

Email Address _____ Fax Number _____
Date of Charitable Event _____ Location of Event _____

Describe the event and how the donation will be used: _____

Will the event involve students that have started the ninth grade? Yes _____ No _____

Is this a fundraising event? Yes _____ No _____

Will the funds raised from the event directly or indirectly benefit any student that has started the ninth grade?

Yes _____ No _____

If this is a fundraising event, describe specifically how the proceeds will be used: _____

Please note:

You will be notified within two weeks if we are able to fulfill your request.

Due to the limited availability of tickets and memorabilia not all requests will be fulfilled.

We reserve the right to select the item to be donated or the game to which complimentary tickets will be granted.

Any item autographed by a Northwestern University coach or student-athlete may be auctioned by the organization requesting the donation however the outright sale of these items by the organization or the individual obtaining the item in the auction is strictly prohibited.

Tickets donated by the Athletic Department may be auctioned by the organization requesting the donation however the outright sale of these tickets by the organization or the individual obtaining the tickets in the auction is strictly prohibited.

I certify that the information provided is accurate and I have read this form and the provisions set forth and agree to the required terms and conditions.

Signature of Authorized Representative Title Date
Of Requesting Agency

For Athletic Department use only:

Request Approved by Department/Sport _____

Item to be donated _____

Requires letter? Yes _____ No _____ Sent by: _____

Approval: Compliance/Marketing _____ Date _____