



LIBERTY UNIVERSITY OFFICE OF ATHLETICS COMPLIANCE CHARITABLE DONATION REQUEST

NCAA Bylaw: 12.5 & 13.16

Liberty University Athletics receives several hundred requests for promotional materials, tickets, and autographed memorabilia from organizations each year. We would love to approve every request that is submitted, but due to the number of requests we receive, we do not have the resources to grant them all. Please know that all requests are given serious consideration.

Request Eligibility Guideline Policy:

- Past donations made by the Liberty University Athletics Department do not guarantee subsequent donations.
- Items donated shall not be loaned, donated, sold or otherwise transferred to a high school, prep school or junior college; including (1) any staff member of such an institution, (2) any booster organization of such an institution, or (3) any parent/guardian or sibling of a prospective student-athlete.
- All money derived from the item/autograph must go directly to the organization submitting the request.
- Donations and autographs, or the proceeds generated from such donations, cannot be used to fundraise for high schools, high school organizations (e.g., student council, yearbook club etc.), or a high school charity or educational project, or for an elementary or middle school administratively or financially tied to a high school. (Please keep in mind that the NCAA defines high school as grades 9-12).
- Liberty University Athletics reserves the right to request the return of any item.
- Liberty gives priority to organizations which are local to the Lynchburg area or associated with alumni and friends of the University.

Application Procedure:

We require a formal donation request to be submitted which should include the nature of the event, 501(C) 3 status, date of the event and how the items will be used (i.e. silent auction, raffle, etc.). Please use the form provided below. The charitable donation request must be completed in its entirety. All donation requests must follow the guidelines listed below.

- Must be submitted at least four weeks prior to the date for which the donation is needed.
- Donation requests must be sent via email.
- If requesting an autographed piece of equipment, upon approval of request, requester must provide item (baseball, football, volleyball, etc. Items will not be signed by student-athletes).
- If request is approved, the organization will be responsible for return postage charges associated with shipping pieces of equipment.
- Due to the high volume of request we receive, we ask that you please do not call or check on the status of a previously requested donation. **We will contact you.**

Processing Your Request

Considerations for donations include type of event, non-profit status, projected proceeds raised, past donations, proximity to Liberty, affiliation/alumni status, beneficiary (i.e. children's medical related causes, youth activities, and educational initiatives). **All decisions made by the Liberty University Athletics are final.**