RUTGERS ATHLETICS
CHARITABLE DONATION REQUEST 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
- If for charitable purposes, non-profit documentation must be attached to the request (501(c) letter)
- 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- PLEASE PRINT CLEARLY AND LEGIBLY

Contact Name: ______________________________________________   Phone: ______________________________________
Email: ______________________________________________________  Fax:  ________________________________________
Name of Organization/Charity: __________________________________    Name of Event: _______________________________
Date of Event: _______________________________    Age Group Proceeds Will Benefit:  ______________________________
If the item is to be used for an auction, please provide detailed information regarding where the proceeds will go (i.e. purpose of charity, etc.)
___________________________________________________________________________________________________________
___________________________________________________________________________________________________________

Where to Send Donation:

Name: ____________________________________________________________________________________________________
Address: __________________________________________________________________________________________________
City: ______________________________________________________________ State: ____________ Zip: __________________

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 and non-profit documentation (if applicable) to:

Rutgers Sports Marketing Office
donationrequest@scarletknights.com
Fax: 732-445-3862

Athletic Department Use Only:

Marketing Department Authorization:  □ Approved  □ Denied   Signature:________________________________________
Comments__________________________________________

Office of Compliance Authorization:  □ Approved  □ Denied   Signature:________________________________________
Comments__________________________________________