

# UNIVERSITY OF NOTRE DAME ATHLETICS



## DONATION REQUEST FORM

PLEASE PRINT CLEARLY

Name of Organization/Person Making the Request: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Website of Organization (if any): \_\_\_\_\_

Purpose of Requested Item:

- Fundraising for a charitable/non-profit organization \_\_\_\_\_  
(Non-educational institution: e.g. American Cancer Society, YMCA, Boys and Girls Club, Notre Dame Club, Church Group)
- Fundraising for educational institution \_\_\_\_\_  
(Donations may not be made to schools serving 9<sup>th</sup>-12<sup>th</sup> grade students, prep schools, or junior colleges)
- Private/Gift: \_\_\_\_\_

Ages and grades in school of individual(s) who will benefit from this request: \_\_\_\_\_  
(If the requested item will not benefit students of any age, please indicate "ADULTS ONLY")

Date Needed: \_\_\_\_\_ Item Requested (if specific request): \_\_\_\_\_

### University Guidelines

- Requests for tickets and monetary donations will not be honored.
- Each organization is limited to one request per Notre Dame fiscal year (7/1-6/30).
- Due to the high volume of requests, we cannot guarantee that we will have an item for your event.
- Items used to fill donation requests are typically promotional giveaways.
- Please submit this form at least six weeks prior to the date the donation is needed.
- All decisions made by the University of Notre Dame are final.
- If you are requesting to have an item autographed by a coach, you must provide the item if your request is approved.

### NCAA Rules (Bylaw 13.15)

- Proceeds from the sale of a donated item and/or the actual donated item may NOT be provided to:
  - a high school, prep school or 2-year college;
  - any non-educational organization that benefits prospect-aged individuals (9<sup>th</sup>-12<sup>th</sup> grade, prep school and junior college students);
  - a prospect-aged individual (9<sup>th</sup>-12<sup>th</sup> grade, prep school and junior college students)
- Requests for items to be autographed by student-athletes cannot be honored.

**By signing below, you attest that you have read and understand, and that you will abide by, the above-listed University Guidelines and NCAA Rules.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Athletic Department Use:

Request is approved.                       Request is denied.

\_\_\_\_\_  
Compliance Office Signature

\_\_\_\_\_  
Date

**Please submit this form using one of the following means:**

**Mail:** University of Notre Dame / Event Marketing Donation Requests / Joyce Center / Notre Dame, IN 46556

**Fax:** Donation Requests / 574.631.0854

**Email:** [eventreq@nd.edu](mailto:eventreq@nd.edu) (for scanned or PDF forms)