



This form, when completed by the person requesting the occasional meal, should be completed and submitted to the Compliance Office for approval **prior** to the occasional meal to ensure all the regulations of Bylaw 16.11.1.5 have been met. Please complete and submit this form one week prior to the requested date.

A student-athlete or the entire team in a sport may receive an occasional meal in the locale of the institution on infrequent and special occasions. The term “occasional” has been defined as two meals per month. These meals can be provided by:

- a) an institutional staff member. The staff member may provide reasonable local transportation (within 30 miles of campus) to student-athletes to attend such meals.
- b) a representative of the institution’s athletics interests on infrequent and special occasions. The meal may only be provided in an individual’s home, on campus or at a facility regularly used for home competition and may be catered. A representative of the institution’s athletics interests may provide reasonable local transportation to student-athletes to attend the meal function only if the meal function is at the home of that representative.

Student-Athlete/Team: _____

Date of the Meal: _____

Individual Making the Request: _____

Affiliation to WVU (Check One): Athletics Staff/Coach Booster

Location of the Meal: _____

Will Transportation Be Provided (Check One): Yes No

If yes, by whom: _____

<i>Signature of Person Requesting Approval</i>	<i>Date</i>
<i>Print Name of Person Requesting Approval</i>	<i>Phone Number</i>
<i>Compliance Office Signature</i>	<i>Date</i>