

SMHS Ross Hall Donation Box Policy

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. All donation box requests are to be submitted at least 5 business days prior to the start of the requested reservation date.
2. All donation boxes must be approved by SMHS Office of Resource Management and Operations. Upon approval, a confirmation email will be sent to the requesting department or student organization. Please be aware that groups are not guaranteed the donation box space.
3. Display of donation boxes are limited to an area, which is Ross Hall 1st floor Lobby - across from the bank of elevators. Our office reserve the right to place the collection box in an appropriate space as not to violate safety code nor interfere with the building daily activities. Only one department or student organization may use the space at any given time.
4. The donation/collection box must be clearly labeled (not handwritten) with the sponsoring department or student organization, who is benefitting from the donation, what items are being collected, dates the collection box(s) will be in the lobby.
5. The student organization or department will check the donation box frequently to empty the contents. The donated items must be contained within the box - NO donation items allow OUTSIDE the box or on the floor. The department or student organization must remove the collection box no later than two days after the date specified on the box.
6. School of Medicine and Health Sciences is not responsible for items in the donation box during or after the reservation has expired.
7. Currency CANNOT be collected in the donation boxes.

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