



This form, when signed by the requesting entity and approved by all appropriate University of South Carolina Athletics Department officials, allows student-athlete appearance occur as requested by the requesting entity. In submitting this form, the requesting entity recognizes that the following criteria **MUST** be met in order for a student-athlete appearance request to be considered including:

- 1) The request **MUST** be submitted to the University of South Carolina Director of Student-Athlete Development at least four (4) weeks prior to the date of the requested appearance
- 2) The request **MUST** include a cover letter highlighting the event and the student-athletes purpose at the event
- 3) The request **MUST** include a fully completed copy of this form and submitted to the Director of Student-Athlete Development for consideration
- 4) If a charitable group, the request **MUST** include a copy of the group's government recognized 501(c)3 status

If any of the above criteria are not met, the request for a student-athlete appearance will be denied. Please note that the University of South Carolina reserves the right to approve or deny requests regardless of the permissibility of the request under NCAA rules. Additionally, if a group is interested in a University of South Carolina coach or athletics department staff member appearance, the group should fill out the *Coach Appearance Request Form*.

**SECTION A: REQUESTING GROUP/AGENCY INFORMATION**

Name of Requesting Individual:	Type of Individual/Requesting Group: <input type="checkbox"/> USC Student-Athlete <input type="checkbox"/> USC Coach/Staff Member <input type="checkbox"/> Individual/Group not affiliated with USC	
Name of requesting group/agency (if applicable)	Organization Web Address	
Group/ Agency Description (check one) – must provide proof of 501(c)3 status <input type="checkbox"/> High School <input type="checkbox"/> K-8 School <input type="checkbox"/> USC Group <input type="checkbox"/> Charitable Group <input type="checkbox"/> Commercial Entity <input type="checkbox"/> Other (please provide explanation): _____		Tax Identification Number
Name of contact person for requesting group/agency	Contact E-mail Address	
Address (street, city, state, zip)	Phone #	Fax #

**SECTION B: STUDENT-ATHLETE APPEARANCE INFORMATION**

How many student-athletes would you like to attend the appearance?	
What team(s) would you like to be involved in the appearance?	
Name of Event	Date & Time of Appearance
Will student-athletes be provided with any of the following? (circle all that apply) <input type="checkbox"/> Meal <input type="checkbox"/> Transportation <input type="checkbox"/> Nominal Gift (please provide an explanation and approximate value of gift) <input type="checkbox"/> Other (please provide explanation): _____	
Location & Address of the Event:	
Purpose for requesting the student-athlete appearance and how will the student-athlete(s) contribute to the event?	
Will the student-athlete appearance result in money being raised? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe where the proceeds from the donation and/or student-athlete appearance will be distributed:	



**SECTION C: STUDENT-ATHLETE APPEARANCE QUESTIONS**

Please answer the following promotion/donation specific questions:

1. Will the event involve any commercial agencies or sponsors (e.g. BILO, BB&T, etc) **If yes, you MUST attach a detailed description of the role of the sponsor**	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Will the name, likeness or image (including photos) of any student-athlete(s) be used to publicize the appearance through an announcement, advertisement or promotion of the event? **If yes, you MUST attach a copy of the announcement or advertisement, including internet promotions**	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Will the appearance involve students who have started 9 <sup>th</sup> grade in any manner?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Will the student-athlete appearance be used for fundraising purposes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Will funds raised by the student-athlete appearance directly or indirectly benefit a group? <i>If yes to #5: Is the group associated with a high school or high school booster group?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Will the funds raised directly or indirectly benefit an individual? <i>If yes to #6: Is that individual a high school student?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Will the funds raised go directly to a charity?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. What is the age range of the individuals who will benefit from the funds raised and/or donated items?		
Below 9 <sup>th</sup> grade	<input type="checkbox"/> Yes	<input type="checkbox"/> No
High School (Grades 9-12)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Post Secondary (Graduated from HS, not enrolled at a two year college)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**SECTION D: GROUP/AGENCY RECOGNITION OF TERMS AND CONDITIONS**

All contact persons for groups/agencies requesting a student-athlete appearance from the University of South Carolina Athletics Department are required to recognize the following:

- Student-athletes may not miss class to make an appearance;
- Student-athletes must receive written approval from the Director of Student-Athlete Development and Office of Compliance Services prior to making an appearance;
- Money derived from a student-athlete appearance may ONLY go directly to an educational, charitable, institutional or non-profit agency;
- Student-athletes may only participate in appearances that do not involve co-sponsorship, advertisement or promotion by a commercial agency;
- Student-athletes may only accept legitimate and normal expenses such as meals and travel from the institution;
- Student-athlete name, image, or likeness (including photos) may not be utilized to promote the commercial ventures of any agency;
- All appearances must be within reasonable distance of the University of South Carolina campus.
- The University of South Carolina reserves the exclusive right to approve or deny any student-athlete appearance request based on NCAA rules, institutional policy or other criteria considered by the institution on a case-by-case basis. Providing all of the necessary information DOES NOT guarantee that a request will be approved.

*I certify that I have filled out this form correctly and accurately to the best of my knowledge. I have read the terms and conditions for submitting this request to the University of South Carolina Athletics Department and agree to abide by these terms and conditions, along with all NCAA rules and regulations. I understand that failure to provide accurate information on this form, or failing to abide by the terms and conditions of this request or NCAA rules and regulations may jeopardize the eligibility of student-athletes or may result in a NCAA violation.*

Group/Agency Authorized Representative Signature	Date
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**SECTION E: INSTITUTIONAL APPROVALS (For University of South Carolina Use ONLY)**

Office of Compliance Services Signature	Approval <input type="checkbox"/> Yes <input type="checkbox"/> No	Date
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Student-Athlete Development Signature	Approval <input type="checkbox"/> Yes <input type="checkbox"/> No	Date
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**STUDENT-ATHLETE APPROVAL**

*I certify that I have reviewed this form and that to the best of my knowledge the donation and/or appearance that I will be involved with is permissible under NCAA rules. I have read the terms and conditions required of donations and/or student-athlete appearances for student-athletes at the University of South Carolina and agree to abide by these terms and conditions, along with all NCAA rules and regulations. I understand that failure to abide by the terms and conditions of this request or NCAA rules and regulations may jeopardize my eligibility or may result in a NCAA violation.*

Sport	Student-Athlete Name (PRINT PLEASE)	Student-Athlete Signature	Date
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