Donation Requests
University of Houston Athletics receives several hundred requests for memorabilia, merchandise and autographs from organizations each year. We wish it were possible to honor all of them since most are very worthwhile causes. Please know that all requests are given serious consideration. Due to the high volume of requests we receive, the following guidelines must be followed to assure fairness.

Request Eligibility
University of Houston Athletics focuses its efforts on assisting organizations that benefit youth activities, disadvantaged youth, children’s medical related causes, educational programs for youth and armed forces.

Complimentary tickets for all University of Houston Athletic events are not given as a donation. Tickets may be requested for football, men’s basketball, and baseball; however the requesting charitable organization must purchase the tickets if they are available at the current group rate. University of Houston Athletics will contact the appropriate individual if tickets are available and requested to purchase. The only memorabilia available for request are autographed footballs, mini-helmets and basketballs and limited to ONE request per organization during the University of Houston Athletics fiscal year (9/1 - 8/31). Footballs ($75), mini-helmets($50), and basketballs($75) must be purchased HERE.

Requests related to the following are ineligible to receive donations:
• Due to NCAA regulations, we are unable to fulfill requests that would benefit students in grades 9-12.
• Proceeds or actual item may NOT be provided to a high school, preparatory school or two (2) year college for any reason. This includes any elementary and middle schools that are financially tied and/or associated with a high school.
• Requests for operating expenses and other monetary donations
• Individuals or individual pursuits, fraternal, veteran, labor or political groups.

Application Process
We require a formal donation request submitted in writing on organizational letterhead including the nature of the event, 501 (c)3 status, date of the event and how the item will be used (i.e. silent auction, raffle, etc.). The University of Houston Athletics Donation Request Form must also be completed in its entirety.

All donation requests must follow the guidelines listed below:
• Must be submitted at least four weeks prior to the date for which the donation is needed, no exceptions.
• Donation requests must be received by fax or mail, please refrain from both faxing and mailing your request. Email requests will not be considered.
• Footballs, Mini Helmets, and Basketball must be purchased HERE.
• If request is approved, the organization must pay $15 handling fee, in addition to the ball purchase, in order for the items to be returned.
• All requests should be submitted to:
  University of Houston Athletic Ticket Office
  Attn: Donation Request Coordinator
  3700 Cullen Blvd Suite E115

Processing Your Request
Donations are mailed at least four (4) weeks before the item is needed for the event. Considerations for donations include: type of event, non-profit status, projected proceeds raised, past donations, beneficiary (i.e. children’s medical related causes, youth activities, and educational initiatives).

All decisions made by University of Houston Athletics are final.
DONATION REQUEST FORM

Name of the organization making the request: ________________________________

Contact Individual: _______________________________________________________ 

Address: __________________________________________________________________

City, State, Zip: __________________________________________________________________

Phone Number: __________________________________________________________________

What type of item(s) is being requested? (i.e., promotional materials, UH Memorabilia, Tickets, Etc)  

*Tickets may be requested for football, baseball and basketball; however the requesting charitable organization must purchase the tickets if they are available at the current group rate.

What is the purpose of the request? Check the appropriate box.

[ ] Fundraiser  [ ] Auction  [ ] Giveaway  [ ] Promotion

Ages and Grades of Individuals who shall benefit from this request: ____________

Date of event/activity: __________________________________________________________________

NCAA Bylaw 13.15 prohibits all University staff members from participating in the following:

• Donating memorabilia (e.g., jerseys, hats, T-shirts, autographed footballs or basketballs) to any organization/event/activity that involves/benefits prospect-aged individuals (9th - 12th grade and junior college students).

• Participating in any event in which a donation will be provided to a high school, prep school, or two-year college.

• Providing any financial contributions to a high school athletics program by participating in a fundraising event.

By signing below, you attest that you have read and understand the previously mentioned NCAA rules regarding impermissible fundraising activities. Furthermore, you agree to follow all guidelines set forth by NCAA rules.

Signature: ________________________________ Date: __________________________

For Athletic Department Use

[ ] Request is approved  [ ] Request is denied

Compliance Representative Signature ___________________________ Date: __________________________

University of Houston Athletics  
Attn: Donation Request Coordinator  
3700 Cullen Blvd  
Houston, TX 77204