University of Vermont Athletics Donation Request Policy

The University of Vermont Department of Athletics will consider requests from not-for-profit organizations for donations of various department services. We will make our best efforts to fulfill charity requests within institutional and departmental policies, and NCAA, conference, and university rules and regulations.

The University mission statement: To prepare students to lead productive, responsible, creative lives and to create, interpret and share knowledge, applying it for the benefit of Vermont and society as a whole. Through our efforts the University of Vermont will have a superior national reputation:

- As a university combining outstanding teaching with the research focus, faculty excellence, programmatic range and depth, and societal mission of a research university;
- As a vibrant, diverse, and intellectually engaged community on a human scale;
- As a place that emphasizes academic excellence and provides an exceptional student-centered experience extending beyond the classroom; and
- As a leader in liberal education and in the study of the environment and of health.

The Department of Athletics' mission statement: he intercollegiate athletics program at the University of Vermont facilitates the personal growth and education of young men and women through their participation in a comprehensive program of NCAA Division I sports. As an integral part of the university, the intercollegiate athletics program actively promotes equity and diversity, fosters the pursuit of academic and athletic excellence, and provides community enrichment.

Vermont Athletics cannot donate to the following….

- High schools, preparatory schools or two-year college institutions *(link into NCAA Bylaw 13.15)*
- Organizations that discriminate on the basis of race, color, creed, gender, national origin.
- Organizations or programs designed to influence legislation or elect candidates to public office.
- Organizations that do not adhere to NCAA rules and regulations.
- For-profit entities.

Guidelines:

- All organizations receiving donations/autographs must be registered as a 501c (3) charity or "not-for-profit" entity.
- Items donated by the Department of Athletics 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.
- Donations and autographs from the Department of Athletics, 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 if the high school is raising the funds for a charity or educational project. (Please note that a high school is defined as grades 9-12).
- All money derived from the item/autograph must go directly to the organization submitting the request.
- Items/autographs donated by the Department of Athletics shall not be sold, auctioned or traded without the expressed written consent of the Department of Athletics.
- Vermont Athletics reserves the right to request the return of any item.
- The Department of Athletics cannot provide balls, sticks, or jerseys to be autographed.
- If a request for an autographed item is approved, the requesting organization must make arrangements with Department of Athletics staff to deliver the item to be autographed. Department staff will coordinate autographing the item with specific student-athletes and/or coaches.
- Due to limited inventory and the high number of requests, the Department of Athletics cannot donate tickets to Men's Hockey or Men's Basketball.
- Due to the high demand for donations/autographs, organizations and charities are limited to one (1) donation/autograph per year (July 1- June 30).
- Completion of a Donations Request Form does not guarantee that the request will be fulfilled.
- All requests will be fulfilled based on recommendations from Vermont Athletics, and availability.
- Past donations made by the Department of Athletics do not guarantee subsequent donations.
- Allow 7-10 days for the request to be evaluated and approved.

University of Vermont Athletics Donation Request Form

Name of Recipient/Organization: _____

Contact person of Organization/Title: _____

Address: _____

City: _____
State/Zip: _____

Phone #: _____
Fax #: _____
E-mail: _____

Date of Event: _____ Location: _____

Please describe request: _____

This organization is (please check):
□ Institutional
□ Educational [K-8]
□ Non-Profit Organization (501-C3 of the IRS)
□ On - Campus
□ Other: _____

PLEASE PROVIDE DOCUMENTATION ESTABLISHING THE TAX-EXEMPT OR NOT-FOR-PROFIT STATUS, IF APPLICABLE

Recipient/Organization who will receive share of proceeds: _____

Signature of Recipient/Organization:_____ Date:_____

PLEASE FAX OR E-MAIL THIS FORM TO: Krista Balogh, Director of Marketing and Promotions, F: 802.656.8328 or Krista.Balogh@uvm.edu

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In office use:
*Approved by:*_____ *Date:* _____
Packaged by: _____ *Date:* _____
Picked up by: _____ *Date:* _____