



THE GREG JENNINGS FOUNDATION

MEMORABILIA REQUESTS

(Submitted Item for Autograph)

Guidelines

1. The Greg Jennings Foundation grants up to (2) Memorabilia Requests per quarter to nonprofit organizations in Minneapolis or in the Greater Kalamazoo areas, with a limit of one item per organization.

Memorabilia Requests Quarterly Dates:

1 st Quarter:	January – March
2 nd Quarter:	April – June
3 rd Quarter:	July – September
4 th Quarter:	October – December

The submission deadline is on the last day of each quarter.

2. Submit a request on official organization letterhead, with details:
 - a. Describing the event
 - b. Detailing the exact item to be submitted for autograph
 - c. Stating what the memorabilia item will be used for
 - a. Specifically noting how and to whom the item will benefit
3. Attach a copy of 501(c)(3) or proof of nonprofit status
4. Send all documents to The Greg Jennings Foundation office
5. Notification will be sent regarding status of the request, whether approved or denied
6. If the request and the item to be submitted for autograph are both approved, the item is to be delivered to The Greg Jennings Foundation Office; AND detailed arrangements must be made for the return of the item, which would include PICK UP and/or providing **pre-paid** shipping instructions.

The Greg Jennings Foundation

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"To Whom much is given, much is required"