



**MISSOURI STATE UNIVERSITY**  
**DONATION REQUEST FORM**  
 Department of Athletics

Return Form to:  
 MSU Athletics Compliance  
 Donation Request  
 901 S. National Ave.  
 Springfield, MO 65897  
 or Fax (417) 836-8532

Name of organization: \_\_\_\_\_

Name of contact person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Event**

Date of event: \_\_\_\_\_

Description of event: (please attach any supporting documentation that provides details- e.g., flyers, brochures, pamphlets)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Requested Donation**

- Please check one: \_\_\_\_\_ MSU Football Ticket Voucher (4 tickets)  
 \_\_\_\_\_ MSU Women’s Basketball Ticket Voucher (4 tickets)  
 \_\_\_\_\_ MSU Men’s Basketball Ticket Voucher (4 tickets)  
 \_\_\_\_\_ MSU Coaches Signed Ball (*Requester is responsible for providing ball*)  
 \_\_\_\_\_ Other: \_\_\_\_\_

***NOTE:** Missouri State University is unable to provide memorabilia for autographs. The requester 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. Submit your request in ample time (4 weeks) to assure your request is completed in time for your event. Not all requests will be granted.*

**NCAA Compliance Rules**

*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. An authorized representative of the agency must sign this form agreeing to adhere to all NCAA guidelines regarding this request.
4. The item must be used for the charitable purpose stated on this form.

**Charitable Organization Terms Agreement**

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 Missouri State University reserves the right to request the return of the memorabilia or autographed item when guidelines are not followed.

\_\_\_\_\_  
 Signature of Contact Title Date

\_\_\_\_\_  
 Signature of MSU Athletics Representative Date

**For Office Use Only:** \_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED INITIALS \_\_\_\_\_ DATE: \_\_\_\_\_

**Items Donated:** \_\_\_\_\_  
 \_\_\_\_\_