



OCCASIONAL TEAM MEAL PRE-APPROVAL FORM

Office of Athletic Compliance

NCAA BYLAW 16.12.1.5 Occasional Meals. “A student-athlete or the entire team in a sport may receive an occasional meal **in the locale of the institution** on infrequent and special occasions from an institutional staff member. An institutional staff member may provide reasonable local transportation to student-athletes to attend such meals.

A student-athlete may receive an occasional family home meal from a representative of athletics interests on infrequent and special occasions under the following conditions:

- a) The meal must be provided in an individual’s home (as opposed to a restaurant) and may be catered; and,
- b) A representative of the institution’s athletics interests may provide reasonable local transportation to student-athletes to attend the meal function only if the meal function is at the home of that representative.”

ATHLETIC DEPARTMENT POLICY: All occasional meals that will make use of departmental money must have prior approval from the Athletics Compliance Office before planning an occasional meal. Occasional meals will be limited to one time per month, *unless approved through special request*. **All occasional meals provided by a representative of athletics interests must go through the same process as stated above.**

Team: _____ Date of Meal: _____

NOTE: PLEASE ATTACH A LIST OF STUDENT-ATHLETES

Semester: Fall 20 _____ Spring 20 _____ Summer 20 _____

Request made by: Coach Athletics Administrator
 Representative of Athletics Interest Other _____

Location where meal will be held: _____

Will transportation be provided? Yes No

Approximate Cost: _____ Account #: _____

AGREEMENT: I have read this Occasional Meal Request Form and agree to abide by all of the terms and conditions set forth per NCAA rules.

Signature of Coach/Administrator/Other

Date

DO NOT WRITE BELOW THIS LINE.

Approved Not Approved

Compliance Office Signature

Date

Administrative Signature

Date