



# Unified Champion Schools®

## How-To Booklet

*Special Olympics*

Oklahoma



# WELCOME



# WELCOME

I am so excited that you are interested in joining the Special Olympics Oklahoma family! Special Olympics Oklahoma aims to build a society of acceptance and inclusion for people with intellectual disabilities and, by extension, for everyone. We, Special Olympics Oklahoma, know that sports training and competition can help achieve that goal. We also know that students – with their energy, idealism, intelligence, and creativity – can be not only participants, but game changers in our mission.

To ignite young people’s passion for our cause, we must reach them where they are most often—school. At all grade levels, students lives’ revolve around their schools and school activities. That is why Unified Champion Schools® is a school-based initiative to create opportunities for authentic social inclusion.

This Informational Booklet is set up to show you what this program looks like and how to implement into your school. There are lots of ideas that will give you direction on how to hold a Spread the Word to End the Word campaign, Unified Sports competition, or school fundraisers. It also shows the duties teachers, coaches, and/or advisors will need to know, when the monthly reports are due, how to help youth leaders raise awareness across the entire campus!

I hope this Informational Booklet will be a great introduction to the program and help ensure that you feel comfortable about all the things that Unified Champion School® can do, but we have one additional great resource: staff at Special Olympics Oklahoma! At Special Olympics Oklahoma, we are committed to the success of your Unified Champion School®. There is nothing that inspires more excitement and optimism than activating young people with the mission of inclusion and acceptance for all – so we are here to help every step of the way.

Special Olympics Oklahoma is proud to take part in this journey with you  
Outreach Initiative Manager

# TABLE OF CONTENTS

<b>Message from SOOK Outreach Initiative Manager Malayna Hasmanis .....</b>	<b>3</b>
<b>Unified Champion School® 101 .....</b>	<b>5</b>
UCS Requirements.....	6
UCS Checklist .....	7
SOOK Staff Support & Resources .....	8
UCS Banner Recognition Program .....	9
UCS State Banner Recognition Program .....	10
Working with SOOK .....	11
Area Management Team Information .....	12
<b>Unified Sports.....</b>	<b>13</b>
Introduction .....	14
Getting Started Checklist .....	15
<b>Inclusive Youth Leadership .....</b>	<b>16</b>
Introduction .....	17
Steps to Starting a Sustainable Unified Club .....	18
Organizational Structure .....	19
Next Steps for Your Unified Club .....	20
Next Steps for Your Unified Club’s Student Leaders. (YAC) .....	21
Unified Club Recruitment Flyer Template .....	22
Sample Memo to School Administration .....	23
Sample Memo to Parent .....	24
<b>Whole School Engagement .....</b>	<b>25</b>
Introduction .....	26
STW Campaign .....	27
<b>Sustainability .....</b>	<b>28</b>
Funding 101.....	29
Minute that Matters .....	30
Chilly Champions .....	31
Leadership Teams .....	32
<b>UCS Resources .....</b>	<b>33</b>
<b>Helpful Links.....</b>	<b>34</b>

# WHAT IS A UNIFIED CHAMPION SCHOOL<sup>®</sup>?

REQUIREMENTS, IMPORTANT DATES  
& ROLES

# Unified Champion Schools 101

## Unified Champion School® Requirements:

What does it take to be an official **Unified Champion School®** with **Special Olympics Oklahoma**? All Unified Champion Schools® will be **required** to do one or more the following during the school year:

**Unified Sports**

Participate in at least **ONE** Unified Sport at an area competition **EACH** semester.

**Inclusive Youth**

Schools must implement at least one Unified Club during the school year that meets at least monthly **OR** provide an Inclusive Youth experience throughout the year.

**Whole School Engagement**

Schools must implement **one** Whole School Engagement event during the school year.

The goal is to do all *three* by your *third* year in the UCS Program.

# UCS CHECKLIST

Use this checklist as a guideline to keep on track

## FALL

- Form Unified Club, including students with and without intellectual disabilities, to meet on a regular basis.
- Create a Unified Sports team & practice. Create a schedule of events.
- Begin planning for Whole School Engagement event.
- Coordinate your Leadership Team (different than Unified Club).

## WINTER

- Continue to hold Unified Club meetings and fundraisers.
- School Liaison is to complete the UCS mid-term report online by **December 15th** ([sook.org/unified-champion-schools/](http://sook.org/unified-champion-schools/)).
- Hold first whole school engagement event.

## SPRING

- Continue to regularly host Unified Club meetings.
- Look for replacement of graduating seniors/students moving grade levels and incoming freshmen/new students for Leadership Team.
- School liaison is to complete the required UCS final report online by **May 15th** ([sook.org/unified-champion-schools/](http://sook.org/unified-champion-schools/)).
- School liaison is to complete survey from University of Boston Massachusetts by **June 1st**.
- **OPTIONAL:** Implement second Unified Sport of the year.
- **OPTIONAL:** Hold second Whole School Engagement event.

