



University of Nebraska Omaha Athletic Department Donation Request Guidelines

Donation Requests

The University of Nebraska Omaha Athletic Department receives a significant number of requests for memorabilia, merchandise, and autographs from organizations each year. We wish it were possible to honor all of them since most are very worthwhile causes. Please know that all requests receive serious consideration. Due to the high volume of request we receive, the following guidelines must be followed to assure fairness.

Request Eligibility

The University of Nebraska Omaha Athletic Department focuses its efforts on assisting organizations that benefit youth activities, disadvantaged youth, children's medical related causes and educational programs for youth. Memorabilia is limited to one request per organization during the University fiscal year (July 1 to June 30).

Requests related to the following are ineligible to receive donations:

- Due to NCAA regulations, we are unable to fulfill requests that would benefit students in grades 9-12. Proceeds or actual item may NOT be provided to a high school, preparatory school or 2-year college for any reason. This includes any elementary and middle schools that are financially tied and/or associated with a high school.
- Requests for operating expenses or other monetary donations.
- Individuals or individual pursuits, fraternal, veteran, labor or political groups.
- Business award and incentive programs (for profit).

Application Process

The UNO Athletic Department requires that a Donation Request Form must be completed in its entirety. All donation requests must follow the guidelines listed below:

- Donation requests must be received by fax, mail or email at least 4 weeks prior to the date in which the donation is needed, no exceptions. Please refrain from doing all three of these options.
- If requesting an autographed piece of equipment, upon approval of request, requester must provide item (baseball, soccer ball, etc).
- If request is approved, the organization will be responsible for return postage charges associated with shipping pieces of equipment.

All requests should be submitted to:

University of Nebraska Omaha Athletic Department

Attn: Pam Schwarting
Sapp Fieldhouse
6001 Dodge Street
Omaha, NE 68182
Fax: (402) 554-2555

Processing Your Request

Donations are mailed at least 2 weeks before the item is needed for the event. Considerations for donations include:

- type of event,
- non-profit status,
- projected proceeds raised,
- past donations,
- beneficiary (i.e. children's medical related causes, youth activities, and educational initiatives).

All decisions made by the Athletic Department are final.



OMAHA ATHLETICS

University of Nebraska Omaha Athletic Department Donation Request Form

Organization Information

Name of Organization: _____

Address (city,state,zip): _____

Name & Title of Contact Person: _____

Phone#: _____ Email: _____

K-6 School Nonprofit Org. Charity High School or Commercial Org. (Note: UNO Cannot promote these)

Event Information

For what type of activity will this item be used? Co-Sponsorship Commercial Auction
 Promotion Fundraiser Educational Give Away

Purpose of Request: _____

Event Name: _____

Date(s): _____ Time(s): _____ Date Needed By: _____

Additional Details: _____

Will money be raised and who will the proceeds benefit? _____

Will there be any commercial sponsorship or co-sponsorship for your event? YES NO

Will there be any advertisement or promotion of a commercial agency? YES NO

Sport & Memorabilia Requested:

(Note: Organizations may be sent an invoice for any requests.)

HOCKEY MEN'S BASKETBALL WOMEN'S BASKETBALL Other _____

Autographed Game Ball Schedule Card (free) Other _____

Season Tickets Single Game Tickets _____

Recipient Reminders & Affirmation:

Per NCAA Bylaw 13.15, the University of Nebraska Omaha is prohibited from the following:

- Donating memorabilia (e.g., jerseys, hats, T-shirts, autographed basketball) to any organization, event, or activity that involves or benefits prospect aged individuals (9th -12th grade and junior college students).
- Participating in any event in which a donation will be provided to a high school program, prep school or two-year college.
- Providing any financial contributions to a high school athletics program by participating in a fundraising event.
- Providing (donating and/or selling) jerseys or apparel with the name, image, or likeness of current student-athletes.

By signing below, I attest that I have read and understand the previously mentioned NCAA rules regarding impermissible fundraising activities. Furthermore, I agree to follow NCAA rules regarding the use of such memorabilia.

Signature of Organization Representative: _____ Date: _____

**PLEASE SUBMIT THIS FORM BY FAX TO:
Pam Schwarting, University of Nebraska Omaha Athletic Department
Fax: 402-554-2555**

FOR ATHLETIC DEPARTMENT USE ONLY

Athletic Compliance Office Signature: _____ Date: _____

Associate Athletic Director / CFO Signature: _____ Date: _____

Marketing / Ticketing Office Signature: _____ Date: _____