



## Dining Services Donation Policy

Dining Services has limited funds to utilize for donations. Although many causes are very valuable and should be contributed to, Dining Services cannot contribute to everything.

1. Priorities are as follows:
  - A. Student Groups
  - B. University Events
  - C. Other non-University associated events
  
2. Criterion used to evaluate donation requests:
  - A. Above priorities
  - B. Type of event
  - C. Regular customers of University Catering and Dining Services
  - D. First come / first served
  - E. Type of exposure planned for Dining Services.
  
3. Donation Request Forms must be turned in to the Dining Services Office (TSC 232 or via fax 797-1739) **no later than the third Tuesday of the month BEFORE the date of the event** in order to ensure that they will be considered and to allow time to coordinate the event. It is in your best interest to turn it in sooner if possible. Donation Request Forms can be obtained at the Catering office or on the Dining Services website at [www.usu.edu/dining](http://www.usu.edu/dining).
  
4. Donation Request Forms for the following month will be reviewed on the 3rd Wednesday of each month and funds will be allocated for the following month. The group should expect to be notified no later than the Wednesday on the week before the planned event.

You will be expected to list Dining Services as a sponsor on all advertising before and during your event. Upon approval you will be emailed a logo to use. Failure to do so may affect your organization's ability to receive donations from Dining Services in the future.

If you have questions about donations or this policy, please contact Alan Andersen at 797-1701 or [alan.andersen@usu.edu](mailto:alan.andersen@usu.edu). Thank you.