Guidelines for Charitable Contributions

The MSU Athletic Department assists many charities each year with fund-raising efforts through the donation of Bobcat game tickets. Due to the large volume of requests received each year, the MSU Athletic Department has established the following application/policy for all donations and requests for Bobcat athletic items:

1. Our program is limited to non-profit organizations and schools (grades K-8) located within the state of Montana.
2. Montana State University Athletic Department cannot provide any form of donation to assist in fundraising activities that benefit high schools (9th-12th grade) or high school activities. High school students are prospective student-athletes, and, therefore, it is a violation for us to donate to these fundraisers.
3. All donation requests must be accompanied by the attached application and include an official request on letterhead from the organization requesting the donation.
4. Unless otherwise requested, the standard ticket package will grant the requesting organization the following certificates: **(please note, at this time we are unable to honor requests for Football tickets)**
    a. A certificate for two tickets to a home Men's Basketball game during the regular season with the exception of Cat-Griz.
    b. A certificate for two tickets to a home Women's Basketball game during the regular season with the exception of Cat-Griz.
    c. A certificate for two tickets to a home Women's Volleyball game during the regular season with the exception of Cat-Griz.
5. All requests must be received at least **four (4) weeks prior to the event.**
6. Requests for autographed or specialty items (footballs, signed footballs, basketballs, signed basketballs, helmets, jerseys, etc.) must be received by **September 1st in order to be considered for events to be held during the current academic year (September 1st – August 31st).**
7. All requests will be reviewed by our Senior Administrative Staff, members of our Charitable Donation Committee, and others as necessary. These requests must be approved before the donation can be made.
8. Please mail or fax requests to:

    > Montana State University Athletics
    > Attn: Hillary Guilford
    > P.O. Box 173380
    > Bozeman, MT 59717-3380
    > Fax: 406.994.4280

If you have questions or need additional information, please contact us at (406) 994.4221. We appreciate your interest in Montana State University Athletics.

MSU Charitable
Donation Request Form

DATE: _____

Individual/Organization Requesting Donation: _____

Address/Phone Number of Organization or Individual: _____
_____

Relationship to MSU Athletics, if any : _____

Is this group a nonprofit or educational entity?:   YES   NO   DON'T KNOW

What is the age group of the beneficiary(s)?   K-8   HIGH SCHOOL   ADULT
(circle all that apply)

Has this request been made by this organization in the past?   YES   NO   DON'T KNOW

If funds will be raised, how will the proceeds be used? _____

Will the funds be deposited directly with a nonprofit or educational entity or in a Trust or Special Account
specifically designated for the cause of the event?   YES   NO

If NO, please explain: _____

Will a commercial sponsor be involved?   YES   NO   DON'T KNOW
If yes, who will be the commercial sponsor? _____

Will there be promotion or advertisement by a commercial agency? YES   NO   DON'T KNOW
If yes, who will be the commercial agency? _____

Date of Event/Item needed by (subject to posted deadlines, must be at least 4 weeks before the event): _____

ITEM BEING REQUESTED: _____

Will the item be autographed?   YES   NO

TO BE FILLED OUT BY MSU ATHLETICS

_____	_____	_____	_____	_____
Approved	Denied	Revisions	Camie Bechtold, Compliance	Date
_____	_____	_____	_____	_____
Approved	Denied	Revisions	Dan Davies, Sr. Associate Athletic Director	Date
_____	_____	_____	_____	_____
Approved	Denied	Revisions	Charitable Donation Committee	Date

Donated 1. _____   **Value:** $_____

Item(s)   2._____ $_____

3._____ $_____

TOTAL VALUE OF DONATION $_____