



RECRUITING REQUEST FORM

Submit form to Compliance Office prior to travel date!



SECTION I - TO BE FILLED OUT BY PERSON REQUESTING TRAVEL

Requested by: _____ G#: _____ Date: _____

Department: _____ Departure Date: _____ Return Date: _____

If recruiting off-campus, please check one: Contact Period: _____ Evaluation Period: _____

Type of Activity: _____

Location: _____

Name of Prospect/Teams: _____

[] Permission granted by the H.S./J.C. Executive Officer to contact the prospect at their educational institution. (13.1.8.1)

SECTION II - ESTIMATED EXPENSES

Rental Car: _____ Personal Car: _____ \$ _____

Airfare: _____ Source of Travel (e.g., internet, travel agent) _____ \$ _____

Name of Lodging: _____ Trade Out? _____ Date: _____ \$ _____

Meal Expense: Include Coach, Recruit, Parents & Host if applicable \$ _____

Host Money: \$30/day and an additional \$15/day for each additional prospect \$ _____

Other: _____ \$ _____

Head Coach: _____ **TOTAL \$** _____
Signature

SECTION III - OFFICIAL VISIT INFORMATION

Recruit's Full Name: _____
First MI Last

HS / JC: _____ Sport: _____

Date of Arrival: _____ Date of Departure: _____

Total Number of Hours on Campus: _____ Name of Host: _____

High School:

- [] Notification of 5 Visits
- [] Persistence Rates
- [] Workout Release (if tryout)
- [] Copy of Physical (if tryout)
- [] Verification of Test Score
- [] Copy of High School Transcript
- [] Itinerary of Visit

Junior College:

- [] Notification of 5 Visits
- [] Persistence Rates
- [] Workout Release (if tryout)
- [] Copy of Physical (if tryout)
- [] Copy of Transcript
- [] Itinerary of Visit

Compliance Office:

- [] Registered w/ Elig. Center
- [] Placed on IRL

SECTION IV - Approval of Recruiting Request

Compliance Coordinator's Signature _____

Date _____