



UTEP DEPARTMENT OF INTERCOLLEGIATE ATHLETICS DONATION & AUTOGRAPH MEMORABILIA REQUEST FORM

Request form and supporting documentation must be mailed to the UTEP Athletics Marketing office (Brumbelow Building, Room 109, 500 W. University Ave, El Paso, TX 79968) or faxed to (915) 747-5247. You may contact the Miner Athletic Club with questions or concerns at (915) 747-6065. Please print legibly.

The UTEP Department of Intercollegiate Athletics prohibits personal requests for autograph and memorabilia items. Please allow 4 weeks for processing – Only one item per request/organization per year.

Name: _____ Email: _____
Name of Organization: _____ Telephone: _____
Address: _____ City: _____ State: _____ Zip: _____

- This organization is: Educational or Scholastic Related
 Non-profit/Charitable Organization (**MUST** include 501c documentation)
 NCAA institution, conference or entity thereof
 None of the above – please describe: _____

Tax Exempt #: _____

Information (e.g., flyer, brochure, letter) describing the event **MUST** be include: Yes

Reason the item is being requested (fund-raising, auction, door prize, etc.) Please describe: _____

Proceeds from event/project will be used for: _____

- Autograph or Item requested (select one) Football (**There is a \$75 fee per ball – pick-up only**)
 Men’s Basketball (**There is a \$75 fee per ball – pick-up only**)
 Women’s Basketball (**There is a \$75 fee per ball – pick-up only**)
 Tickets (**Please Specify Game**)
 Other, please specify: _____

Date Needed By: _____

NCAA guidelines require the following criteria be met in regards to institutional memorabilia and autographs:

1. The requested item may not be used in fund-raising events for any high school organizations, 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 through 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 coach’s names may not involve co-sponsorship, advertisement or promotion by a commercial agency other than a company’s logo or trademark on printed materials.
4. An authorized representative of the agency must sign a waiver agreeing to adhere to all NCAA guidelines regarding this request.
5. Use of the memorabilia item must have written approval from the UTEP Athletics Compliance Office.
6. Memorabilia may not be sold, traded or donated without written consent of UTEP Athletics.

I confirm my knowledge of the NCAA rules and regulations pertaining to this request and agree to abide by all said guidelines. I understand that UTEP reserves the right to request the return of the memorabilia or autographed item when guidelines are not followed.

Signature of Authorized Representative: _____ Date: _____

Athletics Department Use Only:

UTEP Compliance Office: APPROVED DENIED INITIALS: _____ DATE: _____