



Collection Box Guidelines

Asking coworkers to bring their contribution forms to an event or activity can be a great way to increase participation.

To minimize concerns about privacy, security, and integrity, please adhere to the following guidelines:

- Donation boxes should be attended, not left in high-traffic areas for extended periods of time.
- Boxes should be emptied and forms returned to the UI Center for Advancement daily, to be sure contents are private and secure.
- Employees may be asked to return their forms to participate in an event or be entered for a drawing. They should not be required to make a donation.
- Encourage people to turn in their forms inside an envelope—that way, each person's giving (or decision not to give) is private and confidential.
- Volunteers may return contribution forms/envelopes in batches to the UI Center for Advancement via campus mail or by dropping them off at the Levitt Center.

UI Center for Advancement
P.O. Box 4550
Iowa City, IA 52244-4550
319-467-3435