



# Special Olympics **Health Promotion**

---

Clinical Director Manual  
Chapter Two:  
Health Promotion Logistics



## **Table of Contents**

### **CHAPTER TWO: HEALTH PROMOTION LOGISTICS**

Check-list for Health Promotion Clinical Directors	5
Health Promotion Equipment and Supplies List:	7
Volunteer Recruitment, Training, Oversight and Recognition	13
Appendix:	14
Clinical Director Thank You Letter and Evaluation Tool	15
Clinical Director Invitation Template - Health Promotion Program	17
Clinical Director Invitation Template - Healthy Athletes Program	18
Grant Opportunities for Health Promotion 2015	19
Sub Award Evaluation Form	20



### The Healthy Athlete Clinical Director Role: Health Promotion

Special Olympics is a global movement of people creating a new world of inclusion and community, where every single person is accepted and welcomed, regardless of ability or disability. We are helping to make the world a better, healthier and more joyful place -- one athlete, one volunteer, one family member at a time.

The Healthy Athletes program is dedicated to providing health services and education to Special Olympics athletes, and changing the way health systems interact with people with intellectual disabilities. Through free health screenings, training for healthcare professionals, and evaluation of the health status of people with intellectual disability, Healthy Athletes has become a powerful public health organization worldwide.

Clinical Directors are an important part of the Healthy Athletes Health Promotion team. Clinical Directors are responsible for working with their local Special Olympics Program and other volunteer health professionals in coordinating a Health Promotion event in their region.

#### **The role of a Health Promotion Clinical Director includes, but is not limited to:**

##### **1. *Determining event opportunities***

Identifying and scheduling the best opportunity to provide Health Promotion screenings is a joint effort between the Clinical Director and their local Special Olympics Program. Clinical Directors will also determine which areas of Health Promotion (nutrition, hydration, bone health, sun safety, tobacco avoidance, physical activity) to offer and how, based on the local needs and resources available.

##### **2. *Recruiting and Training Volunteer Health Professionals***

Clinical Directors are the best people to identify and train health volunteers to work in the specific areas that will be offered in the Health Promotion venue, because they know their community and its local health care professionals. Potential volunteers may come from:

- Private Practitioners
- Universities/Colleges/Schools
- Health and Professional Associations
- Medical Facilities
- Government Medical Facilities (Military/VA/State/National/Local) and
- State or Local Public Health Agencies

### **3. Capacity Grant Application**

Clinical Directors will work with their local Program to assure that supplies and equipment needed to deliver the core components of HP are included in the Healthy Athletes' Capacity Grant application. These grants assist Programs in purchasing interactive educational materials, athlete giveaways and incentives, volunteer recognition, signage and other supplies/equipment needed to conduct an impactful Health Promotion program.

### **4. Obtaining Equipment, Supplies and Athlete Giveaways**

Needed supplies, equipment and athlete giveaways may be available to Clinical Directors through donations or loans obtained by networking with local sponsors and health services. Special Olympics headquarters also receives donations of goods and equipment that can be made available for events, if local sources are not available.

### **5. Setting Up and Supervising the Healthy Athletes Venue**

On the day of the event, the Clinical Director is responsible for supervising the set up and delivery of screening and interactive education services by trained volunteers.

### **6. Collecting and Reporting Data**

Clinical Directors use Healthy Athletes Software (HAS) to document screening data collected during the event. Data is used to determine need for health care provider referrals, and to assess the health status and needs of individual Special Olympics athletes. This data provides Healthy Athletes Programs worldwide with factual information to increase awareness and provide more services.

### **7. Program Evaluation**

Evaluation gives Clinical Directors the opportunity to continuously improve and adapt their programs to the needs of the athletes.

#### **Health Promotion Clinical Director Background and Requirements:**

- Certificate and current licensure as a health professional e.g., RD, CHES, RN, MD, DO, PA, NP and more;
- A minimum three-year commitment to ensure quality and continuity of the Health Promotion program;
- Attendance at a SOI sponsored Train-the-Trainer session where information and training about Special Olympics, Healthy Athletes, Health Promotion specific management and clinical requirements are provided. During training Clinical Directors participate in a Health Promotion screening event. Expenses are covered by Special Olympics International.

NOTE: Local Special Olympics Program staff recruits potential clinical directors and submit the potential clinical directors' names and resumes to the Special Olympics International and Health Promotion Global Clinical Advisors for approval.

## Check-list for Health Promotion Clinical Directors

The information below is a general summary. Please be sure to read through your local programs' and the Special Olympics International Healthy Athletes' (SOI HA) web site for background information, lesson plans and materials, order forms, etc.

[www.specialolympics.org/healthy\\_athletes\\_resources.aspx](http://www.specialolympics.org/healthy_athletes_resources.aspx)

### **Your State or Country's Program:**

- Meet with your local Healthy Athlete (HA) Coordinator to get acquainted, learn about your program and to discuss what your role will be in preparing for Health Promotion (HP) events.
- What is the upcoming HA event schedule?
- Will your Special Olympics (SO) Program apply for a capacity grant? And if so, who do you discuss requests and ideas with?
- Do you have a working budget and if so, how do you make purchases and/or request reimbursement?

### **Policies:** What are your Program's written or un-written policies on the following?

- Food and beverages offered at events? Do volunteers receive lunch or snacks at screening events?
- Tobacco use at events?
- Referrals for screening results for "out of normal range" results; high or low BMI, BMD, BP?
- Policies about screening coaches, other family members, volunteers, staff, & Unified Partners?

