

UNIVERSITY OF RICHMOND ATHLETICS

Donation Request Guidelines

Donation Requests

University of Richmond 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 Richmond Athletics focuses its efforts on assisting organizations that benefit youth activities, disadvantaged youth, children's medical related causes and educational programs for youth. Tickets may be requested for football and men's basketball. Memorabilia is limited to ONE request per organization during the Richmond Athletics fiscal year (7/1 – 6/30).

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 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, labor or political groups.
- Business award and incentive programs (for profit).

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 Richmond 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.
- If requesting an autographed piece of equipment, upon approval of request, requester must provide item (baseball, soccer ball, etc.).
- Due to the high volume of requests we receive, we ask that you please do not call to check on the status of a previously requested donation.
- All requests should be submitted to:
Richmond Athletics Ticket Office
28 Westhampton Way
University of Richmond, VA 23173
Fax: 804-289-8364

Processing Your Request

Donations are mailed at least 2 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 Richmond Athletics are final.

UNIVERSITY OF RICHMOND ATHLETICS
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, Richmond Memorabilia, tickets, etc.)*

**Tickets may be requested for football and men's basketball*

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

☐ Fundraiser ☐ Auction ☐ Giveaway ☐ Promotion ☐ Other

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

Date of event/activity: _____

Please provide your 501-c3 tax identification number: _____

NCAA Bylaws prohibit all University staff members from participating in the following:

- Proceeds or actual item may NOT be provided to a high school, preparatory school or 2-year college for any reason. This includes any elementary and middle schools that are financially tied and/or associated with a high school.
- 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.

Promotions Representative Signature _____ Date _____

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