



# Outside Consultant Request

Sport: \_\_\_\_\_

Name of individual and/or organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Website (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Will the consultant interact with student-athletes?  Yes  No

Occupation/services being offered: \_\_\_\_\_

Detailed description of the activities that will be performed by this individual:

Location where activities will occur: \_\_\_\_\_

Date(s) the activities will be conducted: \_\_\_\_\_

Will the individual be compensated?  Yes  No If yes, amount: \_\_\_\_\_

Estimate of total service cost for the fiscal year: \_\_\_\_\_

Does the consultant coach a high school or other team that includes prospects?  Yes  No

*By signing below I affirm that the above is true and accurate to the best of my knowledge. I further affirm that I understand any outside consultant will count against coaching limits if the consultant:*

- *Provides sport-related technical or tactical instruction to a student-athlete;*
- *Makes or assists in making sport-related tactical decisions during on-court or on-field practice/competition; or*
- *Recruits off campus on behalf of ASU.*

Head Coach: \_\_\_\_\_ Date: \_\_\_\_\_

Sport Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Athletics Compliance Office: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Athletics Director,  
Administration: \_\_\_\_\_ Date: \_\_\_\_\_

**Business Office:**

- The amount to be charged to ASU is less than \$5000 for the fiscal year. No further approval is needed unless the total for the year increases.
- The amount to be charged ASU exceeds \$5000 for the fiscal year. This outside consultant is approved for up to \$5000 of services. A contract is required before additional costs can be incurred.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_