



Bellevue School District Athletics and Activities

Coaching Professional Development Request Instructions

1. Discuss professional development opportunities with the building Athletic Director. Decisions will be made based on available funds, equitable opportunity, time of year, etc.
2. Complete the **Coaching Professional Development Request Form**. The form is included in this document below and can be found here: <https://bsd405.org/departments/athletics-activities/resources/>.

Be sure to include a description of the expense and one or more of the following:

- A Course description (if attending a class)
- A Workshop description (if attending a workshop)
- A Registration form (if attending a conference)
- A Membership application (if joining a professional organization)

Important Notes:

- Prior approval is required prior to registering for any event.
- Prior approval is required before incurring related travel expenses.
- Any expense incurred without prior approval will not be reimbursed.

3. Obtain approval signature for the request from the building Athletic Director on the **Coaching Professional Development Request Form**.
4. Submit the **Coaching Professional Development Request Form** to the District Athletics and Activities Office at a minimum 10 school days prior to the class, workshop, or conference to allow adequate time for further approval and final processing. Send the form to the District Athletics and Activities Office via:
 - a. District mail by sending to Andrea Arnone at ESC West Suite 308 -or-
 - b. District email by sending to Andrea Arnone at arnonea@bsd405.org
5. Wait for official approval from the District Athletics & Activities Office, which will be sent back via email with a copy of the approved **Coaching Professional Development Request Form**. Keep the approved copy of the form for personal records and re-submit for reimbursement after the event if appropriate.
6. Register for a workshop, class, or conference using one of following methods:
 - a. Use the designated building Athletic Director professional development credit card by registering at the building Athletic Director's office. -or-
 - b. Pay with a personal credit card. (Note: Reimbursement will be made after the event.)

Note: For more detailed instruction on how to register for a class, workshop, or conference, please contact the District Athletics and Activities Office via:

- a. District phone to Andrea Arnone at 425-456-4050 -or-
- b. District email by sending to Andrea Arnone at arnonea@bsd405.org

7. Submit a request for reimbursement for travel expenses (and registration if paid with personal card) by sending the following to the District Athletic and Activities Office.
 - A completed [Expense Claim for Approved Travel Form](#)
 - The original receipt
 - A copy of the approved **Coaching Professional Development Request Form**
 - Note: Receipts will not be accepted for a request after August 31st of the current year.

Send the [Expense Claim for Approved Travel Form](#) to the District Athletics and Activities Office via:

- a. District mail by sending to Andrea Arnone at ESC West Suite 308 -or-
- b. District email by sending to Andrea Arnone at arnonea@bsd405.org



Bellevue School District

Coaching Professional Development Request

Prior approval required. Requests will NOT be accepted after activity or expense(s) are incurred.

Employee Name: _____ Date: _____

Position: _____ Staff ID: _____ Location: _____

District Email: _____ Phone: _____

Other Contact Info: _____

Description of Activity:

Location of Activity: _____ Total Expenses: _____
(Include registration, lodging, meals and mileage.)

Date/Time(s): _____ Days of school/work missed: _____

How will this activity enhance your professional growth?

Reimbursement: When payment has been made by the employee for an activity that has been pre-approved, the employee will need to request reimbursement by sending the following to the District Athletic and Activities Office:

- A completed **Expense Claim for Approved Travel Form**
- The original receipt(s)
- A copy of the approved **Coaching Professional Development Request Form**
- Note: Receipts will not be accepted for this request after August 31st of the current year.
- Questions about processing the reimbursement? Please contact Andrea Arnone, Administrative Assistant, at the District Athletic and Activities Office at 425-456-4050 or arnonea@bsd405.org.

I hereby certify under penalty of perjury that this is a true and correct claim in the amount of: \$ _____ for necessary expenses incurred by me and that no payment has been received by me on account thereof. If for any reason I am unable to attend the conference, class or workshop, I agree to pay back the district for the grant amount if it was paid in advance.

Employee Signature: _____ Date: _____

Building Athletic Director: _____ Date: _____

District AD Approval: _____ Date: _____