University Dining Services, a part of Auxiliary Services, is proud to be a part of the University of Alabama and is committed to positively impacting the campus community it serves by providing special assistance to eligible programs and organization events. Each year we set aside limited portions of our budget so that we can give back to our community through gifts in kind to support student groups that serve the University of Alabama and enhance the academic excellence and vibrant culture of UA. Annually, Auxiliary Services is committed to providing up to $50,000 in support for student events and programs at UA.

University Dining receives a large volume of donation requests; unfortunately, we cannot honor every request. Implementation of this policy allows us to be fair and maximize our community contributions.

Eligibility:
This program is open to UA recognized student organizations in support of campus programming initiatives.

Requirements and Guidelines:
- Eligible student groups must be registered and in good standing as a student organization with the University of Alabama. Requests must be made by a student officer or member, not an advisor.
- The donation must be for a program or event.
  - General organization meetings (including recruitment) will not be approved.
  - Donations will not be approved for events where there is an admission charge/fee as a means for fundraising for the student organization.
  - Priority is given to programs/events taking place on the University of Alabama campus.
  - Priority is given to programs/events that are advertised and open to all students at UA.
  - Donations should not be for the benefit of specific individuals or families.
- The application must be submitted at least 14 days in advance of the scheduled event.
- Donations will not be approved if intended for resale.
- Student organizations may only receive a catering donation once per academic semester. Donations to an organization may not exceed $1,000 annually.
- Donations are for pick up only. Approved donations are picked up from the Ferguson Center Catering Office. Pick up is available Monday through Friday between 8:00 am and 4:45 pm.
  - See the Student Event Catering Pick-up List for suggested items and pricing.
  - Paper products (plates, napkins, etc.) will be included with your pick up.
  - If picking up for a later event, plan room temp and or cold items. If picking up cold items for a later event, plan adequate refrigeration space to hold these items safely until your event.
  - Beverages and alcoholic beverages cannot be donated.
- Please display the Auxiliary Services Donation statement card at your event.
- Cancellations of donations must be made in writing 72 hours prior to your event to Holly Grof in the Auxiliary Services Office by email at hgrof@fa.ua.edu.

Application Process:
Submit completed application online at: https://ua.collegiatelink.net/form/start/48485. We will only consider donation requests that are submitted on this form. We cannot handle requests at our locations or by phone.
You will be notified within five (5) business days with a response to your request. All applications are reviewed by the Student Event Catering Donation Advisory Committee.

**Donation Committee:**
A committee reviews and evaluates the eligibility and merits of the donation requests and decides the groups/amount that will receive donations. The donation committee may be comprised representatives from Auxiliary Services, University Union, Bama Dining Catering, Dean of Students, plus student representatives. Applications are reviewed on an ongoing basis. Donation requests must come from students and directly benefit students. It is our preference to support campus-wide events, but we will donate toward smaller events that demonstrate educational value or have a distinct benefit to UA students.

**Additional Expectations and Considerations:**
- The ability to have funds for donations is not guaranteed from year to year.
- Student groups receiving donations are not guaranteed to receive donations in the future.

*Please read these polices and procedure thoroughly prior to completing the online application.*