can be submitted up to one semester prior to the requested campaign start date.
- D. Specifications: Every request must include the following information:
 - a. Name of charity to which the donations will be given and an overview of the charity;
 - b. Specific name of the recipient (how the check should be made out) and their contact information;
 - c. Artwork for the proposed paper token must be submitted to, and approved by, the SUB Marketing Staff before the requested campaign start date.
- E. Once the check has been created, the member of the organization who submitted the request must retrieve the check from the SUB Marketing Staff.

Disclaimer: The Student Union Building accepts no responsibility for theft, damage, or vandalism. Failure to adhere to the aforementioned policy will result in revoked privileges for charitable giving.