

# **FSU Football Memorabilia Policy** **for The Seminole Clubs**

The Memorabilia Office closes twice each year. We close each summer during the months of June, July, and August with a re-open date of approximately September 1 and then close again the second Thursday in November until the Monday after National Signing Day which is the first Wednesday in February. At that point, we will receive items again until the last day of May.

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 a rule of Coach Taggart's. Also, if it is for a charitable donation, used as a door prize, etc., it **MUST** go through our compliance office first. Please attach any and 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.

Each one of these events that the Seminole Clubs want to help out **MUST** go through our compliance office first. Any request for a specific item to be signed (i.e. football, jersey, helmet, 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!**

### **Postal Service: Ship to our Physical Address –**

FSU Alumni Association  
Attn: Clubs Team  
1030 W. Tennessee St., Tallahassee, FL 32304

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### **By 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**  
**Scotty Gerber: (850) 645-9530**  
**E-Mail: [sgerber@fsu.edu](mailto:sgerber@fsu.edu)**

**FSU Memorabilia Office**  
**Ryals Lee: (850) 644-1376**  
**E-Mail: [footballmemorabilia@fsu.edu](mailto:footballmemorabilia@fsu.edu)**