



SDSU ATHLETICS

Donation & Item Request Form

Requesting Individual	Email Address	Requesting Organization	
Telephone #	Website	Name & Date of Event	
Street Address	City	State	Zip Code

This organization is:

- Educational or Scholastic-Related
- Non-Profit/ Charitable (Must include 501(c) documentation)
- SDSU Organization (e.g., fraternity, sorority, student government, etc.)
- NCAA institution, conference, or entity thereof
- Fundraising for a local benefit for ill, injured, or disabled individual:
 - Name and age of beneficiary: _____
 - Primary Address of beneficiary: _____
 - Is there a trust fund set up? No Yes, list bank and city/state: _____

• Please explain the reason the item is being requested and/or how it will be used (e.g., door prize, fundraiser, auction, etc.):

• Proceeds from the event/project will be used for: _____

• Will prospect-aged students (*defined as grades 7 through 12 for MBB, 9 through 12 for all other sports*) benefit? No Yes

Note: Information (e.g., flyer, brochure, etc.) describing the event must be included/attached to this completed form

PREFERRED ITEM REQUEST (one item per request):

<u>TICKETS</u>	<u>AUTOGRAPHED ITEM</u>	<u>MISC. ITEMS (subject to availability)</u>
<input type="radio"/> 4 Tickets to home Football Game	<input type="radio"/> Steve Fisher	<input type="radio"/> (Schedule cards, posters, stickers, etc.)
<input type="radio"/> 4 Tickets to home Baseball Game	<input type="radio"/> Rocky Long	-Specific request: _____
<input type="radio"/> 4 Tickets to home WBB Game	<input type="radio"/> Mark Martinez	_____
<input type="radio"/> 4 Tickets to home Volleyball Game	<input type="radio"/> Stacie Terry	
<input type="radio"/> 4 Tickets to home Softball Game	<input type="radio"/> Deitre Collis-Parker	
- Tickets to MBB Games are not available	<input type="radio"/> Kathy Van Wyk	
	<input type="radio"/> Other Head Coach: _____	
	** Items for Coach autograph must be dropped off and picked up by requestor. SDSU will not mail items or accept items by mail.	

Item Description and Date Item is Needed (items must be requested at least six weeks prior to the date of the event):

NCAA guidelines require the following conditions be met in regards to institutional memorabilia and autographs:
 The requested item may not be used in fundraising events for any high school organization, high school fund raising event that will benefit a charity or educational project or any high school or prospect-aged individual (*defined as grades 7 through 12 for MBB, 9 through 12 for all other sports*); all profit from the promotions activity or project must go directly to the requesting charity, non-profit agency or educational institution; and memorabilia may not be sold, traded or donated without written consent of the SDSU Athletics Department. Requests for personal keepsakes, items for a friend or items autographed by current student-athletes cannot be accommodated.

My signature below confirms that I have read and understand the NCAA guidelines listed above pertaining to this request and agree to abide by all guidelines as well as all terms and conditions listed in this form.

Requesting Individual Signature	Date
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Send form to: tgreenbaum@mail.sdsu.edu; SDSU Athletics Marketing Office, 5500 Campanile Dr., San Diego, CA 92182

Sport/Coach Review:	<input type="radio"/> Approved	<input type="radio"/> Denied	Initials: _____	Date: _____
SDSU Compliance Office	<input type="radio"/> Approved	<input type="radio"/> Denied	Initials: _____	Date: _____