



**RUTGERS ATHLETICS
CHARITABLE DONATION REQUESTION FORM**

Please complete the information below. You must be an authorized representative of the requesting agency/organization/school to submit this request. Please note the following:

- Submitting a form does not guarantee the request will be fulfilled
- A letter on your organization's official letterhead must also be submitted with this form
- Requests must be received at least eight weeks prior to the date of activity
- Items donated are based on availability and the discretion of Rutgers Athletics
- FORMS NOT FULLY COMPLETED WILL NOT BE CONSIDERED**

Contact Name: _____ Phone: _____

Address: _____ Fax: _____

Name of Organization: _____

Your Position within the Organization: _____

What is the item going to be used for? (Please provide specifics: Name and date of event; the age group that will benefit from the fundraiser, etc.) Missing information will result in the request being turned down.

If the item is to be used for an auction, please provide detailed information regarding where the proceeds will go (i.e. name of charity, purpose of charity, etc.)

If you are approved to receive your requested item, you must agree to the following guidelines:

- A. The item shall not be loaned, donated, sold or otherwise transferred to a high school (9th-12th grade), prep school, junior college, or any other group consisting of prospective student-athletes, any staff member of such an institution (i.e. coach, athletic director, principal, etc.) or group; any parent or guardian of a student of these institutions or groups; or, any booster organization of such an institution or group.
- B. The item shall not be sold, auctioned or traded at any other event besides the event named above without the consent of Rutgers Athletics.
- C. Rutgers Athletics reserves the right to request the return of any item.

By signing this form I agree to the aforementioned guidelines and understand that Rutgers University may take legal action should these guidelines be violated.

Signature of Requestor/Recipient of Item

Date

Submit this form, along with a request on your organization's official letterhead to:

Rutgers Sports Marketing Office
Attn: Donation Requests
Louis Brown Athletic Center
83 Rockefeller Road
Piscataway, NJ 08854
Phone: 732-445-3342
Fax: 732-445-3862

For Athletic Department use Only:

Request Approved ____ Request Denied ____ If denied, reason:

Marketing Department Authorization: _____

Office of Compliance Authorization: _____ Approved ____ Denied ____ Comments _____

