



NC State University **THE WOLF REPORT** September 2008

NCSU OFFICIAL VISIT PROCEDURES

Before you submit official visit paperwork, please make sure you do the following:

1. Check to make sure the visit does not occur during a dead period;
2. Check to make sure the prospect started their senior year of high school;
3. Obtain copies of complete transcripts and test scores; and
4. Verify the prospect has registered with the Eligibility Center.

Once this has been done, you can complete and submit the Official Visit Pre-Approval Form with transcripts and test scores to the Compliance Office. Make sure it is the most recent form (2008-2009).

The Compliance Office will review and approve the official visit and return a packet to you to give to the recruit with a 5-visit letter and a packet of information as well as the approved Official Visit Form.

****The form should be submitted no later than 48 hours prior to the visit.****

Once the visit starts, please keep detailed receipts and make sure the prospect and student host sign all appropriate forms.

After the visit, complete the post-visit paperwork within 5 business days of the visit and no later than the 10th of the following month.

Once the post-visit paperwork is complete, submit it to your sport administrator for approval. Your sport administrator will then forward it to the Compliance Office.

The Compliance Office will review and approve the post-visit paperwork and forward to the Business Office for reimbursement.

****Please see the Compliance Office if you have questions about this procedure or if you need updated forms.****

OFFICIAL VISITS REMINDERS...

- **The prospective student-athletes social security number or clearinghouse ID number is necessary to approve ALL official visits. This is how we add the prospect to our IRL.**
- **International prospects will need a clearinghouse ID number (this includes Canadian prospects) on their Official Visit Pre-Approval Form.**
- **All information on the Official Visit Summary and Reimbursement Form must be completed. If something does not apply to an individual official visit, please put N/A in the blank so the Compliance Office knows it was not left blank on accident.**
- **Please make sure the prospect signs the Prospect's Declaration Form as part of the Official Visit Summary. This must be included to be reimbursed.**
- **If you have questions about the Official Visit Paperwork, please contact Megan!**

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Reminders...

Monthly Paperwork:
Compliance paperwork is due on the 10th of each month. This includes phone logs, practice logs, and all official visit paperwork for the previous month.

Official Visits:
Please use the most recent Official Visit forms, available on the Compliance website or in the Compliance Office. Remember, a transcript, test scores, and verification of registration with the Eligibility Center prior must be obtained prior to approval.

OFFICIAL VISIT QUIZ!

1. A coach's spouse may dine with a prospect and coach during an official visit. True or False?
2. How many official visits may a prospect make?
A. 5 B. 3 C. 6 D. 4
3. A non-qualifier who is in his first year of JC enrollment may make an official visit. True or False?
4. A prospect may never sign a National Letter of Intent during an official visit. True or False?
5. A student-host uses her own car to drive a prospect around town during an official visit. How can the gas be paid for?
A. The student-host has to pay for it
B. The student-host allowance
C. By a coach as an expense
D. By a booster
6. When a meal is held at a coach's home during an official visit, how many student-athletes may attend and eat?
A. 0 B. 1 C. 2 D. No Limit
7. An institution may pay for entertainment costs for parents who accompany a prospect during an official visit. True or False?
8. It's okay for an institution to place a tray of cookies with the prospect's high school jersey number on them in the prospect's hotel room. True or False?
9. Typically, the time period for an official visit begins:
A. When the prospect departs his or her home
B. When the prospect checks in at the dorm or hotel
C. When the prospect sets foot on campus, unless entertainment occurs first
D. When the prospect's airplane touches down at the airport
10. During an official visit, faculty members may have contact with a prospect only on campus. True or False?
11. Institutions may arrange special on-campus parking for prospects during official visits. True or False?
12. An institution may reimburse a prospect for mileage when she drives to campus with her parents in the same car. True or False?
13. A multi-sport prospect may be provided with more than 1 official visit to the same institution. True or False?
14. If a coach picks up a prospect at his house to drive him to campus for an official visit, the official visit starts with the transportation to campus. True or False?
15. If 1 host entertains 2 prospects for 2 days during an official visit, what is the total allowance the host may be provided?
A. \$120 B. \$80 C. \$90 D. \$120
16. A coach may give a prospect cash to buy meals during an official visit. True or False?
17. Which of the following activities are not permissible during an official visit?
A. Allowing the prospect to ride the team bus to a game
B. Putting the prospect's image on the video board for the crowd to see at a game
C. Housing the prospect at a local hotel instead of the dorms
D. Both A and B

ANSWERS: 1. T, 2. 5, 3. F, 4. F, 5. B, 6. D, 7. T, 8. F, 9. C, 10. F, 11. T, 12. T, 13. T, 14. T, 15. C, 16. F, 17. D