



Memorabilia and Fundraising Request Form

Please provide the following information, including signatures, and return to the Tulane Athletic Department. Each request must comply with NCAA rules. Please print legibly.

Name of Organization: \_\_\_\_\_
Address: \_\_\_\_\_
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
Name of Authorized Representative: \_\_\_\_\_
Title: \_\_\_\_\_ Phone: \_\_\_\_\_
Type of Organization
[ ] Charitable/Educational
[ ] Non-profit
[ ] Recognized Tulane Organization (e.g., Fraternity/Sorority)
[ ] Other:

What is being requested? \_\_\_\_\_ Signature of Memorabilia (e.g., football, uniform)
\_\_\_\_\_ Donation of Memorabilia (e.g., tickets, ball)
\_\_\_\_\_ Other (please specify): \_\_\_\_\_

If requested item is for fundraising purposes, please describe the event/activity: \_\_\_\_\_

Date and Time of Event/Activity: \_\_\_\_\_ Fundraising purpose/Intended recipient: \_\_\_\_\_

If grade-school students are involved, please provide their grade levels: \_\_\_\_\_

Will this Event/Activity be advertised? YES NO (If "YES," please attach a copy of advertisement/flyer)

Per NCAA guidelines, the following criteria must be met for an item to be used in institutional, charitable, or educational activities.

- 1. Activities or projects may not be fund-raising events for high schools, high school organizations, for any high school person, or if the high school is raising funds for a charity or educational project. A high school is defined as grades 9 through 12.
2. An institution may provide items to assist in the fund raising efforts of athletics youth groups composed of individuals who have not started classes for the ninth grade. (13.16.2.3)
3. Activities or projects may not involve any co-sponsorship, advertisement or promotion by a commercial agency, other than a sponsoring agency's trademark or log on printed materials (pictures, posters, calendars, etc.). Photographs of, or items signed by student-athletes with eligibility remaining may not appear in windows or display areas of commercial establishments.
4. All monies derived from a promotional activity or project must go directly to the institution or agency.
5. An authorized representative of the agency must sign a release assuring that they will abide by the restrictions as outlined in 1 through 4.

I understand and agree to abide by the criteria as listed above.

Authorized Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by:
Coach/Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Athletics (or Designee) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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