### **Before your first HP event:**

1. What is the planned screening schedule, e.g. days, hours, location, number of athletes expected?
2. Clarify space dimensions and sketch layout of HP venue.
3. If you will give incentives/gifts to athletes? Confirm donations/purchase plan.
4. Working with your HA coordinator, finalize plans to sharing screening results with athletes' parent, coach or guardian.
5. Assemble a "tool box" with office supplies like. scissors, tape, markers, pens, clipboards, name tags, push pins, string, staplers, staples, paper towels, Kleenex, "wall putty" to hang posters if push pins, address labels, duct tape, hammer, pliers, batteries, etc. Will you need a first aid kit in the HP area?
6. Plan to participate in scheduled conference calls while planning the event. When will they be? How do you call in? What's your role in setting the agenda?
7. Arrange to take photographs of event activities and plan to capture human interest stories about the impact of your programs have on the health and quality of life of the athletes.
8. Each Program is encouraged to offer all of the following areas in HP (*station overviews and detailed lesson plans available in Chapters 3, 5 & 6*). However, if are limited due to space/time/resources, which topics will you offer?
  - a. BMI, BP, BMD screening
  - b. Health Habits Survey
  - c. Nutrition Education
  - d. Tobacco Avoidance
  - e. Physical Activity
  - f. Sun Safety
  - g. Hand Washing with Soap
  - h. Hydration
  - i. Milk Moustache Photos
  - j. Other?
9. How will coaches and parents learn about the screening opportunities and how can you work to ensure athletes participate in Health Promotion?
10. Confirm process for Healthy Athletes Software (HAS) data entry. Who does it? When? How can you access the HAS summary data when it is sent to the HA Coordinator?

### **Health Promotion Equipment and Supplies:**

- Based on the HP topic areas you offer, how many tables, chairs, electrical outlets and table skirts and supplies and what specific equipment will you need? (See [Core Components of Health Promotion and Equipment and Supplies List](#))
- What inventory of HP supplies, materials, and equipment does your local Special Olympics program already have? What do you need to purchase or borrow from SOI?
- Where are supplies stored? And how do you access these items for an event? Programs often store the HP inventory in clear plastic tubs with lids and labels, and a dated inventory list.
- For BMD screening, if you don't own your own Sahara equipment, [submit request](#) according to process (in [Chapter 3](#)), or contact Peyton Purcell ([ppurcell@specialolympics.org](mailto:ppurcell@specialolympics.org)).

### **Donations:**

- What donations will you try to obtain, for example- water, fresh fruit, string cheese, light yogurt, bagged nuts, low sugar granola bars, sun screen, photo printing supplies and equipment for Milk Moustache Photo Booth, etc.?
- Will you be involved in soliciting donations to support HP activities? If yes, how so?
- How does your program recognize sponsors and/or donors and volunteers during and after the event? Are thank you notes sent? If yes, by whom?
- How does your program collect information on the value of donations?

### **Volunteers:**






- Determine your volunteer needs and recruit based on hours of screening, topic areas offered and professional expertise needed.
- Where have volunteers successfully been recruited from for past HA events?
- Who recruits volunteers and how and what is the volunteer credentialing process. How is this process shared with volunteer?
- Create volunteer spread sheet with contact information: name, phone, email address, days and hours available, mailing address, credentials e.g. nurse, dietitian/nutritionist, physician, health educator. Is the volunteer a student, parent, health educator, photographer, fitness expert, etc.?
- Plan and deliver volunteer training prior to the event.
- Get volunteer "group" photos at the event, if possible. Consider taking photographs of each volunteer to jog your memory afterwards.
- How does your program recognize volunteers after an event? Are thank you notes sent? If yes, by whom?








### **After your HP event:**

- During the event spot check completion of HAS forms, so recording errors or misunderstandings can be identified and corrected as early as possible. At Check Out, have trained volunteers review HAS forms for consistency and to ensure that they are collected.
- With volunteer help, systematically clean up, storing inventory in clearly marked tubs. Inventory contents of each tub, and make a list of items needing to be replaced for next event. What did you run out of? What did you need that you didn't have?
- Return borrowed Sahara equipment according to [instructions](#).
- Make notes of what went well, what you want to change when planning your next event, and request feedback from Healthy Athletes coordinator.
- Share photos and human interest stories about your athletes (including names and contact information) to the following:
  - Peyton Purcell – [ppurcell@specialolympics.org](mailto:ppurcell@specialolympics.org)

## Health Promotion Equipment and Supplies List:






Use this list to calculate your supplies cost for your discipline. Unused, non-disposable items should be collected at the end of the event and stored under lock and key to support future events. When filling this information out for future events, conduct an inventory to determine what items you will not need and complete this supplies needed form as appropriate. Contact Health Promotion Program Manager, Peyton Purcell ([ppurcell@specialolympics.org](mailto:ppurcell@specialolympics.org))







Health Promotion					
Standard Supply Item	Refer to HP CD Manual for ordering and additional suggestions	Comment/Amount Recommendations	Quantity Advised Per Training Manual	Vendor website	Estimated Cost
<b>Banners - Health Promotion</b>		If this is a first-time Health Promotion event, SOI will provide 2 HP banners per program for US/Canada programs. Order from SOI.	2	For First time US-Canada Programs: SOI Warehouse- HP Program Manager, Peyton Purcell ( <a href="mailto:ppurcell@specialolympics.org">ppurcell@specialolympics.org</a> )  International Programs (or programs who need replacement banners) can access the files at: <a href="http://resources.specialolympics.org/Topics/Healthy_Athletes/Healthy_Athletes_Brand_Graphics.aspx#HlthPro">http://resources.specialolympics.org/Topics/Healthy_Athletes/Healthy_Athletes_Brand_Graphics.aspx#HlthPro</a>  Banners for individual stations are also available on the SOI website	no charge (first time US events)  Printing costs for international or replacement banners can be included in Capacity Grant
<b>Choose-to-Change Cards</b>		Must print needed quantity directly from HP forms and materials website at	based on stations offered, and number of athletes expected	<a href="http://resources.specialolympics.org/Topics/Healthy_Athletes/Disciplines/Health_Promotion.aspx">http://resources.specialolympics.org/Topics/Healthy_Athletes/Disciplines/Health_Promotion.aspx</a>	print in color locally on cardstock *printing backside is optional
<b>Athlete Health Report (screening results)</b>		Must print needed quantity directly from HP forms and materials website at Special Olympics.	100% anticipated athlete attendance	SOI Health Promotion Resources website	print in color, locally on paper
<b>Plastic baskets</b>		Use to consolidate forms, giveaways and other materials. Helps keep HP venue tidy and organized.	2 per station	Dollar store	\$1 each
<b>Colorful table cloths</b>		Fabric or plastic table cloths to brighten look of venue, design can be station specific, solid colors nice if table filled with "busy" items	per station	local	varies

