Student Coca-Cola Beverage Donation Process (Created July 2010)

Purpose: To describe the University of Houston’s process on beverage donations for UH student organizations.

Policy: The Center for Student Involvement shall have the first right of approval or denial for beverage donation requests. University Services has committed to donating beverages provided by Coca-Cola to student organizations to support and promote student events and programs throughout the year.

Procedure:

1. The student organization requesting beverage donations must be registered with the Center for Student Involvement.
2. A student organization may only be approved for one beverage donation per academic year.
3. Registered student organizations can submit beverage donation request to the Center for Student Involvement by completing the beverage donation form that can be found on-line at www.uh.edu/vending.
4. The student organization must submit their request at least 21 business days prior to the event.
5. Requests will be approved on a first come first serve basis, and must follow these guidelines:
   a. The program/event that the donation is being requested for must be advertised and open to all students at the University of Houston.
   b. The donation cannot be used for a general/closed meeting.
   c. The program/event must not charge any admission fee.
   d. The event must not involve any competitor of the Coca-Cola Company nor violate the sponsor’s exclusivity agreement in any way.
   e. The event must be held on the UH campus (unless otherwise approved).
   f. The student organization must list Coca-Cola as an event sponsor.
6. Student organizations that do not qualify for a donation are eligible to purchase products from Coca-Cola at the university’s discounted rate.
7. Student organizations may only request products distributed by Coca-Cola, please see the current donation product list below.

Product List (12 oz cans or bottles)

<table>
<thead>
<tr>
<th>Coca-Cola Classic</th>
<th>Diet Coke</th>
<th>Fanta Pineapple</th>
<th>Pibb Xtra</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coke Zero</td>
<td>Barq’s Root Beer</td>
<td>Fanta Strawberry</td>
<td>Sprite</td>
</tr>
<tr>
<td>Vanilla Coke</td>
<td>Fanta Grape</td>
<td>Fresca</td>
<td>Vault</td>
</tr>
<tr>
<td>Cherry Coke</td>
<td>Fanta Orange</td>
<td>Nestea Sweet Lemon</td>
<td>Dasani</td>
</tr>
</tbody>
</table>
8. Student organizations must provide a copy of the delivery receipt to the Center for Student Involvement, within one week after delivery of product. The Center for Student Involvement will then send delivery receipt to the Auxiliary Services Customer Service Center Supervisor.

Student groups who violate any of the above procedures will be ineligible to receive donations for one full academic year.