

MURRAY STATE UNIVERSITY ATHLETICS DEPARTMENT

Release and Approval for Athletics Items

Please complete the following information including signature and return to the promotions office, 220 Stewart Stadium, Murray, KY 42071 or Fax to (270) 762-6814. Each request must comply with NCAA rules.

Contact Person _____	Telephone (Day) _____
Address _____	
Name & Type (Charity, Non-Profit, etc.) of Organization _____	
Item(s) being requested _____	
Date item is needed _____	Item to be used for fundraising? Y N Please circle
PLEASE ATTACH A WRITTEN STATEMENT DETAILING THE PURPOSE OR USE OF THE AUTOGRAPHED ITEM.	

Per NCAA guidelines, the following criteria must be met for an item to be used in institutional, charitable, or educational activities.

1. Activities or projects may not be fund-raising events for high-schools, high school organizations (FFA, Football Club, etc.), for any high school person, or if the high school is raising the funds for a charity or educational project. A high school is defined as grades nine through twelve.
2. An institution may provide items to assist in the fund raising efforts of athletics youth groups composed of individuals who have not started classes for the ninth grade. (13.16.2.3)
3. Activities or projects may not involve any co-sponsorship, advertisement or promotion by a commercial agency, other than a sponsoring agency's trademark or logo on printed materials (pictures, posters, calendars, etc.). Photographs of, or items signed by student-athletes with eligibility remaining may not appear in windows or display areas of commercial establishments.
4. All monies derived from a promotional activity or project must go directly to the institution or agency.
5. An authorized representative of the agency must sign a release assuring that they will abide by the restrictions as outlined above.

I understand and agree to abide by the criteria as listed above.

Authorized Agency Representative **Date**

OFFICE USE ONLY

Request Approved: _____
Kenny Roth, Assistant Director of Athletics/ Marketing & Promotions Date

Coaches Approval granted: Y N _____
Date

Requested Item Mailed: Y N _____
Date

Request Reviewed: _____
Christian D. Pope, Assistant Director of Athletics/ Compliance Date