# | State Staff Support & Resources

At the beginning of each school year, UCS programs who have been approved and have signed the school year's contract will receive funding as an additional resource from the State Office that will be determined the summer prior to the start of the school year.



**\$1,000 for the Year - Schools**

**\$1,500 for the Year - SO Colleges**

***(40% Fall / 60% Spring)***

The 60% will be sent out once the midterm has been completed in December.



# | BANNER RECOGNITION

## National Banner Recognition

A Special Olympics Unified Champion School® has an inclusive school climate and exudes a sense of collaboration, engagement and respect for all members of the student body and staff. A Unified Champion School® receiving National Banner Recognition is one that has demonstrated commitment to inclusion by meeting 10 national standards of excellence. These standards were developed by a national panel of leaders from Special Olympics and the education community.

To achieve [National Banner Recognition Status](#), you must incorporate and sustain 10 standards, which include: Special Olympics Unified Sports® (where students with and without disabilities train and compete as teammates), Inclusive Youth Leadership and Whole-School Engagement. Banner Unified Champion Schools should also be able to demonstrate they are self-sustainable or have a plan in place to sustain these activities into the future. Special Olympics Oklahoma UCS Schools must also have been active for at least 3 years, be in good standing with SOOK reporting standards, and were represented at the previous Youth Leadership Summit.



Once your school achieves this recognition status, not only is your school recognized on the Special Olympics International website, you also will receive an awesome pep rally and will be awarded a gym-sized banner to celebrate your outstanding achievements!

# BANNER RECOGNITION

## State Banner Recognition

**1. Special Olympics Oklahoma Unified Sport:** A fully inclusive sports or fitness program that combines an approximately equal number of students with and without intellectual disabilities.

**State Banner School achievement standards:**

- Must organize and participate in at least ONE Unified Sport throughout the school year.
- An adult coach for the sport has received state training on the Special Olympics Unified Sport.
- The Unified Sport is officially recognized by the school in a similar style as other athletics/activities.

**2. Inclusive Youth Leadership:** Students with and without intellectual disabilities work to lead advocacy, awareness, inclusion and other Special Olympics activities throughout the school year.

**State Banner School achievement standards:**

- A Unified Club/student group offers leadership opportunities/training for students with and without intellectual disabilities.
- The inclusive group/club meets at least once per month throughout the school year.
- The inclusive club/group has an adult liaison and is officially recognized by the school in a similar style as other clubs/activities.

**3. Whole School Engagement:** Awareness and education activities that promote inclusion and reach the majority of the school population.

**State Banner School achievement standards:**

- Must hold at least ONE whole-school engagement activity per school year.
- Students with and without intellectual disabilities are involved with the planning and leading the awareness activities.

**4. School Leadership Team:** (*This is different than Inclusive Youth Leadership.*) This team is built of administration, teachers, and students with and without intellectual disabilities.

**State Banner School achievement standards:**

- Have a representative from each grade level of high school students and at least two teachers and one administrator (this can be Athletic Director, Principal, Special Education Department, etc.).
- Must be in contact with Middle School, and in search for freshman year, to fill freshman spot by December of current school year.

- All schools earning the SOOK State Banner Recognition will receive their banner by the beginning of the following school year--*in some cases; the banner will be ready by the end of the application year.*
- Each following year the school reaches the SOOK State Banner qualifications, an additional year will be added to the present banner.
- Special Olympics Oklahoma staff will be present for the awarding of the SOOK State Banner Recognition for the first year. The following years, the banner is to be sent back to the SO Oklahoma state office and the additional year will be attached to the banner and returned to the school.

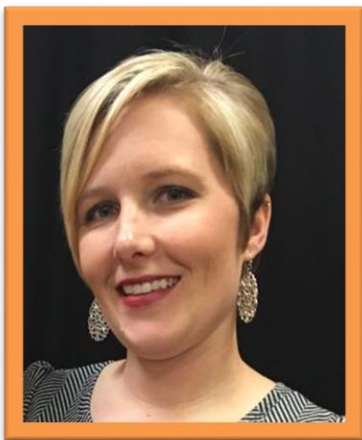


# WORKING WITH SOOK

## Special Olympics Oklahoma UCS STAFF

Special Olympics Oklahoma is committed to the success of all Unified Champion Schools®, and dedicated to providing support, assistance and a helping-hand whenever possible. Our Area Management Team Members, Area Directors and Special Olympics Staff can be a great resource to call when brainstorming an event, problem-solving a Unified Champion School® related question or when you would like to share your successes and celebrations!

