

Name: _____

Position: _____

Date: _____

Dear Coaching Candidate:

We are fast approaching the coaching season for your sport and we want to be sure that all of the correct paperwork has been processed for each of our coaches. Our records indicate that you still need to supply us with the following:

- _____ Proof of First Aid Certification
- _____ Proof of CPR Certification
- _____ An Application for a Coaching Position
- _____ A Renewal Application for a Coaching Position
- _____ Fingerprints
- _____ TB Test Results
- _____ State Coaching Permit (Temporary – 1 year)
- _____ Other _____

Please provide this information to the Personnel Department as quickly as possible so that your coaching assignment can begin as scheduled.

If you have any questions regarding the above, please feel free to contact the Personnel Office at 783-3464. Thank you.