

Illinois State University Athletics Contribution/Ticket Request Procedures

In order for your donation request to be considered by the Illinois State University Athletics department you must follow the listed procedures and complete the Contribution Request Form in order to determine if the request meets the NCAA guidelines.

The procedures are as follows:

1. Complete the Contribution Request Form completely. This form will provide us a description of the item you are requesting and how the requested item will be used. By signing this form you will ensure that you understand the guidelines that must be followed as a result of your request. Please include a fax number so that the form can be faxed back to you. If these guidelines are not followed it will result in the student-athlete being declared ineligible and he/she will be subject to NCAA penalties up to and including repayment of the raised funds and/or missed competition. Incomplete forms will not be processed. **This form must be submitted to the Marketing Office four (4) weeks prior to the activity.**
2. Fax the completed form to Illinois State University Athletics Department, Attn: Shannon Anderson, Marketing Office. The fax number is (309) 438-3513 and if you have questions you may contact Shannon at (309)438-4500.
3. Illinois State University Athletics Department **will not provide the item** (football, basketball, volleyball, t-shirt, sweatshirt, poster, etc.) that you are requesting to have signed. You will be required to provide the item.
4. The Illinois State University Athletics Marketing Office will initially approve/deny contribution request. Approved requests are then forwarded to Illinois State University Athletics Compliance Office ensure that the request is in compliance with NCAA bylaws. If request is in compliance, request is returned to Marketing Office for fulfillment.
5. If the request is denied this form will be returned to you via fax.
6. If request is approved, you will be contacted to inform you of the date that your request will be available to be picked up at the Illinois State University Athletics Marketing Office located in Redbird Arena.

Please follow these steps to ensure that your request is received and decided upon in a timely manner. Again, fax the completed form to **(309) 438-3513**. If you do not have access to a fax machine please call (309) 438-4500.



Illinois State University
Athletic Department

Contribution Request Form

Both pages of this document must be completed in full for request to be processed.

(Four weeks prior to activity, please return to Illinois State Marketing Office at fax # (309) 438-3513)

Your Name: _____

Phone: _____

Address: _____

Cell Phone: _____

City, State, Zip: _____

E-mail: _____

Name of Organization: _____

Fax: () _____

Your organization is:

- Educational Agency (other than grades 9-12 or Junior College)
- Non-Profit/Charitable Agency (501 C3 Organization)
- Illinois State University Organization (e.g., sorority, student government)
- Other:

What is being requested? Tickets*: _____ Number requested : _____ Sport: _____

Signature of memorabilia provided by your organization*

Signature(s) Requested: _____

Other item: _____

**Items you wish to be signed must be purchased by the person(s) making the request.*

**Illinois State will not provide the item (i.e., footballs, basketballs, volleyballs, t-shirts, sweatshirts, etc...) you wish to have signed.*

Description of Promotional/Fund Raising Activity (Attach copy of flyer, if available)

Date of Activity: _____ City and Site of Activity: _____

Who does this activity benefit?

Is the beneficiary in grades 9-12 or have a child in grades 9-12? Yes___ No___

Is the beneficiary in a 2-year or 4-year college(other than Illinois State)? Yes___ No___

Will there be any outside organizations involved in the activity? Yes___ No___

If yes, whom: _____

Describe any advertising of the activity bearing the name(s) and/or picture(s) of student-athletes?

I ensure as an authorized agent of a charitable, education or nonprofit agency, my agency will use the Illinois State University student-athlete's name, image, or appearance pursuant to the requirements stated in NCAA Bylaw 12.5.1.

- The specific activity or project in which the student-athlete participates does not involve co-sponsorship, 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;
- All moneys derived from the activity or project go directly to the member institution, member conference or the charitable, educational, or nonprofit agency;
- The money raised does not directly or indirectly benefit a high school or 2-year/Junior College or 4-year college (other than Illinois State).
- The organization which will benefit directly or indirectly is not a for-profit entity.
- The student-athlete's name, picture, or appearance is not utilized to promote the commercial ventures of any nonprofit agency;

By signing this form I confirm that I have read, understand, and agree to abide by the above NCAA regulations regarding student-athlete involvement in promotional activities.

Print Name: _____

Signature: _____

Organization: _____

Date: _____

Illinois State University Athletic Department Use Only

Date Received: _____	Number: _____
____ Approved ____ Denied	Marketing Office Signed: _____ Date: _____
____ Approved ____ Denied	Compliance Office Signed: _____ Date: _____
	Notes: _____ _____ _____
Fulfilled by: _____ (initials) Date: _____	