BROWN UNIVERSITY
Donation Request Form

This form is to be completed, by the representative for the organization requesting a
donation from Brown University Athletics. Brown University Athletics appreciates
and tries to accommodate all requests but does reserve the right to decline any
request. Please email your completed form at least 2 weeks prior to the event to
jennifer_miller-mceachern@brown.edu

NCAA regulations permit us to donate items to benefit institutional, charitable, nonprofit, or
educational events. Donations may not benefit (either directly or indirectly) prospective student-
athletes (any student that has started the ninth grade). Any item bearing a student-athlete’s name,
picture, or likeness may not be resold for commercial value.

Name of Organization:___________________________________________
Organization’s Website Address:_________________________________

Organization Type (check one):
  Brown University Department
  Entity of Brown University (ex. Student organization)
  Charitable
  Educational
  Nonprofit ***Please attach copy of 501(c)(3) so we can process your request***

Contact Person Name: ______________________ Contact Phone Number: ______________________

Name of Event: ______________________ Is this a fundraising event? Yes No

Event Date: __________ Address (to send donation to): __________________________________________

Describe your event (attach flyer, if applicable): ________________________________________________

______________________________________________________________

Item(s) Requested: _______________________________________________________________________

Describe how this donation will benefit your organization: ________________________________________

_______________________________________________________________________________________

Does your organization involve students who have started the ninth grade? Yes No

Will donation benefit any student who has started the ninth grade (including educational expenses, such as
high school or collegiate tuition, books, board, etc.)? Yes No

Is your organization involved with a nonscholastic basketball program? (i.e. AAU)? Yes No

Does this event involve any co-sponsorship, advertisement, or promotion by a commercial agency?
If yes, whom and explain: __________________________________________________________________

Will all fundraising from the donation go directly to your organization? If no, explain: _______________

______________________________________________________________

Brown Athletics Use Only

Event Approved:   [ ] Yes   [ ] No Date: ____________
Compliance Signature: ___________________________ Date: ____________
Marketing/Ticket Office Signature: ___________________________ Date: ____________