



Charitable Donation Requests Policy and Procedures

New Jersey non-profit charitable organizations, recognized institutional organizations (i.e. fraternity, sorority, student government, etc.), and educational institutions (8th grade or below) may submit donation requests for up to one (1) event per year to be considered for a charitable donation by the Rutgers Athletic Department.

The Rutgers Athletic Department reserves the right to determine which requests it will approve, and what item(s) it is able to donate. Items may include, but are not limited to, promotional t-shirts or other give-away items, and in some cases, individual game tickets for select games for Rutgers Men's or Women's Basketball.

Policy and Procedure

1. All donation requests must be made in writing on the organization's letterhead, along with a "Charitable Donation Request Form" that can be downloaded from www.scarletknights.com or obtained from the Rutgers Sports Marketing Office.

2. Mail or fax all requests to:

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

*Phone requests will not be accepted. You can contact the Rutgers Sports Marketing Office the number above to obtain a "Charitable Donation Request Form."

3. All requests must be received at least eight (8) weeks in advance of the date of the event for which you are requesting the donation.

4. Per NCAA bylaws, donated items are not to be used for or provided to any of the following:

- a. Fundraiser for a high school (9th-12th grade) prep school, junior college or any other group consisting of prospective student-athletes.
- b. Staff member (i.e. coach/athletics director/teacher/principal) of any of the organizations listed in 4-a.
- c. A student, student-athlete or parent of any organization listed in 4-a.

5. The Rutgers Athletics Department reserves the right to request the return of any donated item that is deemed to be used in any way that is contrary to NCAA rules.

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