**Not sure who our Programs Staff is? Meet us below!**



**Renee Shoaf, Youth Activation Committee Co-Director**

[Renee.shoaf@yukonps.com](mailto:Renee.shoaf@yukonps.com)

**405.509.3313**

Oversees and facilitates the Youth Activation Committee including fundraising events, Special Olympics Oklahoma State Winter Games and Summer Games YAC involvement, and the State Unified Champion Schools Youth Summit. She is also a UCS Advisor for Yukon High School.

**Malayna Hasmanis, Outreach Initiative Manager**

[malayna@sook.org](mailto:malayna@sook.org)

**918.481.1234 EXT 222**

Oversees and facilitates support programs including Unified Champion Schools®, SO College Clubs, Young Athletes Program, Athlete Leadership Program, Family Relations, New Athlete Recruitment, Athlete Transition, and is the Co-Director of the Youth Activation Committee.

# Area Management Teams

**Not sure who your Area Director is?** Refer to the chart below and contact the Area Director in which your school is located.

<p><b>Area #1</b>  <b>BOOMER SOONER AREA</b>            Area Director: Curtis Boyer            405-366-5932 Work            405-550-6690 Cell            Counties: Grady, Cleveland, McClain, Pottawatomie, Seminole</p>	<p><b>Area #6</b>  <b>CHEROKEE STRIP AREA</b>            Area Director: Jacie Tolbert            jtolbert@ppv.k12.ok.us            Counties: Grant, Kay, Garfield</p>	<p><b>Area #11</b>  <b>ROUTE 66 AREA</b>            Area Director: Caleb Shoaf            405-627-6917            Counties: Roger Mills, Custer, Blaine, Kingfisher, Canadian, Caddo, Washita, Beckham</p>
<p><b>Area #2</b>  <b>FUN COUNTRY AREA</b>            Area Director Lori Spann            580-235-9490            Counties: Carter, Garvin, Murray, Pontotoc, Coal, Atoka, Johnson</p>	<p><b>Area #7</b>  <b>GREEN COUNTRY AREA</b>            Area Director Craig Jones            918-863-6320            Counties: Creek, Tulsa</p>	<p><b>Area #12</b>  <b>GRAND AREA</b>            Area Director Paula K. Butcher            918-244-0199            Counties: Washington, Nowata, Craig, Ottawa, Rogers, Mayes, Delaware</p>
<p><b>Area #3</b>  <b>CHEROKEE COUNTRY AREA</b>            Area Director Kent Davis            918-453-7598            Counties: Okfuskee, Okmulgee, Muskogee, Wagoner, Cherokee, Adair, Sequoyah, Haskell, McIntosh</p>	<p><b>Area #8</b>  <b>CAPITOL AREA</b>            Area Director Gary Henderson            405-842-3373 Work            405-722-6003 Home            Counties: Oklahoma</p>	<p><b>Area #13</b>  <b>RED RIVER AREA</b>            Area Director Steven Remshardt            580-931-7265            Counties: Love, Marshall, Bryant, Choctaw, Pushmataha</p>
<p><b>Area #4</b>  <b>GREAT PLAINS AREA</b>            Area Director Donna Sparks            580-355-2214 Work            580-355-9651 Home            Counties: Harmon, Greer, Kiowa, Comanche, Stephens, Jefferson, Cotton, Tilman, Jackson</p>	<p><b>Area #9</b>  <b>LITTLE SAHARA AREA</b>            Area Director Jennifer Dew-Cockreham            580-256-1369            Counties: Ellis, Harper, Woodward, Woods, Alfalfa, Major</p>	<p><b>Area #14</b>  <b>PANHANDLE AREA</b>            Area Director Carol Batterman            580-651-0234            Counties: Beaver, Cimarron, Texas</p>
<p><b>Area #5</b>  <b>COWBOY COUNTRY AREA</b>            Area Director June Fitch            405-880-5368            Counties: Lincoln, Payne, Logan, Pawnee, Noble, Osage</p>	<p><b>Area #10</b>  <b>KIAMICHI AREA</b>            Area Director Randy Weaver            918-983-0611            Counties: Hughes, Pittsburg, Latimer, LeFlore, McCurtain</p>	

# UNIFIED SPORTS®

LET'S #PLAYUNIFIED!

## Introduction

Special Olympics Unified Sports® is a program that combines Special Olympics Athletes (individuals with intellectual disabilities) and Unified Partners (individuals without intellectual disabilities) on the same sports team. Unified Sports® is an important program because it expands sports opportunities for athletes seeking new challenges and dramatically increases inclusion in the community.

### **Unified Sports® is a unique and important program because it:**

- Integrates athletes with and without intellectual disabilities in a setting where all teammates are challenged to improve their skills.

Provides valuable sports opportunities to individuals with intellectual disabilities who may not be presently involved with Special Olympics, especially those with mild intellectual disabilities and those in communities where there are not enough Special Olympics athletes to create teams.

Prepares athletes for participation in school or community sports.

Increases public awareness of the spirit and skills of individuals with intellectual disabilities.

