UAB ATHLETICS

Donation Request Policies and Procedures

Compliance Office

Relevant NCAA and Conference Bylaws
1. NCAA Bylaw 12.5.1.1 Institutional, Charitable, Education, or Nonprofit Promotions
2. NCAA Bylaw 12.5.2.2 Use of a Student-Athlete’s Name or Picture Without Knowledge or Permission
3. NCAA Bylaw 13.15 Precollege Expenses

Forms to Be Used for Documentation
1. Donation Request Form
2. Conditions of Receiving Memorabilia
3. Other Documentation as Necessary

Policies
1. Donation requests must be made by submitting the Donation Request Form.
2. Donation requests must be received by the Compliance Office at least two weeks prior to the date on which the donation is needed.
3. Donation requests are not guaranteed to be granted (especially if the form is submitted within two weeks of the date on which the donation is needed).
4. Individuals/groups requesting autographed memorabilia must provide the item(s) to be autographed.
5. Requests for items to be autographed by student-athletes with eligibility remaining will not be approved.
6. The Athletics Director has the final authority to approve or deny otherwise permissible donation requests.

Procedures
1. The individual making a donation request completes the Donation Request Form and submits the form (with any necessary supporting documentation) to the Compliance Office for review. The form can be faxed to the Compliance Office (fax: 205-975-7230) or e-mailed to any of the Compliance Office staff members listed on the athletics department staff directory (http://www.uabsports.com/staff.aspx).
2. The Compliance Office communicates a permissibility decision regarding the request to the Associate Athletics Director for Marketing and saves the Donation Request Form (and other documentation if applicable) on file in the Compliance Office.
3. For donation requests that are not permissible, the Compliance Office communicates that decision to the individual who submitted the request.
4. For donation requests that are permissible, the Associate Athletics Director for Marketing determines if the request will be granted.
5. If the permissible donation request is not granted, the Associate Athletics Director for Marketing communicates that decision to the individual who submitted the request.
6. If the permissible donation request is granted, the Associate Athletics Director for Marketing fulfills the donation request (by working with other individuals/groups if necessary) and gives the requester of the donation the Conditions of Receiving Memorabilia document if applicable.