



Kansas Athletics
DONATION & AUTOGRAPH MEMORABILIA REQUEST FORM

Request form and supporting documentation must be mailed to the Kansas Athletics Marketing office at 1651 Naismith Drive, Lawrence, KS 66045 or faxed at (785) 864-5517. You may contact Tyler Metzger with questions or concerns at: (785) 864-1011.

Please allow 4 weeks for processing – Please note: there is a fee attached to all items.

Name: _____ Email: _____
 Name of Organization: _____ Tax Exempt # _____
 Telephone: _____ FAX: _____
 Address: _____ City: _____ State: _____ Zip: _____

This organization is: Educational or Scholastic Related
 Non-Profit/Charitable Organization (**MUST** include 501(c) documentation)
 KU Organization; fraternity, sorority, student government, etc.
 NCAA institution, conference or entity thereof
 Personal
 None of the above – Please describe: _____

Information (e.g., flyer, brochure, news article, letter) describing the event **MUST** be included: Yes
 Reason the item is being requested (fundraising, auction, door prize, etc.) Please describe: _____

Proceeds from event/project will be used for: _____

Will high school-age students (9th-12th grades) benefit? Yes No

Autograph or Item Requested: Men's Basketball Team Ball
 (Available October 2012) – Available Only to 501(c) \$100

Comments: Women's Basketball Team Ball – Available Only to 501(c) \$50
 Bill Self Autographed Basketball – \$50
 Bill Self Autographed 8" x 10" Photo – \$25
 Charlie Weis Autographed Football – \$50

Date Needed By: _____

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 nine through twelve.**
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 Kansas Athletics Compliance Office.
6. Memorabilia may not be sold, traded or donated without written consent of the Kansas Athletics.

I confirm my knowledge of the NCAA rules and regulations pertaining to this request and agree to abide by all said guidelines. I understand that the University of Kansas reserves the right to request the return of the memorabilia or autographed item when guidelines are not followed.

Signature, Activity or Organization Representative	Date
KU Compliance Office: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED INITIALS _____ DATE: _____	
Marketing Use Only:	