



COMPLIANCE



POST OFFICIAL VISIT PROCEDURES

AN OFFICIAL VISIT MAY NOT EXCEED 48 HOURS!

To help coaches complete the post-visit forms, the Compliance Office has created a checklist. This checklist is meant to help you ensure that all necessary information has been provided. Please note that when filling out the Official Visit Summary, if an item is not applicable to the prospect's visit (e.g., no complimentary tickets were utilized) simply write N/A next to that item.

POST-OFFICIAL VISIT CHECKLIST

Name of Prospect: _____

_____ Completed Summary Sheet

_____ Completed one Student-Host form for each host used during an official visit

_____ Completed Prospect Declaration for each Prospect on an official visit

_____ Included all receipts from the official visit

_____ Completed Mileage Reimbursement form, if necessary

_____ Submit completed packet to Compliance Office for review and approval