

UNIVERSITY OF NOTRE DAME ATHLETICS DONATION REQUEST PROCESS

Donation Requests

The University of Notre Dame receives several hundred requests for memorabilia, player appearances, and speaking engagements from organizations each month. We wish it were possible to honor all of them since most are very worthwhile causes. Please know that all requests are given serious consideration. Due to the high volume of requests we receive, the following guidelines must be followed to assure fairness.

Request Eligibility

Requests for merchandise and autographed items are limited to non-profit organizations located in the states of Indiana, Illinois, Michigan, and Ohio. Exceptions are made on a limited basis. The University of Notre Dame focuses its efforts on assisting organizations that benefit youth activities, disadvantaged youth, children's medical related causes, and educational programs for youth. Due to ticket demand, complimentary tickets for Football are not given as a donation. Requests related to the following are ineligible to receive donations:

- Due to NCAA regulations, we are unable to fulfill requests that would benefit students in grades 9-12. This includes all high school auctions and events
- Requests for operating expenses and other monetary donations
- Individuals or individual pursuits, fraternal, veteran, labor or political groups
- Third party requests or organizational campaigns (i.e. United Way, American Cancer Society, Juvenile Diabetes Research Fund, Courage Center, etc.) as we support these organizations on a University level
- Business award and incentive programs (for profit)
- Memorabilia is limited to one request per organization during the University of Notre Dame fiscal year (7/1-6/30).

Sport Specific Requests

Requests specifically for Football, Men's Basketball, and Women's Basketball items should be sent directly to the respective sport's offices:

Football Address:

***Notre Dame Football Donation Requests
University of Notre Dame
C113 Joyce Center
Notre Dame, IN 46556***

Men's Basketball Address:

***Notre Dame Men's Basketball Donation Requests
University of Notre Dame
C113 Joyce Center
Notre Dame, IN 46556***

Women's Basketball Address:

***Notre Dame Women's Basketball Donation Requests
University of Notre Dame
C113 Joyce Center
Notre Dame, IN 46556***

UNIVERSITY OF NOTRE DAME ATHLETICS DONATION REQUEST PROCESS

Application Process

We require a formal donation request letter submitted in writing on organization letterhead. Include the nature of the event, 501(c)3 status, the date of the event, how the item will be used (i.e. silent auction, live auction, raffle, etc.), and include organization contact information, event coordinator contact information, and a mailing address for the donation (no P.O. Boxes please). All donation requests:

- Must be submitted at least six weeks prior to the date for which the donation is needed, no exceptions.
- Donation requests must be received by fax or mail, please refrain from both faxing and mailing your request.
- If requesting an autographed piece of equipment, upon approval of request, requester must provide item (baseball, hockey stick, etc).
- If request is approved, the organization will be responsible for return postage charges associated with shipping pieces of equipment.
- Due to the high volume of requests we receive, we ask that you please do not call to check on the status of a previously requested donation.
- Email requests will not be considered.
- All requests should be submitted to:
 - ***University of Notre Dame***
Attn: Marketing Coordinator
Joyce Center
Notre Dame, IN 46556
Fax: 574-631-3518

Processing Your Request

Donations are mailed at least 2 weeks before the item is needed for the event. Considerations for donations include: type of event, non-profit status, projected proceeds raised, past donations, beneficiary (i.e. children's medical related causes, youth activities, and educational initiatives). **All decisions made by the University of Notre Dame are final.**

Donation Request FAQ's

Q: My charity organized an event at the last minute and we need a rush on a donation/auction item. Can you send us something quickly?

A: Unfortunately, due to the number of requests we receive, we need a six-week time frame to fulfill requests. We appreciate your understanding and hope you will consider involving the Wild in your future fundraising activities.

Q: How long will it take to get a response to my donation request?

A: Donation requests will typically be sent out two weeks prior to the date the donation is needed.

UNIVERSITY OF NOTRE DAME

Institutional Memorabilia Request Form

Name of the organization making the request: _____

Name, address and phone number of individual and organization making the request:

Name of Individual and Organization: _____

Address: _____

City, State, Zip: _____

Phone No.: _____

What type of item(s) is being requested? (i.e., autographed memorabilia, equipment, funding) *

*** Please note that for autographed football memorabilia (by Head Football Coach or any assistant coaches), there is an additional approval process to be completed by the Football Office.**

What is the purpose of the request? Check the appropriate box.

Personal keepsake or gift to a friend. This item may not be used for resale and may not be given to any individual or organization for fund-raising purposes that will benefit prospect-aged individuals (9th grade through 12th grade and junior college students).

Fund-raising for a charitable, educational (8th grade and below only), or a non-profit organization. Proceeds or actual item may NOT be provided to a high school, preparatory school or 2-year college for any reason. ALL proceeds from the resale or auction of this item must go directly to the charitable, educational (8th grade and below only), or non-profit organization.

Ages and Grades of Individuals who shall benefit from this request _____

Date of event/activity: _____

NCAA Bylaw 13.15 prohibits all University staff members from participating in the following activities:

- Donating memorabilia (e.g., jerseys, hats, T-shirts, autographed footballs or basketballs) to any organization/ event/activity that involves/benefits prospect-aged individuals (9th grade – 12th grade and junior college students).
- Participating in any event in which a donation will be provided to a high school, prep school or two-year college.
- Providing any financial contributions to a high school athletics program through participation in a fundraising event (e.g., paying greens fees to participate in a golf outing when any portion of the greens fees will go to benefit a high school athletics program.)

By signing below, you attest that you have read and understand the above listed NCAA rules regarding impermissible fundraising activities. Furthermore, you agree to follow all guidelines set forth by NCAA rules.

Signature _____ Date _____

For Athletic Department Use

Request is approved. Request is denied.

Compliance Office Representative Signature _____ Date _____

Request is approved. Request is denied.

Football Office Representative Signature _____ Date _____