

STUDENT-ATHLETE APPEARANCE REQUEST FORM

LSU student-athletes perform numerous community service events and enjoy community involvement. When possible our student-athletes are excited to participate, but please understand that not all requests will be approved. **LSU Athletics does not approve community service events during concentrated study periods and/or midterms/ finals week of any term.** Also, please note that due to academic and athletic obligations, LSU gives preference to community service events that occur in the Baton Rouge area. In addition, **all student-athlete appearance requests must be submitted at least three weeks prior to the event** in order to be considered. Please see below to see the process in which the request is reviewed.

Step 1: Review the NCAA guidelines for appearances, and make sure your event meets these guidelines (see page two).

Step 2: Submit the request (see page three) to saappearances@lsu.edu with complete information about your event, as well as accurate contact information. The more details included about the event, the better.

Step 3: The compliance office will receive the request and make sure that all NCAA regulations are met. Applications which are NCAA compliant will be forwarded for processing by the Shaquille O'Neal Life Skills Program Office.

Step 4: The Shaquille O'Neal Life Skills Program Office will review the request and work to secure student-athletes for the event. Do note that this does not guarantee student-athlete participation as there may be scheduling conflicts.

Step 5: At least five days prior to the event, the event contact listed on the form will be notified by a member of the Shaquille O'Neal Life Skills Program Office if the appearance request will be granted.

If you have any questions during this process, please contact Brenton Sumler, Director of the Shaquille O'Neal Life Skills Program at (225) 578-7464, or via e-mail at lifeskills@lsu.edu.

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Please review the following NCAA rules that govern the appearance of student-athletes at community service events:

12.5.1.1 Institutional, Charitable, Education or Nonprofit Promotions.

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: *(Revised: 1/11/89, 1/10/91, 1/10/92)*

(a) The student-athlete receives written approval to participate from the director of athletics (or his or her designee who may not be a coaching staff member), subject to the limitations on participants in such activities as set forth in Bylaw 17; *(Revised: 1/11/89, 4/26/01)*

(b) 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, telephone number and Web site address may be included with the trademark or logo. Personal names, messages and slogans (other than an officially registered trademark) are prohibited; *(Revised: 1/11/89, 1/10/91, 5/6/08)*

(c) 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 trademark or logo also appears on the item; *(Adopted: 11/12/97)*

(d) The student-athlete does not miss class; *(Revised: 1/11/89)*

(e) All moneys derived from the activity or project go directly to the member institution, member conference or the charitable, educational or nonprofit agency; *(Revised: 1/11/89, 1/10/92)*

(f) The student-athlete may accept actual and necessary expenses from the member institution, member conference or the charitable, educational or nonprofit agency related to participation in such activity; *(Revised: 1/11/89, 1/10/92, 4/28/05)*

(g) The student-athlete's name, picture or appearance is not used to promote the commercial ventures of any nonprofit agency; *(Adopted: 1/10/92)*

(h) Any commercial items with names, likenesses or pictures of multiple student-athletes (other than highlight films or media guides per Bylaw 12.5.1.7) may be sold only at the member institution at which the student-athletes are enrolled, the institution's conference, institutionally controlled (owned and operated) outlets or outlets controlled by the charitable, educational or nonprofit organization (e.g., location of the charitable or educational organization, site of charitable event during the event). Items that include an individual student-athlete's name, picture or likeness (e.g., name on jersey, name or likeness on a bobble-head doll), other than informational items (e.g., media guide, schedule cards, institutional publications), may not be sold; and *(Adopted: 1/16/93, Revised: 1/9/96, 4/27/06 effective 8/1/06)*

(i) 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 *(Revised: 1/11/89, 1/10/92)*

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Name(s) of Student-Athlete(s) Requested for Appearance

Organization Making Request

Contact Person for Organization Making Request

Telephone Number of Person/Organization Making Request

E-mail Address of Person/Organization Making Request

LSU Athletics Department Contact

Purpose of Student-Athlete's Appearance and Activities Involved (e.g., reading, speaking, building homes, etc.)

Date of Appearance

Time of Appearance

Location of Appearance

Co-Sponsorship or Advertising for Event (describe printed materials or use of logo/trademark)

Expenses/Items Provided by Organization and Amount (e.g., meals, transportation, t-shirts, etc.)

Will there be an admissions charge for the event? If yes, how much?

I certify that all of the funds generated by the student-athlete's name, picture or appearance will be distributed directly to the charity or educational agency, and that the agency understands and will adhere to all NCAA rules listed on the first page of this form. I have read and understand NCAA rules governing student-athlete appearances.

Name of Individual completing this form

Title of Individual completing this form

Date

*** COMPLETION OF THIS FORM DOES NOT GUARANTEE THAT LSU WILL FULFILL THIS REQUEST ***

*** PLEASE PRINT THIS FORM AS A PDF & E-MAIL ATTACHED FILE TO SAAPPEARANCES@LSU.EDU ***

FOR COMPLIANCE USE ONLY

APPROVED

DENIED

Compliance Office Signature

Date