



Outside Income

Per NCAA rules, all full-time, part-time and volunteer coaches as well as full-time or part-time athletic department staff members (excluding secretarial or clerical personnel) must annually report all **“athletically-related”** income and benefits from sources outside the institution.

If you received the use of personal property owned by a CU representative of athletics interests (donor, booster, mentor, corporate sponsor), (for example, use of a private plane for personal trips by you or your family; use of a vacation home or boat; etc.), you must list that as “supplemental income” and assign an estimated value to that usage [see Bylaw 11.2.2].

1. Employees should complete online survey in July.
2. The Office of Compliance Services will run a report for each supervisor with information submitted from each employee.
3. The OCS will evaluate Outside Income reports and forward to Supervisors when finished.
4. Direct Supervisor will review, confirm, sign and date indicating that all information is accurate and return report
5. Director of Compliance will take forms to Chancellor for signature and approval.
6. All Outside Income Forms will be returned to the Athletic Director’s Office for a seven year period of time and shredded when disposed.