The University of Scranton
Hurricane Sandy Relief Effort Routing Protocol

Student clubs & organizations, individuals, and academic departments that are interested in completing activities to support the Hurricane Sandy relief efforts should be instructed to visit The Office of Student Affairs, located in room 201 in the DeNaples Center.

Non-University affiliated community groups or individuals that are interested in utilizing University space for relief efforts should be directed to Ms. Julie Schumacher Cohen, Director of Community Relations, 600 Linden Street, 4th floor. Ms. Schumacher Cohen will explain the process to reserve space at the University with the assistance of Ms. Madonna Savage.

Any individuals that seek to complete relief efforts will be asked to partner with existing efforts being conducted with recognized departments, clubs, or organizations. In the event that he/she refuses to partner, the University retains the right to deny approval of the event.

All clubs, organizations, academic departments, individuals, or community groups will be notified of the University’s commitment to raise funds for charities that provide direct support and assistance to the impacted areas. All proceeds from efforts on campus, or utilizing the University’s name, must be deposited in the agency account (Gifts for Hurricane Sandy) established through the Office of Student Affairs.

Once the Hurricane Sandy Relief Efforts Fundraising Form is completed with all necessary signatures, final approval for the event will be granted through the Office of Student Affairs, 201 DeNaples Center, which will track all efforts to avoid duplication. The Vice President for Student Affairs will work with Office of Public Relations to keep the information on the University website current, noting the efforts that have been approved.