

This form, when signed by the requesting entity and approved by all appropriate University of Miami Athletics Department officials, allows a donation, student-athlete appearance, or both to occur as requested by the requesting entity.

In submitting this form, the requesting entity recognizes that the following criteria **MUST** be met in order for a donation or student-athlete appearance request to be considered including:

- 1) The request **MUST** be submitted to the athletics marketing office at least four (4) weeks prior to the date of the requested appearance or donation fulfillment date
- 2) The request **MUST** include a cover letter highlighting the donation and/or appearance and its purpose
- 3) The request **MUST** include a fully completed copy of this form and provide it to the marketing office for consideration
- 4) If a charitable group, the request **MUST** include a copy of the group's government recognized 501(c)3 status
- 5) This form will **NOT** be accepted unless all three pages are included.

**If any of the above criteria are not met, requests for donations and/or student-athlete appearances will be DENIED.** Please note that the University of Miami reserves the right to approve or deny requests regardless of the permissibility of the request under NCAA rules.

### **SECTION A: REQUESTING GROUP OR AGENCY INFORMATION**

Name of requesting group/agency: \_\_\_\_\_

Website: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Fax: \_\_\_\_\_

Group/Agency Description (Circle one):  K-8 School  High School  UM Group  
 Commercial Entity  Charitable (must provide proof of 501 (c)(3) status)  
 Other (please explain): \_\_\_\_\_

### **SECTION B: DONATION AND/OR STUDENT-ATHLETE APPEARANCE INFORMATION**

Group/Agency is requesting (Circle all that apply):  Donation  Student-Athlete Appearance  Coach or Staff Appearance

For Donations/Requests: What items are you requesting?  Ticket  Posters  Autographed Items: \_\_\_\_\_

\_\_\_\_\_

Other: \_\_\_\_\_

For Appearances: How many student-athletes would you like to attend the appearance? \_\_\_\_\_

What team(s) would you like to be involved in the appearance? \_\_\_\_\_

Location of appearance: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Will the student-athletes be provided with any of the following:  Meal  Transportation

Nominal Gift (provide an explanation and approximate value) \_\_\_\_\_

Other (please explain): \_\_\_\_\_

Is the location of the appearance within one (1) hour of the University of Miami?  Yes  No

**SECTION B: Continued**

What is the stated purpose of the group/agency for requesting the donation / student-athlete appearance? \_\_\_\_\_

Will the donation / student-athlete appearance result in money being raised?     Yes                       No

If yes, please describe where the proceeds from the donation / student-athlete appearance will be distributed: \_\_\_\_\_

**SECTION C: NCAA DONATION AND/OR STUDENT-ATHLETE APPEARANCE QUESTIONS**

Please answer the following questions:

- Yes     No    1. Will the event involve any commercial agencies or sponsors (e.g, Great Florida Bank, Publix, etc)  
    \*\*If yes, you MUST attach a detailed description of the role of the sponsor\*\*
- Yes     No    2. Will the name, likeness or image (including photos) of any student-athlete(s) be used to publicize the  
    donation and/or appearance through an announcement, advertisement or promotion of the event.  
    \*\*If yes, you MUST attach a copy of the announcement or advertisement, including internet promotions\*\*
- Yes     No    3. Will the donation and/or appearance involve students who have started 9<sup>th</sup> grade in any  
    manner?
- Yes     No    4. Will the donation and/or student-athlete appearance be used for fundraising purposes?
- Yes     No    5. Will funds raised by the donation and/or student-athlete appearance directly or indirectly benefit a group?  
    If yes to #5: Is the group associated with a high school or high school booster group?     Yes     No
- Yes     No    6. Will the funds raised directly or indirectly benefit an individual?  
    If yes to #6: Is that individual a high school student?     Yes     No
- Yes     No    7. Will the funds raised go directly to a charity?
- 8. What is the age range of the individuals who will benefit from the funds raised and/or donated items?
  - Below 9<sup>th</sup> grade
  - High School (Grades 9-12)
  - Post Secondary (Graduated from HS, not enrolled at a two year college)

**SECTION D: GROUP/AGENCY RECOGNITION OF TERMS AND CONDITIONS**

All contact persons for groups/agencies requesting donations and/or student-athlete appearance from University of Miami athletics department are required to recognize the following:

- Student-athletes may not miss class to make an appearance;
- Student-athletes must receive written approval from the Director of Athletics (or designee) prior to making an appearance;
- Money derived from a donation and/or student-athlete appearance may ONLY go directly to an educational, charitable, institutional or non-profit agency;
- Student-athletes may only participate in appearances that do not involve co-sponsorship, advertisement or promotion by a commercial agency;
- Student-athletes may only accept legitimate and normal expenses such as meals and travel from the institution;
- Student-athletes must sign a release statement with the athletics department prior to participating in any appearances;
- Student-athlete name, image, or likeness (including photos) may not be utilized to promote the commercial ventures of any agency;
- All appearances must be within one hour driving distance of the University of Miami campus.
- The University of Miami reserves the exclusive right to approve or deny any donation and/or student-athlete appearance requests based on NCAA rules, institutional policy or other criteria considered by the institution on a case-by-case basis. Providing all of the necessary information DOES NOT guarantee that a request will be approved.

*I certify that I have filled out this form correctly and accurately to the best of my knowledge. I have read the terms and conditions for submitting this request to the University of Miami athletics department and agree to abide by these terms and conditions, along with all NCAA rules and regulations. I understand that failure to provide accurate information on this form, or failing to abide by the terms and conditions of this request or NCAA rules and regulations may jeopardize the eligibility of student-athletes or may result in a NCAA violation.*

Signature of Group/Agency Authorized Representative	Date
---	------

