Compliance Procedures for National Letter of Intent and Tender Requests

- Head Coach prepares tender request and turns in to the Compliance Office.
- Compliance office prepares tender and NLI.
  - NLI and Tender copies returned to head coach for review and approval.
  - If all correct, head coach will initial in designated space and return to Compliance Office for mailing.
  - If changes are needed head coach will indicate and return to Michele Brost for changes and mailing.
- Mailing instruments (1st class or express) will be prepared by the Compliance Office and charged to the sport account. (Signed documents will be returned to the Compliance office and not the sport office.)
- Signed documents received by Compliance will be logged into a tracking sheet.
  - If a sport receives a fax copy for immediate confirmation, a copy must be forwarded to Compliance prior to any information released to media.
- Information will be logged and is then ready for final steps and distribution.
- The Compliance office will notify the head coach of receipt of signed documents.
- APR will submit a copy of each press release to the Compliance office for review and approval. [A compliance person must sign off.]
- Compliance will distribute NLI and Tender copies to Big Ten Conference and DFA.