OCCASIONAL MEAL/REASONABLE REFRESHMENTS REQUEST FORM

This form is due to Business Office and Compliance prior to the provision of the meal.

☐ Bylaw 16.11.1.5, Occasional Meals. A student-athlete or an entire team may receive an occasional meal on infrequent and special occasions from an institutional staff member in the locale of the institution. The institutional staff member may provide reasonable local transportation to involved student-athletes to attend the meal. A student-athlete may receive a maximum of three occasional meals per semester.

☐ Bylaw 16.6.1.5 Reasonable Refreshments. An institution may provide the family members of a student-athlete with reasonable food and drinks in conjunction with educational meetings or celebratory events (e.g., senior night) and on an occasional basis for other reasons.

Sport: _______________  Occasional Meal/Reasonable Refreshments Date: _______________

Occasion for Meal/Reasonable Refreshments: ____________________________________________

Address, City, State: ________________________________________________________________

Food Provided From (List Restaurant): ________________________________________________

Food Paid By (BC Budget Funding Source): ____________________________________________

Transportation Provided: ☐ No ☐ Yes If Yes, By: _______________________________________

Individuals in Attendance: (Every individual’s name must be listed, including all coaches, staff members, parents (if refreshments) and student-athletes. Attach an additional sheet if necessary.)

1) __________________________________________  8) _______________________________________
2) __________________________________________  9) _______________________________________
3) __________________________________________ 10) _______________________________________
4) __________________________________________ 11) _______________________________________
5) __________________________________________ 12) _______________________________________
6) __________________________________________ 13) _______________________________________
7) __________________________________________ 14) _______________________________________ 

Coach’s Signature: ____________________________  Date: ___________

Compliance Office Approval: __________________________  Date: ___________

Business Office Approval: __________________________  Date: ___________

Attachment M-3  BC Compliance 3/13