Standard Supply Item	Refer to HP CD Manual for ordering and additional suggestions	Comment/Amount Recommendations	Quantity Advised Per Training Manual	Vendor website	Estimated Cost
<b>Fruit and Vegetable Balloons</b> (or something to attract attention)		Use to promote healthy fruits and vegetables, a great way to attract attention to the HP venue. These can be used several times to conserve on cost. Need a "party" size tank of helium (available from Party Store or Wal-Mart). A hand pump will work in a pinch.	mixed set of fruits and vegetables	<a href="http://nutritioneducationstore.com">nutritioneducationstore.com</a>	Package of 6 assorted fruits and vegetables \$36 plus shipping
<b>Posters/displays</b>		Nutrition education, Food pyramid, health promotion posters and materials, include hand washing, food safety, smoking cessation	depends on number of stations	check USDA-my plate, CDC- nutrition and physical activity web sites	many free downloads
<b>Inflatable cows</b> (or something to attract attention)		Use to promote dairy products and to attract attention to the HP venue. These are reusable and can be inflated with a hand pump. 23" tall.	1	<a href="http://www.wisconsinfriedcheesecurds.com/Pages/merchandise.aspx">http://www.wisconsinfriedcheesecurds.com/Pages/merchandise.aspx</a>	\$20.00
<b>Food Models</b>		Use for interactive nutrition education. Use fake food, fresh food or food pictures as a substitute. Review the Enasco or HealthEdco catalogs and websites for options.	Include items from all food groups: dairy, grains, f & v, meats, legumes, etc	<a href="http://www.enasco.com/product/WA29168HR">http://www.enasco.com/product/WA29168HR</a>	\$295 (includes 42 food items)
<b>Prize Wheel Game</b>		Use for interactive education in several areas, handwashing, physical activity, nutrition	1 or more	<a href="http://prizewheel.com/">http://prizewheel.com/</a>	\$290 for 12" tabletop model
<b>Foam Skeleton Floor Puzzle</b>		Interactive teaching tool to engage athletes in thinking about their own skeleton and how to keep their bones healthy.	1	<a href="http://www.healthedco.com/index.php/skeleton-floor-puzzle.html">http://www.healthedco.com/index.php/skeleton-floor-puzzle.html</a>	\$29
<b>Loss of a Bone Easel</b>		HEALTH EDCO W43124 Loss of Bone Easel Display, 9" Length x 12" Height	1	<a href="http://www.healthedco.com/index.php/loss-of-a-bone-easel-display.html">http://www.healthedco.com/index.php/loss-of-a-bone-easel-display.html</a>	\$117



Standard Supply Item	Refer to HP CD Manual for ordering and additional suggestions	Comment/Amount Recommendations	Quantity Advised Per Training Manual	Vendor website	Estimated Cost
Glo Germ Kit		Glo Box Kit with Glo Germ Gel, Powder, 21 LED UV Flashlight & Folding Box	1	<a href="http://www.onlinesciencemall.com/">www.onlinesciencemall.com/</a>	\$104 + shipping
Cambro Handwashing Station		4.75 Gallon Container Insulated Beverage Dispenser plus Cambro HWAPR Black Hand Washing Station	1	<a href="http://www.webstaurantstore.com/cambro-hwapr-black-hand-washing-station/214HWAPRBK.html?utm_source=Google&amp;utm_medium=cpc&amp;utm_campaign=GoogleShopping&amp;gclid=CMKYi9vqg8QCFZGIaQod8pAA2Q">http://www.webstaurantstore.com/cambro-hwapr-black-hand-washing-station/214HWAPRBK.html?utm_source=Google&amp;utm_medium=cpc&amp;utm_campaign=GoogleShopping&amp;gclid=CMKYi9vqg8QCFZGIaQod8pAA2Q</a>	\$110+\$130+ shipping
Water (Bottled)		Important teaching tool for hydration, physical activity and/or sun safety stations	50% of anticipated athlete attendance	local	donation
Fresh Fruit and Vegetables		Represent local food preferences, small colorful, not requiring preparation	50% of anticipated athlete attendance	local grocer	variety
Dairy products		Have a bin of ice for yogurt, plus plastic spoons.	50% of anticipated athlete attendance	local grocer	variety sugar free, low-fat or fat-free options
Bean Bag Toss Sun Safety		Order from Baggo, ask for the Special Olympics Sun Safety Game.	1	<a href="http://www.baggo.com/">http://www.baggo.com/</a>	\$50 for ½Baggo game \$89.95 for full game (2 game boards). Reference HP when ordering.

