



The University of Oklahoma
ATHLETIC DEPARTMENT

APPEARANCE REQUEST FORM

(Four weeks prior to appearance, please return to Dept. of Compliance at fax #405-325-7002, both forms must be completely filled out, or they will not be considered)

Your Name: _____ Phone: (____) _____

Address: _____ City, State, Zip: _____

Name of Organization: _____ Fax: (____) _____

- Your organization is:
- Educational Agency (other than grades 9-12 or junior college)
 - Non-Profit/Charitable Agency
 - OU Organization; e.g. sorority, student government
 - NCAA School, Conference
 - Other _____

*******Due to the extremely high volume of demand, we are unable to fill any requests for appearances by Bob Stoops or any other member of the football team. We apologize for any inconvenience. *******

Coach/Student-Athlete/Staff Member Requested: _____

Description of Promotional/Fund Raising Activity (Attach copy of flyer, if available):

Who does this activity benefit? _____

Are they in the 9th through 12th grades? Yes No

Date of Activity: _____ City and Site of Activity: _____

Specific Time student-athlete/coach needs to appear: _____

Have you made arrangements with the coach, student-athlete or staff member? Yes No

What expenses or benefits, if any, will student-athlete receive while participating?

Meals: Breakfast Lunch Dinner None Cost of Meal _____

Mileage: _____ x _____ /mile = \$ _____ Other: _____
Total miles Rate (cannot exceed IRS Federal Rate) (No Gifts or Honorariums are allowed to be given)

Will the activity involve the use of student-athlete's athletic ability? Yes No

Will there be any outside organizations involved in the activity? Yes No
If yes, whom: _____

Describe/attach any advertising bearing the name(s) and/or picture(s) of student-athletes?

X _____ ***Completion of form does not guarantee accommodation.** _____
Signature of Organization's Representative Date

University of Oklahoma Athletic Department Use Only

Permissible Activity based on NCAA Guidelines

Not permissible

Unable to fulfill request

Compliance Office Date



PROMOTIONAL ACTIVITIES RELEASE STATEMENT



Please read, sign and return this form when submitting your Appearance or Item Request Form

Promotional appearance or item requests for all student-athletes must comply with NCAA guidelines. If the appearance or item request complies with the applicable NCAA guidelines, the University of Oklahoma (“University”) will accommodate such request at its discretion. Factors the University considers to determine if an appearance request will be approved include, but are not limited to, distance the student-athlete will have to travel to appear, time of year, academic issues and the number of appearance requests for the specific student-athlete.

I ensure as an authorized agent of a charitable, education or nonprofit agency, my agency will use the University of Oklahoma student-athlete’s name, image or appearance pursuant to the requirements stated NCAA Bylaw 12.5.1, which are as follows:

NCAA Bylaw 12.5.1

A member institution or recognized entity thereof (e.g., fraternity, sorority or student government organization), a member conference or a noninstitutional charitable, educational or nonprofit agency may use a student-athlete's name, picture or appearance to support its charitable or educational activities or to support activities considered incidental to the student-athlete's participation in intercollegiate athletics, provided the following conditions are met:

- *The specific activity or project in which the student-athlete participates does not involve cosponsorship, advertisement or promotion by a commercial agency other than through the reproduction of the sponsoring company's officially registered regular trademark or logo on printed materials such as pictures, posters or calendars. The company's emblem, name, address and telephone number may be included with the trademark or logo. Personal names, messages and slogans (other than an officially registered trademark) are prohibited;*
- *The name or picture of a student-athlete with remaining eligibility may not appear on an institution's printed promotional item (e.g., poster, calendar) that includes a reproduction of a product with which a commercial entity is associated if the commercial entity's officially registered regular trademark or logo also appears on the item*
- *All moneys derived from the activity or project go directly to the member institution, member conference or the charitable, educational or nonprofit agency;*
- *The student-athlete may accept legitimate and normal expenses from the member institution, member conference or the charitable, educational or nonprofit agency related to participation in such activity provided it occurs within the state or, if outside the state, within a 100-mile radius of the member institution's campus;*
- *The student-athlete's name, picture or appearance is not utilized to promote the commercial venture of any nonprofit agency;*
- *Any commercial items with names or pictures of student-athletes (other than highlight films or media guides per Bylaw 12.5.1.8) may be sold only at the member institution at which the student-athlete is enrolled, institutionally controlled (owned and operated) outlets or outlets controlled by the charitable or educational organization (e.g., location of the charitable or educational organization, site of charitable event during the event); and*
- *The student-athlete and an authorized representative of the charitable, educational or nonprofit agency sign a release statement ensuring that the student-athlete's name, image or appearance is used in a manner consistent with the requirements of this section.*

Print Name: _____
Signature: _____
Organization: _____
Date: _____