

# University of Oregon Athletic Department

Marketing / Promotions Office  
2727 Leo Harris Parkway  
Eugene, OR 97401  
Fax: 541-346-7112

## Request and Guidelines For Autographs, Donations & Appearances

Oregon Athletics Department does our best to fulfill requests for a number of organizations/ charities throughout the Oregon community. Due to the high volume of requests we receive each year and the NCAA rules and regulations (specifically NCAA Bylaws 12.5 et. seq, and 13.15.1 et. seq) and applicable Oregon state laws, we are required to gather very specific information regarding your request. You must send a request on official letterhead from the organization/ charity from which the request is being made.

*This form must be returned to UO Athletics Department by fax or mail for review at least 4 weeks prior to the date it is needed:*

### Please Understand That:

- Due to the volume of requests, requests that originate from the state of Oregon receive priority.
- Requestor must provide the item to be autographed (we cannot give away state property).
- A good source for memorabilia and other items is goducks.com or the Duck Store.
- Items should not be sent to us until approval has been given.
- Return postage & packaging must be provided or item must be picked up in the marketing dept.
- Availability for signatures of student-athlete are limited and controlled (due to eligibility issues).
- The UO Athletic Department cannot be held responsible for lost or stolen items.
- Oregon already stages a Fan Day event and allows post-game opportunities for autographs.
- All personal items must be personalized so that they cannot be resold or eBay, or otherwise.

Contact: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

This nature of this request is:

1. ( ) An Oregon-based Charitable Agency/ Non-Profit (501©)\*
2. ( ) An Oregon-based Educational group (K-8)\*
3. ( ) An Oregon-based Institution\*
4. ( ) Personal
5. ( ) Other \_\_\_\_\_

*\* Unfortunately, since we are limited in what we can provide, we attempt to accommodate as many Oregon-based charities and organizations as possible and as such we have to give priority to the state of Oregon. Please provide documentation on your organization/ charity letterhead with information establishing the state of origin and the tax-exempt or not-for-profit status [if applicable]. And in order to be fair to other organizations, we ask that you submit only one charity request per year.*

**What Exactly is Being Requested?**

Specify sport: \_\_\_\_\_ Specify request: \_\_\_\_\_

Is the request for personal use? ( ) Yes ( ) No

**If Yes**

Is the recipient in, or have a child, in grades 9-12 or junior college? ( ) Yes ( ) No  
Please sign below and submit

**If No**

Is the request being used as part of a fundraiser or other promotion? ( ) Yes ( ) No

If Yes, how are the funds raised? ( ) Raffle ( ) Auction ( ) Other: \_\_\_\_\_

Date of activity? \_\_\_\_\_ Who does this activity benefit? \_\_\_\_\_

Will the funds raised benefit individuals in grades 9-23 or junior college? ( ) Yes ( ) No

Will student-athletes in grades 9-12 or junior college be in attendance? ( ) Yes ( ) No

Will there be outside organizations involved in this activity? ( ) Yes ( ) No

**If Yes**, whom: \_\_\_\_\_

Description of Promotional/Fund Raising/Commercial Activity (please attach promotion/ flyer/ etc.):

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of individual making request Title Date

**Athletics Compliance Office Use Only:**

This request has been: ( ) Approved ( ) Denied

\_\_\_\_\_  
Athletic Department Designee Date

**Athletics Business Office Use Only:**

This request has been: ( ) Approved ( ) Denied

\_\_\_\_\_  
Business Office Designee Date

**Office Use Only:**

This request has been: ( ) Approved ( ) Denied

\_\_\_\_\_  
Assistant AD Designee Date