

DUKE UNIVERSITY ATHLETICS

Donation Request Guidelines

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, 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.

Complimentary tickets for all Duke University Athletic events are not given as a donation. Tickets may be requested for football and women's basketball; however the requesting charitable organization must purchase the tickets if they are available at face value. Duke University Athletics will contact the appropriate individual if tickets are available and requested to purchase. Memorabilia is limited to **ONE** request per organization during the Duke 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, fraternal, veteran, 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 Duke University 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. Email requests will not be considered.
- If requesting an autographed piece of equipment, upon approval of request, requester must provide item (baseball, soccer ball, etc.).
- If request is approved, the organization will be responsible for return postage charges associated with shipping pieces of equipment.
- 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:
Duke Athletics
Attn: Donation Request Coordinator
Box 90557
Durham, NC 27708
Fax: 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, beneficiary (i.e. children's medical related causes, youth activities, and educational initiatives). **All decisions made by Duke University Athletics are final.**

**DUKE UNIVERSITY 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, Duke Memorabilia, tickets, etc.)*

** Tickets may be requested for football and women's basketball; however the requesting charitable organization must purchase the tickets if they are available at face value.*

** Please note that there is a separate approval process for all men's basketball memorabilia. Interested charities should contact the Men's Basketball Office for additional information.*

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

Fundraiser Auction Giveaway Promotion

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

Date of event/activity: _____

Please provide your 501-c3 tax identification number: _____

NCAA Bylaw 13.15 prohibits all University staff members from participating in the following:

- 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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