

Villanova Athletics Marketing  
Fax to 610-519-7972

**DONATION REQUEST FORM**

Completion of this form does NOT guarantee Villanova Athletics will fulfill the request.

Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Delivery Address: \_\_\_\_\_ City: \_\_\_\_\_

Email: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

1. This organization is (please circle): ..... **CHARITABLE**    **EDUCATIONAL**    **INSTITUTIONAL**

2. Is this organization labeled a **501C** nonprofit agency? ..... **YES**    **NO**

3. What age group does this organization benefit? ..... **K – 8**    **HIGH SCHOOL**    **ADULT**

4. You may request an item; however, we can not guarantee your first choice. The donation must be approved before the item can be mailed or picked up.

**Please explain, be specific about team & item. Due to availability, Villanova Athletics may need to change the item.**

\_\_\_\_\_

5. For what type of activity would this item be used? \_\_\_\_\_

6. Will money be raised? \_\_\_\_\_ Where will the proceeds go? \_\_\_\_\_

7. Exactly what will the proceeds be used for? \_\_\_\_\_

\_\_\_\_\_

8. What is the date of your event ? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

9. What is the deadline for receiving the item (**four-week minimum**)? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

10. Where will the activity take place? \_\_\_\_\_

11. Will there be any commercial sponsorship or co-sponsorship for this event? ..... **YES**    **NO**

If yes, how will the commercial entity be involved? \_\_\_\_\_

\_\_\_\_\_

12. Will there be any advertisement or promotion by a commercial agency? ..... **YES**    **NO**

If yes, please explain. \_\_\_\_\_

By signing this form, I acknowledge that I have read and understand the NCAA bylaws regarding promotional activities. I understand that Villanova University is under no obligation to fulfill this request. I further understand that Villanova reserves the right to request the return of any donated/autographed item when these bylaws are not followed.

Signature of Activity Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Villanova Compliance: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Villanova Marketing: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Student-Athlete (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

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**GUIDELINES FOR AUTOGRAPHED ITEMS**

*Completion of this form does NOT guarantee Villanova Athletics will fulfill the request.*

If you are approved to receive an autographed item from Villanova University, you must agree to the following to protect the integrity of the University:

- A. The autographed item shall not be loaned, donated, sold or otherwise transferred to a high school, prep school or junior college: 1 – any staff member (e.g. coach, athletic director, principal etc.), 2 – any parent or guardian of a prospective student-athlete, or 3 – any booster organization of said institution.
- B. The autographed item shall not be sold, auctioned or traded without the consent of Villanova University Department of Athletics.
- C. Should you receive an autographed item and approval to sell it, you must complete an “Autographed Item Owner Transfer Form.” This form must be completed and signed by the new owner, prior to the completion of the sale of the item. A copy must then be returned to Villanova Athletics. This form will be provided if Villanova Athletics is able to fulfill the donation request.
- D. The requestor is required to cover the cost of the autographed item/ball and any shipping costs, when applicable.

Should you have any question or comments about these guidelines, please contact:

Gordon C. Finch Esq.  
Associate Athletics Director/Compliance  
800 Lancaster Avenue  
Villanova, PA 19085  
Phone (610) 519-5305

By signing this form I understand that the Villanova University Athletics reserves the right to request the return of the item when these guidelines are not followed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Villanova Athletics Marketing

800 Lancaster Avenue Villanova, PA 19085

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## NCAA BYLAWS REGARDING PROMOTIONAL ACTIVITIES

*Please read the following NCAA bylaws carefully and sign the bottom of this form.*

**12.5.1.1 Institutional Charitable, Educational or Non-Profit Promotions.** A member institution or recognized entity thereof (e.g. fraternity, sorority, or student government organization), a member conference or a non-institutional charitable, educational or nonprofit agency may use the student-athlete's name, picture or appearance to support its charitable or educational activities or to support activities considered incidental to the student-athlete's participation in intercollegiate athletics, provided the following conditions are met:

- (a) The student-athlete receives written approval to participate from the director of athletics (or his or her designee who may not be a coaching staff member);
- (b) The specific activity or project in which the student-athlete participates does not involve cosponsorship, advertisement or promotion by a commercial agency other than through the reproduction of the sponsoring company's officially registered regular trademark or logo on printed materials such as pictures, posters or calendars. The company's emblem, name, address and telephone number may be included with the trademark or logo. Personal names, messages and slogans (other than an officially registered trademark) are prohibited;
- (c) The name or picture of a student-athlete with remaining eligibility may not appear on an institution's printed promotional item (e.g. poster, calendar) that includes a reproduction of a product with which a commercial entity is associated if the commercial entity's officially registered regular trademark or logo also appears on the item;
- (d) The student-athlete does not miss class;
- (e) All moneys derived from the activity or project go directly to the member institution, member conference or the charitable, educational or nonprofit agency;
- (f) The student-athlete may accept legitimate and normal expenses from the member institution, member conference or the charitable, educational or nonprofit agency related to participation in such activity, provided it occurs within the state or, if outside the state, within a 100-mile radius of the member institution's campus;
- (g) The student-athlete's name, picture or appearance is not utilized to promote the commercial ventures of any nonprofit agency;
- (h) Any commercial items with names or pictures of student-athletes (other than highlight films of media guides) may be sold only at the member institution at which the student-athlete is enrolled, institutionally controlled outlets or outlets controlled by the charitable or educational organization; and
- (i) The student-athlete and an authorized representative of the charitable, educational or nonprofit agency sign a release statement ensuring that the student-athlete's name, picture or appearance is used in a manner consistent with the requirement of this section.

**12.5.1.1.2 Promotions Involving Commercial Locations/Sponsors.** A member institution or a charitable, educational, or nonprofit organization may use the appearance, name or picture of an enrolled student-athlete to promote generally its fund-raising activities at the location of a commercial establishment, provided the commercial establishment is not a cosponsor of the event and the student-athlete does not promote the sale of a commercial product in conjunction with the fund-raising activity. A commercial establishment would become a cosponsor if the commercial establishment either advertise the presence of the student-athlete at the commercial location or is involved directly or indirectly in promoting the activity.

**13.16.1 Prohibited Expenses.** An institution or a representative of its athletics interest shall not offer, provide or arrange financial assistance, directly or indirectly, to pay (in whole or in part) the costs of the prospect's educational or other expenses for any period prior to his or her enrollment or so the prospect can obtain a postgraduate education.