



Service Collections and Drives

Name of CPCC class/student organization sponsoring the drive: _____

Instructor (if class):

Advisor (if student org.):

Who is the contact person for the drive/ collection? _____

Phone:

Email:

What type of drive/collection are you sponsoring? _____

Why are you sponsoring this drive/ collection? _____

Where will you have your collection bins set up? _____

_____ I have received permission from the "owners" of this area to place a collection bin in these locations.

What is the beginning date of the drive/ collection _____ the end date? _____

How do you plan on advertising for the drive/ collection? _____

***(Please attach your advertising material to this form).

IMPORTANT: You must agree to the following to sponsor a drive/ collection at CPCC and initial beside each statement:

_____ I am responsible for keeping the collection bins from overflowing and collecting trash.

_____ I am responsible for removal of the collection bins no later than 2 days after the drive has ended.

_____ I have had my advertising materials approved by the Service-Learning Center.

_____ I am responsible for advertising before the collection/drive begins and for taking down any advertising (i.e. flyers) after the collection/drive ends.

Signature of individual responsible for the drive/ collection

Date

Signature of Service-Learning Staff

Date

Please return this form to Dena Shonts, Overcash 241C. If you have any questions please contact 704.330.6558 or dena.shonts@cpcc.edu