



**Varsity Team Reunions
University of Notre Dame
Monogram Club**

Pre-Approval Form

*Please note: This form must be completed and submitted **before** the event is scheduled to take place. No reimbursement will be issued if prior approval was not granted. Once prior approval has been received and approved, original receipts must be submitted to Julie Deschaine within 30 days after the event. There is a monetary limit of \$500 set for each team reunion.*

*Please note: The funds requested may NOT be used to feed/assist current student-athletes (unless approved by head coach and counted as one of their meals). **In accordance with NCAA rules and regulations, parents, relatives, and friends of enrolled student-athletes may not participate in this program. If they attend a function, they must pay for their meals, entertainment, etc.***

To be completed by team contact requesting assistance:

Today's Date: _____ Date of Event: _____

Sport: _____ Type of Event: _____

Classes involved: _____ Contact Person: _____

Phone Number: _____ E-Mail Address: _____

Brief Description of Event: _____

Cost of Event: \$ _____ (\$500 maximum)

Please return form to: Notre Dame Monogram Club
Attn: Julie Deschaine
113 Joyce Center
Notre Dame, IN 46556
574-631-5450 phone
574-631-7397 fax
Deschaine.1@nd.edu

Office Use Only

Approved (Initials)

Denied (Initials)

Monogram Club

Monogram Club

Compliance

Compliance

Reason for Denial _____

