



Community Engagement Activity Form

Texas A&M Internatinal University will employ the following procedure for the approval of community engagement activities:

1. The Compliance Office should be notified before a student-athlete, team, or staff person participates in a community engagement activity.
2. The Head Coach/Staff Member/Representative will complete the Community Engagement Activity Form in its entirety.
3. The Head Coach/Staff Member/Representative must list the date, time and location of the activity.
4. The Head Coach/Staff Member/Representative will list the name(s) of the student-athlete(s), team, or staff member(s) that will be participating in the activity.
5. A brief description of the activity and how it will benefit the community is to be explained.
6. If the activity will be advertised, check 'Yes' and attach flyer and/or other documentation. If the activity will not be advertised, check 'No'.
7. The Head Coach/Staff Member/Representative must sign that they have each read and will comply with the guidelines listed. **The form must be submitted to Compliance Office at least one (1) week prior to the scheduled activity.**
8. Compliance Office will review and forward to the Athletic Director.
9. If the activity is approved, the Director of Athletics (or designee) will sign and forward to the President.
10. If the activity is approved, the President (or designee) will sign and return to the Compliance Office.
11. Compliance Office will notify the Head Coach/Staff Member/Representative of the decision regarding the community engagement activity request.

See Bylaws: 13.02.1
13.02.1.1
13.02.10
13.1.2.4
13.1.9.1
13.4.4.1.2
16.9
16.10.1.5



Community Engagement Activity Form

This form must be completed prior to any community service activity taking place to ensure compliance with the provisions of NCAA Bylaw 13.02.1 (see below). Please submit this form to the Compliance Office no later than one week prior to the scheduled activity/event to allow the President time to review and approve the activity/event.

13.02.1 Community Engagement Activity. A community engagement activity is an activity in which a member institution participates for the primary purpose of enhancing the community, rather than benefiting the institution. The institution must be able to demonstrate how the engagement of the institution's resources (e.g., its student-athletes, its facilities) is meeting a specific identified community need or show how the use of its aforementioned resources links the institution to an overall school-wide community support strategy. **The defining element of a community engagement activity is the clear intent of the member institution to provide value to the community.**

- Community engagement activities cannot take place during a dead period.
- Student-Athletes cannot miss class-time to participate in a community engagement activity.
- Representative of the institution's athletics interest (Booster) is limited to participating in community engagement activities with prospective student-athletes when all prospective student-athletes reside within a 100-mile radius of the location of the community engagement activity.

Date, time and location of the event _____

Name of Team(s)/Student-Athlete(s)/Staff Member(s) participating _____

Brief description of the activity that will take place and how the activity will benefit the community _____

Number of hours completed per student-athlete _____

Total number of hours completed by all student-athletes participating _____

Will this Activity be advertised? YES NO If "YES", please attach a copy of advertisement/flyer.

I attest to the best of my ability that the above activity meets and will fulfill NCAA regulations as per Bylaw 13.02.1, and that no recruiting activities will take place during this activity.

Head Coach/Representative Signature _____ Date _____

Athletics Director's (or Designee) Signature _____ Date _____

Athletic Compliance Office Signature _____ Date _____