

# UCCS Donations & Gifts in Kind

*Dining and Hospitality Services  
Bookstore*

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Each recognized student club or campus department may request Donations/Gifts in Kind assistance from the Bookstore and/or Dining and Hospitality Services for a student related event. If events qualify, they can receive up to \$100 total (for all events, not per event) per fiscal year in the retail value of clothing, gifts or supplies in the Bookstore. Dining and Hospitality Services offers for up to \$200 per student club in the retail value of food and beverage services. Please submit your catering donation request at least two weeks prior to the event to allow for adequate approval and processing time. Events submitted less than two weeks prior to the event will not be considered. Depending on the time of year, budgets may have been expended and funds will not be available. Events where donated food is requested must be recognized, approved campus events that are free and open to the campus community. Cash donations are not permitted.

Each request must be submitted via the official request form and accompanied by an event flyer. Bookstore donations/gifts in kind may be for student club supplies (poster board, markers for signs or products used in the operations of the club), lecturer or recognition gifts and door prizes. Items may not be used for personal use. Donated Bookstore items requested by university departments may only be utilized to support student-centered events. Only one department per student event may receive a gift in kind.

If items are donated, event advertising must recognize the UCCS Bookstore and/or Dining and Hospitality Services as sponsors. Please return completed Bookstore donation requests to Alana Moran at [amoran2@uccs.edu](mailto:amoran2@uccs.edu) and completed Dining Services donation request forms to Joel Bagley at [jbagley@uccs.edu](mailto:jbagley@uccs.edu).

## Official Donation Request Form

Requestor Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Requesting Department: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Location/Time of Event: \_\_\_\_\_

Purpose of Event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Donation Requested:

\_\_\_\_\_  
\_\_\_\_\_



Bookstore

UNIVERSITY OF COLORADO  
COLORADO SPRINGS



Dining and  
Hospitality Services

UNIVERSITY OF COLORADO  
COLORADO SPRINGS