



UCF ATHLETICS ASSOCIATION DONATION/AUTOGRAPH REQUEST FORM

The requested information below is required to ensure compliance with NCAA, American Athletic Conference and UCFAA rules so incomplete forms will be returned to the requester. All autographed items will be personalized (signed specifically to the name of the person requesting the autograph or the name of the person for whom the requestor is getting the autograph). All requests must be included on this form and such requests are limited to a single item per sport, per person or organization, per year. Incomplete forms or items without self-addressed stamped envelope (including return postage) will be returned to sender. If you are requesting merchandise to be autographed, you must provide the merchandise to receive the autographed requests.

Requestor Information (shipping address):

First Name: _____ Last Name: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Email Address: _____

1. Requested Item for donation: _____

2. Name(s) of requested autograph (if applicable): _____
(Coach/Staff/Administrator)

3. Purpose of Request (check applicable box):

- Self, personal memorabilia If "Self," continue to #4;
- Self, gift to individual Name of individual receiving gift: _____
- Organization If "Organization", please read and complete the following:

Organization Name: _____ Telephone Number: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Organization Classification (check applicable box):

- Elementary/Middle/Junior High School (Grades K – 8)
- High School (Grades 9 – 12)/Preparatory School/Junior College
- Non-Profit/Charitable Organization
- Other, please describe: _____

Will the item be sold or auctioned for fundraising purposes? Yes No

If yes, will high school-aged students (grades 9 – 12, prep school, or junior college) or a high school, prep school, or junior college benefit from the sale? Yes No

PLEASE NOTE THAT NCAA RULES PROHIBIT THE UCF ATHLETICS ASSOCIATION FROM PROVIDING ITEMS TO FUNDRAISERS THAT WILL BENEFIT PROSPECT-AGED INDIVIDUALS. Unfortunately, requests from such groups will be denied.

What organization will receive the proceeds from the sale? _____

REQUESTS FROM NON-PROFIT ORGANIZATIONS MUST BE ACCOMPANIED BY DOCUMENTATION OF ITS 501(c)(3) STATUS (e.g., a copy of the organization's IRS letter verifying this status or the organization's tax identification number) **AND DOCUMENTATION DESCRIBING THE FUNDRAISING EVENT IN WHICH THE ITEM WILL BE USED** (e.g., flyer, memo describing event - *MUST include date and location of event*).

4. Statement of Understanding:

By my signature below, I certify that the item provided to me per this request will be used only in the manner specified above. I understand that this item may not be sold for personal profit nor donated to a fundraising activity unless designated as such above. If I am giving this item as a gift, I certify that I will notify the recipient of the applicable regulations. Lastly, I understand that this item may not, under any circumstance, be re-sold or auctioned through the internet (e.g., eBay, etc.).

Requestor's Signature: _____ Date of Requested: _____

Compliance Approval _____ Date of Approval _____

*** Please return completed form to athleticcompliance@ucf.edu ***