

Tear this off and provide it to the organization.



NCAA Legislation Regarding Student-Athlete Promotional and Community Service Appearance Events

In order for Student-Athletes to make appearances related to promotional activities the NCAA legislation (Bylaws 12.5.1.1, 12.5.1.1.2, 12.5.2.1, 12.5.3) requires the following conditions be satisfied:

- **The student-athlete:**
 - Must receive written approval to participate.
 - May not miss class.
 - May accept from The University, conference or the organization involved in the event, legitimate and normal expenses related to participation in the event
 - Does not accept any remuneration for or permit the use of his or her name or picture to advertise, recommend or promote directly the sale of, the use of a commercial product or service.
 - Does not endorse the use of a commercial product or service.

- **The student-athlete's** name, picture or appearance is not utilized to promote the commercial ventures of any nonprofit agency.
- **The student-athlete and an authorized representative of the agency** sign a release statement ensuring that the student-athlete's name, image or appearance is used in a manner consistent with the requirements of the legislation.
- **The name or picture of a student-athlete** may not appear on The University's printed promotional items (e.g. poster, calendar) that include a product associated with the commercial entity in addition to the commercial entity's registered trademark or logo.
- **The specific event** in which the student-athlete participates does not involve co-sponsorship, advertisement or promotion by a commercial entity other than through the allowable trademark or logo exceptions. (Co-sponsorship includes advertising the presence of the student-athlete at the commercial location or directly or indirectly promoting the activity.)
- **All moneys derived** from the activity go directly to the member institution, conference or the charitable, educational or nonprofit agency.
- **Any commercial items** with names or pictures of student-athletes (other than highlight films or media guides per Bylaw 12.5.1.8) may be sold only at the University, at University owned and operated outlets, at the location of the charitable or educational organization or the site of the charitable or educational event. These items may only include group or team pictures, and not pictures of individual student-athletes.

**FAILURE TO ADHERE TO THE ABOVE MENTIONED CRITERIA WILL RESULT
IN INELIGIBILITY FOR ANY UB STUDENT-ATHLETE INVOLVED. PLEASE CALL
THE OFFICE OF COMPLIANCE AT 716-645-7978 IF YOU HAVE ANY
QUESTIONS!!**

**REQUEST FOR A STUDENT-ATHLETE(S) CHARITABLE OR
PROMOTIONAL APPEARANCE
IN CONJUNCTION WITH AN OUTSIDE ENTITY**

UB Athletics contact person:	
Contact person for organization making request:	
Telephone number:	
Name of organization making request:	
Address of organization:	
Number of UB student-athletes requested for event:	
Purpose of appearance:	
Details of activities that student-athletes will be doing:	
Date and time of event:	
Location of event:	
Co-sponsorship or advertising of event details (include description of any print material or use of logos)	
Transportation provided to student-athletes?	<input type="checkbox"/> yes <input type="checkbox"/> no
Meals provided to student-athletes? <u>NO CASH, actual expense of meals ONLY.</u>	<input type="checkbox"/> yes <input type="checkbox"/> no
Provided the NCAA rules to the outside organization?	<input type="checkbox"/> yes <input type="checkbox"/> no
FOR COMPLIANCE OFFICE USE ONLY	
Received Compliance approval?	<input type="checkbox"/> yes <input type="checkbox"/> no
Received Student-Services approval?	<input type="checkbox"/> yes <input type="checkbox"/> no
Obtained all student-athlete signatures?	<input type="checkbox"/> yes <input type="checkbox"/> no
Obtained signature from outside organization representative?	<input type="checkbox"/> yes <input type="checkbox"/> no

I, as a UB student-athlete, understand and will abide by the following NCAA rules regarding non-profit, education and promotional activities. Failure to do so will result in my ineligibility to participate in intercollegiate athletics at UB.

- I must receive written approval from the Office of Compliance and from Student Services prior to engaging in any charitable, educational or promotional activities.
- I may not miss class in order to participate, even if my instructor has given me permission to do so.
- I will accept only my actual travel and meal expenses for participation.
- I will not accept any money, gifts, or any other material benefit for my participation in any of the above mentioned activities.
- I will not promote, advertise or endorse any commercial product or service, nor will I permit my name or picture to be used in any commercial ventures of any non-profit agency.
- The specific event does not involve co-sponsorship, advertisement or promotion by a commercial entity other than through the allowable trademark or logo exceptions. (Co-sponsorship includes advertising the presence of the student-athlete at the commercial location or directly or indirectly promoting the activity.)
- All moneys derived from the activity go directly to UB, the conference or the charitable, educational or nonprofit agency.
- Any commercial items with my name or picture (other than highlight films or media guides per Bylaw 12.5.1.8) may be sold only at the University, at University owned and operated outlets, at the location of the charitable or educational organization or the site of the charitable or educational event. These items may include group pictures only, and may not by pictures of individual student-athletes.

Student-athlete name-Print	Student-athlete signature	Email address	Person Number
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I understand and have received a copy of the NCAA rules as they pertain to charitable, educational and promotional activities and I agree to adhere to all NCAA legislation.

 Representative from outside organization

 Date

I understand and have received a copy of the NCAA rules as they pertain to charitable, educational and promotional activities and I agree to adhere to all NCAA legislation. I have also reviewed the "debriefing guide" with all student-athletes involved.

 UB representative

 Date

The above mentioned activity has been approved for the following student-athletes.

 Director of Compliance

 Date

 Student Services Coordinator

 Date

For UB Coaches/Athletics Staff Coordinating Each Event

Prior to any community engagements, it is your responsibility to review the following guidelines with the student-athletes:

- The nature of the activity
 - What will the athletes be doing on site?
 - What is the time commitment for the activity?
 - What is the goal of the activity?
- Appropriate dress for the activities
 - Formal, casual, UB gear, etc.
- Your expectations of the athletes' behavior at the activity
 - Language
 - Topics that are appropriate for discussion
 - Energy level/focus of attention on activity
 - Other
- Background info about the group/organization they will be volunteering for:
 - What is the mission of the organization?
 - How is the organization funded/what is its history?
 - Will the group include children, elderly, individuals with special needs, corporate sponsors, donors, etc.
 - If working with ill children or adults, what are their restrictions?

