Compliance Area: **ATHLETICALLY RELATED INCOME**

Contractual agreements, including letters of appointment, between a full-time or part-time athletics department staff member (excluding secretarial or clerical personnel) and an institution shall include the stipulation that the staff member is required to provide a written detailed account annually to the chief executive officer for all athletically related income and benefits from sources outside the institution. In addition, the approval of all athletically related income and benefits shall be consistent with the institution's policy related to outside income and benefits applicable to all full-time or part-time employees. Sources of such income shall include, but are not limited to, the following:

(a) Income from annuities;
(b) Sports camps;
(c) Housing benefits (including preferential housing arrangements);
(d) Country club memberships;
(e) Complimentary ticket sales;
(f) Television and radio programs; and

(g) Endorsement or consultation contracts with athletics shoe, apparel or equipment manufacturers.

**Procedure:**

The MSU Outside Athletically Related Income forms will originate from the Office of Compliance Services (OCS) and will be forwarded to the staff in early summer. All athletics department staff members (excluding secretarial or clerical personnel) will complete and signed the forms regardless of whether outside income was earned. Both the anticipated earnings form and the year-end summary must be submitted to the OCS for review. The summary form will be reviewed by the OCS and checked against the previous years prior approval request form and kept on file. Coaches who anticipate receiving athletically related outside income in excess of $1,000 per event and/or endorsing a commercial product, service or establishment must complete the Prior Approval Request form. Prior approval is not required for speaking engagements regardless of the amount earned.

**Forms Used for Documentation:**

<table>
<thead>
<tr>
<th>Name of Form/Report</th>
<th>Purpose</th>
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</thead>
<tbody>
<tr>
<td>Itemized Summary of Outside Athletically Related Income</td>
<td>Declaration of income from sources outside of the institution during a fiscal year</td>
</tr>
<tr>
<td>Outside Athletically Related Income and Endorsements – Prior Approval Request Form</td>
<td>Declaration of anticipated income in excess of $1,000</td>
</tr>
</tbody>
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