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***Wisconsin***  
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**Project UNIFY**  
**Fans Club Handbook**





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## Project UNIFY “At A Glance”

Project UNIFY provides opportunities for students of all abilities to learn about each other’s strengths and celebrate ability differences through inclusive social, recreational, and fitness activities. It also promotes the benefits of fitness while providing opportunities to empower students and allowing them to recognize their ability to make a difference in the world.

**Mission of Special Olympics Wisconsin:** To provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with cognitive disabilities, giving them continuous opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes, and the community.

**Mission of Project UNIFY:** To activate youth around the country in an effort to develop school communities where all young people are agents of change - fostering respect, dignity and advocacy for people with cognitive disabilities by utilizing the programs and initiatives of Special Olympics. The programs provide opportunities for youth with and without cognitive disabilities to participate in activities together and opportunities for the expertise and experience of Wisconsin Schools and Special Olympics Wisconsin to benefit from each other in working towards building lifelong skills through inclusive opportunities.

**Fans Club:** The Fans Club is a unique Special Olympics Wisconsin sponsored, school-based program designed around empowering youth with and without cognitive disabilities to promote social justice through a variety of athletic, social, and recreational projects and activities. These clubs are encouraged to design their own projects involving Spread the Word to End the Word activities, Be a Fan campaigns, Fans in the Stands, Special Olympics sports events in schools, etc.

**Unified Sports®:** Unified Sports® combine approximately equal numbers of Special Olympics athletes and athletes without cognitive disabilities (partners) on sports teams for training and competition.

**Spread the Word to End the Word:** The Spread the Word to End the Word campaign is designed to raise the consciousness of society about the dehumanizing and hurtful effects of the “R-word” (retard or retarded) and urges people to resolve to stop using it as an insult, casual or intended comment.

**Be a Fan:** Be a Fan is a fully integrated marketing campaign designed to send a powerful message that resonates with the general public, tapping into core values and attributes that everyone can appreciate – unity, acceptance, empowerment, dignity, courage, strength, pride, confidence, and fun.

**Fans in the Stands:** Fans in the Stands is a program designed to encourage students to get a group of friends together and make posters and banners or organize a pep rally for the Special Olympics athletes at their school. It also encourages those students to attend a Special Olympics event to cheer on their classmates. This promotes unity and acceptance as well as teaches these students the true meaning of being a friend.

**Youth Activation Committee:** A group of youth with and without cognitive disabilities from across the state that works with SOWI to educate, motivate, and activate youth to become agents of change in their communities .

**SO Athlete\*:** A person with a cognitive disability who trains in a Special Olympics sport and who competes at least once in that sport at a Special Olympics Games or competition at any level (local, state, national, regional or world) during the calendar year (1 January-31 December)

**SO Participant:** A person with a cognitive disability who trains in a Special Olympics sport but has not competed at least once in a Special Olympics Games or competition at any level (local, state, regional, or world) during the calendar year (1 January- 31 December).

**Unified Leadership Partner:** A person without a cognitive disability who takes part in a Project UNIFY non-sport activities as a buddy, mentor, partner, organizer or volunteer.

**Youth Exposed:** Any youth with or without a cognitive disability who takes part in a Project UNIFY initiative such as an assembly/rally or a school wide Project UNIFY event. (i.e. R-Word rally, signing a pledge banner etc.)

**Unified Sports Athlete:** A person with a cognitive disability who trains in a Special Olympics "Unified" sport and who competes at least once in that sport at a Special Olympics Games or competition at any level (local, state, national, regional or world) during the calendar year (1 January- 31 December).

**Unified Sports Partner:** A person without a cognitive disability who trains in Special Olympics "Unified" sport and who competes at least once in that sport at a Special Olympics Games or competition at any level (local, state, national, regional, or world) during the calendar year 1 January-31 December).

**PU Liaison:** A full or part time staff member, aide, or volunteer connected to the school who is responsible for PU initiatives within the school community and serves as SOWI's contact person.

**Coach:** A school district personnel with a sports background that serves as a resource to the Fans Club through assisting with Unified Sports.

**Director of Youth Initiatives:** A Special Olympics Wisconsin employee whose main focus is to oversee the various Project UNIFY Special Olympics programs and serve as a resource to teachers and other key volunteers across the state.

