

# East Carolina University Athletics Autograph Request Form

*The providing of ECU Department of Athletics' merchandise, property, and resources to other organizations or individuals are governed by numerous NCAA, C-USA, ECU, and State of North Carolina rules and procedures. The following information is required to ensure compliance with these rules. Incomplete forms will be returned to sender. Items signed for individuals will be personalized (signed specifically to the name of the person requesting the autograph or the name of the person for whom the requestor is getting the autograph). All requests must be submitted on this form, and are limited to a single item per sport, per person or organization, per year. Incomplete forms, or items without proper return postage/self-addressed stamped envelope, will be returned to sender. Please make checks payable to "ECU Athletics."*

## Requestor Information (shipping address):

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

1. Name(s) of requested autograph: \_\_\_\_\_  
(Coach/Staff/Administrator)

## 2. Purpose of Request (check applicable box):

- Self, personal memorabilia **If "Self," continue to #3;**  
 Self, gift to individual **Name of individual receiving gift:** \_\_\_\_\_  
 Organization **If "Organization", please read and complete the following:**

Organization Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## Organization Classification (check applicable box):

- Elementary/Middle/Junior High School (Grades K – 8)  
 High School (Grades 9 – 12)/Preparatory School/Junior College  
 Non-Profit/Charitable Organization  
 Other, please describe: \_\_\_\_\_

Will the item be sold or auctioned for fundraising purposes?  Yes  No

If yes, will high school-aged students (grades 9 – 12, prep school, or junior college) or a high school, prep school, or junior college benefit from the sale?

Yes  No

**PLEASE NOTE THAT NCAA RULES PROHIBIT ECU ATHLETICS FROM PROVIDING ITEMS TO FUNDRAISERS THAT WILL BENEFIT PROSPECT-AGED INDIVIDUALS. Unfortunately, requests from such groups will be returned to sender.**

What organization will receive the proceeds from the sale? \_\_\_\_\_

**REQUESTS FROM NON-PROFIT ORGANIZATIONS MUST BE ACCOMPANIED BY DOCUMENTATION OF ITS 501(c)(3) STATUS** (e.g., a copy of the organization's IRS letter verifying this status or the organization's tax identification number) **AND DOCUMENTATION DESCRIBING THE FUNDRAISING EVENT IN WHICH THE ITEM WILL BE USED** (e.g., flyer for event, memo describing event).

## 3. Statement of Understanding:

By my signature below, I certify that the item provided to me per this request will be used only in the manner specified above. I understand that this item may not be sold for personal profit nor donated to a fundraising activity unless designated as such above. If I am giving this item as a gift, I certify that I will notify the recipient of the applicable regulations. Lastly, I understand that this item may not, under any circumstance, be re-sold or auctioned through the internet (e.g., eBay, etc.).

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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*For Office Use Only:*

Compliance Approval:  Granted  Denied Staff Member Initials \_\_\_\_\_

Request Forwarded to \_\_\_\_\_ Office Date: \_\_\_\_\_