

SOUTHERN ILLINOIS UNIVERSITY AT EDWARDSVILLE
MORRIS UNIVERSITY CENTER
Policies and Procedures

Effective Date: Immediately

Title: Morris University Center Donations Policy

Approved By: Joseph Pearson, Director, Morris University Center

Based on the guidelines and procedures listed below, the Morris University Center welcomes requests for donations and sponsorships for events and activities primarily sponsored by student organizations and other campus entities for the benefit of the students, faculty, staff and guests of Southern Illinois University Edwardsville. Donations are reviewed on a case by case basis and are subject to availability, review and the following criteria:

- I. Priority is given to Student Organizations for events occurring on campus which are open to all students.
- II. Requesting a Donation:
 - A. All donation requests must be made in writing to the Director of the University Center. The letter of request should include the title, purpose, date of the event, and any other information pertinent to the event including contact information for the person requesting the donation. For student organizations, the letter of request must also be signed by the organization's advisor.
 - B. Included in the request must be justification including how the donation will benefit the students of SIUE, the Morris University Center, or the University in general.
 - C. The written request must also detail how the Morris University Center will be recognized for the donation. Depending on the dollar amount or quantity of the donation the University Center will need to be listed as a sponsor of the event. All donations require written recognition of the donation at the event or in event literature.
 - D. All requests must be submitted at least 14 business days prior to the date of the event.
 - E. No more than two (2) requests may be filled per organization within an academic year.
- III. Donations should be picked up from the Morris University Center during normal hours of operation, Monday–Friday, from 8:00 a.m. to 4:30 p.m., by the individual requesting the donation.