



**DONATION/AUTOGRAPH REQUEST INFORMATION**

|                              |                       |
|------------------------------|-----------------------|
| <b>Name of Requestor:</b>    | <b>Phone #:</b>       |
| <b>Name of Organization:</b> | <b>Tax Exempt #:</b>  |
| <b>Organization Address:</b> | <b>Email Address:</b> |

**NCAA guidelines require the following conditions be met in regards to institutional memorabilia and autographs:**

The requested item may not be used in fundraising events for any high school organization, high school fund raising event that will benefit a charity or educational project or any high school or prospect-aged individual. (*High school is defined as grades nine through twelve.*); all profit from the promotions activity or project must go directly to the requesting charity, non-profit agency or educational institution; the requested item involving student-athlete's names may not involve co-sponsorship, advertisement or promotion by a commercial agency other than a company's logo or trademark on printed materials; an authorized representative of the agency must sign a waiver agreeing to adhere to all NCAA guidelines regarding this request; use of the memorabilia item must have written approval from the Kansas Athletics Compliance Office; and memorabilia may not be sold, traded or donated without written consent of the Kansas Athletics.

- This organization is:**
- Educational or Scholastic-Related
  - Non-Profit/ Charitable [Must include 501(c) documentation]
  - KU Organization (i.e., fraternity, sorority, student government, etc.)
  - NCAA institution, conference or entity thereof
  - Fundraising for a local benefit for sick, injured or disabled individual:
    - Who will benefit? \_\_\_\_\_
    - Is there a trust fund set up?  Yes  No
      - o If yes, list bank and city/state: \_\_\_\_\_
    - Are there 9<sup>th</sup>-12<sup>th</sup> graders in the family?  Yes  No

*\*Note: Information (i.e., flyer, brochure, etc.) describing the event must be included/attached to this completed form\**

- Autograph/ Item Request:**
- Men's Basketball Team Ball [*available only to 501(c)*] **\$100**
  - Women's Basketball Team Ball [*available only to 501(c)*] **\$50**
  - Bill Self Autographed Basketball **\$50**
  - Les Miles Autographed Football **\$50**

**\*Note: Please be aware that autographed items may contain smudges.**

- Comments and Date Item is Needed: \_\_\_\_\_
- Please explain the reason the item is being requested and/or how it will be used (*i.e., door prize, fundraiser, auction, etc.*):  
\_\_\_\_\_
- Proceeds from the event/project will be used for: \_\_\_\_\_
- Will high school-age students (9<sup>th</sup> – 12<sup>th</sup> grades) benefit?  Yes  No

*My signature below confirms that I have read and understand the NCAA rules and regulations pertaining to this request and agree to abide by all guidelines. I will allow four (4) weeks for processing and understand only one item per request /organization per year is allowed.*

|  |              |
|--|--------------|
| <b>Activity/Organizational Representative Signature:</b> | <b>Date:</b> |
|--|--------------|

Send form and all supporting documents to:  
**Kansas Athletics Marketing Office**  
1651 Naismith Dr.  
Lawrence, KS 66045  
**Email:** athleticsdonations@ku.edu

|                                   |                            |
|-----------------------------------|----------------------------|
| <b>COMPLIANCE USE ONLY</b>        |                            |
| <input type="checkbox"/> Approved | Compliance Initials: _____ |
| <input type="checkbox"/> Denied   | Date: _____                |