

**Michigan State University
Athletic Department
Donation Request Guidelines**

Thank you for your interest in a donation of a signed item from Spartan Athletics! The Michigan State Athletic Department does our best to fulfill donation requests for non-profit organizations throughout the community each year, however, due to high demand and NCAA rules, we are unable to grant every request or fulfill requests for tickets. In an effort to best process your request and support as many charities as possible, all donation requests must comply with the guidelines listed below.

Prior to submitting an item for signature, you must send a donation request on company letterhead, at least 12 weeks prior to the event date. This request **MUST** include the following:

- Date of the event
- How the item will be used (raffle, door prize, auction, etc.)
- What/who the proceeds will benefit
- The company/organization address, phone, e-mail address and **Tax ID number**
- To whom and where an e-mail response should be directed

Mail: Donation Request
Michigan State University
223 Kalamazoo Street Ste. 225
East Lansing, MI 48824

E-mail: donationrequest@ath.msu.edu

Please note:

- Submission of a request, even if all guidelines are met, does not guarantee that the request will be fulfilled in time for your event.
- In order to meet everyone's needs while remaining financially stable, complimentary tickets will not be provided for donation requests.
- As a result of time constraints and NCAA rules, requests for autographed items for personal endeavors cannot be fulfilled, except at designated Michigan State Athletic events such as Meet the Spartans and Midnight Madness. Items signed on these occasions can be personalized (signed specifically to the name of the person requesting the autograph or the name of the person for whom the requestor is getting the autograph).
- To assist as many charitable causes as possible, an organization is eligible to receive only one (1) donated item per year and donations are limited to those organizations located within the State of Michigan.
- Previous approved donation requests do not guarantee subsequent donations.
- Coaches do not sign items for donation requests while their team is in-season.
- Spartan Athletics will not grant requests for items to be signed for other colleges or universities.
- Due to the high volume of requests, we ask that you do not call to check on the status of a previously requested donation.

If approved:

- We will ask the appropriate head coach to autograph one (1) provided item, such as a ball or photograph (do not send item in until your request is approved).
- A ball or other item to be signed must be provided by the organization requesting the signature. Autographable footballs and basketballs are available for purchase at the Spartan Bookstore (517-355-3450 or www.spartanbook.com).
- Coaches will not personalize items submitted for donation request.
- The organization will be responsible for return postage charges associated with shipping items. This can be provided in the form of: check made payable to "MSU Athletics", stamps, United Parcel Service or Fed Ex account number, or shipping label.

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NCAA Compliance Regulations:

- Michigan State Athletics will not donate items to any entity that serves prospect-aged individuals (grade 9 - 12, or 7 - 12 in Men's Basketball), such as high schools, high school scholarship funds or booster clubs, club sports teams for high school students, specific high school students, etc.
 - NCAA Bylaw 13.15.1 Prohibited Expenses: *An institution or a representative of its athletics interests shall not offer, provide or arrange financial assistance, directly or indirectly, to pay (in whole or in part) the costs of the prospective student-athlete's educational or other expenses for any period prior to his or her enrollment or so the prospective student-athlete can obtain a postgraduate education.*
 - NCAA Bylaw 13.15.1.2 Fundraising for High School Athletics Program: *An institution may not provide funding, directly or through paid advertisements, to benefit a high school athletics program.*
- Michigan State cannot provide men's basketball-related donations to any organization or team associated with a nonscholastic team.
 - NCAA Bylaw 13.15.1.10 Donation to Nonprofit Foundation – *Men's Basketball: In men's basketball, an institution or a staff member shall not provide a donation to a nonprofit foundation that expends funds for the benefit of a nonscholastic team or teams, prospective student-athletes or individuals associated with prospective student-athletes, regardless of whether the foundation provides funding to or services for prospective student-athletes and individuals who are not prospective student-athletes.*
- Request for student-athlete autographs will not be honored due to time commitments as well as the difficulty in monitoring NCAA rules regarding this topic.
- Definition of a prospective student-athlete: *an individual who has started classes for the ninth grade, enrolled in preparatory school or two-year college.*
- NCAA legislation prohibits outside entities from selling items (including auctions and raffles) that include a student-athlete's name, picture or likeness.