Standard Supply Item	Refer to HP CD Manual for ordering and additional suggestions	Comment/Amount Recommendations	Quantity Advised Per Training Manual	Vendor website	Estimated Cost
Lip Balm		Contact Peyton Purcell before ordering, as SOI may be able to supply for US programs.	depends on number of athletes	<a href="mailto:ppurcell@specialolympics.org">ppurcell@specialolympics.org</a> (for US programs) or order online.	varies
Solar Bracelets		Contact Peyton Purcell ( <a href="mailto:ppurcell@specialolympics.org">ppurcell@specialolympics.org</a> ) before ordering, as SOI may be able to supply to US programs or purchase from SolarActive. Order form on Special Olympics website.	50% of anticipated athlete attendance	Contact <a href="mailto:ppurcell@specialolympics.org">ppurcell@specialolympics.org</a> (for US programs) or order online: <a href="http://www.solaractiveintl.com/uv-Awareness-Bracelets-ezp-62.html">http://www.solaractiveintl.com/uv-Awareness-Bracelets-ezp-62.html</a>	\$2-\$2.50 each, depending on quantity. SolarActive provides a 10% price discount on total ordered.
Education Boards		Displays2go Tri Fold 3-Panel Display Board, 72 x 36 Inches with Black Velcro-Receptive Fabric and Write-On Whiteboard (3PV7236BLK)	as needed	Check Amazon and office supply sites	varies
Got Milk? / Milk Life photo backdrop banners and posters		Dairy Council has provided a limited number of banners and posters which can be obtained from SOI by US programs.		<a href="mailto:ppurcell@specialolympics.org">ppurcell@specialolympics.org</a> (for US programs)	No cost if ordered through your local Dairy Council
Digital scale		Recommend: Doran 6100DS digital--approximately US\$425 or Seca 869, approximately US\$425. Select scale that weighs up to a minimum of 400lbs. Ask for Special Olympics discount	1 or more	<a href="http://perspectiveent.com/">perspectiveent.com/</a>	\$425 USD

Standard Supply Item	Refer to HP CD Manual for ordering and additional suggestions	Comment/Amount Recommendations	Quantity Advised Per Training Manual	Vendor website	Estimated Cost
Stadiometer		Stadiometer: Portable adult/infant measuring unit; approximately \$400 USD. Ask for Special Olympics discount	1 or more	<a href="http://perspectiveent.com/">perspectiveent.com/</a>	\$400.00 US
Body Mass Index Wheels adult		Use to determine athlete BMI for athletes 20 years of age and older	1 for each scale/stadiometer set and for each trainee	For US-Canada Programs: contact HP Program Manager, Peyton Purcell ( <a href="mailto:ppurcell@specialolympics.org">ppurcell@specialolympics.org</a> ) For International Programs: order online or use a web tool or app: <a href="https://itunes.apple.com/us/app/nhlbi-bmi-calculator/id446441346?mt=8">https://itunes.apple.com/us/app/nhlbi-bmi-calculator/id446441346?mt=8</a>	varies
Body Mass Index Wheels pediatric		Use EZ Plot Pediatric BMI Wheel to determine BMI for athletes up to age 20.	1 for each scale/stadiometer set and for each trainee	<a href="https://www.macgill.com/ProductDetail/49210_Macgill-Ez-Plot-Pediatric-Bmi-Wheel-No-Chart-Needed-">https://www.macgill.com/ProductDetail/49210_Macgill-Ez-Plot-Pediatric-Bmi-Wheel-No-Chart-Needed-</a> or use a app: <a href="https://itunes.apple.com/us/app/pediatric-bp-calculator/id817332767?mt=8">https://itunes.apple.com/us/app/pediatric-bp-calculator/id817332767?mt=8</a>	US\$4.90
Blood pressure cuffs		Adult, extra-large and pediatric cuffs. Omron is one of several good brands.	3 adult; 1 XL and 1 pediatric	varied medical equipment suppliers or see if you can get donated	varies
Bone density machine		Sahara Request Form on SOI web site or contact Peyton at <a href="mailto:ppurcell@specialolympics.org">ppurcell@specialolympics.org</a> US Programs may be able to borrow one from Peyton. International programs may be able to rent from regional Hologic.	1 or more	To request a loan, complete the request form on the SOI website <a href="http://resources.specialolympics.org/Topics/Healthy_Athletes/Disciplines/Health_Promotion.aspx">http://resources.specialolympics.org/Topics/Healthy_Athletes/Disciplines/Health_Promotion.aspx</a>	\$7000 purchase or ~\$150 return shipping if borrowed
Bone density clinic supplies		Order gel, printer ribbon and foot sheets from Hologic, order form in HP CD manual, at SOI web site or at Hologic.com	See below	<a href="http://resources.specialolympics.org/Topics/Healthy_Athletes/Disciplines/Health_Promotion.aspx">http://resources.specialolympics.org/Topics/Healthy_Athletes/Disciplines/Health_Promotion.aspx</a>	estimate .50 per person tested

### Sahara Supplies and Recommended Quantities

Local programs will need purchase disposable supplies to perform bone density tests for athletes. The minimum order for Sahara supplies is \$100. What follows is a list of necessary supplies so plan to order at least 2 weeks in advance of your planned event. A current supply list and ordering information is available from Hologic. Call 1-800-321-4659.

