# Donation & Autograph Request Form

## Donation/Autograph Request Information

<table>
<thead>
<tr>
<th>Name of Requestor:</th>
<th>Phone #:</th>
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</thead>
<tbody>
<tr>
<td>Name of Organization:</td>
<td></td>
</tr>
<tr>
<td>Tax Exempt #:</td>
<td>Email Address:</td>
</tr>
<tr>
<td>Organization Address:</td>
<td>City, State, Zip:</td>
</tr>
</tbody>
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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
    - If yes, list bank and city/state: ________________
  - Are there 9th-12th 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

- [ ] 2020-21 Men’s Team Autographed Basketball $110^$
- [ ] 2020-21 Women’s Team Autographed Basketball $110^$
- [ ] 2019-20 Men’s Team Autographed Basketball $100$
- [ ] 2019-20 Women’s Team Autographed Basketball $100$
- [ ] Bill Self Autographed Basketball $60$

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

^ Increase of $10 per ball due to international trade tariffs. Due to pending Name, Image and Likeness regulations, Kansas Athletics anticipates that 2020-21 will be the final year that team autographed balls are offered to the public and charitable organizations.

- 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 (9th – 12th 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.

<table>
<thead>
<tr>
<th>Activity/Organizational Representative Signature:</th>
<th>Date:</th>
</tr>
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</table>

Send form and all supporting documents to:

**Kansas Athletics Marketing Office**

1651 Naismith Dr.
Lawrence, KS 66045

**Email:** athleticsdonations@ku.edu

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## Compliance Use Only

<table>
<thead>
<tr>
<th>Approved</th>
<th>Compliance Initials: ____</th>
</tr>
</thead>
<tbody>
<tr>
<td>Denied</td>
<td>Date: ________</td>
</tr>
</tbody>
</table>