



Charitable Donation Requests Policy and Procedures

New Jersey non-profit charitable organizations recognized institutional organization (i.e. fraternity, sorority, student government, etc.) and educational institutions (8th grade or below) may submit donation requests for up to one (1) event per year to be considered for a charitable donation by the Rutgers Athletic Department.

The Rutgers Athletic Department reserves the right to determine which requests it will approve and what item(s) it can donate.

Policy and Procedure

1. All donation requests must be made in writing on the organization's letterhead, along with a "Charitable Donation Request Form" that can be downloaded from www.scarletknights.com
2. Mail or email to:

Rutgers Athletics Sports Marketing Office
Attn: Donation Requests
Rodkin Center
201 Fitch Road
Piscataway, 08854
donationrequest@scarletknights.com

3. All requests must be received at least eight (8) weeks in advance of the date of the event for which you are requesting the donation.
4. **Per NCAA bylaws, donated items are not to be used for or provided to any of the following:**
 - a. **Fundraiser for a high school (9th-12th grade) prep school, junior college or any other group consisting of prospective student athletes.**
 - b. **Staff member (i.e. coach/athletics director/teacher/principal) of any of the organizations listed in 4-a.**
 - c. **A student, student-athlete or parent of any organization listed in 4-a.**
 - d. **Any scholarship to be awarded to a high school student.**
5. The Rutgers Athletics Department reserves the right to request the return of any donated item that is deemed to be used in any way that is contrary to NCAA rules.

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.
- 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: _____

Name of Organization/Charity: _____ 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 transformed 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 names 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 to:

Rutgers Sports Marketing Office
Attn: Donation Requests
Gary & Barbara Rodkin Academic Success Center
201 Fitch Road
Piscataway, NJ 08854

For Athletic Department use Only:

Request Approved: _____ Request Denied: _____ If denied, reason: _____

Marketing Department Authorization: _____

Office of Compliance Authorization: Approved: _____ Denied: _____

Comments: _____