RUTGERS ATHLETICS
CHARITABLE DONATION REQUEST FORM

Please complete the information below. You must be an authorized representative of the requesting agency/organization/school to submit this request. Please note the following:
- Submitting a form does not guarantee the request will be fulfilled
- A letter on your organization’s official letterhead must also be submitted with this form
- Requests must be received at least eight weeks prior to the date of activity
- Items donated are based on availability and the discretion of Rutgers Athletics
- FORMS NOT FULLY COMPLETED WILL NOT BE CONSIDERED
- PLEASE PRINT CLEARLY AND LEGIBLY

Contact Name: ___________________________________________ Phone: ___________________________________________
Email: ___________________________________________ Fax: ___________________________________________
Name of Organization/Charity: ___________________________ Name of Event: ___________________________
Date of Event: ___________________________ Age Group Proceeds Will Benefit: ___________________________
If the item is to be used for an auction, please provide detailed information regarding where the proceeds will go (i.e. purpose of charity, etc.)
________________________________________________________________________________________

Where to Send Donation:
Name: ___________________________________________
Address: ___________________________________________
City: ______________ State: __________ Zip: __________

If you are approved to receive your requested item, you must agree to the following guidelines:
A. The item shall not be loaned, donated, sold or otherwise transferred to a high school (9th-12th grade), prep school, junior college, or any other group consisting of prospective student-athletes, any staff member of such an institution (i.e. coach, athletic director, principal, etc.) or group; any parent or guardian of a student of these institutions or groups; or, any booster organization of such an institution or group.
B. The item shall not be sold, auctioned or traded at any other event besides the event named above without the consent of Rutgers Athletics.
C. Rutgers Athletics reserves the right to request the return of any item.

By signing this form I agree to the aforementioned guidelines and understand that Rutgers University may take legal action should these guidelines be violated.

Signature of Requestor/Recipient of Item ___________________________ Date ___________________________

Submit this form, along with a request on your organization’s official letterhead to:

Rutgers Sports Marketing Office
Attn: Donation Requests
Louis Brown Athletic Center
83 Rockafeller Road
Piscataway, NJ 08854
Phone: 732-445-3342
Fax: 732-445-3862

For Athletic Department use Only:
Request Approved _____ Request Denied _______ If denied, reason:
Marketing Department Authorization: ___________________________________________
Office of Compliance Authorization: _______Approved _______Denied Comments ___________________________________________