



Baylor University Department of Athletics

Donation & Autograph Request Form

*****All requests must be received by Baylor Athletic Marketing at least three weeks prior to the event.*****

The following information must be provided in order to determine the permissibility of a Baylor University sport program, coach or student-athlete's involvement in such proposed activity. **Please be aware that even if a request is determined to be permissible by NCAA rules and regulations, it does not guarantee that Baylor Athletics will fulfill the request.** Upon completion, this form should be faxed to (254)-710-1369 or mailed to the following address:

**Marketing Department
Attn: Chad Klemppnauer, Assistant Director of Marketing
Baylor University Athletics Department
150 Bear Run
Waco, TX 76711**

Name of Organization: _____

Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email Address: _____

Your Organization is a: Charitable or Educational Agency
 Non-Profit Organization (as distinguished from a charitable or educational agency)
 Recognized Baylor Organization (sorority, student government, etc.)
 None of the Above – Please Specify: _____

What is Being Requested (If a ball is requested DO NOT enclose payment. Upon approval of request you will be contacted regarding payment prior to shipment of item.):

Donation of Memorabilia / Tickets: Preference of Item(s): _____
 Autographed Ball Donation (**All student-athletes may sign ball, however, specific signatures are not guaranteed.**):

Men's Basketball - \$25	Women's Basketball - \$25	Football- \$25	Baseball - \$5	Other Sport
____ Head Coach	____ Head Coach	____ Head Coach	____ Head Coach	Sport: _____
____ Team	____ Team	____ Team	____ Team	____ Head Coach
				____ Team

Description of Promotional Activity (attach copy of flyer, if available): _____

Co-Sponsor(s)? (please list) _____

Will money be raised? _____

If so, what will the funds be used for? _____

If for students, what grade level? _____

Date of Activity: _____ Time of Activity: _____

On second sheet please review NCAA rules, sign on appropriate space and submit form for consideration.

Baylor Athletic Marketing
150 Bear Run
Waco, TX 76711
(P) 254-710-8038 (F) 254-710-1369

NCAA BYLAWS REGARDING PROMOTIONAL ACTIVITIES

Please read the following NCAA bylaws carefully and sign the bottom of the page.

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 following conditions are met:

- (a) The student-athlete receives written approval to participate from the director of athletics (or his or her designee who may not be a coaching staff member);
- (b) The specific activity or project in which the student-athlete participates does not involve cosponsorship, advertisement or promotion by a commercial agency other than through the reproduction of the sponsoring company's officially registered regular trademark or logo on printed materials such as pictures, posters or calendars. The company's emblem, name, address and telephone number may be included with the trademark or logo. Personal names, messages and slogans (other than an officially registered trademark) are prohibited;
- (c) The name or picture of a student-athlete with remaining eligibility may not appear on an institution's printed promotional item (e.g., poster, calendar) that includes a reproduction of a product with which a commercial entity is associated if the commercial entity's officially registered regular trademark or logo also appears on the item;
- (d) The student-athlete does not miss class;
- (e) All moneys derived from the activity or project go directly to the member institution, member conference or the charitable, educational or nonprofit agency;
- (f) The student-athlete may accept actual and necessary expenses from the member institution, member conference or the charitable, educational or nonprofit agency related to participation in such activity;
- (g) The student-athlete's name, picture or appearance is not utilized to promote the commercial ventures of any nonprofit agency;
- (h) Any commercial items with names or pictures of student-athletes (other than highlight films or media guides) may be sold only at the member institution at which the student-athlete is enrolled, institutionally controlled (owned and operated) outlets or outlets controlled by the charitable or educational organization; and
- (i) The student-athlete and an authorized representative of the charitable, educational or nonprofit agency sign a release statement ensuring that the student-athlete's name, image or appearance is used in a manner consistent with the requirements of this section.

12.5.1.1.2 Promotions Involving Commercial Locations/Sponsors. A member institution or a charitable, educational or nonprofit organization may use the appearance, name or picture of an enrolled student-athlete to promote generally its fund-raising activities at the location of a commercial establishment, provided the commercial establishment is not a cosponsor of the event and the student-athlete does not promote the sale of a commercial product in conjunction with the fund-raising activity. A commercial establishment would become a cosponsor if the commercial establishment either advertises the presence of the student-athlete at the commercial location or is involved directly or indirectly in promoting the activity.

13.16.1 Prohibited Expenses. An institution or a representative of its athletics interests shall not offer, provide or arrange financial assistance, directly or indirectly, to pay (in whole or in part) the costs of the prospect's educational or other expenses for any period prior to his or her enrollment or so the prospect can obtain a postgraduate education.

By signing this form, I acknowledge that I have read and understand the NCAA bylaws regarding promotional activities. I understand that Baylor University is under no obligation to fulfill this request. I further understand that Baylor reserves the right to request the return of any donated item when these bylaws are not followed.

Signature of Activity Representative: _____

Date: _____

Signature of Baylor Marketing Office: _____

Date: _____

Signature of Compliance Office: _____

Date: _____