Models genuine inclusion for the entire school community.

### **Goals of Special Olympics Unified Sports®:**

**Sport skill development** – under the direction of certified coaches, participants will have the opportunity to develop sports skills to prepare themselves for participation in other community sports.

**Competition experience** – athletes benefit from physical and mental challenges participating in a variety of competitions organized by Special Olympics or by community sports organizations.

**Meaningful inclusion** – Unified Sports® rules and guidelines on age and ability help ensure all teammates play important, meaningful and valued roles on the team.

**Friendship and socialization** – this program provides a forum for positive social interactions & long-lasting friendships.

# UNIFIED SPORTS STEPS

## Getting Started Checklist

### 1. **Become a SOOK Certified Coach**

- Choose the Unified Sport that you will implement this year.
- Follow the steps online to become a certified Special Olympics Oklahoma coach:
  - i. <https://www.sook.org/coachs-corner/coachs-training-education/>

### 2. **Recruit Special Olympics Athletes and Unified Partners for Unified Club Team**

- Potential SOOK Athletes are anyone enrolled at your school that have an intellectual disability.
- Unified Partners are any student without an intellectual disability.

### 3. **Submit Teammate Forms**

- Special Olympics Oklahoma Athletes must fill out the **Athlete Medical Form** and **Athlete Registration Release**.
- Special Olympics Oklahoma Unified Partners must fill out the **Unified Partner Registration Release form** and **become a Class A Volunteer**.

### 4. **Create Team Schedule**

- Register for Area and State level Competitions for each sport.
- Schedule practice locations and dates with school facilities and team members.

# INCLUSIVE YOUTH LEADERSHIP

ALL STUDENTS ARE LEADERS



# INCLUSIVE YOUTH LEADERSHIP

## Introduction

Inclusive youth leadership offers opportunities for young people of all abilities to be leaders in their schools and communities by promoting equality and acceptance. These leadership activities help students with and without intellectual disabilities find their voices by teaching them to become change agents striving for respect and inclusion. Through collaborative efforts that are inclusive of diverse students within the school, these leadership opportunities foster social inclusion by designing and implementing activities within classrooms, school-wide, extracurricular, and community contexts.

### **Inclusive Youth leadership is a unique and important component because it:**

- Recognizes the leadership assets and value that all students possess and can use to contribute meaningfully to the school community.
- Brings together students with and without intellectual disabilities as leaders in their school, creating a socially inclusive environment in which lasting friendships can form.
- Helps fundraise for your Unified Sports team and raises awareness with your whole school
- Provides students with and without intellectual disabilities the knowledge, skills and dispositions to take on leadership roles in their school.
- Offers opportunities for all students to become leaders, developing an understanding that all students can lead and expanding student investment in creating a socially inclusive school.
- Encourages co-leadership opportunities that promote a deeper understanding of the strengths, gifts and skills of all students.



# UNIFIED CLUB 101

## Steps to Starting a Sustainable Unified Club

### What is a Unified Club?

A Unified Club is a club for students with and without intellectual disabilities that comes together for sports, games, community service, school events, and most of all, to have fun!

### School Clubs/ Organizations

The success of Inclusive Youth leadership depends on the participation of a diverse group of youth leaders with and without intellectual disabilities on your campus! SOOK encourages Unified Clubs to pursue partnerships with clubs that promote leadership and are working towards acceptance, understanding, and an overall more inclusive and diverse environment for all students. Try reaching out to partner clubs and organizations like Student Council/ Government, Best Buddies, National Honor Society, (or other service-orientated clubs), and more!

### Steps to starting and maintaining a Unified Club:

- 1.** Find out what your schools requirements are for starting a club, and make sure you follow their steps.
- 2.** Make sure your UCS school completes the UCS Application.
- 3.** Select 2-3 fundraisers your school can do this year to raise funds for your Unified Club events.
- 4.** MAKE A PLAN TO **HAVE FUN!**

# UNIFIED CLUB 101

## Organizational Structure



Each committee could have one student committee chair and 5-10 committee members. Committees should be made up of individuals with and without intellectual disabilities. The Lead Chairperson(s) of each committee will be considered members of the Executive Committee that organizes and leads club projects and meetings, manages all communication for that committee.

### **Communications Committee** —focuses on communication and public relations

- Manage all communication within Unified Club and Unified Sports® Team
  - Send out information via email (i.e. newsletters, reminders, updates, meeting minutes)
- Develop and implement public relations strategies within school and local community
  - Promotes Unified Champion Schools® on campus through marketing campaigns and recruitment. Fosters relationships with local businesses, community leaders, and media outlets to gain support (i.e. partnerships, donations, media coverage)

### **Outreach Committee**—focuses on organizing collaborative efforts and promoting Unified Champion Schools® within school.

