



Donation Request Form

Red Raider Club

Texas Tech Athletic Department



Thank you for your request. The Red Raider Club receives a high number of requests each year and unfortunately not all requests can be fulfilled. The following guidelines help determine each application is processed fairly.

Request Eligibility

The Red Raider Club focuses its efforts on assisting organizations with Texas Tech or Higher Education ties.

Requests for the following cannot be filled:

- ✓ Anything benefiting students in grades 9-12 (13.02.12)
- ✓ Requests for operating expenses and other monetary donations (13.8.2)
- ✓ Requests for student-athlete autographed items.

Application Process

Please submit a formal donation request *on organizational letterhead explaining the nature of the event* with 501 (c)3 status and the Red Raider Club Donation Request Form. The request form must be completed in its entirety. All donation requests must follow the following guidelines:

- ✓ Submitted no later than four weeks prior to the date the donation is needed.
- ✓ No requests for student-athlete signatures.
- ✓ Requests must be received by fax or mail, please refrain from both faxing and mailing your request. Email requests will not be considered.
- ✓ All requests should be submitted to:
 - Red Raider Club
 - Attn: Donation Request Coordinator
 - Box 45055
 - Lubbock, TX 79409
 - Fax: (806) 742-9776

Processing Requests

Donations are mailed at least seven days prior to the date needed. Considerations for donations include: type of event, non-profit status, projected proceeds raised, past donations, beneficiary (i.e. children's medical related causes, youth activities, and educational initiatives). **All decisions made by the Red Raider Club are final.**



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Organization Name: _____ Date of Request: _____
 Contact Person Name: _____
 Phone: _____ Alternate Phone: _____
 Email: _____ Fax: _____

Organization Classification:

- Texas Tech University Department/Affiliate (Describe: _____)
- Non-Profit/Charitable Organization (Submit proof of 501 (c)3 status)
- Elementary/Middle/Junior High School (Grade K-8)
- Other, please describe: _____

Are you a current **Red Raider Club** Member? NO YES RRC AD Number: _____

Event Name: _____ Event Date/Time: _____
 Please describe event (attach additional information if necessary/available): _____

What is the purpose of the request? Fundraiser Auction Giveaway Promotion

Date Donation is needed: _____

Donation Requested: _____

Alternate Item: _____

Ages and Grades of individuals who shall benefit from the request: _____

Please sign and submit for consideration. One item request per organization annually will be considered.

 Signature, Activity/Organization Representative _____
Date

Submit form directly to Red Raider Club:

Red Raider Club
 South End Jones AT&T Stadium
 Suite 200, Box 45055
 Lubbock, TX 79409-5055

Phone: (806) 742-1196
 Toll Free: 1-877-554-3850
 Fax: (806) 742-9776
 Email: RRC@ttu.edu

For Office Use Only

Event benefits students in grades 9-12? YES NO

Request Approved: YES NO Reviewed By: _____

If approved: Notification Sent Item Logged Etc.

If denied: Notification Sent

Comments: