

RUTGERS ATHLETICS CHARITABLE DONATION REQUEST FORM

Please complete the information below. You must be an authorized representative of the requesting agency/organization/school to submit this request. Please note the following:

- Submitting a form does not guarantee the request will be fulfilled
- A letter on your organization's official letterhead must also be submitted with this form
- Requests must be received at least eight weeks prior to the date of activity
- Items donated are based on availability and the discretion of Rutgers Athletics

-FORMS NOT FULLY COMPLETED WILL NOT BE CONSIDERED- PLEASE PRINT CLEARLY AND LEGIBLY

Contact Name: _____ Phone: _____

Email: _____ Fax: _____

Name of Organization/Charity: _____ Name of Event: _____

Date of Event: _____ Age Group Proceeds Will Benefit: _____

If the item is to be used for an auction, please provide detailed information regarding where the proceeds will go (i.e. purpose of charity, etc.)

Where to Send Donation:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

If you are approved to receive your requested item, you must agree to the following guidelines:

- A. The item shall not be loaned, donated, sold or otherwise transferred to a **high school (9th-12th grade), prep school, junior college, or any other group consisting of prospective student-athletes, any staff member of such an institution (i.e. coach, athletic director, principal, etc.) or group; any parent or guardian of a student of these institutions or groups; or, any booster organization of such an institution or group.**
- B. The item shall not be sold, auctioned or traded at any other event besides the event named above without the consent of Rutgers Athletics.
- C. Rutgers Athletics reserves the right to request the return of any item.

By signing this form I agree to the aforementioned guidelines and understand that Rutgers University may take legal action should these guidelines be violated.

Signature of Requestor/Recipient of Item

Date

Submit this form, along with a request on your organization's official letterhead to:

Rutgers Sports Marketing Office
Attn: Donation Requests
Louis Brown Athletic Center
83 Rockafeller Road
Piscataway, NJ 08854
Phone: 732-445-3342
Fax: 732-445-3862

For Athletic Department use Only:

Request Approved ____ Request Denied ____ If denied, reason: _____

Marketing Department Authorization: _____

Office of Compliance Authorization: _____ Approved ____ Denied ____ Comments _____