Item	Purpose	Estimated need	Available
Foot sheets	Infection control	1 sheet per athlete	Through Hologic – US\$0.10 each (500 per box)
Coupling gel	Transmits sound waves	1 tube per 50 tests (2 heels)	Through Hologic – US\$6 per tube
Printer tape	Print QC results	1 roll per 100 tests	Through Hologic - US\$4 per roll
Kim wipes	Clean transducers	1 box per machine	Through Hologic - US\$2 per box
Baby Fresh Wipes	Clean outside of machine	1 small box per event	Buy locally
Kleenex	Wipe heels	1 per machine	Buy locally
Surge Protector	Protect in power outage	1	Buy locally

### General Supplies

Item	Purpose	Estimated need	Available
Bags (Trash - large)	Clean-up and for waste at stations	2 dozen (per 500 athletes)	Buy Locally
Clipboards	Used for writing on HAS forms	15	Buy Locally
Non latex gloves	For optional use while doing screening	Sm, Med, Large	Buy Locally
Hand sanitizer	Wet wipes or liquid soap	varies	Buy Locally
Paper clips		2 boxes	Buy Locally
Kleenex		multiple boxes	Buy Locally
Paper Towels		1 per station & back up supply	Buy Locally
Pencils		2 dozen	Buy Locally
Pens		2 dozen	Buy Locally
Post It Notes		varies	Buy Locally
Rubber Bands		varies	Buy Locally
Scissors	Cutting tape and boxes	3	Buy Locally
Staplers & staples		varies	Buy Locally
Table coverings		1 per table	Buy Locally
Tape (duct, black electrician; packing, Scotch)	Hanging signage, packing up supplies, and taping down electrical cord	2 to 3 rolls each	Buy Locally
Clear plastic storage bins, labels & inventory sheets	To store supplies and inventory before next event		Buy Locally

## Volunteer Recruitment, Training, Oversight and Recognition

Volunteers enable Special Olympics to offer Healthy Athletes services across the globe. Special Olympics Healthy Athletes could not have been created, nor would it exist today, without the time, energy, dedication and commitment of volunteers. Healthy Athletes' influence is evident with more than 120,000 healthcare professionals' trained, free health screenings provided to nearly 1.4 million athletes. Healthy Athletes continues to grow each year with help from a global network of volunteers, in-kind donations and other financial support.

The Volunteer Management Series web pages are found at [resources.specialolympics.org/Topics/Volunteers/Volunteer\\_Training.aspx](https://resources.specialolympics.org/Topics/Volunteers/Volunteer_Training.aspx).

Take time to review the Special Olympics Volunteer Training Web pages for World Games if you will help plan national or world games at [media.specialolympics.org/soi/files/resources/World\\_Games/World\\_Games\\_Guide/VOLUNTEERSMgmtWGGuide\\_FINAL.pdf](https://media.specialolympics.org/soi/files/resources/World_Games/World_Games_Guide/VOLUNTEERSMgmtWGGuide_FINAL.pdf). Naturally, volunteer related issues for a smaller local event will be much less complex.

**GENERAL:** The links above include the volunteer handbook, and documents for volunteer orientation, how to design volunteer jobs, train volunteer trainers, and rules and code of conduct captured under the rubric "Protective *Behaviors*".

**RECRUITMENT:** When Special Olympics Program staff or key volunteers are involved in recruitment they are anxious in finding the right person. When the wrong person is recruited, volunteer feels incompetent and/or unfulfilled, leading to performance and retention problems, or the Program does not get the job done. Successful recruitment involves marketing your program's volunteer needs to people who can fill those needs while simultaneously filling their own "day jobs".

- 1. Whose job is it to recruit volunteers for Health Promotion?**
- 2. How will you determine how many volunteers you need for an event?**
- 3. Where will you recruit volunteers from?**
- 4. How will you recruit volunteers?**
- 5. What incentives will you provide for people to volunteer with your program?**
- 6. How will you maintain lists and contact information of volunteers from one year to the next?**

**SCREENING & INTERVIEWING:** Preliminary screening and interviewing those interested in volunteering at the venue is important. You'll need to ensure that the people are right for the positions you seek to fill.

- 1. Ask yourself, why is interviewing volunteers important?**
- 2. Also ask yourself, what you need to include in the interview.**

**TRAINING:** SOI Healthy Athletes uses the "train-the-trainer" model for HP CD training, who in turn follow the model when training volunteers. This enables our HP CDs to show less-experienced individuals how to perform assigned tasks or protocols in consistently, over and over. HP Clinical Directors will have a completed training event led by the course designer or subject-matter expert. Helps to ensure that volunteers receive timely training to complete tasks according to the HP policies and procedures.

1. **How would you set up a volunteer training session? Individual or group?**
2. **Prior to the event or “on the job”?**
3. **What job aids will you use and how will you organize these before your event?**
4. **Knowing this is a “Train the Trainer” experience, how will you deliver training for your volunteers?**

**SUPERVISION:** Supervising Special Olympics volunteers means establishing conditions that encourage and support others to get the jobs done. Unlike the traditional supervisor/worker model, this model encourages volunteers to succeed in their assigned role, to accept constructive criticism when needed and to take responsibility for their actions.

1. **What steps can you take to assure that those who agree to volunteer show up and complete their shift?**
2. **How would you coach volunteers if you see mistakes in how they are handling screening or education?**
3. **Will you rotate volunteers or keep them at the same station for the entire event?**

**RECOGNITION:**

1. **What incentive do people have to volunteer for the Health Promotion venue?**
  - a. **For example, certificates of appreciation? Continuing education credits? T-Shirts? Other gift items? Acknowledgment in local newspaper, company newsletters, professional newsletters?**
2. **How will you increase the likelihood that your volunteers will return to help with future events?**

Volunteers from 170 countries help Special Olympics Healthy Athletes to grow with more and more athletes participating each year. As a HP Clinical Director, you are part of this incredibly important and significant public health initiative.

## **APPENDIX: Health Promotion Logistics**

The next several pages of Chapter 2 provide some background materials and resources/tools that you may deal with while organizing a Health Promotion event. These include:

- An evaluation letter which you will receive after your event
- Two example letters to assist in the recruitment of volunteers
- Information about grant funding for Healthy Athlete events
- Example evaluation report for Special Olympic grants
- Hold Harmless agreement required for all providers to be covered under SOI liability.
  - NOTE: All Special Olympics participants sign a consent form when they join and this form grants consent to participate in Special Olympics Health events. Ask your local Special Olympics Program if you would like to see a copy of that consent form regarding permissions to take pictures/share stories.

