



Camp Name	
Camp Date(s)	

Pre-Camp Checklist

FORM	DATE SUBMITTED	
Brochure design submitted to the Compliance Office for approval prior to printing		
NC State External Professional Activities Notice of Intent completed online at least 45 days prior to the first day of camp		
Final Copy of Brochure submitted to Compliance		
Facility use agreement submitted to Business Office		
Copy of insurance certificate submitted to Business Office		
NCAA Rules & Regulations Signature Form included in this packet		
Pre-Camp Job Description and Compensation Form included in this packet		
Student-Athlete Employment Approval included in this packet		
Pre-Camp Employee Roster included in this packet		
Refund and Transportation Policy included in this packet		

Camp Administrator's Signature: _____ Date: _____

Head Coach's Signature: _____ Date: _____