



# REQUEST FOR ATHLETIC MEMORABILIA

## Event Sponsor Information:

Event Name \_\_\_\_\_ Contact Person \_\_\_\_\_ Contact Phone# \_\_\_\_\_

Address (city,state,zip) \_\_\_\_\_

Date & Time of Event \_\_\_\_\_ Location of Event \_\_\_\_\_

## Organization/Recipient:

- NIU
- Charitable
- Educational/School
- Community Service/Non-Profit

## Memorabilia Request:

- FOOTBALL
- BASKETBALL
- W. BASKETBALL
- Other \_\_\_\_\_

**Type of Memorabilia** (Please note: a \$30 invoice will be sent to organizations requesting an autographed game ball. Please add a self-addressed stamped envelope for schedule card requests).

- Autographed Game Ball
- Poster (free)
- Season Tickets
- Single Game Tickets
- Schedule Card (free)

## Please answer the below questions:

1. For what type of activity will this item be used? \_\_\_\_\_
2. Will money be raised and who will the proceeds benefit? \_\_\_\_\_
3. What is the deadline for receiving the item? \_\_\_\_\_
4. Will there be any commercial sponsorship or co-sponsorship for your event?  YES  NO
5. Will there be any advertisement or promotion of a commercial agency?  YES  NO

**IF SUBMITTING THIS FORM AND REQUEST BY FAX, PLEASE FAX TO: NIU ATHLETICS @ 815-753-9355**

## Recipient Reminders:

Recipients of any donated item are required to send a letter to NIU Athletics acknowledging the donation was received and the amount of money the item raised. Thank you in advance for your willingness to cooperate with this request. Please note: proceeds may not benefit a high school or a high school athletic program (including students in the 8th grade).

PLEASE FAX THIS LETTER: **NIU MARKETING, Amanda Benzine @ 815-753-0639 or email: abenzine@niu.edu**

## Approval Signatures:

**FOR ATHLETIC DEPARTMENT USE ONLY**

Signature of Senior Associate Athletic Director: \_\_\_\_\_ Date \_\_\_\_\_

**NCAA Bylaw 12.5.1.1 Institutional, Charitable, Educational, 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 student-athlete receives written approval to participate from the director of athletics.

Signature of Director of Athletics: \_\_\_\_\_ Date \_\_\_\_\_