



UTSA Athletic Donation Request Form

**FORM MUST BE SUBMITTED ONE MONTH PRIOR TO DATE ITEM IS NEEDED!
(LIMIT TWO REQUESTS PER CALENDAR YEAR)**

Transfers of University of Texas at San Antonio Athletic Department merchandise, property, and resources to other organizations or individuals are governed by a number of NCAA and Conference rules and procedures. The following information is requested to help ensure compliance with these rules. Requests must be submitted on this form. Submission of request does not guarantee fulfillment.

Date of request: _____ Date item needed: _____ Sport _____

(1) Item or Service Requested (One item per form): *NOT ALL ITEMS MAY BE AVAILABLE AT TIME OF REQUEST*

- Four FB tickets to Home Game (Game TBD by UTSA Athletics)
- Four Basketball tickets to a Home Game (Game TBD by UTSA Athletics)
- Other: _____

(2) Requested by (Individual's name, telephone) _____

Address, city, state, Zip _____

Organization name and telephone:

Address, city, state, ZIP:

Organization is:

- Elementary School (Grades K-6) Local Youth Organization (within 30 miles of UTSA)
- Junior High School (Grades 7-8) Local Charitable Organization (within 30 miles of UTSA)
- Nonprofit Charitable Organization (501c3 in State of Texas number: _____)

If the item will be transferred through sale, auction or other means, how will the item be used and who will receive the proceeds? _____

(4) Final Individual Recipient:

Requester:

- Adult with UTSA Athletics affiliations (RR Athletic Fund member, booster, season ticket holder, etc.)
- Adult with no UTSA Athletics affiliations.
- Child in Grades K-8 _____ Age

Other Describe: _____

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**(5) Individuals requesting UTSA Athletic Merchandise must read and sign the following statement:
NCAA Bylaw 12.5 Promotional Activities**

12.5.1 Permissible

12.5.1.1 Institutional, Charitable, Educational or Nonprofit Promotions.

A member institution or recognized entity thereof (e.g., fraternity, sorority or student government organization), a member conference or a non-institutional charitable, educational or nonprofit agency may use the student-athlete's name, picture or appearance to support its charitable or educational activities or to support activities considered incidental to the student-athlete's participation in intercollegiate athletics, provided the following conditions are met:

- (a) The student-athlete received written approval to participate from the director of athletics, subject to the limitation on participants in such activities as set forth in Bylaw 17;
- (b) The specific activity or project in which the student-athlete participates does not involve co-sponsorship, advertisement or promotion by a commercial agency other than through the reproduction of the sponsoring company's officially registered regular trademark or logo on printed materials such as pictures, posters or calendars. The company's emblem, name, address and telephone number may be included with the trademark or logo. Personal names, messages and slogans (other than officially registered trademark) are prohibited;
- (c) The student-athlete does not miss class;
- (d) All moneys derived from the activity or project go directly to the member institution, member conference or the charitable, educational or nonprofit agency;
- (e) The student-athlete may accept legitimate and normal expenses from the member institution, member conference or the charitable, educational or nonprofit agency related to participation in such activity, provided it occurs within the state or, if outside the state, within a 100-mile radius of the member institution's campus;
- (f) The student-athlete's name, picture or appearance is not utilized to promote the commercial ventures of any non-profit agency;
- (g) Any commercial items with names or pictures of student-athletes may be sold only at outlets controlled by the charitable or educational organization (e.g. location of the charitable or educational organization, site of charitable event during the event) or the member institution in which the student-athlete is enrolled and;
- (h) The student-athlete and an authorized representative of the charitable, educational or nonprofit agency sign a release statement ensuring that the student-athlete's name, image or appearance is used in a manner consistent with the requirements of this section.

Please note: Donation requests will be filled to the best of UTSA's ability to institutional, charitable, educational or nonprofit promotions.

Requester's Signature / Date: By this signature, I, _____, give my personal assurance to the UTSA Athletic Department that the student-athlete's name, image or appearance will be used only in a manner consistent with the requirements of NCAA Bylaw 12.5.1. By this signature I affirm (1) I have read and understand the foregoing NCAA Bylaw, (2) I have been given the opportunity to ask questions about the bylaw, (3) the information provided on this form is complete and correct. Further, if the item is to be given as gift, (4) I will inform any individual who receives this item that the item is for the recipient's personal memorabilia and cannot be sold for profit nor donated for any fund-raising activity. **(5) The item may not be resold or auctioned through the internet (e.g., eBay, etc.)**

(6) Compliance Approval: Granted or Denied

Comment: _____

Signature/date: _____

(7) UTSA Athletics Approval: Granted or Denied Signature

Signature/date: _____

Return completed form via email to athletics.compliance@utsa.edu