



GONZAGA UNIVERSITY ATHLETICS

Compliance Office

AUTOGRAPH ITEM DONATION FORM

Request form and supporting documentation must be mailed to the Gonzaga Compliance Office at 502 E. Boone Ave. Spokane, Washington 99258 or faxed at (509) 313-5787. You may contact the Compliance Office with questions or concerns at (509) 313-4043.

****The Gonzaga Athletics Department policy prohibits personal requests for autographed memorabilia items.**

****Please allow 2 weeks for processing-Only one item per request/organization per year.**

Name		Email
Name of Organization		Date of Request
Tax Exempt #	Telephone ()	Fax ()
Organization Address - street, city, state, zip		
This Organization is (check all that apply): <input type="checkbox"/> Educational/Scholastic Related <input type="checkbox"/> Non-Profit/Charitable Organization (MUST include 501(c)(3) documentation) <input type="checkbox"/> GU Organization; Student Government etc. <input type="checkbox"/> NCAA Institution, conference or entity thereof <input type="checkbox"/> None of the above-Please Describe: _____		
Reason this item is being requested (fundraising, auction, door prize.)-please describe:		
Proceeds will benefit (name organization-if different than above)		Telephone (if different than above)
Address of group benefiting - street, city, state, zip (if different than above)		
Specifically, the proceeds will be used by the benefiting organization in the following ways:		
The proceeds benefit the following age group (check all that apply): <input type="checkbox"/> Youth-Grades 8 and below <input type="checkbox"/> H.S.-Grades 9-12 <input type="checkbox"/> Adults/Non-prospects <input type="checkbox"/> All Ages		
Autograph or Item Requested <input type="checkbox"/> Men's Basketball (\$50) <input type="checkbox"/> Women's Basketball (\$50) <input type="checkbox"/> Other (\$50) _____		Date of Event

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

1. 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 9-12.
2. All profit from the promotions activity or project must go directly to the requesting charity, non-profit agency or educational institution.
3. 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.
4. An authorized representative of the agency must sign a waiver agreeing to adhere to all NCAA guidelines regarding this request.
5. Use of the memorabilia item must have written approval from the Gonzaga Athletics Compliance Office.
6. Memorabilia may not be sold, traded or donated without written consent of the Gonzaga Athletic Department.

By signing, I certify my knowledge of the NCAA rules and regulations pertaining to this request and agree to abide by all said guidelines. I understand that Gonzaga University reserves the right to request the return of the autographed item when guidelines are not followed.

Signature of Organization Representative	Date
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FOR OFFICE USE ONLY	Date: _____
Request: <input type="checkbox"/> Accepted <input type="checkbox"/> Denied	<input type="checkbox"/> Paid: Form of payment _____
Administrator: _____	Pick up date: _____ Staff: _____