



Canisius College Athletics Donation Request Policy

The Canisius College Athletic Department is honored to donate to numerous non-profit organizations throughout the community each year. However, due to high demand and NCAA regulations, Canisius College Athletics is not able to support every worthwhile cause.

In an effort to best process your request and support as many charities as possible, requests must comply with the guidelines listed below.

Please understand that submission of a request, even if all guidelines are met, does not guarantee that the request will be fulfilled.

Donation and Autograph Request Guidelines

- All donation requests must be received at least three (3) weeks prior to the date your item is needed.
- Canisius College Athletics will consider a donation of up to four (4) tickets to a men's or women's basketball, men's hockey, or men's lacrosse game for most donation requests. Ticket requests will be fulfilled for the sport season closest to the non-profit organization's event date, unless specifically noted in the request. If the request is approved a ticket voucher will be mailed to the non-profit organization from the Koessler Athletic Center box office. Seat locations will not be provided prior to event date.
- Due to high demand, requests for tickets to Canisius College sporting events will only be accepted for fundraisers that occur within the state of New York, or Southern Ontario.
- In certain cases, requests for head coach autographed items for charitable endeavors may be accepted. Requests for items autographed by student-athletes cannot be honored.
- If requesting an autographed piece of equipment, upon approval of request, requester must provide item (football, soccer ball, etc.). Please do not provide the item for signature until you have been notified your request has been approved.
- As a result of time constraints and NCAA rules, requests for head coach and student-athlete autographed items for personal endeavors cannot be fulfilled.
- To fulfill as many charitable requests as possible, each organization is eligible to receive only one donation per Canisius College fiscal year.
- Organizations should not advertise availability of an item until the item is received by the organization.
- Donated items may be auctioned only by the requesting organization and not sold outright.
- All proceeds from the donated items must directly benefit the charitable/nonprofit organization.
- Pursuant to NCAA regulations, Canisius College Athletics will not donate items to any entity that serves prospect-aged individuals (grade 9 - 12, or 7 - 12 in Men's Basketball and Softball), such as high schools, high school scholarship funds or booster clubs, club sports teams for high school students, specific high school students, etc.
- Donation requests should include the organization's 501(c)(3) determination letter (provided by the IRS) and documents that provide information about the event or organization.
- Due to the high volume of requests received please do not call to inquire about your request.



CANISIUS College Athletics

Donation Request

This form, when signed by the promotional agency involved and approved by the Athletic Department, allows athletics staff to autograph memorabilia for institutional, charitable or other educational agencies events, or to provide tickets to competition.

REQUESTING GROUP INFORMATION

Name of Sponsoring Agency		
Name of Contact Person	Email	Phone Number
Address		
Agency Description <i>(Proof of 501(c)(3) status may be required)</i>		
<input type="checkbox"/> Canisius Group <input type="checkbox"/> Educational; Grades: _____ <input type="checkbox"/> Charitable <input type="checkbox"/> Other: _____		

DONATION INFORMATION

<input type="checkbox"/> Merchandise	
Item(s) Requested: _____	
<i>If requesting autographed merchandise, please provide the names of the preferred autographs you would like on the memorabilia.</i>	
Canisius College may be unable to provide memorabilia in some instances and you may be asked to supply the item.	
Name: _____	Sport: _____
Name: _____	Sport: _____
Name: _____	Sport: _____
<input type="checkbox"/> Ticket Request	
Sport: _____	<input type="checkbox"/> Single Game <input type="checkbox"/> Season Quantity Requested: _____

NCAA COMPLIANCE

NCAA regulations preclude Canisius College from participating in or providing memorabilia for fundraising activities that either directly or indirectly benefit a prospective student-athlete. This is any student who has started classes for the 9th grade, or 7th grade for men's basketball and women's softball. Additionally, the items donated should not be used for commercial interests in any way. In order to ensure your request complies with NCAA rules, please answer the following:

- Please describe the event or purpose for which the donation will be used.
- Is this a fundraising event? YES NO
If yes, please describe how the funds will be distributed and to whom.
- Will the funds raised through the event directly or indirectly involve prospects? YES NO
- Will the funds go directly to a charity? YES NO
- Will the event involve students who have started class for the ninth grade? YES NO

By signing this form, I certify this memorabilia, merchandise or tickets will not be used to benefit any person that is of prospect age. Furthermore I certify that the items requested will not be used for any commercial gains.

Signature of Authorized Representative _____ Date _____

Please return to: Canisius College Athletics – External Affairs 2001 Main Street Buffalo, NY 14208 FAX: (716) 888-2980	Approved? <input type="checkbox"/> YES <input type="checkbox"/> NO	Date: _____
	Compliance Signature: _____	
	Comments: _____	