



**Lutz Center for Community Service  
Cedar Crest College  
Drive Form**

Today's Date: \_\_\_\_\_

Name of Drive: \_\_\_\_\_

Date Drive Begins: \_\_\_\_\_ Date Drive Ends: \_\_\_\_\_

Item Pick-Up Date: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ ext. ( ) Email: \_\_\_\_\_

Who will be collecting the boxes at the end of the drive? \_\_\_\_\_

Name and contact information of agency accepting the donated items? \_\_\_\_\_

***\*Please note that a drive can run for no more than 2 weeks and a club/organization can not run a drive past the 12<sup>th</sup> week of the semester.\****

**Boxes may only be placed at designated donation locations**

Where will the boxes be placed?

- |   |     |    |
|---|-----|----|
| 1. <u>Moore Hall Ground Floor Stairwell</u> | Yes | No |
| 2. <u>Curtis Hall Main Lounge</u>           | Yes | No |
| 3. <u>Butz Hall Receptionist Lounge</u>     | Yes | No |
| 4. <u>Steinbright Vending Machine Area</u>  | Yes | No |
| 5. <u>TCC Information Desk</u>              | Yes | No |

Approved? \_\_\_ Yes \_\_\_ No

\_\_\_\_\_  
Cedar Crest College Representative Signature

Verified with Agency: \_\_\_\_\_

\_\_\_\_\_  
Please print the name of the verifying agency representative

**FOR OFFICE USE ONLY**