



### **Fitness Membership Reimbursement Policy**

Starting or staying with an exercise routine is not always easy. To help you stay motivated and achieve your fitness goals, during the 2020-2021 school year, the Sandusky City Schools Health Benefit Board will provide a limited reimbursement toward membership at Planet Fitness.

How do I get reimbursed?

1. Reimbursement Value
  - a. The Fitness Membership Reimbursement Program provides quarterly reimbursements of \$30 for employees' expenses associated with membership at Planet Fitness from 7/1/2020 through 6/30/2021.
2. Supporting Documents
  - a. Provide proof of your fitness membership each quarter.
  - b. Provide proof that you attended the fitness facility at least 25 times each quarter.
  - c. Planet Fitness can provide you both of these documents. Request these items at the reception desk.
3. Getting Your Reimbursement
  - a. 1<sup>st</sup> quarter: July, August and September. Submit supporting documents by October 15, 2020
  - b. 2<sup>nd</sup> quarter: October, November and December. Submit supporting documents by January 15, 2021
  - c. 3<sup>rd</sup> quarter: January, February and March. Submit supporting documents by April 15, 2021
  - d. 4<sup>th</sup> quarter: April, May and June. Submit supporting documents by July 15, 2021
4. Submit
  - a. Send form and documentation to Brandis Stout at the Board of Education via interschool mail or email to [bstout@scs-k12.net](mailto:bstout@scs-k12.net).

### **2020/2021 Fitness Reimbursement Form**

#### **Employee Information:**

Employee Name (First & Last):

Date of Birth (mm/dd/yyyy):

Mailing Address:

Phone Number:

