

TOWSON UNIVERSITY ATHLETICS



DONATION REQUEST FORM

Name of Organization/Person Making the Request: _____

Name of Contact Person: _____ Daytime Phone: _____

Address: _____

Email Address: _____ Website of Organization (if any): _____

Purpose of Requested Item:

Fundraising for a charitable/non-profit organization _____
(Non-educational institution: e.g. American Cancer Society, YMCA, Boys and Girls Club, Church Group)

Fundraising for educational institution _____
(Donations may not be made to schools serving 9th-12th grade students, prep schools, or junior colleges)

Private/Gift: _____

Ages and grades in school of individual(s) who will benefit from this request: _____
(If the requested item will not benefit students of any age, please indicate "ADULTS ONLY")

Date Needed: _____ Item Requested (if specific request): _____

University Guidelines

- Requests for monetary donations or used football equipment will not be honored.
- Each organization is limited to one request per Towson University fiscal year (7/1-6/30).
- Due to the high volume of requests, we cannot guarantee that we will have an item for your event.
- Items used to fill donation requests are typically promotional giveaways.
- Please submit this form at least six weeks prior to the date the donation is needed.
- All decisions made by Towson University are final.
- If you are requesting to have an item autographed by a coach, you must provide the item if your request is approved.

NCAA Rules (Bylaw 13.15)

- Proceeds from the sale of a donated item and/or the actual donated item may NOT be provided to:
 - a high school, prep school or 2-year college;
 - any non-educational organization that benefits prospect-aged individuals (9th-12th grade, prep school and junior college students);
 - a prospect-aged individual (9th-12th grade, prep school and junior college students)
- Requests for items to be autographed by student-athletes cannot be honored.

By signing below, you attest that you have read and understand, and that you will abide by, the above-listed University Guidelines and NCAA Rules.

Signature: _____ Date: _____

For Athletic Department Use:

Request is approved. Request is denied.

Compliance Office Signature

Date

Please submit this form using one of the following means:

Mail: Towson University / Athletics Compliance / 8000 York Road / Towson Center Suite 337 / Towson, MD 21252

Fax: Donation Requests / 410.704.3009

Email: TUCompliance@towson.edu (for scanned or PDF forms)