



This form must be submitted by any individual, group or agency requesting any coaching staff member from The Ohio State University Athletics Department staff member to appear or speak at an event. Requesting entities MUST provide 1) this form completed in its entirety, 2) a cover letter outlining the event and its purpose, and 3) proof of 501(c)3 status if the requesting entity is a charity—501(c)3 charities are given preference in the appearances of coaches, based on availability.
REQUESTS WILL NOT BE PROCESSED WITHOUT ALL OF THIS INFORMATION.

To be completed by requesting individual/group/agency:

Name of requesting group/agency/organization		Organization Web Address (specific to event, if applicable)	
Group/Agency Description (check one) <input type="checkbox"/> High School <input type="checkbox"/> Junior High <input type="checkbox"/> Elementary School <input type="checkbox"/> OSU Group <input type="checkbox"/> Charitable Group (provide proof of 501(c)3 status) <input type="checkbox"/> Other (please provide explanation): _____			
Name of group/agency/organization personnel who contacted OSU coach		Contact E-mail Address	
Address (street, city, state, zip)		Contact Phone Number	
Name of Event	Location of Event	Date of Event	Time of Event
Please indicate the Ohio State coach(es) you would like to attend/speak at your event:			
What duties/responsibilities will be asked of the Ohio State coach(es)?			
Who is the official owner/operator of the event?			
Are there any co-sponsors of this event, including commercial sponsors, booster groups, etc (e.g., High School booster club, radio station, etc.)? If so, please list all co-sponsors:			
Please answer the following promotion/donation specific questions: <input type="checkbox"/> Yes <input type="checkbox"/> No 1. Will the event involve any commercial agencies or sponsors (e.g, Huntington Bank, Giant Eagle, etc) **If yes, please attach a detailed description of the role of the sponsor** <input type="checkbox"/> Yes <input type="checkbox"/> No 2. Will the coach(es) name, likeness or appearance be used in any announcement, advertisement or promotion of the event. **If yes, please attach a copy of the announcement or advertisement** <input type="checkbox"/> Yes <input type="checkbox"/> No 3. Will the event involve students who have started 9 th grade? <input type="checkbox"/> Yes <input type="checkbox"/> No 4. Is this a fundraising event? <input type="checkbox"/> Yes <input type="checkbox"/> No 5. Will the funds raised directly or indirectly benefit a group? If yes to #5: Is the group associated with a high school or high school booster group? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No 6. Will the funds directly or indirectly benefit an individual? If yes to #6: Is that individual a high school student? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No 7. Will the money raised go directly to a charity? 8. What is the age range of the individuals who will benefit from the fundraiser/donated items? <input type="checkbox"/> Ages 1-12 <input type="checkbox"/> Ages 13-18 <input type="checkbox"/> Ages 18+			

PROVISIONS OF NCAA BYLAW 13.2.1

An institution’s staff member or any representative of its athletics interests shall not be involved, directly or indirectly, in making arrangements for or giving or offering to give any financial aid or other benefits to the prospective student-athlete or the prospective student-athlete’s relatives or friends, other than expressly permitted by NCAA regulations. Receipt of a benefit by prospective student-athletes or their relatives or friends is not a violation of NCAA legislation if it is determined that the same benefit is generally available to the institution’s prospective students or their relatives or friends or to a particular segment of the student body (e.g. foreign students, minority students) determined on a basis unrelated to athletics ability... The individual, however, shall remain ineligible from the time the institution has knowledge of the receipt of the impermissible benefit until the individual repays the benefit...

PROVISIONS OF NCAA BYLAW 13.15.1

An institution or a representative of its athletics interests shall not offer, provide or arrange financial assistance, directly or indirectly, to pay (in whole or in part) the costs of the prospective student-athlete’s education or other expenses for any period prior to his or her enrollment or so the prospective student-athlete can obtain a postgraduate education... the prospective student-athlete shall remain ineligible from the time the institution has knowledge of receipt of the direct impermissible benefit until the prospective student-athlete repays the benefit...

PROVISIONS OF NCAA BYLAW 13.15.1.1

The provisions of Bylaw 13.15.1 apply to all prospective student-athletes, including those who have signed a National Letter of Inter or an institutional offer of admission or financial aid.

PROVISIONS OF NCAA BYLAW 13.15.1.2

An institution may not provide funding, directly or through paid advertisements, to benefit a high school athletics program...

I certify that I have filled out this form correctly and accurately to the best of my knowledge. Additionally, I have read and agree to abide by all NCAA rules and regulations, including those related to the participation of an Ohio State coaching staff member’s appearance of involvement in my group’s event. I understand that failure to provide accurate information on this form, or failing to abide by NCAA rules and regulations may result jeopardize the eligibility of student-athletes or may result in a NCAA violation.

Signature of Group/Agency Authorized Representative	Date
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COMPLIANCE APPROVAL Yes No

Signature of Athletics Compliance Office	Date
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