

WESTERN MICHIGAN UNIVERSITY - DEPARTMENT OF ATHLETICS

Donation/Memorabilia Request



In accordance with NCAA Bylaws, the following information must be provided in order to determine the permissibility of WMU's involvement in such a request. Please be aware that even if the donation/memorabilia request is determined to be permissible by NCAA and Conference regulations, the availability of the request may be limited based on program policy.

In submitting this form, the requesting entity recognizes the following criteria **must** be met in order for a donation/memorabilia request to be considered:

- 1) The request must be submitted and received to the athletics marketing office at least **two weeks prior** to the date of the requested donation fulfillment date.
- 2) The request must include a fully completed copy of this form for consideration. Incomplete forms will not be processed.
- 3) A cover letter, brochure or flyer highlighting the request and its purpose shall also be provided.
- 4) If a charitable group, the request must include a copy of the groups' government not-for-profit (501 (c)(3) status.

If any of the above criteria is not met, requests shall be denied. Providing all necessary information does NOT guarantee that a request will be approved. WMU reserves the right to approve or deny requests regardless of the permissibility of the request under NCAA and Conference Rules.

Requestor Information

Name of Organization/Agency:

Contact Person:

Phone #:

Email Address:

Address:

Organization/Agency Description: ☐ K-8 Grade ☐ High School ☐ Commercial Entity
☐ Charitable* must provide proof of 501 (c)(3)
☐ Other, explain:

*If a **nonprofit**, do you expend funds for the benefit of non-scholastic men's basketball (e.g., AAU teams), men's basketball prospective student-athletes or individuals associated with men's basketball student-athletes (e.g., AAU coach, high school coach, agents)?

Nature and Purpose of this Request

Item(s) are you requesting: ☐ Ticket(s) ☐ Apparel/Equipment(specify):

☐ Other:

Quantity of item requested:

For items to be mailed a pre-paid, self-addressed envelope is required. Recipient is subject to shipping/handling fees.

Will the item be used for a fundraiser: ☐ Yes ☐ No

Will the item be sold or auctioned off: ☐ Yes ☐ No

If **YES**, will high school-aged (9-12 grader, prep school, junior college) students benefit directly or indirectly from the proceeds raised?

NCAA rules preclude institutions from providing items to fundraisers or auctions that will benefit prospect-aged individuals. Unfortunately, requests from such groups will be denied.

Who will benefit from the proceeds raised?

What is the purpose of this specific request? What is the purpose of the organization/agency for requesting this donation?

Statement of Understanding

By signing below, I certify that I have completed this form accurately and truthfully. I have read the conditions for submitting this request and agree to abide by these conditions, along with all NCAA and Conference rules and regulations. I understand the item(s) provide to me per this request will be used only in the manner I specify above and not for personal profit or gain. Failure to provide accurate information on this form or failing to abide by the conditions for this request or NCAA and Conference rules and regulations may jeopardize the eligibility of the athletics programs or may result in a NCAA violation.

Requestor's Signature? _____

Date: _____

Requestor's Name: **Return completed forms by fax or email to WMU Athletics at athl-donationrequests@wmich.edu****----- Athletic Office Use Only -----**Marketing/Ticket Approval: ☐ Yes ☐ No

Marketing Signature: _____

Compliance Approval: ☐ Yes ☐ No

Compliance Signature: _____