



UNIVERSITY OF TEXAS AT EL PASO  
 ATHLETICS COMPLIANCE OFFICE  
**Donation Request Form**



Request form and supporting documentation must be mailed to UTEP Athletics (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) 747-8759. Please print legibly.

**The UTEP Department of Intercollegiate Athletics prohibits personal request for autograph 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 included:  Yes  
 Reason the item is being requested (fund-raising, auction, door prize, etc.) Please describe: \_\_\_\_\_

Proceeds from event/project will be used for: \_\_\_\_\_

- Item requested (select one)  Gift Basket  
 Tickets (**Please specify Game**)  
 Other, please specify: \_\_\_\_\_

Date Needed By: \_\_\_\_\_

**NCAA guidelines require the following criteria be met in regards to requested institutional items:**

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. An authorized representative of the agency must sign a waiver agreeing to adhere to all NCAA guidelines regarding this request.
4. Use of the requested institutional item must have written approval from the UTEP Athletics Compliance Office.
5. Requested institutional items 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: \_\_\_\_\_