## Clinical Director Thank You Letter and Evaluation Tool

Special Olympics

### Health Promotion



INSERT DATE

Dear Clinical Director:

On behalf of the Special Olympics International Healthy Athletes Program, congratulations on your recent Health Promotion event. Would you take a few minutes to let us know how your event went? Your feedback will help with our continued efforts to improve training. We also hope to learn how your health promotion impacts your athletes.

Please check the areas you offered:

- |  |   |
|--|---|
| <input type="checkbox"/> Height And Weight Screening (BMI) | <input type="checkbox"/>                            |
| <input type="checkbox"/> Bone Density Screening (BMD)      | <input type="checkbox"/> Hydration                  |
| <input type="checkbox"/> Blood Pressure Screening (BP)     | <input type="checkbox"/> Tobacco Avoidance          |
| <input type="checkbox"/> Health Habits Interview           | <input type="checkbox"/> Sun Safety                 |
| <input type="checkbox"/> Nutrition Education               | <input type="checkbox"/> Hand Washing               |
| <input type="checkbox"/> Physical Activity                 | <input type="checkbox"/> Milk Moustache Photo Booth |
|  | <input type="checkbox"/> Other _____                |

	Number	Yes	No
Was the Healthy Athletes Program offered with a sports competition event?			
• If yes, approximately how many athletes competed?			
• How many athletes participated in the Health Promotion Venue?			
• How many volunteers helped in Health Promotion?			
Do you have a system in place to share the Health Promotion screening results with the athlete's parents, coach, guardian or health care provider?			
• If yes, please specify with whom? Do you have a written description of the procedures you follow? And can I call to get more information about your referral process?			
Does your Healthy Athlete's Program follow healthy food and beverage guidelines?			
If yes, may we see a copy of your guidelines?			

1. What was the most satisfying, fun or effective part of your event?
2. Did you find any part of Health Promotion particularly challenging? If so, please describe.
3. How would you describe your volunteer recruitment, training, oversight and recognition? Did you have the right volunteers for the jobs you assigned?
4. Do you have any “lessons learned” that you are willing to share with us and other HP Clinical Directors?
5. Would you share any human interest stories that attest to the effectiveness of Health Promotion in enhancing the athletes’ health?
6. Please send or provide the hyperlink to any great photos of your event! Email the completed form to your Healthy Athletes’ Coordinator and to your Health Promotion Train-the-Trainer Clinical Advisor.
7. Did you feel well prepared to oversee your first Health Promotion event?

If you have any suggestions for us to make these events better, or if there is more support that we provide, please don't hesitate to let us know. In behalf of the Special Olympics athletes, thank you

Sincerely,

Mary Pittaway, MA, RD  
Global Clinical Advisor Health Promotion  
[Mpitt59802@aol.com](mailto:Mpitt59802@aol.com)

Alice Lenihan, MPH, RD, LDN  
Global Clinical Advisor Health Promotion  
[lenihanaj@aol.com](mailto:lenihanaj@aol.com)



## **Clinical Director Invitation Template - Health Promotion Program**

Dear INSERT NAME/ORGANIZATION

Special Olympics is the world's largest sports organization for children and adults with intellectual disabilities, providing year-round training and competitions to more than 4.5 million athletes in 170 countries. Special Olympics competitions are held every day, all around the world—including local, national and regional competitions, adding up to more than 90,000 events a year. Special Olympics is the largest global public health organization dedicated to serving people with intellectual disabilities. The Special Olympics Healthy Athletes Program offers health screenings in seven areas: Fit Feet-podiatry, FUNfitness- physical therapy, Health Promotion- better health, nutrition and well-being, Healthy Hearing- audiology, MedFest -sports physical exam, Opening Eyes- vision and Special Smiles- dentistry.

The Health Promotion Program provides athletes with intellectual disabilities the opportunity to take charge of their own health. Health Promotion focuses on such areas as nutrition, bone health, sun safety, tobacco avoidance, hygiene and physical activity. Health Promotion uses interactive educational tools and displays, motivational literature and demonstrations to heighten the awareness of athletes, reinforcing the need to improve and maintain an enhanced level of wellness and self-care. Health Promotion offers blood pressure, height and weight and bone density screenings, to identify health challenges that may need additional education and follow-up.

Special Olympics needs volunteer health care professionals to serve as Clinical Directors for its Healthy Athletes Health Promotion Program. Special Olympics is reaching out to clinical and public health professionals skilled in helping individuals learn and practice healthy behaviors. The specialized backgrounds and expertise you have to offer can ensure that the Health Promotion reach its maximum potential. We need you to use your special skills and abilities to help change the lives of people with intellectual disabilities. As a Health Promotion Clinical Director you will join other health professionals volunteering in the Special Olympics Healthy Athletes Program. Please accept the challenge of empowering our athletes by promoting healthy behaviors and lifestyles. As one Health Promotion volunteer recently said, "The athletes thank me for what I do for them, but it is really the athletes who deserve my thanks for what they do for me." To learn more about Special Olympics Health Promotion, please visit [www.specialolympics.org/healthpromotion](http://www.specialolympics.org/healthpromotion).

Special Olympics is recruiting for Health Promotion Clinical Directors for several state and country programs. Please contact one of the individuals listed below to discuss how you can join our team and make a difference in a Special Olympics athlete's life.

