

Athletic Department
Donation/Autograph Request Policy
As of 05/11/2016

All requests for donations should be submitted to: Bison Athletics - ATTN: Nancy Erickson – NDSU Dept. 1200 – P O Box 6050 – Fargo, ND 58108-6050.

1. **All requests must be submitted in writing at least four (4) weeks prior to the event.**
2. Requests should be as brief as possible and present the necessary facts about the organization and/or event for which the donation is being requested, including what the money raised will be used for. **A copy of the flyer or brochure for the event must also accompany the request.**
3. Requests are limited to one (1) request per organization within a twelve-month period.
4. Only local and regional requests will be considered.
5. Donations will be limited to auction and/or raffle activities designated to raise funds for non-profit organizations benefitting medical causes or fundraisers to benefit critically ill or injured children and adults. All requests are subject to approval by the compliance office.
6. Monetary donations and sponsorship requests will not be considered or granted.
7. Donations to events benefitting children grades 9-12 (high school) or 2-yr colleges are prohibited by NCAA rules and therefore cannot be processed. If any immediate family member (in the family of which the event benefits) is in grades 9-12 and being recruited by an NDSU coach, a donation WILL NOT be approved.
8. Autographed memorabilia requests must be purchased from the Athletic Department and will be based on availability.
 - \$150 – team laser-autographed football or basketball (no individual student athlete signatures); The autographs are original, but are laser-printed due to the number of requests.

No other items will be autographed – NDSU Athletics does not accept personal items such as t-shirts, jerseys, balls, magazines, letters, etc. to be autographed by student-athletes or coaches. Please do not approach student-athletes to autograph items for fund raising events.

Student Athlete Autograph Policy

Student Athletes may provide autographs at pre-season Fan Days and other NDSU approved promotional events. However, these autographs must not be sold or traded for money or any item of value as this could jeopardize the eligibility of the involved student athlete.

9. Although every attempt will be made to grant donation requests, it may not be possible for all requests to be approved due to the number of requests received.

NOTE: Exceptions to some of the above guidelines may be granted on a case-by-case basis.

North Dakota State University

DONATION REQUEST

Office of Athletic Compliance

Return completed form to:
Bison Athletics
Attn: Nancy Erickson
NDSU Dept 1200
PO Box 6050
Fargo, ND 58108-6050
Email: nancy.erickson@ndsu.edu
FAX: 701-231-6246

This form, when signed by the person/organization requesting a donation and by the Office of Athletic Compliance, gives approval for a donation, as long as it does not benefit anyone in grades 9-12 (prospects).

NCAA Bylaw 13.15.1.2 Fund Raising for High-School Athletics Program. An institution may not provide funding, directly or through paid advertisements, to benefit a high-school athletics program. Violations of this bylaw do not affect a prospect's eligibility; however, the violation shall be considered an institutional violation per Constitution 2.8.1. (Adopted: 1/10/92, Revised: 4/26/01)

To be completed by the requesting person/organization

Name of requesting person/organization:

Who or what will the fundraiser benefit? How will the money raised be used? _____

Are there any immediate family members (in the family of which the event will benefit) in Grades 9-12? If so, are they being recruited by any NDSU coach? _____

Please check one item below:

NDSU department Charity/Non-profit Other: _____
Proof of 501(c)(3) status may be required.

Fundraiser Auction Giveaway Promotion

Name of contact person:

Address (street, city, state, Zip Code):

Phone number:

E-mail address:

Date of event:

Site and city of event:

Item requested (\$150 fee): Team Autographed basketball **OR** Team Laser-Autographed football

NCAA regulations preclude its members from participating in or providing *donations* for fund-raising activities that either directly or indirectly benefit any student who has started the ninth grade.

1. Is this a fund-raising event? No Yes

2. Will the funds raised directly or indirectly benefit prospects (anyone in Grades 9-12)? No. **If no, explain the use of funds:** _____ Yes. *If yes, the University or its representatives may not participate in the event.*

3. Will the event involve students who have started the ninth grade? No Yes

I certify that I have read this form and the provisions of NCAA Bylaw 13.15.1.2 and agree to the required terms and conditions.

Signature of authorized representative

Date signed

For office use only

Approved? Yes No

Signature of compliance office representative

Date