\*Special Olympics Wisconsin community based programs require participating athletes (youth and adults) to be identified as having a cognitive disability in order to qualify for the program.



Dear Coordinator,

Welcome back to School! As we start the school year, Special Olympics Wisconsin is looking forward to a year filled with sports, recreation, friendship, and fun through Project UNIFY. Project UNIFY consists of several K-12 programs, including the Fans Club — a Special Olympics Wisconsin sponsored school based club for students with and without cognitive disabilities. This club offers social, recreational and sports opportunities.

This handbook was designed to help you, as the coordinator, start up your Fans Club utilizing resources that other teachers have noted were helpful in pioneering this program. Enclosed you will find resources such as sample letters to parents and school administration, topics to address with Activities Principals, and strategies for recruiting partners.

**If you have not already registered your school with Special Olympics Wisconsin, please contact me for a Project UNIFY School Registration form so we can be sure to give you any support that you may need throughout the year!**

Again, welcome back to school. Have a great year!

Sincerely,

Krysten Kirsch  
Directory of Youth Initiatives

**Krysten Kirsch**  
Special Olympics Wisconsin  
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# **SECTION I**

## **PROGRAM OVERVIEW**



## **Project UNIFY Overview**

### **Introduction**

Special Olympics Wisconsin provides opportunities for students with and without cognitive disabilities to learn about each other's strengths and celebrate differences through inclusive social, recreational, and sports activities. Through Wisconsin standard based classroom resources, school sanctioned clubs, and Unified Sports™, Project UNIFY helps students learn about those who are different but who can nonetheless inspire greatness with their individual talents, gifts and personal contributions. This program promotes the benefits of fitness while providing opportunities to empower students and allow them to recognize their ability to make a difference in the world.

### **History**

In 2008, Special Olympics North America was awarded a grant from the US Department of Education with a goal to activate communities where all young people are agents of change, who foster advocacy for people with cognitive disabilities. To accomplish this goal, the organization formed "Project UNIFY," a program that seeks to utilize existing state Special Olympics programs and initiatives in combination with schools.

In the first three years of Project UNIFY, Special Olympics Wisconsin launched exciting inclusive initiatives like the Young Athletes Program for children 2-7 years old, Camp Shriver (an inclusive summer day camp), and a Unified Sports basketball league in conjunction with summer enrichment activities.

### **School District Involvement**

In order for Special Olympics to be transformative within schools, state programs need to go beyond simply providing students the opportunity to engage in single, SO-specific initiatives. It is the connection between SO initiatives, along with the youth and school's involvement in the design and implementation of Project UNIFY, which can foster a more inclusive and welcoming environment for students with cognitive disabilities. It is also of great importance for the state program to collaborate with educators in identifying what role Project UNIFY can play in meeting the state, district, and individual school's strategic goals, whether it be promoting school climate, developing physical fitness, building character, preventing bullying, enhancing student engagement, or any other important school reform.

### **The Vision**

The goal and vision of the Special Olympics Wisconsin is to engage schools across that state at a level that is appropriate for them. In 2011-12, we will aim to engage 20 schools as true Project UNIFY models, but additionally reach out to other schools for independent initiatives. Through several programs available to students and teachers within the general education and special education setting, Project UNIFY is designed to allow districts to be involved at the level they determine best for them.

### **Benefits to the Education system in Wisconsin:**

- Assistance in meeting the Wisconsin content and performance standards,
- Assistance in providing increased opportunities for students of all ability levels,
- Availability of materials and support at no cost to the district,
- Assistance in facilitating meaningful inclusive opportunities within the school environment,
- Practical opportunities to learn about diversity and tolerance,
- Opportunities to foster positive character development,
- Opportunities for service learning,
- Direct services to meeting student needs through Individual Education Programs,
- Assistance in transition planning for students,
- Opportunities for professional development statewide and within the district,
- Assistance with strategies for family involvement in the program,

### **Benefits to the Student:**

- Promotion of sports, lifelong fitness and recreation skills,
- Assistance to students in developing positive relationships,
- Opportunities for students to contribute to their school and community,
- Opportunities to identify, develop and practice academic, social, and athletic skills,
- Support to students when transitioning from school to community programs,
- Assistance with providing services identified in the Individual Education Plan,
- Building confidence through success and positive interactions with peers.