Mary Pittaway, Global Clinical Advisor: [mpitt59802@aol.com](mailto:mpitt59802@aol.com) or 406-544-3969

Alice Lenihan, Global Clinical Advisor: [lenihanaj@aol.com](mailto:lenihanaj@aol.com) or 919-612-1137

Peyton Purcell, Senior Manager, Health Promotion, Special Olympics International:  
[ppurcell@specialolympics.org](mailto:ppurcell@specialolympics.org) or 202-824-0287

## **Clinical Director Invitation Template - Healthy Athletes Program**

Dear INSERT NAME/ORGANIZATION

Special Olympics is the world's largest sports organization for children and adults with intellectual disabilities, providing year-round training and competitions to more than 4.5 million athletes in 170 countries. Special Olympics competitions are held every day, all around the world—including local, national and regional competitions, adding up to more than 90,000 events a year. Special Olympics, as the largest global public health organization dedicated to serving people with intellectual disabilities, needs volunteer health care professionals to serve as Clinical Directors for its Healthy Athletes program. The specialized backgrounds and expertise you offer can ensure that the Healthy Athletes program helps change the lives of people with intellectual disabilities.

Officially launched in 1997, Healthy Athletes organizes its health events in a welcoming, fun environment. Its events educate athletes on healthy lifestyle choices and identify problems that may need additional follow-up. There are seven disciplines in Healthy Athletes. Information and resources are available for each on the Special Olympics website.



**Fit Feet** offers podiatric screenings to evaluate ankles, feet, lower extremity biomechanics, and proper shoe and sock gear to participating athletes.



**FUNFitness** is the physical therapy component of Healthy Athletes. Designed to assess and improve an athlete's flexibility, functional strength, aerobic capacity and balance. These screenings also educate participants, families and coaches.



**Health Promotion** uses health screenings, interactive educational tools and displays, motivational literature and demonstrations to heighten the awareness of athletes, reinforcing the need to improve and maintain an enhanced level of wellness and self-care. It also provides screening for BMI, blood pressure, and bone density.



**Healthy Hearing** offers a free hearing screening designed to ensure proper audiology care for Special Olympics athletes.



**MedFest** offers a sports physical exam for athletes, needed prior to participating in Special Olympics sports programming.



**Opening Eyes** The Special Olympics-Lions Clubs International Opening Eyes program provides a vision and eye health screening in partnership with the Lions Clubs International Foundation. Led by volunteer vision care professionals, Opening Eyes offers prescription eyewear, sunglasses, and sports goggles to Special Olympics athletes.



**Special Smiles** provides comprehensive oral health care information, including free dental screenings and instruction on correct brushing and flossing techniques to participating Special Olympics athletes. This also includes issuing preventative supplies like toothpaste and toothbrushes and fluoride varnish.

To learn more about Special Olympics Healthy Athletes, please visit [http://www.specialolympics.org/healthy\\_athletes.aspx?source=navbar](http://www.specialolympics.org/healthy_athletes.aspx?source=navbar).

Please accept our invitation to empower our athletes by promoting healthy behaviors and lifestyles and serving as a Clinical Director. As one Healthy Athlete volunteer recently said, "The athletes thank me for what I do for them, but it is really the athletes who deserve my thanks for what they do for me."

Special Olympics is recruiting for Clinical Directors in all disciplines for several state and country Programs. Please contact your local Special Olympics Program to discuss how you can join the Healthy Athletes team and make a difference in a Special Olympics athlete's life. A list of local Programs is available at: [http://www.specialolympics.org/program\\_locator.aspx](http://www.specialolympics.org/program_locator.aspx)

## Grant Opportunities for Health Promotion 2015

The Special Olympics Program will be responsible for submitting to Special Olympics International (SOI) for any grants, but there are some aspects of the grants that the Program may ask of a Clinical Director (e.g. supply needs, tracking/evaluation of event). This table summarizes some of the key types of grants available for Healthy Athletes and Health Promotion. On the following page, you will also see an example of the type of evaluation form that must be completed by the Program.

Type of Grant	Purpose	Goal	Components include	SOI Expectations
<p><b>Capacity or Performance Grants</b></p> <p>\$500-\$15,000 USD</p> <p>Varies on number of screening venues and whether domestic or international.</p>	<p>Assist Programs in conducting Health Promotion activities in conjunction with scheduled Games or other special events.</p>	<p>To provide support to Special Olympics Programs to create a fun, educational and interactive environment where athletes learn to make healthy lifestyle choices.</p>	<p>Fun and interactive educational activities focused on:</p> <p>Healthy Nutrition Strong Bones Hydration Sun Safety Tobacco Free Sports Hand Washing Physical Activity</p>	<p>Require a trained Clinical Director. (<i>One who has participated in approved Special Olympics Healthy Athletes training event.</i>)</p> <p>Must enter screening and interview data into the electronic Healthy Athletes' Software (HAS) system.</p> <p>Must submit post event evaluation form upon completion.</p>
<p><b>Expanding Health Grant</b></p> <p>One-time, one-year grants of up to \$20,000 USD</p> <p><b>Healthy community Grants</b></p> <p>One-time, three-year grants of up to \$60,000 USD</p>	<p>Expand the reach and impact of Programs' health work and focus on the need for ongoing, follow-up health care, education and support in athletes' communities. These are designed to lead to 3-year Healthy Community grants.</p>	<p>To assure access to and/or referrals for on-going, follow-up health care, education and support in athletes' communities going beyond the one-time, event-centered health examination and education events that Healthy Athletes provides.</p>	<p>Increased programming in the areas of:</p> <ol style="list-style-type: none"> <li>1) Partnerships for follow-up care</li> <li>2) Partnerships for wellness opportunities</li> <li>3) Training of health care providers</li> <li>4) Training of athlete health advocates</li> </ol>	<p>Complete application information to be released each year.</p> <p>In order to apply for a grant, interested Programs will be asked to submit an <i>Expanding Health Grant Expression of Interest</i>. Expressions of interest will be reviewed by SOI, and Programs meeting the criteria will be invited to complete a full <i>Expanding Health Grant Application</i>.</p>
<p><b>Family health Forum Grants</b></p> <p>Up to \$3,000 USD per event</p>	<p>To provide a forum to educate athletes, families, and community members about health issues related to individuals with ID</p>		<p>Engaging forums and educational sessions and discussions on a variety of health topics with key speakers from SO, local community, and, possibly, clinicians.</p>	<p>Complete an application. Forum must be on a health topic. Must involve someone from the Lions Club. Must submit an evaluation report.</p>