- Foster collaboration with other youth-led, youth-focused clubs /organizations on campus
  - Work together to develop and implement action plans that seek to reverse negative stereotypes and promote social inclusion on your campus
    - Ex: Inclusive Student Council (members with and without intellectual disabilities)
- Promote Unified Champion Schools® within feeder junior high and elementary schools through mentorship
  - Assist with the implementation of Unified Champion Schools® on these campuses
    - Ex: Organize “Unified Fan Activation Event” and/or “Young Athletes Day”

### **Programming Committee**—focuses on supporting Unified Sports® program and implementing inclusive youth leadership initiatives;

- Support Unified Sports® program
  - Develop and manage all recruitment and sustainability efforts
  - Organize practice, competition, and events calendar
- Implement Whole School Engagement Activities
  - Respect Campaign, fundraisers, Disability Awareness Week, Pep Rallies, and more! The world is your oyster!

# UNIFIED CLUB 101

## Next Steps for Your Unified Club

### **Hold your first meeting. Have the Executive Committee establish an agenda for the meeting that includes the following:**

- The first meeting should include a 'get to know you' activity to start establishing friendships amongst the Unified Club members.
- Consider having a disability awareness training as part of one of your first few meetings to ensure all participants have a clear understanding of the benefits and challenges associated with various disabilities so students can better support each other.
- Provide a description of the Unified Club and its purpose. This includes the responsibility for leading three unified activities that will impact the whole school and forming a Unified Sports team (if not yet established). Consider the R-Word Campaign, and Minute That Matters. Your club is instrumental in helping fundraise for Unified on your campus!
- Have the Executive Committee and all members introduce themselves and explain their roles. Be sure to include ice breakers and fun activities so all members can begin to get to know one another.
- Collect information on who attends the meetings, including: Name, email, phone number, and social media handles. Maybe even ask what other clubs they may be involved with!
- Establish club routines and protocols for interacting and collaborating.
- Have the dates for all of your activities for at least the next month (if you could do the whole semester, that's even better!)

### **After your introductory meeting, continue with a regular meeting schedule to further education of Unified Club members, while accomplishing goals and planning for activities.**

- Meetings should be led by the Unified Club's Executive Committee but try to find opportunities for all students to take a leadership role within the meetings. In all meetings, consider the following concepts:
- Discuss ideas and strategies with the group. Be certain each individual has the opportunity to share his or her thoughts and feel that they are involved and a contributing member.
- Email involved with the notes of the meeting and action items to be carried out.
- After the first year of the club, encourage them to continue their growth through state-level opportunities like the State Youth Activation Committee!

# YOUTH ACTIVATION COMMITTEE

## Next Steps for Your Unified Club's Student Leaders

A State YAC is a group of youth comprised of members with and without intellectual disabilities from across the state. This group works together throughout the year to educate, motivate, and activate youth to become agents of change in their communities and advocate for the respect, inclusion, and acceptance of all people, regardless of abilities. The State YAC uses a wide variety of tools to communicate effectively, such as e-mail, conference calls, Facebook, state summits, and state rallies. The goal of the State YAC is to reach out to other youth to help carry out social justice for all people.

**Become a Special Olympics Oklahoma YAC Member contact Renee Shoaf at [Renee.shoaf@yukonps.com](mailto:Renee.shoaf@yukonps.com), or 405.509.3313.**

- YAC Athlete Requirements:
  - Athlete is between the ages of 12 – 20, Athlete has current physical / release form, Athlete participates in at least 2 sports (traditional &/or Unified), Athlete is able to express opinions & ideas about SO verbally and in writing (desired, not required), Athlete is able to manage own personal needs if an overnight stay is required, Athlete can commit to being involved with SOOK YAC for two years.
- YAC Unified Partner Requirements:
  - Unified Partner is between the ages of 12 – 20, Unified Partner has / submits current volunteer application & completes Protective Behaviors Training, Unified Partner has been involved with SO at least 1 year (volunteer / Unified sport partner / Partners Club member), Unified Partner is able to express opinions & ideas about SO verbally and in writing, Unified Partner can commit to being involved with SOOK YAC for two years.
- YAC Next Requirements:
  - Unified Partner OR Athlete have graduated from high school and want to continue their involvement with Special Olympics Oklahoma. This program requires the individual to help initiative and be involved in their college's SO club and join their local Area Management team. This program allows students to be a part for 4 years (while in college), or until they are 24.

# UNIFIED CLUBS ON CAMPUS

## WHEN

**Insert date here**

## WHERE

**Insert location here**

## WHAT OPPORTUNITIES ARE AHEAD?

*(List planned or potential yearly activities here)*

- ***Unified Club Fundraisers***
- 
- 

## WHO

**Insert student contact info here**

**Insert teacher contact info here**

## INSERT SOCIAL MEDIA LINKS HERE

## WHAT IS A UNIFIED CLUB?

A Unified Club® is a school-based club for students with and without disabilities. Members of the club participate in social, recreational and sports activities together. This club is sponsored by Special Olympics Oklahoma

## WHAT ARE UNIFIED SPORTS?

Unified Sports® is an initiative that combines approximately equal numbers of Special Olympics athletes and athletes without intellectual disabilities (partners) on sports teams for training and competition.

