DONATION REQUEST FORM
EASTERN MICHIGAN UNIVERSITY

ORGANIZATION INFORMATION
Name of organization: ________________________________________________________________
Name of contact person: _____________________________________________________________
Title: ____________________________________________
E-mail: __________________________________ Phone: __________________ Fax: ____________
Address: __________________________________ City: __________________ State: ________ Zip: ______
☐ Institutional  ☐ Charitable  ☐ Education (K-8)  ☐ Educational (High School)  ☐ Non-profit Organization  ☐ Other

EVENT INFORMATION
☐ Fundraiser  ☐ Educational  ☐ Give Away
For what type of activity will this item be used? ☐ Co- Sponsorship  ☐ Commercial  ☐ Auction  ☐ Promotion
Purpose of Request: ____________________________________________________________________
Event Name & Location: __________________________________________________________________
Date(s): ___________________________ Time(s): __________________ Date Needed By: ______________
Will money be raised and 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 (Note: Organizations may be sent an invoice for any requests)
Sport: ☐ Football  ☐ Men’s Basketball  ☐ Women’s Basketball  ☐ Other: ________________________
Memorabilia: ☐ Autographed Game Ball ($75)  ☐ Schedule Card (free)  ☐ Single Game Ticket (Max. 4)
☐ Other: __________________________________________________________________________

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. 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: Mari Rakijas, Eastern Michigan University Athletics, mrakijas@emich.edu Phone: (734) 487-4519.

ATHLETIC DEPARTMENT USE ONLY

Compliance Approval: __________________________ Date: ______________
Business Office Approval: __________________________ Date: ______________

(Last Updated 1/27/2014)