



HUSKIE ATHLETIC COMPLIANCE OFFICE

# Request for Athletic Memorabilia

## Event Information

Event name: \_\_\_\_\_

Organization: \_\_\_\_\_

Org. address: \_\_\_\_\_

Event date/time: \_\_\_\_\_

Event location: \_\_\_\_\_

Contact person: \_\_\_\_\_

Contact phone: \_\_\_\_\_

Contact email: \_\_\_\_\_

Org./Event Website: \_\_\_\_\_

1. Please check the corresponding agency type:  NIU  Charitable 501(c)  Educational  Nonprofit

Tax ID #: \_\_\_\_\_

2. Please check the sport you are requesting memorabilia from:

Football  M. Basketball  W. Basketball  Volleyball  Other \_\_\_\_\_

3. Please check the type of memorabilia you would like to receive:

Autographed game ball (\$30)  Season tickets  Single game tickets  Other \_\_\_\_\_

*Requests must be submitted at least **two (2) weeks** prior to the deadline for receiving this item. Please note that checking a box does not guarantee that you will receive the requested item(s).*

4. Please check how you would like to receive the requested item:  Pick-up  Mail

If receiving by mail, please provide the shipping address: \_\_\_\_\_

5. What is the deadline for receiving this item? \_\_\_\_\_

6. What type of activity will these items be used for? \_\_\_\_\_

7. What will the proceeds from our item be used for? \_\_\_\_\_

8. Will any high school-aged students (i.e., 9th-12th grade) financially benefit from this event?  Yes  No

If yes, in what capacity? \_\_\_\_\_

9. Will there be any commercial sponsorship or co-sponsorship for the event? (Attach list)  Yes  No

10. Will the event involve any advertisement or promotion of a commercial venture?  Yes  No

If yes, in what capacity? (Attach copies) \_\_\_\_\_

*You are required to attach an event flyer to this form which can provide details of the organization and/or event.*

## Reminders

Recipients of any donated items are required to send a letter to NIU Athletics Marketing at [athleticrequests@niu.edu](mailto:athleticrequests@niu.edu) acknowledging the donation was received and the amount of money the item raised. Thank you in advance for your cooperation with this request.

Please keep in mind proceeds from these items may not benefit a high school-aged student (i.e., 9th-12th grade) or a high school athletic program. Any questions related to the permissibility of a specific request can be forwarded to the Huskie Athletic Compliance Office by email at [niurules@niu.edu](mailto:niurules@niu.edu). Before signing below, please read the applicable NCAA legislation on the next page, as well as on our website where this form is located.

Completed forms should be emailed to [athleticrequests@niu.edu](mailto:athleticrequests@niu.edu).

# Terms and Conditions of Promotional Activities

## Applicable Legislation

### Bylaw 12.5.1.1 Institutional, Charitable, Education or Nonprofit Promotions

A member institution or recognized entity thereof (e.g., fraternity, sorority or student government organization), a member conference or a noninstitutional charitable, educational or nonprofit agency may use a student-athlete's name, picture or appearance to support its charitable or educational activities or to support activities considered incidental to the student-athlete's participation in intercollegiate athletics, provided the following conditions are met:

- (a) The student-athlete receives written approval to participate from the director of athletics (or his or her designee who may not be a coaching staff member), subject to the limitations on participants in such activities as set forth in Bylaw 17;
- (b) The specific activity or project in which the student-athlete participates does not involve co-sponsorship, advertisement or promotion by a commercial agency other than through the reproduction of the sponsoring company's officially registered regular trademark or logo on printed materials such as pictures, posters or calendars. The company's emblem, name, address, telephone number and website address may be included with the trademark or logo. Personal names, messages and slogans (other than an officially registered trademark) are prohibited;
- (c) The name or picture of a student-athlete with remaining eligibility may not appear on an institution's printed promotional item (e.g., poster, calendar) that includes a reproduction of a product with which a commercial entity is associated if the commercial entity's officially registered regular trademark or logo also appears on the item;
- (d) The student-athlete does not miss class;
- (e) All moneys derived from the activity or project go directly to the member institution, member conference or the charitable, educational or nonprofit agency;
- (f) The student-athlete may accept actual and necessary expenses from the member institution, member conference or the charitable, educational or nonprofit agency related to participation in such activity;
- (g) The student-athlete's name, picture or appearance is not used to promote the commercial ventures of any nonprofit agency;
- (h) Any commercial items with names, likenesses or pictures of multiple student-athletes (other than highlight films or media guides per Bylaw 12.5.1.7) may be sold only at the member institution at which the student-athletes are enrolled, the institution's conference, institutionally controlled (owned and operated) outlets or outlets controlled by the charitable, educational or nonprofit organization (e.g., location of the charitable or educational organization, site of charitable event during the event). Items that include an individual student-athlete's name, picture or likeness (e.g., name on jersey, name or likeness on a bobble-head doll), other than informational items (e.g., media guide, schedule cards, institutional publications), may not be sold; and
- (i) The student-athlete and an authorized representative of the charitable, educational or nonprofit agency sign a release statement ensuring that the student-athlete's name, image or appearance is used in a manner consistent with the requirements of this section.

### Other Applicable Legislation

Bylaw 12.5.1.1.2 Promotions Involving Commercial Locations/Sponsors

Bylaw 13.15.1 Prohibited Expenses

*Please be aware of the applicable NCAA legislation stated above, as well as on the NIU Athletics website where this form is located:  
<http://www.niuhuskies.com/ot/requests.html>*

## Organization Certification

By signing below, I certify that the information reported on this form is complete and accurate, and that I understand and agree to abide by NCAA rules governing the use of a student-athlete's name, image, and likeness. I also certify that I will notify the Huskie Athletic Compliance Office if any changes occur in the information reported on this form.

\_\_\_\_\_  
*Organization Signature*

\_\_\_\_\_  
*Date*

## Institutional Approval

\_\_\_\_\_  
*Compliance Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Director of Athletics Signature/Designee*

\_\_\_\_\_  
*Date*