### **Benefits to Special Education Programs**

- Opportunities to gain lifelong skills, physical fitness, acceptance and inclusion.
- Support for Individual Education Programs related to:
  - Least Restrictive Environment,
  - Learning and practicing life skills, communication skills, and community living skills,
  - Physical Education programs,
  - Occupational therapy programs,
  - Physical therapy programs,
  - Participation with non-disabled peers,
  - Transition Planning,
  - Acknowledge and promoting all levels of ability,
  - Family involvement (sibling, parent, extended),
  - Supplementary aids and services – relationships with peers may transfer into assistance in the classroom on academics and behavior,
  - Alternate Assessments-Data Collection setting, community participation, S/HL goals.
- Introduction for students without cognitive disabilities (partners) to the gifts and talents of students with cognitive disabilities,
- Opportunities for academic and social support in the classroom, in the hallways, and the overall school environment and community.

### **Benefits to Special Olympics Wisconsin:**

- Assistance in furthering its efforts to fulfill the Special Olympics Wisconsin mission by providing people with cognitive disabilities the opportunity to develop sports skills, demonstrate skills, experience joy, and share gifts with family, friends, and the community,
- Continuation of statewide outreach efforts,
- Assistance from professionals in the field of education, youth, disabilities, and sports/physical fitness,

- Ability to provide support to local community programs,
- Facilitation of growth of Special Olympics Wisconsin programs statewide.

### **The Partnership**

Special Olympics Wisconsin provides opportunities and resources for student learning, professional development, and administration of programs. We recognize the importance of school district endorsement and involvement in the success of this program. Our goal for this partnership is to meet the needs of the school district as well as lay the foundation for future collaboration between Special Olympics Wisconsin and school districts across the state.

#### **Special Olympics Wisconsin provides:**

- Inclusive extra-curricular and sports programs for students of all abilities,
- Professional development and teacher training,
- Assistance with funding of some programs,
- Access to Special Olympics Wisconsin corporate sponsorships, volunteers and education related grant funding, as well as event opportunities and sponsorship,
- Special Olympics Wisconsin staff dedicated to development, implementation and administration of programs,
- Liaison of programs to the Department of Public Instruction,
- Get Into It service-learning curriculum for all ages, aligned with national standards,
- Resource for transition of students from school to community sports and volunteer/service programs,
- Formal recognition of collaboration between Special Olympics Wisconsin and the school district.

#### **School District provides:**

- Endorsement from administration,
- Schools, educators, and students to develop and implement programs,
- Assistance with sanction of Fans Clubs in schools,
- Assistance with annual evaluation of programs,
- Assistance with long term planning for the program within the school district,
- Formal recognition of collaboration between the school district and Special Olympics Wisconsin.



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## **SECTION II**

# **GETTING STARTED**



### **Getting Started: Project UNIFY Fans Club**

Fans Clubs are a unique Special Olympics Wisconsin sponsored, school-based program designed around empowering youth with and without cognitive disabilities to promote social justice through a variety of athletic, social, and recreational projects and activities. Your club is encouraged to design your own projects involving Unified Sports, Spread the Word to End the Word activities, Be a Fan campaigns, Fans in the Stands, volunteering, Plunge teams, Special Olympics sports events in schools, etc.

Special Olympics Wisconsin is a resource to your club and sports teams. While some clubs are specifically sports oriented (Unified Sports), others include activities that are social and recreational. Over time, clubs develop the program to offer opportunities in both areas. The support of faculty and administration in both general and special education departments is crucial in ensuring the success of students in the program.

Clubs must meet all requirements of their school policies and procedures, as the club is covered under the auspices of the school. Each member is required to meet the guidelines for participation in a school club. The club coordinator should contact the Activities Principal within the school to identify criteria that must be met in order to be sanctioned.

