



OVERNIGHT VISIT CHECK LIST

Before the recruit visits:

- **10-7 days**
 - have completed permission slip returned to the athletics office and faxed down to RPS (662.5004)
 - This form is available right on the web page
 - The student can print it out right at home and fax it to the athletics office
 - Once in the office a copy will be given to the coach, AD, Assistant AD, and Faxed to RPS (number above)
 - It is the coach's responsibility to email Dianne Manning to let her know the name of the recruit, who the host is, and where he/she will be staying.
- **5 days**
 - student host will review and sign expectations form
 - student host will have RA sign official Overnight Guest Pass
 - **IF RECRUIT IS UNDER 18 THEN RD MUST SIGN FORM**
 - Have this form completed and delivered to AD and Assistant AD
- **Day of visit**
 - Coach will issue meal card
 - Coach will be on campus to meet the recruit and his/her parents

NAME OF RECRUIT: _____

SPORT _____ HEAD COACH _____

ARRIVAL DATE & TIME _____ DEPARTURE DATE & TIME _____

METHOD OF TRAVEL: CAR / OTHER _____

STUDENT HOST _____ LOCATION (DORM) / EXTENSION _____

STUDENT HOST CELL PHONE _____

ACCOMPANIED BY OTHER(S): YES / NO

IF YES: NAME _____ RELATIONSHIP _____

NAME _____ RELATIONSHIP _____

ATHLETICS MEAL CARD ISSUED: YES / NO

OFFICIAL VISIT: YES / NO

SIGNATURE OF HEAD COACH _____ DATE _____

SIGNATURE OF ATHLETIC DIRECTOR _____ DATE _____