## HOW CAN YOU JOIN THE FUN?

Attend this meeting to find out more about some of the awesome things we'll be doing on our campus this year to promote inclusion!

## **SAMPLE MEMO TO SCHOOL ADMINISTRATION**

To: Special Education Directors  
From: Outreach Initiative Manager  
Date: *(enter date here)*  
Re: Special Olympics Oklahoma *Unified Programs*

---

Special Olympics Oklahoma would like to introduce the school based program to your school/ district. Special Olympics Oklahoma provides year-round sports training and competition to youth and adults with intellectual disabilities. In Oklahoma, we are working to partner with schools and school districts across the state to provide these opportunities to students during the school day. Within this partnership, Special Olympics Oklahoma is a resource to students, teachers, districts and families. This inclusive and innovative program is funded by Special Olympics Oklahoma, and sustained through Law Enforcement Torch Run school fundraising efforts.

### **Programs**

**Unified Club®:** The Unified Club® is a unique Special Olympics Oklahoma sponsored, school based program that teams students with and without intellectual disabilities, through sports training and competition. This club offers social and recreational opportunities as well.

**Unified Sports®:** Unified Sports® is an initiative that combines approximately equal numbers of Special Olympics athletes and athletes without intellectual disabilities (partners) on sports teams for training and competition.

**Young Athletes Program®:** The Young Athletes Program® is a developmentally appropriate play program for children with intellectual disabilities ages two through seven. It focuses on skills such as walking, running, balancing, jumping, trapping, catching, throwing, striking, kicking, and advanced and foundational skills.

Please contact me to get your school or district involved. I am happy to answer any questions you may have when making that decision.

Sincerely,

**Malayna Hasmanis**  
Outreach Initiative Manager  
Dir: 918-481-1234 x 222  
Email: [malayna@sook.org](mailto:malayna@sook.org)  
Website: [www.SOOK.org](http://www.SOOK.org)

## ***SAMPLE MEMO TO PARENT***

To: Parents  
From: Outreach Initiative Manager  
Date: *(enter date here)*  
Re: Special Olympics Oklahoma Unified Programs

---

Dear Parent,

The Unified Club® is a Special Olympics Oklahoma school-based program. It teams students with and without intellectual disabilities through sports training, competition, social, academic, and recreational opportunities.

The Unified 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 Unified Club® determines what activities and events they wish to participate in throughout the school year. In addition to social and recreational activities, Unified Sports® will be offered by Special Olympics Oklahoma. Clubs are encouraged to participate in sports opportunities offered by Special Olympics Oklahoma, but are not required to do so. Clubs meet on a regular basis during the school day or before/after school.

Attached you will find the permission slip and forms required for your son/daughter to participate in the Unified Club® and/or Unified Sports® 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.

Sincerely,

*(Insert teacher and student name/title here)*

# WHOLE SCHOOL ENGAGEMENT

UNITY BEYOND THE CLASSROOM





# WHOLE SCHOOL ENGAGEMENT

## Introduction

Students of all abilities have the power to positively impact their school communities by promoting social inclusion. With tools such as Spread the Word Inclusion, Fans in the Stands, and Unified Sports Field Days, youth raise awareness and begin creating an educational environment where respect and acceptance are the norm and all students feel included and engaged. Whole School activities engage students, teachers, staff, community leaders and others to increase their social inclusion knowledge, skills and dispositions and support a socially inclusive school climate. Through whole school engagement, the school becomes a powerful community that represents new ways of thinking and acting. When the school climate conveys and fosters understanding, inclusion, and respect for all, the students internalize those lessons for their lives both within and beyond school.

### **Whole School engagement is a unique and important component because it:**

- Engages the entire staff and student body in building awareness and understanding of the benefit to all when the assets and contributions of each individual are recognized, honored and supported.
- Energizes social inclusion efforts and expands stakeholder involvement beyond a passionate few.
- It is a critical component to creating a socially inclusive school climate.
- Provides an opportunity for the most engaged students at a Unified Champion School to create a ripple effect from their actions and advocacy.

### **Goals of Whole School engagement:**

- Students without disabilities will hold more positive attitudes toward their peers with intellectual disabilities.
- Schools will become communities of acceptance where students with intellectual disabilities feel welcome and are routinely included in, and feel a part of, all school activities, opportunities and functions.

# RESPECT CAMPAIGN

## Spread the Word: Inclusion



Spread the Word Inclusion is an ongoing effort created by youth and is intended to engage schools, organizations and communities to rally and pledge their support and to promote inclusion and acceptance for people with intellectual and developmental disabilities.

