Radford University Ticket Donation Request

NCAA rules prohibit the distribution of tickets to specific individuals and organizations. Please read the application procedures and explanation of NCAA rules prior to completing the request.

Complete this form in its entirety to receive full consideration for ticket donation requests. This request must be submitted along with written documentation containing specific information on the organization making the request and the exact purpose for which tickets (or funds generated from the tickets) will be used. This documentation may include an official event brochure, flyer explanatory email, or letter and should reference the organizations’ 501(c)(3) status. The request must be submitted to the Department of Athletics Compliance Office a minimum of four weeks prior to the scheduled event. Donation requests are strictly limited to tickets – requests for signed jerseys, basketballs or other RU merchandise or memorabilia will not be processed.

NCAA rules prohibit the Department of Athletics from approving requests that will benefit students enrolled in grades 9 – 12, which includes donations with the purpose of providing financial assistance to high school students in order to attend collegiate institutions (e.g. scholarship funds). High schools, preparatory schools, two-year colleges, and youth athletics organizations with students enrolled in grades 9 – 12 are also excluded from consideration. Requests from elementary and middle schools financially associated with high schools and/or preparatory schools, in addition to middle school athletics programs and/or booster groups, may also be denied. Inquiries from non-profit 501(c)(3) organizations should include the agency’s tax identification number. The Department of Athletics reserves the right to deny any request.

Agency Information

<table>
<thead>
<tr>
<th>Agency Name</th>
<th>Agency 501(c)(3) Tax Identification Number (If Applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Representative Name</td>
<td>Agency Phone Number</td>
</tr>
<tr>
<td>Agency Address (City, State, Zip)</td>
<td>Agency E-Mail Address</td>
</tr>
</tbody>
</table>

Select the Best Description of the Agency

| Institutional | Charitable | Educational | Other |

Request Information

Sport(s) Requested: Men’s Basketball Women’s Basketball
Number of Tickets Requested (Maximum of Four):

Activity Information

What Type of Activity will be Conducted?

| Fundraiser | Auction | Giveaway/Door Prize | Raffle | Other (Please Describe) |

Date of Activity:
Location of Activity:

See Next Page
RADFORD UNIVERSITY

Department of Athletics

Ticket Donation Request

Please Describe the Purpose of the Ticket Donation/How Proceeds of the Donation will be Applied:

Will any students enrolled in grades 9 – 12 benefit from the proceeds of the donation?  Yes  No

What is the approximate age/grade of individuals that will benefit from the proceeds of the request?

Grades 6 & Under  Grades 7 – 8  Grades 9 – 12  Adults/No educational affiliation

Will the proceeds of the donation benefit a high school or high school athletics program?  Yes  No

By signing below, I authorize I have read the above ticket donation request policy of Radford University Department of Athletics and understand the terms of the request.

Signature of Agency Representative  Date

Please mail or e-mail requests to:

Radford University Athletic Department
Attn: Ticket Office
PO Box 6913
Radford, VA 24142
OR
athleticmktg@radford.edu

INTERNAL USE ONLY

COMPLIANCE APPROVED?  Yes  No

Signature of Compliance Office  Date

Signature of Ticket Office  Date

Signature of External Operations Office  Date