

REQUEST FOR REIMBURSEMENT COACHING EDUCATION FEES

TO: STUDENT ACTIVITIES OFFICE - phone 571-423-1260
GATEHOUSE ADMINISTRATIVE CENTER

I have successfully completed all of the Coaches Education program requirements: (1) Orientation, (2) Sports First Aid, (3) VHSL state components, and (4) 3DI coaching (5) Concussion Ed (6) Mental Health Awareness (7) SR&R. (**PLEASE NOTE:** This reimbursement will not be processed until all seven components have been completed.)

I respectfully request full reimbursement (\$29) for the 3DI coaching course. **I have attached a copy of the 3DI and VHSL State Component Certificates of Completion, along with a copy of the transaction receipt from the purchase of the 3DI course** to the Office of Student Activities and Athletics (SAAP). (Please retain original copies for your records). The SAAP office will verify completion of all 7 components before submitting the reimbursement request.

Name _____

Address _____

Street

City

State

Zip

Telephone _____

Home

Work

FCPS Employee Number _____
(Necessary for Accounts Payable Office)

Coaching location (High School) _____

Completed Courses:

Orientation

Date of Completion

Sports First Aid

Date of Completion

VHSL State/Local Component

Date of Completion

3DI Coaching

Date of Completion

Concussion Education

Date of Completion

Mental Health Awareness

Date of Completion

SR&R

Date of Completion

Coaches Signature

Please scan and email all necessary documentation to FCPSSAAP@fcps.edu or mail to FCPS Student Activities Office, Coaches Education, 8115 Gatehouse Road, Suite 5100, Falls Church, VA 22042.

A direct deposit will be issued 6-8 weeks upon receipt of your request and verification of your completion.

06/28/2023