### Steps to take:

#### 2 Months Prior

- Set a meeting with your Principal or administrator to obtain permission to hold the event.
- Set a date on your school calendar for the event. Spread the Word Inclusion is usually held on the first Wednesday of March but can be implemented whenever it works best for your school!
- Check out <https://www.spreadtheword.global> for ideas on activities to hold for your event
- Order Spread the Word Inclusion materials at <https://stwstore.global>.

#### 1 Month Prior

- Share the details of your Spread the Word Inclusion event on SOOK Social Media accounts so Special Olympics Oklahoma can know about the great things happening at your campus!
- Begin to promote event around the school (include it in the daily announcements, newspaper, social media sites and posters).

#### 1 Week Prior

- Continue to advertise throughout the school (reminders on the announcements).
- Gather a bunch of sharpies and permanent pens to sign your school's banner!
- Find out where you can display the banner after it has been signed (maybe by the front desk or gym!)

#### Day Prior

- Set up materials & prepare table
- Play some music and find cool ways to engage students into your campaign

**Immediately after your Respect Campaign is completed, please communicate the success of your event to the Outreach Initiative Manager with SOOK by emailing [malayna@sook.org](mailto:malayna@sook.org) !**

# SUSTAINABILITY

MAINTAINING UNIFIED EVERY YEAR THROUGH FUNDS  
AND LEADERSHIP TEAMS



# FUNDING 101

## What does this mean for our Unified Champion School®?

Special Olympics Oklahoma does not charge athletes and Unified Partners to participate in Unified programs so it is important that each year, your school promote a culture of inclusion but also sustainability! Each year, plan to add another element of fundraising to your program to help support Unified Sports, Inclusive Youth Leadership, and Whole School Engagement!

## What funding opportunities do you have at your school?

### Unified Fundraisers Examples:

- **Unified Dance Marathon** - The Unified Dance Marathon is a totally fun way to raise funds for the Unified programs on your campus! You can have your students pledge to dance all day or in hour increments, the more hours they dance, the more dollars are raised! Get excited because 100% of funds raised goes back to your Unified Programs on campus!
- **Snack-Bar** - Have your Unified Club plan to take over the snack bar during a game and receive a percentage of sales from that night! Make signs about where the funds received are going and have some students go around the stands encouraging people to check out the snack bar during halftime! Some clubs can receive 50% of sales in one night!
- **Paint the Principal** - During lunch, have everyone gather in the courtyard as you raise funds for inclusion! Students can donate \$5 to paint a colorful stripe in your principal's hair with temporary hair color spray! Step it up a notch by having the principal stand in front of a large canvas and see how many people will donate \$10 to throw a sponge with (non-permanent) paint at the principal! They will look colorful for inclusion and you will make a unified art piece during the process (if anyone misses that is!)
- **Dodgeball Tournament** - Have your Unified Club host a dodgeball tournament at your school and use the registration fees to fundraise for your team.

# EXAMPLE: MINUTE THAT MATTERS

## FUNDRAISER

### Raising Funds in 60 Seconds

The Minute That Matters is a one-minute fundraiser for the entire school to collect change in each classroom. Best part is, 100% of funds raised goes directly back to your Unified Club. Plus, the school that raises the most money will get a **pizza party!**

#### Steps:

##### 2 Months Prior

- Talk with your administrators and School Resource Officer (SRO) at your school and get them on board.
- Reach out to any student groups/clubs on campus that's willing to help!
- Go challenge an administrator or a figure head on campus to do something wacky, creative or fun if the school raises a certain amount!
- Promote the fundraiser to your entire school so everyone knows about the challenge.
- Contact Bonnie Duffield at [Bonnie@sook.org](mailto:Bonnie@sook.org) to help coordinate LETR officers for the event.

##### 1 Month Prior

- Once it's approved by administration, promote this event through social media, put up posters, make announcements over school intercom and remind students to bring in their loose change all the way up until the Minute That Matters.

##### 1 Week Prior

- To collect the money, put containers in each teacher's mailbox with a note explaining the Minute That Matters and give time in which the fundraiser will be taking place.
- Confirm with your school what happens once funds are collected. LETR Officers will assist Unified Club members throughout the event.

##### Day of event

- Execute Minute That Matters by announcing it to the school and count down from 60 seconds over school intercom. While this is happening, the envelopes will be traveling around the classroom collecting the money!
- Collect the money from the classrooms with students from the teachers. After the challenge, the LETR Officers will facilitate depositing the change and will be responsible for getting the funds back to the Unified Club.