#### **Getting Started**

- Contact Special Olympics Wisconsin's Director of Youth Initiatives and submit the Project UNIFY Registration form. This will activate your club, allowing Special Olympics Wisconsin to begin providing resources where needed (funding, access to other clubs, supplies and materials, equipment etc).
- Introduce your Special Education Department to the Fans Club concept. Enlist their endorsement and support of the club. They will be crucial to the success of the program in regards to students with special needs participating.
- Identify a general education teacher to co-sponsor or collaborate with.
- Contact your Activities Principal to identify areas of support and requirements for your school to start a sanctioned club. Recommended topics to discuss include:
  - Special Olympics Wisconsin's role and sponsorship,
  - Project UNIFY;
  - Fans Club activities,
  - Unified Sports,
  - Criteria to be sanctioned,
  - Transportation to and from activities or events,
  - Student requirements for participating in school sanctioned activities,
  - Criteria for earning a "letter" or other school based recognition,
  - Media release for pictures and video,
  - Fundraising guidelines.

- Recruit student members by presenting information/opportunities to them.
- Send information and forms home to parents.
- Hold first club meeting. Introduce Fans Club and Project UNIFY concept.
- Have students complete any school required forms for club and/or sport participation in school
- Collect a roster of participants and goals to assist in completing metrics reports for Project UNIFY
- Identify coaches in your school that would be interested in helping start up and/or supporting Unified Sports Teams.



**SAMPLE**  
**MEMO TO SCHOOL FACULTY AND STAFF**

To: All school faculty and staff  
From: Administrator / teacher  
Date:  
Re: Special Olympics Wisconsin Project UNIFY and Fans Clubs

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*(Name of high school)* will be starting a Fans Club this year. This club is a unique Special Olympics Wisconsin sponsored program through Project UNIFY which combines students with and without cognitive disabilities, through sports training and competition and other opportunities such as youth leadership, service, and recreational and social activities. The club will be school sanctioned and set up with officer positions, just like other student leadership clubs at our school.

*Project UNIFY is a U.S. national project, funded by the U.S. Department of Education. Its goal is to activate young people around the country in an effort to develop school communities where all young people are agents of change — fostering respect, dignity and advocacy for people with cognitive disabilities by utilizing the programs and initiatives of Special Olympics.*

We are currently recruiting students (with and without cognitive disabilities) to participate and adults to volunteer as coaches / chaperones. The club is planning to train and compete in (sport 1) in the fall, (sport 2) in the winter, and (sport 3) in the spring. A background in sports is NOT required! Just the desire to serve your school community and have fun!

In addition to sports, the club will be working on other service projects and campaigns such as the “Spread the Word to End the Word Campaign”, which creates awareness for the negative use of the r-word (retard or retarded). The club will also be participating in fundraisers and challenging other schools in the district to start a Fans Club.

We hope you are able to join our winning team this year! I would also appreciate referrals of students who you feel would benefit from the club. We will be meeting each week at (time) in the (location) and always welcome guests! Please contact me with anytime with questions.

Sincerely,

Teacher  
Phone  
Email



**SAMPLE  
MEMO TO PARENT**

ENTER DATE HERE

Dear Parent,

This year we are offering a new club for your student to participate in. The Fans Club is a unique Special Olympics Wisconsin Project UNIFY sponsored, school based program that teams students with and without cognitive disabilities, through training and competition, social, and recreational opportunities.

The Fans Club program provides opportunities to build student character, increase acceptance of disabilities, develop leadership and other skills in a service-learning environment, and enhance their school community. It is a program that teaches beyond the classroom and expands students' social horizons.

Each Fans Club determines the activities and events they wish to participate in throughout the school year. In addition to social and recreational activities, students will have the option to participate in Unified Sports, an inclusive sports opportunity that provides training and friendly competition in various sports seasons determined by the students based on what sports they are interested in. Clubs meet on a regular basis and may be during or outside of school hours.

Attached you will find the permission slip and forms required for your son/daughter to participate in the Fans Club this year. Please review the forms and contact me if you have any questions. When the forms are complete, send them back to school with your son/daughter. The deadline for completed forms to participate during the \_\_\_\_\_ season is \_\_\_\_\_.

Sincerely,

Teacher  
Phone  
Email



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## **SAMPLE**

### **Project UNIFY Fans Club Meeting**

#### ***Informational Meeting***

*Date:* \_\_\_\_\_

*Time:* \_\_\_\_\_

*Location:* \_\_\_\_\_

*Teacher Contact:* \_\_\_\_\_

#### **Join the FUN!**

The Fans Club is a unique school-wide club designed around empowering youth with and without cognitive disabilities to promote social justice through a variety of projects and activities.

