TICKET DONATION REQUEST FORM

In accordance with NCAA Bylaw 13.15.1, the following form should be filled out and mailed or email to the Mason Athletic Ticket Office: 4400 University Drive, MS 3A5, Fairfax, VA 22030 or icatix@gmu.edu. **ALL requests are due (2) WEEKS prior to the date of your event.** You must be an authorized representative of the requesting agency/organization/school to submit this request. Please note the following:

- Submitting a form DOES NOT guarantee the request will be fulfilled
- A letter on your organization’s letterhead should be submitted with your form
- Please provide documentation of Tax-exempt or not-for-profit status, if applicable
- **FORMS NOT FULLY COMPLETED WILL NOT BE CONSIDERED**

Questions may be directed to the athletic ticket office at 703-993-3270.

Your Name: ____________________________ Name of Organization: ____________________________

Phone: ____________________________ Fax: ____________________________ Email: ____________________________

Address to Send Donation: ____________________________ City, State, Zip: ____________________________

Place a check by all that apply to this request:

- Educational Agency *(Note: NCAA regulations prohibit donations to grades 9-12 and/or junior colleges)*
- George Mason University *Name of dept.__________________________________________
- Non-Profit/Charitable Agency
- Other, Please indicate: ________________________________________________________________

Date of the activity: ________________________________________________________________

Who does this activity benefit: ______________________________________________________

Is the beneficiary in grades 9-12 or have a child in grades 9-12  □ Yes  □ No

Will there be any outside organization involved in the activity?  □ Yes  □ No

If yes, whom? _________________________________________________________________

Describe below the type of Promotional / Fund Raising Activity (Please attach copy of Flyer, if available):

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________
Please Read the Following Carefully:

If you are approved to receive tickets, YOU MUST agree to the following guidelines:

1. The tickets shall not be donated, loaned, sold or otherwise transferred to a high school (9th-12th Grade), prep school, junior college, or any other group consisting of prospective student-athletes, any staff member of such institution (coach, athletic director, principal, etc.) or group; any parent or guardian of a student of these institutions or groups; or any booster organization of such an institution or group.

2. The tickets shall not be sold, auctioned, or traded at any other event besides the event named on the submission without the consent of George Mason Athletics.

By signing this form, I agree to the aforementioned guidelines and understand that George Mason University may take legal action should these guidelines be violated.

X________________________________________________                  _________________________
Signature of Organization’s Representative                  Date

George Mason University Athletic Department Use Only

☐ Permissible Activity based on NCAA Guidelines   ☐ Not Permissible

________________________________________________________
George Mason University Athletics Compliance Approval                  _________________________
Date