

# Student Host Instructions

As a student host, you serve an important role in the recruiting process! We appreciate your service in this capacity; however, you are expected to conduct yourself in accordance with NCAA and institutional rules. Please note the following policies below:

1. A maximum of \$30 per day may be provided to you to pay for entertainment expenses for you and the prospect. You may receive an additional \$15 per day for each additional prospect that you host.
2. The money you have been provided is for the purpose of entertaining **ONLY** the host, the prospect, the prospect's parents/legal guardian and the prospect's spouse. This money may not be spent on other team members.
3. You are not permitted to buy alcohol or tobacco products, regardless of whether the prospect or the host is of legal age.
4. You are not permitted to give cash to the prospect, or anyone accompanying the prospect.
5. You are not permitted to use entertainment funds to purchase or otherwise provide the prospect with any souvenirs, T-shirts, etc. **THIS MONEY IS FOR ACTUAL ENTERTAINMENT EXPENSES ONLY.**
6. You may not use a vehicle provided or arranged by any institutional staff member or alumni.
7. You may not transport the prospect or anyone accompanying the prospect more than 30 miles from campus.
8. The prospect and persons accompanying the prospect are not permitted to engage in conversations with alumni made on- or off- campus. Should an unplanned meeting with an alumnus occur, **ONLY** an exchange of greetings is permitted. No other conversations may take place.
9. You are responsible for turning in receipts for all actual expenses incurred during a prospect's visit. This should be done within 24 hours after the visit ends (or 1 working day).
10. The prospect is permitted to take part in recreational activities (workouts) during his/her visit. Such workouts may not be organized or observed by a member of our coaching staff, and may not be designed to test a prospect's athletic abilities.
11. You may receive a complimentary admission (no hard tickets) to athletic contests when accompanying a prospect to an athletic contest.

As a representative of Longwood Athletics, you are asked to act responsibly during your prospect's visit. The drinking age in Virginia is twenty-one, and the use of illicit drugs is a violation of University code, state and federal laws. By using good judgment you can help make your prospect's visit to Longwood an enjoyable and informative one.

(OVER)

## ISSUANCE OF ENTERTAINMENT MONEY

(To be completed when visit begins)

I understand my responsibilities as a student host and acknowledge the receipt of \$\_\_\_\_\_ to host the prospect(s) listed below.

By signing, we acknowledge that the Longwood University Official Visit Policy and the Student Host Instructions have been reviewed between the head coach, prospect and student host at the start of the official visit.

Prospect(s) Being Hosted

\_\_\_\_\_  
Print Student's Host Name

\_\_\_\_\_  
Student Host's Signature

\_\_\_\_\_  
Head Coach's Signature

\_\_\_\_\_  
Date

-----

## EXPENSE REPORTING

(To be completed after visit)

I certify that \$\_\_\_\_\_ was expended for entertaining the prospect(s) named above and have provided receipts totaling this amount.

Accordingly, I am returning \$ \_\_\_\_\_ which was not expended for entertaining the prospect(s) named above.

\_\_\_\_\_  
Student Host Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head Coach's Signature

\_\_\_\_\_  
Date

**Attach this completed form to "Paid Visit Expense Report Form"**