



CORNELL COMPLIANCE



Awards Worksheet & Approval

Sport: _____ Year: _____

Date of Banquet: _____ Date Submitted: _____

Approval for awards requires two parts: 1) Approval PRIOR to purchase and distribution of awards AND 2) Final report with actual costs. This two part process will ensure that you administer your awards program without exceeding NCAA limits. Please follow the directions below to complete the process appropriately.

Part 1:

- Please fill in the ESTIMATED cost of the awards that you plan on presenting to your team;
- Provide the completed worksheet, with estimated costs, to the Compliance Office. Once approved, you will receive the form back from the Compliance Office.
- Retain the form, and purchase awards.

Part 2:

- After the actual purchase and distribution of the awards, you must complete the ACTUAL cost on this form, and attach an awards report (in whatever format works for you) that outlines who won each award given. Return the report, with your final signature, to the Compliance Office. **Attach receipts to document costs of awards.**

THIS WORKSHEET FOCUSES ON THE MOST COMMON TYPES OF AWARDS GIVEN AT OUR INSTITUTION, BUT IS NOT ALL-INCLUSIVE. Please see Figures 16-1, 16-2, and 16-3 in the NCAA manual for additional reference.

If you don't know where to include an item on this worksheet, it doesn't mean that you do not have to include it. Please ask the Compliance Office for assistance and approval before purchase!

For Compliance use only

Pre-Approval
Date Received: _____

Pre-Approval
Date Returned: _____

Signed: _____

1) Participation Awards:

The senior jacket and letter sweaters from the department must be included in the total. A letter sweater only counts against a student-athlete's award limit the year that they win their first letter.

PLEASE NOTE: Awards presented to seniors/parents on senior night must be calculated into the total cost of senior awards, e.g., flowers, framed jerseys, and framed pictures.

The NCAA limit for each senior's **total** award for all items is \$425.

The NCAA limit for each underclassman's **total** award for all items is \$225.

Senior Awards			Underclassmen Awards		
Item	Estimated Cost	Actual Cost	Item	Estimated Cost	Actual Cost
Sr. Jacket		\$75.00	Letter Sweater*		\$63.50
Total			Total		

NCAA Limit

Cannot Exceed \$425

Cannot Exceed \$225

*if a student-athlete earns their 1st varsity letter their senior year, please make sure you factor that cost into the overall participation award cost for that particular senior athlete.

2) Special Event Participation Awards:

Special Event	Item	Estimated Cost	Actual Cost
Participation in post-season NCAA Championship contest or tournament			

*Institutional limit is \$325

3) Championship Awards:

Championship	Item	Estimated Cost	Actual Cost
Award for winning regular season conference championship (max \$325)			
Award for winning NCAA championship (max \$415)			

***Maximum values refer to institutional limits**

4) Special Achievement Awards

This includes most improved, scholar-athlete, team MVP, etc.

Team captains receive a “captain’s blanket.”

Each Special Achievement award is capped at \$175 **per award**

Award	Item	Estimated Cost (item cannot exceed \$175)	Actual Cost (item cannot exceed \$175)
Captains Award	Blanket		\$108.00

NCAA Limit for all Special Achievement Awards = \$175 per award

Coach Signature
(Sign upon submission of FINAL report)

Date

Compliance Signature
(FINAL Approval)

Date