



Directions for filling out the *WEEKLY SUMMARY OF CONTACTS, EVALUATIONS AND TELEPHONE CALLS* and the *INDIVIDUAL RECRUITMENT RECORD* forms:

- ⇒ When a prospective student-athlete (PSA) is first contacted by phone, their name should be listed on the Weekly Summary of Contacts, Evaluations and Telephone Calls form for the appropriate week.
- ⇒ If the coaching staff desires to pursue this PSA further, and another phone call, and/or a contact, evaluation, unofficial or official visit is made, then an Individual Recruitment Record (IRR) should be started for that PSA. [An IRR should also be started if the first contact the coaching staff has with the PSA is a contact or an evaluation.]
- ⇒ From then on, the coaching staff should keep track of all contacts, evaluations, and telephone calls on the Weekly form (for the appropriate week), and all contacts and evaluations listed on that form, for that week, should also be entered on the individual PSA's IRR. Official and unofficial visits must be kept track of on the PSA's IRR and on the Record of Official Visits form. This will help to ensure that each PSA is called only once a week, that each educational institution is visited only once a week, and that the PSA has not been contacted more than 3 times.
- ⇒ The Weekly Summary of Contacts, Evaluations, and Telephone Calls should be handed in on a regular basis to the Assistant Athletics Director for Compliance, or her designee. The Individual Recruitment Record forms should be kept in a notebook, alphabetically, and handed in once a month to be checked. Periodic audits should be made to double-check that the contacts and evaluations on the Weekly Summary are also being listed on the particular PSA's IRR.