



**Department of Intercollegiate Athletics
Athletic Ticket Office**

4400 University Drive, MS 3A5, Fairfax, Virginia 22030
Phone: 703-993-3270; Fax: 703-993-8578

A goal of the Mason Athletics is to be a strong active contributing member of the community. One way that we accomplish this is through our charitable donations. Mason Athletics will make every attempt to fill requests for donations, though we can not guarantee fulfillment of all requests. Donations usually consist of a certificate redeemable for Mason basketball tickets.

All requests must be on the group/charity letterhead and submitted to our marketing department (attn: Donation Requests).

Please include the following information in your donation request letter:

- 🏠 Mission of group or organization
- 🏠 Formal request letter on the nonprofit organization's official, original letterhead
- 🏠 Who, specifically by grade if it is for students, will benefit from the event
- 🏠 Description of the event and its purpose
- 🏠 How the item will be used
- 🏠 Date, time and location of event
- 🏠 Address donation can be sent to
- 🏠 Contact person with phone number and or email address

Please send requests to:

**Mason Athletic Ticket Office
Donation Request
4400 University Dr, MS 3A5
Fairfax, VA 22030**