



CORVALLIS SCHOOL DISTRICT

Smoking Cessation Program

The Corvallis School District has adopted a policy prohibiting the use of tobacco products on district property (including district vehicles) revised on 8/14/06. The district has agreed to provide up to \$100 every two years to help an employee kick a tobacco habit through counseling or such aids as nicotine patches. Employees will obtain the subsidy on a first-come, first-served basis. The district will spend no more than \$2,500 annually for subsidies.

Please complete the following information and submit your request to the Human Resources department for consideration of payment. Upon approval and verification of completion a check will be mailed to you. If you have any questions please call the Human Resources department at 757-5724.

Employee Name: _____ Building: _____

Please describe the program and attach any literature describing the program:

COSTS APPROPRIATE FOR REIMBURSEMENT

	Requested	Approved
Registration	\$ _____	\$ _____
Other	\$ _____	\$ _____

Verification of completion of program is attached.

Employee Signature _____

Date _____

FOR DISTRICT OFFICE USE ONLY:

Approved By: _____
 Date: _____
 Account #: _____