



## The University of South Dakota Donation Request Form

Please complete the information below. 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 official letterhead must also be submitted with this form
  - Microsoft Word or PDF document accepted if completed electronically
- Forms not fully completed will not be considered

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

What is being requested? (Please SPECIFY type/number of ITEMS and/or number of TICKETS, single or season, football or basketball)

What are the Items or Tickets going to be used for? (Please provide SPECIFICS: e.g. name of event; date; group that will benefit from fundraiser)

If the tickets are to be used for a Fundraiser of any type, please provide detailed information regarding where the proceeds will go. (e.g. Name of charity, purpose of charity)

Will any funds raised directly or indirectly benefit prospective student-athletes (9<sup>th</sup>-12<sup>th</sup> grade)? YES / NO. If Yes, Please Specify:

If you are approved to receive your requested Items or Tickets, you must agree to the following guidelines:

- The items or tickets shall not be loaned, donated, sold or otherwise transferred to a high school (9<sup>th</sup>-12<sup>th</sup> grade), prep school, junior college, or any other group consisting of prospective student-athletes, any staff member of such institution or group, any parent or guardian of a student of these institutions or groups, or any booster organization of such an institution or group
- The items or tickets shall not be sold, auctioned or traded at any other event besides the event named above.

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

\_\_\_\_\_  
Signature of Requestor/Recipient of Item

\_\_\_\_\_  
Date

Submit this form, along with a request on your organization's official letterhead (or Word/PDF document) to:

Brad Simons, Coordinator of Ticket Operations & Sales

DakotaDome

414 E Clark St

Vermillion, SD 57069

(605) 677-5959

Brad.Simons@usd.edu

USD Athletics use only:  Request Accepted  Request Denied

Ticket Office Authorization: \_\_\_\_\_

Compliance Office Authorization: \_\_\_\_\_