#### **Opportunities this year include:**

Unified Sports

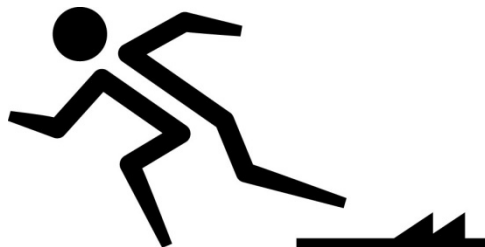
R-word campaign

Fans in the Stands at SOWI competition

Bowling night

Pizza party

Polar Plunge





## SAMPLE INFORMAIONAL MEETING FLYER

**What is Unified Sports?** Unified Sports is an exciting program which combines students with and without cognitive disabilities on a team to train and compete together. They are about having fun, promoting physical health and bringing people together.

**Who can participate?** Any student who is interested in playing sports in an inclusive setting may participate. Teachers, school coaches, school staff, family members, or individuals from the community can serve as coaches and volunteers.

**What sports are being offered?** Sports are determined based on student interest and logistics.

**Interested?** To participate as a coach or volunteer, athlete, partner or just for more information, join us at a very brief informational meeting on \_\_\_\_\_ at \_\_\_\_\_. If you cannot make the meeting, but would still like to be involved, contact \_\_\_\_\_ at \_\_\_\_\_.

**We hope you can join our winning team!**

~ ~ ~

*Unified Sports is an initiative through Special Olympics Wisconsin Project UNIFY funded by the U.S. Department of Education. Its goal is to activate young people around the country in an effort to develop school communities where all young people are agents of change — fostering respect, dignity and advocacy for people with cognitive disabilities by utilizing the programs and initiatives of Special Olympics.*

*Special Olympics Wisconsin's mission is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with cognitive disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in the sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community.*



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**SAMPLE**  
**STUDENT PARTICIPATION FORM**  
 (not needed by SOWI, but for school purposes)

**Fans Club**  
**STUDENT PARTICIPATION FORM**

**Name of Club:** \_\_\_\_\_ (School's name) \_\_\_\_\_ Fans Club

**Purpose of Club:** The Fans Club is an inclusive, school-based club for students of all abilities. With the support of Project UNIFY, students with and without cognitive disabilities have the opportunity to participate together in social and recreational activities as well as train and compete in Unified Sports.

The Fans Club provides opportunities to build student character, increase acceptance of disabilities, and develop leadership and other skills in an inclusive setting. In addition, service-learning can be an integral component of the Fans Club.

**Please complete the following:**

<b>Last Name</b>		<b>First Name</b>		<b>M.I.</b>
<b>M/F</b>	<b>Grade</b>	<b>Birth date</b>		<b>Student ID#</b>
<b>Home Phone #</b>		<b>Emergency Phone #</b>		
<b>Street Address</b>		<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Parent or Guardian Name(s)</b>				

I hereby consent to my child's participation in the \_\_\_\_\_ Fans Club  
 (School's name)

<b>Parent or Guardian Signature</b>	<b>Date</b>
-------------------------------------	-------------



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# **SECTION III**

## **TIPS & RESOURCES**



## Tips for a Successful Fans Club and Unified Sports Program

### Student Recruitment

- Utilize existing systems (announcements, flyers, school newspaper, word of mouth),
- Enlist the assistance of the Special Education Department faculty,
- Enlist the assistance of school based clubs including:
  - Key Club
  - National Honor Society
  - Student Government
  - Other student-led clubs
- Ask students to determine ways to recruit others. How have students been successfully “recruited” in the past?

### Strategies for enhancing your club

- Utilize your school sports teams, Physical Education department and/or the Adapted Physical Education teacher to assist with Unified Sports related activities. Consider paralleling sports and fitness activities occurring in PE and/or extracurricular programs when determining sports for Fans Club,
- Recruit school sports teams to help with sport training (Soccer team - provide a clinic at a soccer practice, Track team – assist with practice),
- Conduct a clinic put on by school sports teams or youth community league members as the trainers,
- Identify various roles. Make a distinction between those who participate in the Fans Club and those who wish to participate in sports,
- Connect with your school’s Student Government. Request representation at Student Government meetings,
- Work with the local community-based Special Olympics program to set up a referral system for graduating participants,
- Invite guest speakers to your meetings to identify specific topics. (Special Olympics coach of your sport, fundraising experts to help with a project, or an athlete from the community to speak about your sport),
- Create a Facebook page or Twitter account to communicate with members & promote club/events,
- Connect with other school-based programs for scrimmages, fundraising, social, and service projects,
- Ask Special Olympics Wisconsin to assist when needed.

