KANSAS ATHLETICS COMPLIANCE

Occasional Meal Approval Form

MEAL INFORMATION

Note: Provide the following information and submit to the Compliance Office PRIOR to the date of the meal. Submit Page 1 with your expense report. If you are not expensing the meal, then submit the signature sheet directly to the Compliance Office.

Sport:	Meal Host:	Meal Host Relation:
Location of Meal:	Date of Meal:	Host Email Address:

Meal Attendees (Circle all that apply):
Current Student-Athletes Official Visit PSA Unofficial Visit PSA Parents of SAs and or PSAs

Please note:

- "Occasional" is defined by the Kansas Athletics department as no more than once per month for each individual student-athlete (not per staff member or booster). In addition, an occasional meal may be provided in conjunction with a special event.
- An occasional meal must take place in the locale (within a 30 mile radius) of the University of Kansas – Lawrence Campus.

Institutional/KU Staff Members Guidelines:

- Local transportation may be provided to the student-athlete to attend a meal.
- During an official visit, a prospect and their parents/legal guardian/spouse may attend an occasional meal and the meal must count as one of the three permissible meals for that day.
- These meals may take place at your home, on campus, or at a facility that is regularly used for home competition.
- During an unofficial visit, all prospects, parents, and any guest must pay for this meal; Documentation of payment must submitted to the business office with any corresponding expense report or if no expenses exist please submit directly to Compliance Office.

Boosters/Parents Guidelines:

- Boosters may only provide an occasional meal for a current student-athlete at the home of the booster or on campus or in a facility that is regularly used for home competition.
- Parents of current student-athletes may provide an occasional meal at any location.
- Local transportation may be provided to the student-athlete to attend a meal at the house of a booster.
- Boosters/Parents may not attend any occasional meal where prospects and their parents/legal guardian/spouse are in attendance.

I confirm that I understand NCAA and Kansas Athletics Compliance guidelines pertaining to occasional meal benefits for student-athletes and agree to abide by all guidelines mentioned above.

_____ _____

Meal Host Signature Date

Please attach a list of all student-athletes attending the meal and submit PRIOR to the occasional meal for approval.

COMPLIANCE USE ONLY

KAI Compliance Office: Approved Denied Attached List of Attendees Received: Yes No

Compliance Signature: _____ Date: _____

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STUDENT-ATHLETE AGREEMENT

Coach/Staff Member Guidelines:
Note: Any incoming summer or fall prospective student-athlete(s) may not attend an occasional meal until they have reported for the first day of classes and/or practice for their respective term of enrollment at the University of Kansas.

Student-Athletes Guidelines:

By signing this form, I understand the following guidelines and agree to report any discrepancies:

- *I am only permitted to receive 12 total occasional meals, or an average of one per month;*
- *A coach or institutional staff member of the University of Kansas may provide the meal at a local restaurant or his/her home;*
- *A booster may provide the meal only at his/her home; and*
- *Transportation to and from the meal may be provided.*
- *Holidays are exempt from the counting of occasional meals.*

Student-Athlete Name:	Signature:	Date:
Student-Athlete Name:	Signature:	Date:
Student-Athlete Name:	Signature:	Date:
Student-Athlete Name:	Signature:	Date:
Student-Athlete Name:	Signature:	Date:
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CAMPUS VISIT AGREEMENT – All Attendees Must Be Listed

Official Visits

A coaching staff member may combine an occasional meal for student-athletes and a meal for prospects visiting KU on an official visit at his/her home, local restaurant within a 30-mile radius, or KU facility.

Unofficial Visits

A coaching staff member may host an occasional meal in conjunction with an unofficial visit provided the prospect and his/her family pays for their own meals (or equivalent). The meal must occur on-campus or at the institution's off-campus competition site for that sport.

Occasional Meal Guidelines:

By signing this form, I understand the following guidelines and agree to report any discrepancies:

- *A coach or institutional staff member of the University of Kansas may provide the meal at a local restaurant or his/her home;*
- *A booster may NOT be present at the meal*
- *Transportation to and from the meal may be provided only during official visits or meals at a competition facility on unofficial visits.*

Name:	Signature:	Date:
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