



Donation Requests

Duke University 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, however, the following guidelines must be followed to assure fairness.

Request Eligibility

Duke University Athletics focuses its efforts on assisting organizations that benefit youth activities, disadvantaged youth, children's medical related causes, and educational programs for youth.

We are unable to donate complimentary tickets for all Duke University athletics events. Tickets may be requested for Football and Women's Basketball. Upon receipt of such requests, Duke University Athletics will contact the appropriate individual to finalize details of the ticket purchase. Memorabilia is limited to **ONE** request per organization during the Duke Athletics fiscal year (July 1st through June 30th).

Requests related to the following are ineligible to receive donations:

- Requests that would benefit students in grades 9-12, preparatory school, or junior college are not permitted due to NCAA regulations.
- 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.
- 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 Duke University Athletics Donation Request Form must also be completed in its entirety. All donation requests must follow the guidelines listed below:

- Request must be submitted at least four weeks prior to the date for which the donation is needed, no exceptions.
- Request must be received by mail, fax, or email. Please refrain from both faxing and emailing your request.
- Once approval has been granted for requests of autographed equipment, requestor will be contacted to provide the item to be autographed (baseball, soccer ball, etc.). Requestor will also be responsible for any return postage charges associated with shipping pieces of equipment.
- Due to the high volume of requests we receive, we are unable to provide status reports for submitted donation requests.
- All requests should be submitted via email to donation@duaa.duke.edu or fax to 919-668-1765.

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, and beneficiary (i.e., children's medical related causes, youth activities, and educational initiatives).

All decisions made by the Duke University Athletics Association are final.



1. Requestor Information:

Organization Name _____ Contact Name _____
 Street Address _____ City _____ State _____ Zip Code _____
 Email Address _____ Telephone Number _____

2. Item Requested:

Item(s) Requested _____

Notes:

- Available items include tickets, memorabilia (1 per organization, per fiscal year), and promotional items.
- There is a separate approval process for all Men’s Basketball memorabilia. Interested charitable organizations should contact the Men’s Basketball Office (919-613-7500) for additional information.
- Tickets may be requested for Football and Women’s Basketball.

3. Purpose of Request:

- Fundraiser/Auction
 Promotional Activity/Giveaway

Event Name _____ Event Date _____
 Organization/Entity to Receive Proceeds (if applicable) _____
 Event Website (if applicable) _____

Organization Classification (check applicable box):

- Elementary/Middle/Junior High School (Grades K – 8)
 High School (Grades 9 – 12)/Preparatory School/Junior College
 Non-Profit/Charitable Organization - provide 501(c)(3) tax identification number: _____
 Other, please describe: _____

Will the item be sold or auctioned for fundraising purposes? Yes No

If so, does your organization provide support or benefits to students in grades 9-12 or junior college? Yes No

If yes, please explain: _____

Please note that, in most cases, NCAA regulations preclude us from providing items to fundraisers that will benefit prospect-aged individuals.

When submitting, please include documentation describing the fundraising event in which the item will be used (e.g., flyer for event, memo describing event).

4. Statement of Understanding:

By my signature below, I certify that the item provided to me per this request will be used only in the manner I specify above. I understand that this item may not be sold for personal profit nor donated to a fundraising activity unless designated as such above. I understand the NCAA regulations detailed in the above policy and agree to follow all guidelines set forth therein.

Requestor’s Signature _____ Date _____

Submit via Mail: Duke Athletics, Attn: Donation Request Coordinator; Box 90557; Durham, NC 27708
Submit via Email: donation@duaa.duke.edu
Submit via Fax: 919-668-1765

For Duke Athletics’ Use Only

Date Received: _____

Compliance Approval (if applicable): Approved Denied Staff Initials: _____ Date: _____

Marketing Approval: Approved Denied Staff Initials: _____ Date: _____