Memorabilia Donation and Signature Request Form

Contact Person: ___________________________ Organization: ___________________________

Organization Address: ___________________________

Daytime Phone: ________________ Email: ________________ Website of Organization: ___________________________

Purpose of Requested Item:

☐ Fundraising for a charitable/non-profit organization: ____________________________________________
   (Non-educational institution e.g. American Cancer Society, YMCA, Boys and Girls Club, W Club, Church Group)

☐ Fundraising for educational institution: _______________________________________________________
   (Donations may not be made to schools serving 9th-12th grade students, prep schools or junior colleges)

☐ Private/Gift: _____________________________________________________________________________

Ages and grades in school of individual(s) who will benefit from this request: ________________________________
   (If the requested item will not benefit students of any age, please indicate “ADULTS ONLY”)

Date Needed: ___________________________ Item Requested (if specific): ___________________________
   (Some items may require a fee)

University Guidelines

 Requests for monetary donations will not be honored.
 Each organization is limited to one request per Central Michigan University’s fiscal year (7/1-6/30).
 Due to the high volume of requests, we cannot guarantee that we will have an item for your event.
 Items used to fill donation requests are typically promotional giveaways.
 Please submit this form at least four weeks prior to the date the donation is needed.
 All decisions made by Central Michigan University are final.

NCAA Rules (Bylaw 13.15)

 Proceeds from the sale of a donated item and/or the actual donated item may NOT be provided to:
  o a high school, prep school or 2-year college;
  o any non-educational organization that benefits prospect-aged individuals (9th-12th grade, prep school and junior college students);
  o a prospect-aged individual (9th-12th grade, prep school and junior college students)
 Requests for items to be autographed by student-athletes cannot be honored.

By signing below, you attest that you have read and understand, and that you will abide by, the above-listed University Guidelines and NCAA Rules.

Signature: ___________________________ Date: ________________

For Athletic Marketing Department Use:

[ ] Request is approved [ ] Request is denied

Marketing Office Signature: ___________________________ Date: ________________

Memorabilia Supplied: ___________________________

For Athletic Compliance Department Use:

[ ] Request is approved [ ] Request is denied

Compliance Office Signature: ___________________________ Date: ________________

Memorabilia Database: [ ]

Please submit this form using one of the following means:

Mail: Central Michigan University/Rose Center 100/Mt. Pleasant, MI 48859
Email: athmkt@cmich.edu (for scanned or PDF forms)
Online: www.cmuchippewas.com
Call: 989.774.3277