



PROMOTIONAL ACTIVITIES REQUEST FORM

FOR: To ensure student-athletes are not involved in promotional activities that violate NCAA regulations.
 ACTION: First, the appropriate representative of a member institution or recognized entity thereof (e.g., sorority, fraternity or student government organization), member conference or a non-institutional charitable, educational or nonprofit agency must complete the form. The Office of Compliance will determine whether or not it is permissible for the student-athletes to participate. If it is permissible, then the student-athlete(s) will sign-off on the form. Then the form is forwarded to the AD for his approval. Once the AD signs-off on the form, copies of the form are given to the participants.
 DUE DATE: As needed.
 REQUIRED BY: NCAA Bylaw 12.5.1.1 and SPC Department of Athletics.
 PURPOSE: Assist in the documentation of promotional activities.

NCAA regulations limit the types of promotional activities in which student-athletes can participate. The information below must be completed by the appropriate representative of a member institution or recognized entity thereof (e.g., sorority, fraternity or student government organization), member conference or a non-institutional charitable, educational or nonprofit agency interested in having student-athletes support its charitable or educational activities or to support activities considered incidental to the student-athlete's participation in intercollegiate athletics.

Part I – To be completed by group/individual conducting project or activity

Name of Organization: _____

Is your organization a member institution or recognized entity thereof (e.g., sorority, fraternity or student government organization), member conference or a non-institutional charitable, educational or nonprofit agency? YES NO

Describe and/or attach information that describes the promotional activity or project: _____

Will the promotional activity or project involve any co-sponsorship, advertisement, or promotion by a commercial agency?
 YES NO

If yes, please describe and/or attach a sample:

Will the name or picture of any student-athlete appear on a printed promotional item (e.g., poster, calendar) that includes a reproduction of a product with which a commercial is associated if the commercial entity's officially registered regular trademark or logo also appears on the item? YES NO

Date(s) on which the promotional project or activity will take place: _____

Note: A student-athlete may not miss class to participate in a promotional activity.

Where will the promotional project or activity take place (full address)? _____

Will student-athlete(s) be provided any expenses (e.g., meals, transportation, lodging, etc.,) related to participation in the promotional activity or project? YES NO

If yes, please specify: _____

Will any money be derived from this activity or project? YES NO

Will **ALL** money go directly to the organization listed above? YES NO

If NO, please specify: _____



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Please initial each item below to confirm your understanding and to confirm that the student-athlete's name, image or appearance will be used in a manner consistent with NCAA regulations.

_____ Student-athlete's name, picture or appearance will not be used to promote the commercial venture of any nonprofit agency.

_____ Any commercial items with the names or pictures of student-athletes (other than highlight films or media guides per 12.5.1.8) may be sold only at the member institution at which the student-athlete is enrolled, institutionally controlled (owned and operated) outlets or outlets controlled by the charitable or educational organization (e.g., location of the charitable or educational organization, site of charitable event during the event.)

The information I have provided is accurate to the best of my knowledge. Further, I ensure that the student-athlete's name, image or appearance involved with this promotional project or activity will only be used in a manner consistent with the NCAA regulations.

Signature of Organization's Representative

Date

Part II – To be completed by Office of Compliance

The student-athletes listed below have been selected, asked or have volunteered to participate in a promotional activity that meets the provisions of NCAA Bylaws 12.5.1 and are within the limitations on participants in such activities as set forth in Bylaw 17.

Signature of Office of Compliance Designee

Date

Name of Student-Athlete

Signature of Student-Athlete

Date

Name of Student-Athlete

Signature of Student-Athlete

Date

Name of Student-Athlete

Signature of Student-Athlete

Date

Name of Student-Athlete

Signature of Student-Athlete

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Signature of Student-Athlete

Date

Name of Student-Athlete

Signature of Student-Athlete

Date

Name of Student-Athlete

Signature of Student-Athlete

Date

Name of Student-Athlete

Signature of Student-Athlete

Date

Part III – To be completed by the Director of Athletics

The student-athletes listed above or on an attached sheet have been approved to participate in the promotional activity listed above.

Signature of Director of Athletics or designee

Date