## Suggested Orientation Topics

While clubs are encouraged to conduct all meetings, sports training, and activities with both partners and athletes present, many have found it valuable to hold an orientation meeting for partners separately.

Orientation meetings help ensure students are aware of and able to meet their responsibility as a club member. It also provides a time to openly discuss topics such as confidentiality, the importance of a commitment to consistently attend practices and meetings, and strategies for working with fellow students. Topics might include:

- What are Special Olympics Wisconsin, Project UNIFY, Fans Club, and Unified Sports?
- What do the terms “athlete” and “partner” represent?
- Roles of Athletes/ Partners and their responsibilities/expectations during meetings, club activities, and sports,
- Requirements for participating (School and Special Olympics Wisconsin),
- Expectations of appropriate interaction between Partners and Athletes,
- Individual needs of Athletes (when appropriate),
- Importance of r-word awareness,
- Strategies for having a positive relationship when facing challenges,
- Strategies for recruiting new members,
- Upcoming activities, events and dates,
- Benefits of being a member: develop relationships, inclusion, letters of recommendation, college application/resume recognition, fun, fitness, social interaction, etc.
- Best day/time of the week/month for meetings

## Fundraising Strategies

While start-up funds are generally available through Special Olympics Wisconsin, fundraising is an effective resource for your group to earn money for events and an opportunity for students to learn, gain skills, build relationships and socialize. Below is a list of some fundraisers that have worked for Fans Clubs in the past. All fundraising should be cleared with Activities Principal.

- Check with your school’s student government at the beginning of the year for fundraising opportunities. For example:
  - Host a dance,
  - Work concessions at a school sporting event,
- Bake sales at school events such as conferences, back to school night, etc.,
- Garage sale. Use resources within the school, have students/ teachers donate, or put out flyers for donations
- Solicit donations at school sporting events or sell sports programs,
- Sell espressos, smoothies, or popcorn at school or at sporting events, overhead cost is low, student interest high,
- T-shirt/Sweatshirt sale for Fans Club members. Special Olympics can often get clothing and printing costs at a reduced price.
- Sponsor a school wide “Spread the Word to End the Word” ([www.R-Word.org](http://www.R-Word.org)) campaign with sales benefiting the club

*Additionally, consider raising money for Special Olympics Wisconsin by creating a Plunge Team to take the Polar Plunge near you! (money raised, however, cannot go towards your club finances, but rather goes to SOWI to support athletes statewide)*

### **SAMPLE Criteria for earning Awards and Letters**

Your schools require specific criteria for earning an award or letter for participation in activities (club) and athletics (sports). In some cases, members of the Fans Club and/or Unified Sports will be eligible to earn this recognition, so check to see if you'd be eligible. Program specific criteria might include:

- a. School letters may be awarded for student participation only in events that are school district sponsored and controlled.
- b. Student participates in % of activities (meetings, practices, fundraisers, competition, etc)
- c. Student holds a lead position in the club (president, secretary, etc) for one year.
- d. Student demonstrates significant value to the club: (Written justification for letter by coordinator.)



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## **SAMPLE** **Constitution for Fans Club**

*The Activities Principal at your school may require a club constitution to sanction your club. Below is a sample constitution from Service High School in the Anchorage School District.*

Constitution and Bylaws  
Fans Club, (Name of High School)

### **ARTICLE I – NAME**

*The name of this organization shall be the Fans Club*

### **ARTICLE II – PURPOSE**

*The purpose is for students with and without cognitive disabilities to be involved in leisure and recreational activities as partners and to support Special Olympics Athletes and other individuals with disabilities in sport, recreational and leisure activities.*

### **ARTICLE III – MEMBERSHIP**

- a. Any student who is enrolled in (Name of High School) is eligible to join, vote and hold an elected office.*
- b. Membership paperwork must be completed.*
- c. Meetings will be held twice a month on Thursdays in room C-111.*
- d. Special or Executive Board meetings may be called by the President and/or advisor.*
- e. If officers miss three meetings in a row without prior arrangements, they will be notified to resign their position.*

