

# Memorabilia Signing Process

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## What are Clubs are Responsible for?

- Purchasing, shipping to and from Florida State University of the items.
- Clearly specify how each item should be signed.
- Provide as much lead time as possible.

## What is the Alumni Association Office is Responsible for?

- Completion of the Athletic Department's charitable donation form to be submitted to the compliance office for approval.
- Delivery to and pick up from the Athletic Department.

## What is the Florida State University Memorabilia Office is Responsible for?

- Receipt management and completion communication throughout the entire autograph process.

## Important Helpful Hints

- A strict limit of three items per Club per month is enforced by the Memorabilia Office.
- Florida State Head Coaches are available to sign. Student-athletes are not.
- There is no guaranteed timeline for an item to be returned to a Club. Coaches sign items when they have available time. Schedules and availability are different for every sport.
- Items are signed on a first come first served basis.
- When a sport is in season, the available time to sign is slowed considerably.

## To Start the Process

- Contact Keith via email and let him know what items to expect in the mail and request a compliance form be completed.

## Prepaid Shipping Label Instructions

1. Navigate to the FedEx Website and then Login or Create an Account to continue.
2. Hover over the Ship tab and select the "Create Shipment" option.
3. Click "Prepare Shipment" and then select "Create Return Shipment" from the drop-down menu.
4. Enter your shipment information in the "Return Package To" section and then enter FSU Alumni Association's information in the "Return Package From" section.
5. Select your "Return Label Type" to email the return label to [cshamilton@fsu.edu](mailto:cshamilton@fsu.edu) and the "Package Type" to select your preferred return delivery method.
6. Enter the required package details and review your billing information before clicking "Ship". A confirmation page and tracking number will be displayed.



# **FSU Athletic Department Memorabilia Policy** **for Seminole Clubs**

Due to the demand, there is a very strict limit of three items. If it is for personal use, it will be personalized to someone (i.e.: to a person such as Sally/Scott/whomever) before it leaves the Memorabilia office. This is an Athletic Department rule. Also, if it is for a charitable donation, used as a door prize, etc., it **MUST** go through our compliance office first. Please attach all necessary information along with your charitable donation form request form. (i.e. a document explaining what the event is about, how the money will be used, and explaining who the beneficiary is in further detail and/or a flyer for the event, if possible). This helps speed up the evaluation process for requests. We are glad to help our Seminole Clubs help other charities in their respective areas but we don't send out blanket, un-personalized items for the clubs to use at their discretion.

The last date we will receive anything before the Christmas break for football will be the second Thursday in November. We will not begin to receive anything for football again after that until the Monday after National Football Signing Day, which is the first Wednesday in February and the "end" of the recruiting period. At that point, we will receive football items again until the last day of May.

Each one of these events that the Seminole Clubs want to assist **MUST** go through our compliance office first. Any request for a specific item to be signed (i.e. any type of ball, helmet, jersey, etc.) must be provided to FSU and sent in with the charitable request form. **The items themselves should not be sent in to the Alumni Center until after your specific event has been approved.** Please allow enough lead time for your request and submit the items to FSU as soon as possible so that we can get your item(s) back to you in a timely manner. Our compliance office does not approve items from events that have already passed. For your convenience, I have attached a copy of the Charitable Donation form that you can feel free to send to all of the Seminole Clubs along with this e-mail.

## **WHEN MAILING ITEMS IN TO BE SIGNED:**

**You MUST include a return label as well as return postage!**

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**By Postal Service, FedEx, or UPS: Ship to our Physical Address –**

FSU Alumni Association

Attn: Clubs Team

1030 W. Tennessee St., Tallahassee, FL 32304  
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**CONTACT US: FSU Alumni Association**

**Keith Cottrell:** (850)644-2298

**E-Mail:** [kcottrell@fsu.edu](mailto:kcottrell@fsu.edu)

**FSU Memorabilia Office**

**Ryals Lee:** (850)644-1376

**E-Mail:** [footballmemorabilia@fsu.edu](mailto:footballmemorabilia@fsu.edu)

6/7/2021