



FWD Chorus Coaching Reimbursement Form

Instructions:

1. Selection of coaches is at the discretion of the chapter.
2. The FWD will reimburse fifty (50%) percent of the travel, meals and lodging cost to a maximum of \$150 per session, PROVIDED sufficient funds are available. The district will not pay any part of a coach's fee.
3. In order for the district to provide a subsidy:
 - a. The chapter shall use this FWD Chorus Coaching Reimbursement Form.
 - b. Within one hundred twenty (120) days after the coaching session or by December 1, whichever is earliest, the chapter shall submit to the FWDVP Mu&P a completed evaluation form containing the recommendations of the Music Director and the Music Vice President. A copy of the coach's travel, meals and lodging expense records (including receipts) shall be attached to the form.
 - c. The FWD VP Mu&P shall keep copies of evaluations and submit suggestions, as appropriate, of coaching ability to the Society Music & Performance Committee for Society-wide dissemination. Chapters seeking coaching may contact the FWDVP Mu&P and ask for recommendations based on these reports.
 - d. Upon receipt of the completed form including expense records, the FWD VP Mu&P shall prepare a FWD voucher for expenses as provided in #2 above and shall forward same to the FWD District President for approval for payment by the FWD Treasurer.
4. The maximum reimbursement per calendar year for any one chapter shall be \$300.

FWD Chorus Coaching Reimbursement Form

Chapter Name	Chapter ID Number D
Chorus Name	

Chapter VP Music & Performance

Name		
Address		
City, State, Zip		
Home Phone	Mobile Phone	Work Phone
FAX	Email	

Coaching Details

Name of Coach	Date of Coaching Session	
Address (City, State, Zip)		
Home Phone	Mobile Phone	Work Phone
FAX	Email	
What was the purpose of the coaching session? (Please explain in detail – use additional pages as necessary)		
Were you satisfied with his/her coaching session? (Please explain in detail)		
Would you use him/her again and/or recommend him/her to another chapter/chorus? (Please explain in detail)		
Other comments (Please provide as much supporting information as possible to avoid delays)		

Send this form to:

Rob Menaker, VP Mu&P
16225 N 1st Drive
Phoenix, AZ 85023
310-995-8625
RobMenaker@gmail.com

Please attach itemized expenses and receipts

Actual Expenses (not including fees):	_____
Less 50%	_____
Total Amount of Request:	\$ _____
(Not to exceed \$150)	