



PENN STATE UNIVERSITY INTERCOLLEGIATE ATHLETICS
REQUEST FOR STUDENT-ATHLETE PARTICIPATION | NCAA BYLAW 12.5

IMPORTANT: Please read the front and back of this form thoroughly. To receive a timely response you must complete all of the information and submit the form to an authorized representative of the Department of Athletics at least three (3) weeks prior to the event.

The Pennsylvania State University staff and student-athletes are not permitted to participate in fund-raising activities or promotions that will directly or indirectly benefit any student(s) in grades 9-12. Also, Penn State student-athletes are not permitted to participate in any activities that promote a commercial organization.

You must respond to each item below and sign the form. One form may be used for requests for multiple sports programs.

Disclaimer: Thank you for taking the time to complete our form. This will be reviewed for NCAA permissibility.
\*\*However, please note that permissibility does not guarantee participation.\*\*

Name of Requesting Agency: \_\_\_\_\_

Agency Description: [ ] PSU Group [ ] Charitable [ ] Educational [ ] Business/Other (explain) \_\_\_\_\_

Contact Person Name: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Event Start and End Time: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Location of Event: \_\_\_\_\_

Age and Grade of Participants: \_\_\_\_\_ Expected Number of Attendees: \_\_\_\_\_

Have you already been in contact with a PSU staff member? \_\_\_\_\_ If so, who? \_\_\_\_\_

Describe the purpose of this event: \_\_\_\_\_

Describe the event and what the student-athlete(s) would do: \_\_\_\_\_

[ ] Yes [ ] No Is this a fund-raising event? If yes, how will the proceeds be used? \_\_\_\_\_

[ ] Yes [ ] No Will there be any commercial sponsorship of the event? If yes, how is the sponsor(s) involved (ex. In-Kind Sponsor)?: \_\_\_\_\_

[ ] Yes [ ] No Will there be any advertisement or promotion of the event by a commercial agency or sponsor? If yes, please describe and include a flyer/copy of promo materials: \_\_\_\_\_

[ ] Yes [ ] No Will a student-athlete's name, picture, personal appearance, or involvement be used in any advertising or promotion of the activity? If yes, please explain: \_\_\_\_\_

[ ] Yes [ ] No Will the student-athlete(s) receive expenses (ex: meals, mileage, etc. ), gifts or payment for their involvement in the activity? If yes, what will the student(s) receive? \_\_\_\_\_

Requested Sport: \_\_\_\_\_ Number of Student-Athletes Requested: \_\_\_\_\_

Required Dress Code: \_\_\_\_\_

Comments or Additional Information \_\_\_\_\_

**ALL REQUESTERS MUST READ**

The NCAA rules permit a member institution, a member conference or a charitable or educational agency to use a student-athlete's name picture or appearance to support its charitable or educational activities, provided the following conditions are met:

1. The student-athlete receives written approval to participate from the Athletic Director's Designee, subject to the limitations on participants in such activities as set forth in the NCAA regulations.
2. The specific activity or project in which the student-athlete participates does not involve co-sponsorship, advertisement or promotion by a commercial agency other than through the reproduction of the sponsoring company's officially registered trademark or logo printed materials such as pictures, posters or calendars. The company's emblem, name, address and telephone number may be included with the trademark or logo. Personal names, messages and slogans are prohibited. The student-athlete's name, picture or appearance cannot be used in any way that would directly or indirectly imply his/her endorsement of a commercial product or service.
3. **The student-athlete does not miss class, practice, or competition to participate.**
4. All moneys derived from the activity or project should go directly to the institution, or the charitable or educational agency.
5. The student-athlete may accept actual and necessary expenses (e.g., for travel and meals) from the institution, or the charitable or educational agency related to the participation in such activity.
6. The student-athlete's name, image, or appearance may not be used to promote the commercial ventures of any non-profit agency.
7. Items that include an individual student-athlete's name, picture, or likeness (e.g., name on jersey, autographed item), other than informational items (e.g., media guide, schedule cards, institutional publications), may not be sold even for permissible charitable causes; and
8. The student-athlete and an authorized representative of the charitable or educational agency must sign this release statement ensuring that the student-athletes name, image, or appearance is used in a manner consistent with these requirements.

**Statement of Understanding:**

I certify that I have read this form and the provisions of NCAA Bylaw 12.5.1.1 in their entirety and agree to the required terms and conditions

\_\_\_\_\_  
Signature of Organization Representative

\_\_\_\_\_  
Date

**Return form to:**

The Pennsylvania State University, Department of Intercollegiate Athletics  
Student-Athlete Welfare and Development  
Greenberg Complex, McKean Road  
University Park, PA 16802  
Fax: 814-863-1539/ Email: [swd@athletics.psu.edu](mailto:swd@athletics.psu.edu)

**TO BE COMPLETED BY COMPLIANCE OFFICE:**

Approved     Not Approved

Please note, student-athletes may not participate in this event if it falls on a required day off/flex day.

Voluntary Flexibility (If this event includes voluntary flexibility, there may be no promotion of the event through any athletics department social media platforms.)     Yes     No

Were student-athletes given at least 24-hours notice?     Yes     No

\_\_\_\_\_  
Director of Athletics/Designee

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_  
\_\_\_\_\_