



# University of Pittsburgh Donation Request Inquiry Form



**Part A: To be filled out by Activity Representative of Sponsoring Agency**

Agency Name: \_\_\_\_\_ Non-Profit ID #: \_\_\_\_\_

Agency Description (Please check one:)

\_\_\_\_\_ Institutional \_\_\_\_\_ Charity \_\_\_\_\_ Educational \_\_\_\_\_ Other: \_\_\_\_\_

What type of fundraising activity will be conducted? \_\_\_\_\_ Location: \_\_\_\_\_

Where (or to whom) will all of the proceeds go/benefit? \_\_\_\_\_

What will the funds be used for\*? \_\_\_\_\_

\*please outline all potential uses of the funds

Will any of the funds raised be used for scholarships for college-bound students? \_\_\_\_\_ YES\* \_\_\_\_\_ NO

\*If yes, please give details of scholarship: \_\_\_\_\_

Will this donation assist in raising money for any high school program (e.g., athletics or other)? \_\_\_\_\_ YES \_\_\_\_\_ NO

Will high school students, in grades 9-12, benefit in any way from the proceeds/funds raised from this donation? \_\_\_\_\_ YES \_\_\_\_\_ NO

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Part B: Mandatory Athletic Department Signature:**

PERMISSIBLE  IMPERMISSIBLE

Compliance Office: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return completed form to Rick Christensen:**

\*via mail (Pitt Athletics, P.O. Box 7436, Pittsburgh, PA 15213-0436), E-mail (rchristensen@athletics.pitt.edu), or fax (412-648-8115)