



PROMOTIONAL ITEM REQUEST FORM

**(Please return to OU Compliance four weeks prior to activity. Fax # 405-325-7002).
Forms that are not completely filled out will not be considered for approval.**

Your Name: _____ Phone: (____) _____ E-mail: _____

Your Current Grade Level (please circle one): Elementary or Middle School High School Post High School

Address: _____ City, State, Zip: _____

Name of Organization: _____ Fax: (____) _____

Your organization is: ___ Educational Agency (other than grades 9-12 or junior college)
 ___ Non-Profit/Charitable Agency**
 ___ OU Organization; e.g. sorority, student government
 ___ NCAA School, Conference
 ___ Other: _____

****Documentation of non-profit status must accompany this form.**

Due to the extremely high volume of demand, we are unable to fill any requests for autographs from any member of the football team. We apologize for any inconvenience.

What is being requested? (Organizations are limited to one item per year)

(Organizations will be charged the cost of the ball if their request is granted)

- ___ Lon Kruger Autographed Basketball ___ Men's Basketball Team Autographed Basketball
- ___ Sherri Coale Autographed Basketball ___ Women's Basketball Team Autographed Basketball
- ___ Bob Stoops Autographed Football ___ Signature on Memorabilia Provided by Your Organization

Description of Promotional/Fund Raising Activity (Attach copy of flyer, if available):

Date of Activity: _____ City and Site of Activity: _____

Who does this activity benefit? _____

If for personal use, please provide the ages and grade level of your children or your siblings if they are less than 20 years old: _____

If the item will be a gift, please provide the age and grade level of the intended recipient and ages of his/her children: _____

Will there be any outside organizations involved in the activity? Yes ___ No ___
If yes, whom: _____

Describe any advertising of the activity bearing the name(s) and/or picture(s) of student-athletes?

Describe the method of handling cash receipts from the activity:

If your organization is approved by the Compliance Office, the Licensing Office will contact you. Due to the high volume of requests, please do not contact the Licensing Office to check on the status of your request.

X _____ ***Completion of form does not guarantee accommodation.** _____
Signature of Organization's Representative Date

University of Oklahoma Athletic Department Use Only

- ___ Permissible Activity based on NCAA Guidelines
- ___ Not permissible due to NCAA Guidelines
- ___ Unable to fulfill request

_____ *Compliance Office Approval*

_____ *Date*



PROMOTIONAL ACTIVITIES RELEASE STATEMENT



Please read, sign and return this form when submitting your Appearance or Item Request Form

Promotional appearance or item requests for all student-athletes must comply with NCAA guidelines. If the appearance or item request complies with the applicable NCAA guidelines, the University of Oklahoma ("University") will accommodate such request at its discretion. Factors the University considers to determine if an appearance request will be approved include, but are not limited to, distance the student-athlete will have to travel to appear, time of year, academic issues and the number of appearance requests for the specific student-athlete.

I ensure as an authorized agent of a charitable, education or nonprofit agency, my agency will use the University of Oklahoma student-athlete's name, image or appearance pursuant to the requirements stated NCAA Bylaw 12.5.1, which are as follows:

NCAA Bylaw 12.5.1

A member institution or recognized entity thereof (e.g., fraternity, sorority or student government organization), a member conference or a noninstitutional charitable, educational or nonprofit agency may use a 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:

- 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;*
- 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;*
- The student-athlete does not miss class;*
- All moneys derived from the activity or project go directly to the member institution, member conference or the charitable, educational or nonprofit agency;*
- 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;*
- The student-athlete's name, picture or appearance is not utilized to promote the commercial ventures of any nonprofit agency;*
- Any commercial items with names or pictures of student-athletes (other than highlight films or media guides per Bylaw 12.5.1.8) may be sold only at the member institution at which the student-athlete is enrolled, institutionally controlled (owned and operated) outlets or outlets controlled by the charitable or educational organization (e.g., location of the charitable or educational organization, site of charitable event during the event); and*
- 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, image or appearance is used in a manner consistent with the requirements of this section.*

Print Name: _____
Signature: _____
Organization: _____
Date: _____