



**UNIVERSITY OF MEMPHIS**  
**Donation Request Form**  
**Athletic Compliance Office**

Contact Information  
 Lynn Parkes, Assoc. Athletic Director  
 901-678-2088 (office), 901-678-1653 (fax)  
 lparkes@memphis.edu

To ensure compliance of the NCAA rules and regulations, all donation requests must be approved prior to being provided to the requestor. This form, when signed by the organization submitting the request and approved by the Athletics Department, allows for athletic staff members to autograph memorabilia for institutional, charitable or educational agencies (*events & programs*). In addition, when permissible, allows for the Athletics Department to provide tickets for use to UM athletic events.

**PLEASE PRINT**

<b>Name of Organization:</b>	
Agency Description ( <i>check one</i> ): <input type="checkbox"/> Institutional <input type="checkbox"/> Charitable <input type="checkbox"/> Educational	<b>Is your organization labeled as a 501C non-profit agency?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA    *Proof of 501(c) status may be required.
Organizations Address (street, city, state, zip code):	
<b>Organizations Website Address:</b>	<b>Date Requested Item is Needed: ***</b>
<b>Name of Contact Person (full name):</b>	<b>Contact Phone Number:</b>
<b>Contact E-mail Address:</b>	<b>Contact Fax Number:</b>
<b>Description of Event: (please attach any supporting documentation that provides details- e.g., flyers, letters, brochures, pamphlets)</b> _____ _____ _____	

NCAA regulations preclude its members from donating items to organizations in which the items will either directly or indirectly benefit a high school prospect student as defined by the NCAA (grades 9-12).

- Will/could a high school prospect student (grades 9-12) be a recipient of the donation? If yes, explain.     Yes     No  
 \_\_\_\_\_
- Will donation directly or indirectly benefit high school prospect students (grades 9-12)? If yes, explain.     Yes     No  
 \_\_\_\_\_
- Is this a fund raising event?     Yes     No
- Will the funds raised from the event directly or indirectly benefit prospect? If no, explain the use of the funds.     Yes     No  
 \_\_\_\_\_

**PLEASE INDICATE WHAT TEAM YOU WOULD LIKE TO RECEIVE A DONATION FROM & CHECK THE ITEM BEING REQUESTED**

MEN'S BASKETBALL	FOOTBALL	WOMEN'S BASKETBALL	OTHER, _____
<input type="checkbox"/> Autograph	<input type="checkbox"/> Autograph	<input type="checkbox"/> Autograph	<input type="checkbox"/> Autograph
<input type="checkbox"/> Poster	<input type="checkbox"/> Poster	<input type="checkbox"/> Poster	<input type="checkbox"/> Poster
<input type="checkbox"/> Tickets	<input type="checkbox"/> Tickets	<input type="checkbox"/> Tickets	<input type="checkbox"/> Tickets
<input type="checkbox"/> Prize Pack	<input type="checkbox"/> Prize Pack	<input type="checkbox"/> Prize Pack	<input type="checkbox"/> Prize Pack

**NOTE: The University of Memphis is unable to provide memorabilia for autographs. The requestor must supply the item. In addition, autographs are signed by coaches only and are not always guaranteed. \*\*\*Autograph request sometimes take a significant amount of time, especially when coaches are in season. Please submit your request in amply time (4 weeks) to assure your request is completed in time for your event\*\*\***

I certify that the request of these items will not be used to benefit any person that is of prospect age (grades 9-12). In addition, will not sale or use any of the items to gain a personal profit.

Signature of Director of Organization:	Date
Signature of Contact Person:	Date

**FOR OFFICE USE ONLY**

SPORT:  MBB     FB     WBB     OTHER, \_\_\_\_\_    Reference #: \_\_\_\_\_

Merchandise Donated: \_\_\_\_\_

Donated Item Approved By: \_\_\_\_\_    Date: \_\_\_\_\_

Compliance Office Approval: \_\_\_\_\_    Date: \_\_\_\_\_

Comments: