



**Saint Mary's College Intercollegiate Athletics
Charitable Donation Request Form**



The Saint Mary's College Athletic Department has a limited number of autographed balls (basketballs, baseballs, soccer balls, volleyballs, etc.) for the purpose of donating to charity auctions (non-profit entities) within the Bay or greater Northern California area. Tickets are also available for donation, and if approved, will be provided free of charge.

The Saint Mary's College Athletic Department must receive ALL requests four (4) weeks prior to the event or desired receipt date. However, please note that submission of a request DOES NOT guarantee fulfillment. Please fill out the Donation Request Form below. All requests will be reviewed for compliance with SMC, WCC and NCAA regulations. You will be notified if your request has been approved via email or phone. Once requests are approved, please mail a check for \$25 (made out to Saint Mary's College Athletics) to cover the cost of the ball (If requesting tickets, no payment is necessary) to:

Saint Mary's College Athletic Department – Donation Request, Attn: Hank Stern, 1928 Saint Mary's Road, Moraga, CA 94556

Due to NCAA compliance issues, please do not send personal items to anyone in the Saint Mary's College Athletic Department (including coaches, administrators and student-athletes) to be autographed by either coaches or student-athletes. Requests for autographed PERSONAL items such as a T-shirt, ball, magazine, photo, letter, etc. sent via email, direct mail, phone or in-person will not be fulfilled. Any item received by the Saint Mary's Athletic Department (via mail or hand delivery) will be returned unsigned.

Coaches and student-athletes will continue to sign autographs at various Athletic Department sponsored events, such as Youth Days, Meet the Players, etc. Fans are encouraged to utilize these events to have a personal item autographed by a Saint Mary's College student athlete, team or coach. Please note that items signed on these occasions must be personalized (signed specifically to the name of the person requesting the autograph or the name of the person for whom the requestor is getting the autograph).

Saint Mary's College Athletics reserves the right to deny requests for any donations item at any time. Additionally, Saint Mary's reserves the right to request the return of any item that may appear for sale or is being used in any way that may be considered in violation of NCAA regulations. For questions regarding donation requests, please contact Hank Stern in the Saint Mary's College Athletic Department at (925) 631-4265 or dls8@stmarys-ca.edu.

DONATION REQUEST FORM

Group/Organization Name: _____

Type of Organization:

- | | |
|--|---|
| <input type="checkbox"/> Educational/Scholastic Related | <input type="checkbox"/> Non-Profit/Charitable Organization |
| <input type="checkbox"/> Saint Mary's College Affiliate | <input type="checkbox"/> NCAA Institution, conference or entity thereof |
| <input type="checkbox"/> None of the above (please describe) | |

Tax Exempt ID: _____

Name of Event: _____

Date, Time and Location of Event: _____

Name of Contact: _____

Contact Email: _____ Contact Phone: _____

Organization Street Address: _____

City: _____ State: _____ Zip: _____

Organization Phone Number: _____ Organization Fax Number: _____

(Please fill out both sides of this form)

Date Item Needed (Please allow four (4) weeks for processing): _____

Item(s) Requested

- Men's Basketball Ticket Voucher – Limit 4 Women's Basketball Ticket Voucher – Limit 4
 Other Ticket Voucher (pls describe) – Limit 4 _____

Autographed Ball (Please list what type of ball you'd like autographed and by which team, student-athlete or coach)

- Men's Basketball (\$25) Women's Basketball (\$25) Soccer Ball (\$25) Other Team (\$25)
 Volleyball (\$25) Baseball (\$25) Softball (\$25)

Donation Specific Questions

1. Is this a fundraising event? Yes No
2. Will the event involve any commercial agencies or sponsors? Yes No (If yes, please describe)
3. Will the funds directly or indirectly benefit a group? Yes No (If yes, group name)
4. Will the funds directly or indirectly benefit an individual? Yes No (If yes, please list who)
5. Will the event involve students who have started 9th grade? Yes No (If yes, please describe)
6. Will the money raised go directly to charity? Yes No
7. What are the age ranges of the individuals who will benefit from the fundraiser/donated items?
- 0-12 years of age 13-18 years of age 18+ years of age

Terms of Agreement

NCAA guidelines require the following conditions be met in regard to the institutional memorabilia and autographs:

1. 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. High school is defined as grades 9-12 (exception is basketball, which is defined as 7-12).
2. All profit from the promotions activity or project must go directly to the requesting charity, non-profit agency or educational institution.
3. The requested item involving student-athlete's names may not involve co-sponsorship, advertisement or promotion by a commercial agency other than a company's logo or trademark on printed material.
4. An authorized representative of the agency must sign a waiver agreeing to adhere to all NCAA guidelines regarding this request.
5. Use of memorabilia items must have written approval from the Saint Mary's College Athletic Department.
6. Memorabilia may not be sold, traded or donated without written consent of the Saint Mary's College Athletic Department.

PLEASE NOTE: By entering your name below, you certify that the information provided is correct, you agree to the above terms and you have read and understand the provisions of the NCAA Bylaw. You also agree that Saint Mary's College reserves the right to request the return of the memorabilia or autographed item when guidelines are not followed.

Signature: _____