Ticket and Item Donation Request Form

In accordance with NCAA Bylaws 13.5.1, 13.15.1.6, and 13.15.1.10, the following form should be filled out and emailed to UD Athletics Compliance Office at adamscho@udel.edu four weeks prior to date needed. 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 (.doc or .pdf only)
- Please provide documentation establishing the Tax-exempt or not-for-profit status, if applicable.
- **FORMS NOT FULLY COMPLETED WILL NOT BE CONSIDERED**

Your Name: _____ Name of Organization: _____
Phone: _____ Fax: _____
Address: _____ City, State, Zip: _____

Organization Contact Person: _____ Email: _____
Your Organization is (*please check*):
☐ Educational Agency [K-8/High School] ☐ Institutional ☐ Non-Profit /Charitable Agency ☐ Other: _____

If requesting tickets, fill out below:
Number of tickets requests:_____(Maximum of 4 tickets per sport, based on availability)
Sport: ☐ UD home Football game ☐ UD home Men's Basketball game ☐ UD home Women's Basketball game
Date of Game _____ **Date of Game** _____ **Date of Game** _____

OR

If requesting an item, provide an item description:

_____

_____

Are the tickets/items being used as part of a fundraiser or other promotional event? ☐ YES ☐ NO

If YES: Complete the remainder of this form: (If NO, please sign below and submit)

Date of Activity: _____
Who does this activity benefit: _____
Is the beneficiary in grades 9-12 or have a child in grades 9-12? ☐ YES ☐ NO
Will there be any outside organizations involved in the activity? ☐ YES ☐ NO
If yes, whom: _____
Description of Promotional/Fund Raising Activity (Please attach copy of Flyer, if available):

_____

_____

Describe any advertising of the activity bearing the name(s) and/or pictures(s) of student-athletes?

_____

Please read the following carefully:

If you are approved to receive your requested tickets or item, you must agree to the following guidelines:

1. **The tickets or 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.**
2. **The tickets or item shall not be sold, auctioned or traded at any other event besides the event named above without the consent of UD Athletics.**

By signing this form, I agree to the aforementioned guidelines and understand that the University of Delaware may take legal action should these guidelines be violated.

Signature of Organization's Representative | Title | Date

ATHLETICS COMPLIANCE OFFICE USE ONLY: This request has been: ☐ Approved ☐ Denied

Director of Athletics or Designee Signature **Date**