

Michigan State University
Spartan Athletic Department
DONATION REQUESTS

Annually, we receive a large number of requests for donations from various organizations around the country. **Please note:** The NCAA Bylaw 13.16.1 states, "an institution shall not offer, provide or arrange financial assistance, directly or indirectly, to pay (in whole or in part) the costs of a prospect's (9th-12th grade) educational or other expenses. Therefore this donation can only be used by anyone who has not yet entered the 9th grade.

Donation Guidelines

- 1) Donation requests must be submitted in writing, on company letterhead, at least 8-12 weeks prior to the event date. (This does not guarantee that your organization will have your request by the date of your event.)
 - a. Please include the following information on your company/organization's letterhead:
 - i. Date of the event
 - ii. How the item(s) will be used (raffle, door prize, auction, etc.)
 - iii. What/who the proceeds will benefit
 - iv. To whom and where a response should be directed
 - v. The company/organization address, phone, fax number and Tax ID number.
- 2) It has become increasingly more difficult to provide items to meet everyone's needs while remaining financially stable. For this reason, complimentary tickets will not be provided.
- 3) **If your request for a donation is approved**, we will ask the appropriate head coach to autograph one (1) provided item, such as a ball. **Do not send item in until your request is approved.**
- 4) A ball or other item to be signed must be provided by the organization requesting the signature. Autograph footballs and basketballs are available for purchase at the Spartan Bookstore (517-355-3450 or www.spartanbook.com) or the Student Bookstore (517-351-4210 or www.sbsmsu.com).
- 5) Due to the volume of requests, organizations are limited to one request per year.
- 6) Donations are limited to those organizations located within the State of Michigan.
- 7) **You MUST provide return postage.** Please send all requests to:

Mail to: Donation Request
Michigan State University
225 Jenison Field House
East Lansing, MI 48824
(517) 432-2607

Fax to: Donation Request
(517) 432-4945

Request will only be considered if received in writing by mail or fax