### **ARTICLE IV – OFFICERS**

#### **Section 1 - Responsibility**

*The officers shall manage and direct the business affairs and make decisions to effect the operations and maintenance of the Fans Club.*

#### **Section 2 – Composition**

*The officers of the Fans Club shall consist of a President, Vice President, Secretary, Treasurer, Parliamentarian, and Special Events Coordinator. An officer's position may be filled by two members cooperating to fill the duties of the position.*

#### **Section 3 – Vacancies**

*Vacancies of the officers however occurring shall be filled by vote of the total membership.*

## Section 4 – Quorum

*Two-thirds of the membership shall constitute a quorum.*

## Section 5 – Elections

*Officers shall be elected annually each spring. Incoming officers take their positions at the start of the following school year.*

## ARTICLE V – PARLIAMENTARY PROCEDURE

### Section 1 – Voting

*Unless otherwise specified herein, any action permitted or required to be taken at any meeting of the club, its officers or special committees, may be approved by a quorum.*

### Section 2 – Parliamentary Authority

*The rules contained in the latest edition of (High School name) Rules of Order shall govern the Fans Club in all cases to which they are applicable.*

## ARTICLE VI – AMENDMENTS

*Amendments and bylaws may be added to the Constitution by a quorum of the membership present at any designated meeting.*

### **Club Officer Positions:**

*Co-Presidents*

*Co-Vice Presidents (Membership, Communications)*

*Co-Treasurers*

*Co-Secretaries*

*Special Projects Coordinators (Fundraising & Events)*

*Advisor*

## **SAMPLE OFFICER RESPONSIBILITIES**

### **Co-Presidents:**

- During Club Meetings:
  - Compose & distribute agenda prior to all meetings
  - Start and end all meetings on time
  - Recognize and introduce guests/new members
  - Ensure the club mission is read at all meetings
  - Announce club & individual achievements
- Outside Club Meetings:
  - Attend Special Olympics youth leadership events
  - Ensure club officers are meeting all requirements
  - Reach out to partner with existing school clubs for new members/joint projects
  - Ensure the club is recruiting new members year-round
  - Ensure club bylaws and constitution are followed
  - Work with sponsor to submit annual club registration and delegation accreditation forms
  - Schedule and conduct a minimum of one officer meeting each semester
  - Schedule a replacement if not able to attend a meeting
  - Transition next presidents for office

## Co-VP's of Membership:

- During Club Meetings:
  - Introduce any guests & new members; have them present briefly about themselves
  - Assist president with evaluating performance/operation each semester
  - Act as presiding officer in club meetings if the president is ever absent
  - Greet any guests and get their contact information
  - Assist guests & new members with paperwork/registration requirements
  - Report on existing membership roster and promote any upcoming member recruitment opportunities
- Outside Club Meetings:
  - Provide orientation to new members about the club & Special Olympics within two weeks after they join
  - Assign each new member an existing club member mentor.
  - Manage membership & volunteer recruitment (ongoing)
  - Assist Presidents with reaching out to partner with existing school clubs for new members
  - Assist club members with application process for earning high school letters
  - Attend all executive officer meetings and reside if the president is ever absent
  - Transition next VP's of Membership for office

## Co-VP's of Communications:

- During Club Meetings:
  - Announce any news or updates from SOWI
  - Have all members complete "New Member Survey" at the first meeting/practice (See examples on following pages)
  - Have all members complete "End of Season Survey" by conclusion of school year and submit to SOWI
  - Help club members who need assistance completing surveys and forms
  - Promote all upcoming club events & opportunities
- Outside Club Meetings:
  - Connect with local media to showcase youth leadership & Unified Sports
  - Produce and distribute a club newsletter at least twice per semester, and/or maintain a club website/Facebook page/twitter/YouTube.
  - Assist VP Membership to promote recruitment activities
  - Act as liaison between club & SOWI
  - Establish referral program for graduating seniors to connect with a community-based Special Olympics program
  - Contact other schools within the district about starting a Fans Club or Unified Sports
  - Contact other Unified Sports teams for scrimmages & joint projects
  - Attend all executive officer meetings
  - Transition next VP's of Communications for office

