



Thank you for requesting UCF student-athletes to be a part of your event. The UCF Athletics Department is committed to giving back to the UCF campus and surrounding community. Through our Knights TOUCH program (**T**rust through **O**utreach and **U**nity serving the **C**ommunity with **H**onor), student-athletes are provided opportunities to make meaningful contributions to society.

### **Outreach Request**

#### **Student-Athlete Time Constraints**

Many of our student-athletes begin their day early with morning conditioning, followed by class, practice, dinner and study hall hours. As a result, it is often difficult for student-athletes to accommodate outreach requests; however we will do our best to serve the Central Florida community as opportunities arise. Request for UCF student-athletes can be done by email and must be done a *minimum* of three weeks prior to the requested event. Please send your email request to Marcus Sedberry at [msedberry@athletics.ucf.edu](mailto:msedberry@athletics.ucf.edu).

#### **Upon Receiving Your Request**

- UCF Compliance staff will review your request to determine if the involvement of student-athletes is permissible under NCAA guidelines.
- If the request is deemed permissible by the compliance office, student-athletes will then be recruited to volunteer for the requested event. In some instances, time constraints prohibit student-athlete participation. In such instances, it may not be possible to secure volunteers.
- You will be notified within one week of the requested event if student-athletes have committed to volunteer, or if student-athletes are unable to attend.

Please fill out the attached form to complete your request.

For further information contact:  
Marcus Sedberry  
Director of Student Services  
Office: 407-823-3126  
Fax: 407-823-4235  
[msedberry@athletics.ucf.edu](mailto:msedberry@athletics.ucf.edu)



## Outreach Request Form

### Guidelines

Nature of Request	
Desired Role and Number of student-athletes requested	
Name of charitable, educational or non-profit agent	
Contact information (Name, address, phone number, fax, email)	
Message, theme or focus of the requested event	
Number of expected audience	
Location of event	
Date and Time	
Time Commitment	

- Student-athletes are not allowed to miss class for an outreach event.
- Due to the heavy demands on student-athletes, request will not be accommodated during the first or last two weeks of any semester.
- Student-athlete participation is based on availability; there can be no guarantee of any specific student-athlete, coach or team.
- All outreach requests must be received a minimum of three-weeks prior to requested event.
- Outreach involving students typically must be targeted to groups' eighth grade and or below due to NCAA Guidelines.
- No additional gifts or benefits can be provided to student-athlete volunteers, unless previously approved.
- Student-athletes' name or picture cannot be used for promotional ventures of any non-profit agency.
- UCF media staff may attend outreach events to shoot video or still photos of student-athlete involvement depending on availability.

Thank you for understanding the policies, procedures, and guidelines related to outreach request for UCF Student-Athletes.

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# University of Central Florida Athletic Compliance Office

The following information must be provided in order to determine the permissibility of a UCF student-athlete's proposed involvement in the activity. Please be aware that even if an activity is determined to be permissible by NCAA regulations, the availability of student-athletes must still be determined by the involved sports program, coaches and the student-athletes themselves. If you have any questions, please contact the Compliance Office at 407-823-3089. Forms may be faxed back to the UCF Compliance office at 407-823-4354. Thank you for your cooperation.

Sponsoring Agency \_\_\_\_\_

Contact Name \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address \_\_\_\_\_

Is this agency charitable, educational or institutional?  YES  NO

Is this agency certified as a 501C nonprofit agency?  YES  NO

What age group does this agency benefit? (e.g., children, high school, adults) \_\_\_\_\_

Purpose of Event/Activity \_\_\_\_\_

Date, Time and Location of Activity \_\_\_\_\_

Specify the proposed activity and what the student-athlete(s) would do (attach information if available):  
\_\_\_\_\_

Will money be raised from the activity?  YES  NO

If YES, who will receive the proceeds and what will the proceeds be used for? \_\_\_\_\_

Will there be any commercial sponsorship of the event?  YES  NO

If YES, how is the commercial entity involved in this activity? \_\_\_\_\_

Will there be any advertisement or promotions by a commercial agency or sponsor?  YES  NO

If YES, what type of advertising or promotion will be involved? \_\_\_\_\_

Will a student-athlete's name, picture, personal appearance or involvement be used in any advertising or promotion of the activity?  YES  NO

If YES, how will the student-athlete be used in the advertising or promotion? \_\_\_\_\_

Will a student-athlete(s) receive any expenses (e.g. meals, transportation) associated with their involvement in the activity?  YES  NO

If YES, indicated what the student-athlete(s) will receive: \_\_\_\_\_

**\*\* PLEASE SEE OTHER SIDE \*\***

**PROMOTIONAL ACTIVITIES INVOLVING STUDENT-ATHLETES**

NCAA rules permit a member institution, a member conference or a charitable or educational agency to use a student-athlete’s name, picture or appearance to support its charitable or educational activities, provided the following conditions are met:

1. The student-athlete receives written approval to participate from the Director of Athletics, subject to the limitations on participants in such activities as set forth in NCAA regulations.
2. The specific activity or project in which the student-athlete participates does not involve co-sponsorship, advertisement or promotion by a commercial agency other than through the reproduction of the sponsoring company’s officially registered regular trademark or logo 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 are prohibited. The student-athlete’s name, picture or appearance cannot be used in any way which would directly or indirectly imply his/her endorsement of a commercial product or service.
3. The student-athlete does not miss class.
4. All moneys derived from the activity or project go directly to the institution, or the charitable or educational agency.
5. The student-athlete may accept actual and necessary expenses (e.g. for travel and meals) from the institution, or the charitable or educational agency related to participation in such activity.
6. The student-athlete and an authorized representative of the charitable or educational agency must sign this release statement ensuring that the student-athletes name, image or appearance is used in a manner consistent with the requirements of this section.

<b>SPONSORING AGENCY RELEASE STATEMENT</b>	
In signing this form I acknowledge that I have read and agree to abide by these NCAA requirements regarding use of a student-athlete’s name, picture, or appearance in the promotion or involvement of this activity.	
Signature of Authorized Agency Representative	Date

<b>STUDENT-ATHLETE CERTIFICATION</b>	
<i>In signing this form I acknowledge that I have read and agree to abide by the above NCAA regulations regarding my proposed involvement in this activity.</i>	
Signature of UCF Student-Athlete	Date
Signature of UCF Student-Athlete	Date
Signature of UCF Student-Athlete	Date

<b><u>FOR OFFICIAL USE ONLY</u></b>	
Does this activity meet the requirements of NCAA Bylaw 12.5.1.1? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Approval _____	
Compliance Office	Date
UCF Contact Person _____	
Approval _____	
Head Coach’s Signature (only if activity is required by student-athlete)	Date
Approval _____	
Director of Athletics (or designee)	Date