

*University of Houston*  
*Office of Auxiliary Services – Vending Donation Request Procedure*

**Student Organization Coca-Cola Beverage Donation Process (Updated May 2019).**

**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. Auxiliary Services has committed to donating beverages provide by Coca-Cola to student organizations to support and promote events and programs throughout the academic year.

**Procedure:**

1. The student organization requesting beverage donations must be officially 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 requests to the Center for Student Involvement by completing the beverage donation form that can be found online at (<http://www.uh.edu/af-auxiliary-services/vending/beverage-donation/>)
4. The student organization must submit their request no less than 21 days or three full weeks prior to their event.
5. Auxiliary Services will review all pre-approved requests received from the Center for Student Involvement.

**Policy and Guidelines:**

6. Requests will be approved on a first come, first serve basis and are therefore not guaranteed. Case quantity approvals are based on current available stock and estimated event participants. Item substitution may occur if requested product(s) is out of stock.
7. Approved requests must also 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.
8. Student organizations may only request products distributed by Coca-Cola. Please see bottom of document for the current donation product list.

**Delivery and pick up instructions:**

9. All approved donation requests will be delivered to the Auxiliary Services Office at the University Lofts, bldg. 518, Suite R103.

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10. An Auxiliary Services representative will notify the student organization point of contact when the product has been received and is available for pick-up.
11. Student organizations will have one week from the time of the first notification to pick up their request. Donations that are left unclaimed after one week will be recycled back to the University's donation stock.

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

**Coca-Cola Product List (updated 5.2019)**

Coca Cola Classic	Fanta Orange
Coke Zero	Fanta Pineapple
CF Classic	Fanta Strawberry
Caff Free Coke Zero	Fanta Zero Orange
Diet Coke	Fanta Grapefruit
CF Diet	Fanta Mango
Diet/Lime	Fanta Berry
Diet/Splenda	MM Lemonade
Cherry Coke	MM Lt. Lemon
Cherry Zero	MM Pink Lemon
Diet Cherry	MM Orangeade
Vanilla Coke	MM Fruit Punch
Vanilla Zero	Fresca
Sprite	Gingerale
Sprite Zero	Mello Yello
Sprite Cranberry	TAB
Sprite Zero Cranberry	Fresca Peach
Pibb	Fresca Blackcherry
Pibb Zero	Fuze Lemon
Barg's RB	Fuze Diet Tea
Barg's DT RB	Fuze Strawberry Red Tea
Bargs Red Cream Soda	Coca Cola Life
Fanta Apple	Dasani water
Fanta Grape	

1 case = 24 cans\*