



PROMOTIONAL/COMMUNITY ACTIVITY REQUEST FORM

The following information must be provided in order to determine the permissibility of a UCF student-athlete's proposed involvement in the activity. Please be aware that even if an activity is determined to be permissible by NCAA regulations, the availability of student-athletes must still be determined by the involved sports program, coaches and the student-athletes themselves. If you have any questions, please contact the Student-Athlete Welfare & Development Office at 407-823-3126. Forms may be emailed to nhops@athletics.ucf.edu.

Sponsoring Agency_____

Contact Name_____ Telephone No._____

Address_____

Is this agency charitable, educational or institutional? • YES • NO

Is this agency certified as a 501C nonprofit agency? • YES • NO

What age group does this agency benefit? (e.g., children, high school, adults) _____

Purpose of Event/Activity_____

Date, Time and Location of Activity_____

Time Commitment _____

Desired Role and Number of student-athletes requested_____

Specify the proposed activity and what the student-athlete(s) would do (attach information if available):

Will money be raised from the activity? • YES • NO
If YES, who will receive the proceeds and what will the proceeds be used for? _____

Will there be any commercial sponsorship of the event? • YES • NO
If YES, how is the commercial entity involved in this activity? _____

Will there be any advertisement or promotions by a commercial agency or sponsor? • YES • NO
If YES, what type of advertising or promotion will be involved? _____

Will a student-athlete's name, picture, personal appearance or involvement be used in any advertising or promotion of the activity? • YES • NO
If YES, how will the student-athlete be used in the advertising or promotion? _____

Will a student-athlete(s) receive any expenses (e.g. meals, transportation) associated with their involvement in the activity?
• YES • NO
If YES, indicated what the student-athlete(s) will receive: _____

PROMOTIONAL/COMMUNITY ACTIVITIES INVOLVING STUDENT-ATHLETES

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 Director of Athletics, subject to the limitations on participants in such activities as set forth in 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 regular 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 which would directly or indirectly imply his/her endorsement of a commercial entity, product, or service.
3. All moneys derived from the activity or project go directly to the institution, or the charitable or educational agency.
4. The student-athlete may accept preapproved actual and necessary expenses (e.g. for travel and meals) from the institution, or the charitable or educational agency related to participation in such activity.
5. 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 the requirements of this section.
6. Student-athletes are not allowed to miss class for an event.
7. Due to the heavy demand on student-athletes, request may not be granted during the first or last weeks of any semester.
8. All requests must be received a minimum of three-weeks prior to requested event.
9. Events involving student-athletes typically must be targeted to groups eight grade and or below due to NCAA Rules.
10. UCF Media staff may attend outreach events to shoot video or still photos of student-athletes involvement depending on availability and approval if necessary.

SPONSORING AGENCY RELEASE STATEMENT

In signing this form, I acknowledge that I have read and agree to abide by these NCAA requirements regarding use of a student-athlete’s name, picture, or appearance in the promotion or involvement of this activity.

Signature of Authorized Agency Representative	Date
---	------

STUDENT-ATHLETE CERTIFICATION

In signing this form, I acknowledge that I have read and agree to abide by the above NCAA regulations regarding my proposed involvement in this activity.

Signature of UCF Student-Athlete	Date
----------------------------------	------

Signature of UCF Student-Athlete	Date
----------------------------------	------

Signature of UCF Student-Athlete	Date
----------------------------------	------

Signature of UCF Student-Athlete	Date
----------------------------------	------

FOR OFFICIAL USE ONLY

Does this activity meet the requirements of NCAA Bylaw 12.5.1.1? · YES · NO

Approval	Compliance Office	Date
----------	-------------------	------

UCF Contact Person		
--------------------	--	--

Approval	Head Coach’s Signature (only if activity is required by student-athlete)	Date
----------	--	------