

REQUEST FOR REIMBURSEMENT COACHING EDUCATION FEES

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

I have successfully completed the four components of the Coaches Education program; (1) Orientation, (2) Sports First Aid, (3) VHSL state components, and (4) Fundamentals of Coaching. (**PLEASE NOTE:** This reimbursement will not be processed until all four components have been completed.)

I have attached a copy of the NFHS and VHSL State Component Certificates of Completion, **along with a copy of the transaction receipt** to the Office of Student Activities and Athletics. (Please retain original copies for your records)

I respectfully request partial reimbursement of the fees (\$35) that I paid to the NFHS

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

Fundamentals of Coaching _____
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.

Reimbursements will be processed once a month – typically within the first week of the month. Requests received after the first week will be processed the following month. A direct deposit will be issued 6-8 weeks upon receipt of your request and verification of your test results.

Revised 08-27-2019