

**NORTH GEORGIA COLLEGE & STATE UNIVERSITY
DEPARTMENT OF COLLEGIATE ATHLETICS**

AUTOGRAPHED ITEM REQUEST FORM

Completion of this form does not guarantee North Georgia College & State University Athletics can fulfill request. Please fax this form to the bookstore from which you are purchasing the item to be autographed.

Name of organization requesting permission: _____

Name/Title of Contact Person: _____

Address: _____ Phone & Fax number: _____

Email Address: _____

1. This organization is (please circle one) ...CHARITABLE EDUCATIONAL INSTITUTIONAL

2. Is this organization labeled a 501c nonprofit agency?YES NO

3. 501c Non-profit Tax Identification Number: _____

4. What age group does this organization benefit?K-8 HIGH SCHOOL ADULT

*NGCSU Athletics will not provide items to be autographed. It is the responsibility of the organization seeking the autograph to provide the item and the means by which the item is to be returned to the organization.

5. Which team would you like to autograph this item? _____

6. For what type of activity would this item be used? _____

** If this is being used to raise money for a scholarship, does the money raised go into North Georgia's general scholarship fund? _____ Who selects the recipient of the scholarship? _____

7. Will money be raised? _____ Where will the proceeds go? _____

8. Exactly what will the proceeds be used for? _____

9. What is the deadline for receiving the item (six week minimum)? _____/_____/_____

10. Where will the activity take place? _____

11. Will there be any commercial sponsorship or co-sponsorship for this event?YES NO

If yes, how will the commercial entity be involved? _____

12. Will there be any advertisement or promotion by a commercial agency?YES NO

If yes, please explain. _____

This form must be accompanied by signed copies of:

Autograph Agreement Form and NCAA Bylaws Regarding Promotional Activities

COMPLIANCE OFFICE USE ONLY: This request has been Approved Denied

Compliance Officer _____ Date _____