



EASTERN MICHIGAN UNIVERSITY
DONATION REQUEST FORM

ORGANIZATION INFORMATION

Name of organization: _____

Institutional Charitable Educational (K-6) Educational (7-12) Non-profit Organization Other

Name of contact person: _____ Title: _____

E-mail: _____ Phone: _____

EVENT INFORMATION

For what type of event will this item be used? Fundraiser Educational Give Away
 Co- Sponsorship Commercial Auction Promotion

Event Name & Location: _____

Address: _____ City: _____ State: _____ Zip: _____

Date(s): _____ Time(s): _____ Date Needed By: _____

Will money be raised? Yes / No If yes, who will the proceeds benefit? _____

Will there be any commercial sponsorship or co-sponsorship for your event? Yes No

Will there be any advertisement or promotion of a commercial agency? Yes No

ITEM REQUEST

If sport specific, please indicate the sport:

Football Men's Basketball Women's Basketball Other: _____

Item(s) requested: Gear Package Single Game Ticket (Max. 4)

Special items (only available certain times of year and require purchase; invoice sent to organization):

Autographed Football (\$75) Autographed Basketball (\$60)

Requesting item not listed: _____

NCAA RULES:

- Eastern Michigan University receives a large number of requests. Unfortunately not all requests may be granted.
- The requested item may not be used in fundraising events for any high school organization, high school fund raising event that will benefit a charity or educational project, or any high school or prospect-aged individual.
 - a. **High school is defined as grades 9-12 (7-12 for Basketball). The item must be used for the charitable purpose stated on this form.**
- All profit from the promotions activity or project must go directly to the requesting charity, non-profit agency, or educational institution.
- An authorized representative of the agency must sign this form agreeing to adhere to all NCAA guidelines regarding this request.

By signing below, I attest that I have read and understand the above NCAA rules regarding impermissible fundraising activities. Furthermore, I agree to follow NCAA rules regarding the use of such memorabilia.

Organization Representative Signature: _____ Date: _____

SUBMIT TO: Kayla Gribble, Eastern Michigan University Athletics, kgribbl2@emich.edu Phone: (734) 487-1439

Compliance Approval: _____ Date: _____

Business Office Approval: _____ Date: _____