

Contacts and Evaluations

Travel Logs

Using the Contact/Evaluation Travel Log for Recruiting.

Your travel log must be signed by Ed Howat or Tom Reiter PRIOR to recruiting off-campus. Their signature approves your trip to recruit off-campus. A copy of the Pre-Travel form should be submitted to Tom Reiter.

In the case that Ed Howat or Tom Reiter are not available, Morgan Burke, Roger Blalock, or Nancy Cross can sign and approve your travel log.

Visits to Prospect's Educational Institution

You must receive approval of the executive officer or designates representative at the prospect's educational institution (that name must be on your travel log) only if such visits occur during that portion of the day when classes are being conducted for all students.

Policy Reminder

A final completed Travel Log must be submitted to Tom Reiter upon your return to campus. The form must be signed and dated, after your trip is completed, by the recruiting coach and a member of the compliance staff.

You must submit a travel log to the compliance office when you return from recruiting off-campus because some coaches change recruiting plans when they are on the road but do not update the travel log on file in the Compliance Office.

Prospect Telephone Record

All coaches who are permitted to make telephone calls MUST turn in a Prospect Telephone Record every month. This report will include every phone call you made to a recruit from the first of the month to the last day of the month.

You do not have to document phone calls when you leave messages on an answering machine or with someone at the recruit's residence when he/she is not home to take your call.

Only document those phone calls where you engage in a conversation with the prospect, the prospect's relatives or legal guardians that in any way solicits your program or Purdue University.

Your telephone record for the entire month should be submitted to Tom Reiter using the following schedule.

- July calls.....due by August 1st
- August calls.....due by September 1st
- September calls.....due by October 3rd
- October calls.....due by November 1st
- November calls.....due by December 1st
- December calls.....due by January 1st
- January calls.....due by February 1st
- February calls.....due by March 1st
- March calls.....due by April 3rd
- April calls.....due by May 1st
- May calls.....due by June 1st
- June calls.....due by July 3rd

Make sure you indicate on the form where the telephone call was made from: office, home, cell phone, hotel, etc.

Comprehensive Prospect List

Reports must be updated every other month.

Reports must be submitted to the Compliance Office by the following dates:

September 1
November 1
January 1
March 1
May 1

Comprehensive Prospect forms will not have a box you must check that indicated the recruit's class status (senior or junior). Prospects must be identified as seniors or juniors. If you are actively recruiting juniors, you will turn in two separate reports, one for junior prospects and one for senior prospects.

Computer printouts will be acceptable as long as the report contains the PSA name, high school, city, state, and other sports they are being recruited in. The computer printout must be attached to a Comprehensive Prospect form, with the signature of the head coach or the designated recruiting coach and the date and month the report is for.

Unofficial (non-paid) Visits

All sports must document all unofficial visits to campus. Whenever a prospect that you are ACTIVELY recruiting visits Purdue at their expense, the UNOFFICIAL VISIT RECORD information sheet must be filled out and signed by a coach on your staff.

Exception: You do not have to complete this form for a student who you are not recruiting, who visits campus and stops by your office to get general information on your program or visits a coach.

This form must be submitted to Tom Reiter immediately following the unofficial visit.

Actions by staff members that cause a prospective student-athlete to become a recruited prospective student-athlete are (Bylaw 13.02.12.1):

- Providing the prospect with an official visit
- Having an arranged, in-person, off-campus encounter with the prospect or the prospect's parents, relatives or legal guardians; or
- Initiating or arranging a telephone contact with the prospect or the prospect's parents, relatives or legal guardians on more than one occasion for the purpose of recruitment.
- Issuing a National Letter of Intent or the institution's written offer of athletically related financial aid to the prospect

NOTE: Prospects that are given complimentary admission tickets to attend any sporting event at Purdue by you or your staff, must have a completed unofficial visit form filled out by a coach on your staff. Here are the rules and definitions regarding the issue of non-recruited student athletes counting toward your squad size.

A player who is not on athletic scholarship but receives institutional financial aid will become a counter toward your scholarship limit if he or she was a recruited athlete and competes in a game. That is, under the recruiting definition, a PSA will become a recruited SA if any of the above conditions are met in Bylaw 13.02.10.1.

According to the rules, you only have to meet one of these criteria for the prospect to be classified as "recruited." The PSA can contact you as often as he or she wants and you can offer him or her an unofficial visit to campus. This will remain a non-recruited status.

Official (paid) Visits

The following three items must be on file in the Compliance Office, BEFORE a prospect(s) official visit to campus:

1. Notification letter to recruit- copy of the letter sent to recruit prior to visit informing them in writing of the five visitation limitation.
2. Transcripts with ACT/SAT test scores- unofficial or official copy from prospect's high school.
3. Official Visit Data Sheet

The following four items must be on file within **TEN DAYS** following the prospects official visit to campus. Every recruit who takes an official visit to our campus must have the following items on file with the Compliance Office:

1. **Official Visit Checklist sheet,**
2. **Itinerary,**
3. **Disclosure of Graduation Rates-** copy signed by recruit, coach, and parent (if possible) must be on file prior to a prospect's signed acceptance of NLI, and
4. **Student Host Instructions/Receipt-** copy signed by student host and prospect. If you do not give your host entertainment money, but you still have a student host a recruit for any period of time during the official visit, this form still must be signed.