



PROCEDURES FOR COMPLETING RECRUITING TELEPHONE CALL LOGS

1. Complete Telephone Logs fully, including the following information:
 - Name of prospect/prospect's parent (whoever you intended to call).
 - Telephone number you called.
 - The date of your call.
 - Day of the week the call was placed.
 - Any other people to whom you spoke.
 - In the "Comments" area, include any comments you would like to make for your own records as well as comments that will explain anything that may seem out of the ordinary.
 - Non-countable calls do not have to be recorded. However, if you choose to log those calls you must log something in the comments column such as "*left message on machine*", or "*official visit*".
2. During periods when phone calls are unlimited, you do not need to record your phone calls. These times include:
 - Five days immediately preceding a prospect's official visit.
 - For sports other than football, on the initial date of the National Letter of Intent and during the two days immediately following the initial signing date (*Remember that even though a prospect signs an NLI he/she is still considered a prospect and is subject to one recruiting call per week*).
 - The day after a prospect signs a National Letter of Intent.
 - The day on which a permissible, in-person, off-campus contact occurs.
3. **You must complete a form for every month, even if no calls were placed during that month. If you make no calls during a given month, please write "No Phone Calls" on the sheet and sign it.**
4. You **must** sign and date each form you submit. Thus, if you submit more than one form in a particular month, you must sign and date all forms.
5. All forms should be submitted within one week of the end of the month.
6. These forms must be received in order for expense reports to be approved.