## **Co-Treasurers:**

- During Club Meetings:
  - Collect new member forms
  - Collect all funds and paperwork related to fundraising efforts
  - Greet meeting attendees
- Outside Club Meetings:
  - Compose a budget within the first month to be approved by club member vote
  - Pay all bills
  - Maintain a record of all finance operations/transactions
  - Compile finance reports to be presented to the club each semester
  - Attend all executive officer meetings
  - Transition next treasurers for office

## **Co-Secretaries:**

- During Club Meetings:
  - Document meetings minutes
  - Take attendance at each meeting and follow up with guests and members not attending
  - Collect Student Participation forms (if applicable)
  - Hold sign-ups prior to each sport season, ensure current participant paperwork is on file with the advisor/coaches
- Outside Club Meetings:
  - Maintain current roster of members
  - Make copies of participant forms for advisors and coaches
  - Maintain a club file with club constitution, meeting minutes, and general club paperwork
  - Attend all executive officer meetings
  - Transition next secretaries for office

## **Special Events Coordinators**

- During Club Meetings:
  - Recruit members for SOWI, Project UNIFY, and Unified Sports fundraisers & events
  - Recruit members for the “Fundraising & Events Committee”
  - Announce fundraising and special event opportunities
- Outside Club Meetings:
  - Chair the “Fundraising & Events Committee”
  - Lead & participate in fundraisers and special events
  - Work with VP’s of Communications to publicize fundraisers and special events throughout school and local media
  - Attend all executive officer meetings
  - Transition next Special Events Coordinators for office

## Advisor

- During Club Meetings:
  - Oversee all meeting conduct
  - Announce club & individual achievement
  - Report on news related to the school/district
  - Collect registration forms from secretary
- Outside Club Meetings:
  - Work with president to submit annual club registration and delegation accreditation forms
  - Work with secretary to ensure all registration forms are current and valid
  - Attend all executive officer meetings
  - Assist VP of Membership with new member orientation and coach recruitment
  - Act as Liaison to SOWI
  - Ensure club will have facilities for all meetings, practices, events, etc.
  - Assist treasure with financial operations as needed



## **SAMPLE**

### Fans Club New Member Survey

Please answer each question truthfully and to the best of your ability:

1. Name of Club & Date:
2. How did you hear about the club?
3. Why did you decide to join the club?
4. Which Unified Sports would you like to participate in this school year?
5. What non-sport activities might you be interested in participating in this year through Fans Club?
6. On a scale of 1 – 10 (1-low, 10-high) how comfortable are you around students with cognitive disabilities?
7. On a scale of 1-10 (1-low, 10-high) how likely are you to hang out with students with cognitive disabilities outside of school?
8. On a scale of 1-10 (1-low, 10-high) how likely are you to hang out with students with cognitive disabilities at school during lunch, between classes, etc.?
9. Do you have any friends with cognitive disabilities?
10. Do you foresee any personal conflicts with club activities throughout the year?

Thank You for completing this survey.  
We look forward to your involvement in the club this year!

Please return to: \_\_\_\_\_



## **SAMPLE**

### Fans Club End of the Year Survey

Please answer each question truthfully and to the best of your ability:

1. Name of Club & Date:
2. On a scale of 1-10 (1-low, 10-high) how would you rate your overall experience in Fans Club this year?
3. On a scale of 1-10 (1-low, 10-high) how comfortable are you around students with cognitive disabilities?
4. On a scale of 1-10 (1-low, 10-high) how likely are you to hang out with students with cognitive disabilities at school during lunch, between classes, etc.?
5. On a scale of 1-10 (1-low, 10-high) how likely are you to hang out with students with cognitive disabilities outside of school?
6. How much do you know about people with cognitive disabilities? (nothing, very little, some things, a lot)
7. Do you have any friends with cognitive disabilities?
8. Do you plan to participate in the Fans Club and Unified Sports in the future?
9. Has your perspective about people with cognitive disabilities changed since joining the club? If yes, how so?
10. Please describe any other thoughts you have about club operations and/or ways to improve the club:

Thank You for completing this survey.  
We hope you continue your involvement in the Fans Club!

Please return to: \_\_\_\_\_