**Immediately after the fundraiser is completed, please communicate the total amount raised to your SOOK VP of Development, Derek Cain ([Derek@sook.org](mailto:Derek@sook.org)) 918-481-1234.**

# CHILLY CHAMPIONS



## UCS Chilly Champions and Polar Plunge

The Chilly Champion Polar Plunge is an event designed specifically for students, staff and families of schools to participate in the Polar Plunge. While receiving a fun and educational experience about Special Olympics Oklahoma (SOOK), the Chilly Champion Polar Plunge aims to teach youth from a young age about inclusion. Plunge participants take a quick dip in ice cold water to raise funds for Special Olympics Oklahoma.

### What is the Polar Plunge?

The Polar Plunge is a unique opportunity for individuals, organizations, and businesses to support local Special Olympics athletes by jumping or running into icy cold waters. Schools are encouraged to raise awareness and support for Special Olympics athletes by forming a school team and showing their school spirit at the event. Students, teachers, administrators or family members - anyone with a little courage, a warm heart and a desire to support a worthy cause is welcome to join your team! Each individual is asked to raise a minimum of \$75 to participate as a Polar Bear or Chicken (you can stay on dry land while watching your friends plunge!). Each participant who reaches the minimum donation receives official Polar Plunge long-sleeve tee.

### How does my UCS school benefit?

Students are able to interact with faculty and the community in a positive event while receiving community service hours. Fifty percent of the funds raised by your team can go directly to your School's Unified Club.

### How does my UCS School register our Chilly Champion team?

To register a UCS Chilly Champion team go to <https://www.mysook.org/chillychampions>.

- Note that your team **MUST** register under <https://www.mysook.org/chillychampions> in order to receive 50% from your fundraising efforts.

### Chilly Champions Resources

- SOOK Polar Plunge toolkits <https://www.sook.org/polarplunge/>
- SOOK LETR Resources <https://www.sook.org/support/letr/>

If you have any questions or need assistance, contact SO Oklahoma's VP of Development, Derek Cain ([derek@sook.org](mailto:derek@sook.org)).

# LEADERSHIP TEAMS

## What is a Leadership Team?

This is different from Inclusive Youth Leadership / Unified Club. This team is built of administration, teachers, counselors, coaches, parents, and/or students with and without intellectual disabilities. The team is to ensure sustainability over transition and upcoming years when there are transitions in advisors over the UCS program at a school.

## What is the benefit of a Leadership Team?

The benefit to a Leadership Team, besides sustainability in a transition, is the communication and ideas that come from the team of students with and without intellectual disabilities, teachers, counselors, coaches, and administrators that are a part of the team. This is a team of individuals that are the sounding board for new events and able to reach out to the community for support and assistance. They are your ADVOCATES when you are not in the room and able to help push the program to new levels that you would not be able to on your own.

## Example of Leadership Team:

**Two students from each grade level w/o intellectual disabilities**

**Two students from each grade level with intellectual disabilities**

**Two teachers who are NOT the Primary UCS Advisor**

**One Primary UCS Advisor**

**One administrator from the school**

**One counselor in the school**

**One physical education coach who can help with Unified PE activities**

# RESOURCES

WE GET BY WITH A LITTLE HELP FROM OUR FRIENDS





# UCS RESOURCES

## Special Olympics UCS School Resource Homepage

[https://resources.specialolympics.org/unified-champion-schools-resources/?\\_ga=2.60591021.1664813763.1526056170-296861445.1501513803](https://resources.specialolympics.org/unified-champion-schools-resources/?_ga=2.60591021.1664813763.1526056170-296861445.1501513803)

## SOOKlahoma Unified Champion School Advisor Facebook Group

<https://www.facebook.com/groups/475614643859717/>

## Respect Campaign Toolkit

*All the resources and activation ideas necessary to have a successful Spread the Word: Inclusion campaign at your school!*

[http://media.specialolympics.org/soi/files/resources/Project\\_Unify/PUSchoolKit/R-WordToolkit.pdf](http://media.specialolympics.org/soi/files/resources/Project_Unify/PUSchoolKit/R-WordToolkit.pdf)

## School Enrichment Videos

*Short videos created to empower students to be agents of change and support the Special Olympics movement:*

<http://www.specialolympics.org/schoolenrichment/>

## Special Olympics Oklahoma UCS Homepage

<https://www.sook.org/what-we-do/unified-champion-schools/>

## Special Olympics Oklahoma Staff

*Get to know who we are!*

<https://www.sook.org/about-us/>

## Special Olympics Oklahoma Calendar

*Looking for more information, resources, or downloadable logos? Try searching here!*

<https://www.sook.org/resources/calendar/>

## Special Olympics Oklahoma Social Media Handles



[Facebook](#) (@SpecialOlympicsOklahoma)



[Instagram](#) (@SOOklahoma)



[Twitter](#) (@SOOklahoma)



[YouTube](#) (SpecialOlympicsOK)



[TikTok](#) (@SOOklahoma)

**Special  
Olympics**  
Oklahoma



Special Olympics  
**Unified Champion  
Schools**