**Sub Award Evaluation Form**

**Special Olympics Program:**

**Location of Screening:**

**Date of Screening:**

**Date of this report:**

**What type of event did you have?**

- Competition                       Competition with Young Athletes  
 Standalone event                       Standalone event with Young Athletes  
 Young Athletes event only

**If part of a competition, how many athletes competed in the event:**

**Health Promotion: Clinical Director \_\_\_\_\_**

Number of athletes screened:		Number of Young Athletes screened:	
Number of referrals:			
<b>Number of Volunteers:</b>			
	Clinical:	Students:	
	Non-Clinical:		

At this Health Promotion event, what did/will you do to help connect athletes with follow-up care? (check all that apply):

- Contact caregivers about screening results     In person     By phone     By mail  
 Recommend specific doctors or provide list of possible doctors  
 Have formal or informal community partnerships to provide free or reduced cost follow-up care  
 Other:

4) Describe your “best” success or impact story from this event (e.g. a partnership that made the event possible, key publicity or media coverage, the discovery of a health problem, an improvement in athlete health and/or functioning, a change in attitudes among volunteers, or a follow-up care story). Please include names, photos, and any quotes associated with this story. (Use the reverse side or a separate report to complete.

As a clinical director you would supply the local Special Olympics Program with the names of the clinical volunteers. The Special Olympics Program will add the names to the Hold Harmless form.



### **HOLD HARMLESS PURPOSE AND EXPLANATION**

Each health care provider recruited for or volunteering to conduct health screenings at Special Olympics Healthy Athletes events **must** have malpractice insurance, either from a private insurance carrier or through an institution that is primary insurance and covers the volunteer for his/her Healthy Athletes related activities. Additionally, volunteer health care providers **must** have a valid license to practice in the state in which the Healthy Athletes event is being conducted. Special Olympics, Inc. has medical malpractice insurance that provides secondary insurance coverage to a Healthy Athletes volunteer's primary insurance coverage in the event that a malpractice/liability claim were filed against the volunteer, SOI and/or Special Olympics Programs located solely in the United States (the "SOI Insurance Policy"), provided the policy requirements are satisfied. The specifics of the coverage are outlined below. To be eligible for coverage a volunteer must:

- Be covered by a primary medical malpractice insurance policy that applies to Healthy Athletes volunteer activities<sup>1</sup>;
- Be properly licensed in the State where the services are provided; and
- Sign a hold harmless agreement.

The purpose of the hold harmless agreement is to protect Special Olympics as an entity if it is brought into a claim as a result of the negligent actions of a Healthy Athletes volunteer. Similarly, the agreement protects the individual volunteer if he or she is brought into a claim resulting from the negligence of Special Olympics. The language in the agreement does not cause the individual volunteer to assume responsibility for Special Olympics for any conduct that is not connected with the volunteer's actions. Special Olympics values and appreciates the services and dedication of its Healthy Athletes volunteers, but is not able to retain liability for potentially negligent acts of all volunteers in the program. Therefore, the mutual hold harmless language is a method by which each party is protected and protects the other for claims that may arise out of the program.

The SOI Insurance Policy provides the following coverage effective from 1/1/2014 to 12/31/2014. The policy covers volunteer Dentists (DDS, DMD), Doctors of Medicine and Osteopathy (MD, DO), Optometrists (OD), Podiatrists, physical therapists, and Audiologists providing non-invasive screening and educational material to athletes while acting in their professional capacities solely on behalf of Special Olympics as Special Olympics registered volunteers in the United States.

The policy applies excess of any other valid and collectible insurance. It provides a \$1,000,000 per occurrence limit and \$3,000,000 general aggregate, subject to a \$5,000 deductible.

The SOI Policy **ONLY** provides coverage to parties at Healthy Athletes events conducted in the United States. **Liability and legal requirements for volunteer health care providers at events outside of the United States are dictated by the laws of that country, province, state, etc. To protect both the health care providers and SOI, however, health providers at events outside the United States also MUST sign the hold harmless agreement prior to participating in a screening.**

---

<sup>1</sup> Certain limited exceptions may apply to the requirement that volunteers for Healthy Athletes events have malpractice insurance. If a volunteer does not have malpractice insurance that covers Healthy Athletes-related activities, the volunteer should contact SOI right away to see if the volunteer is able to participate.

As a clinical director you would supply the local Special Olympics Program with the names of the clinical volunteers. The Special Olympics Program will add the names to the Hold Harmless form.



**Hold Harmless Agreement**

The individual(s) listed below shall defend, hold harmless and indemnify Special Olympics, Inc., and its local Programs, and each organization's directors, officers, agents, employees and volunteers from and against any and all liability, loss, expense (including reasonable attorney's fees), or claims for injury or damages that are caused by or that are a result from the negligent or intentional acts or omissions by the person or entity named below who provides screening services as provided as part of the Special Olympics Healthy Athletes program.

Special Olympics, Inc. and/or its local Program shall defend, hold harmless and indemnify the individual(s) listed below against any and all liability, loss, expense (including reasonable attorney's fees), or claims for injury or damages that are caused by or that are a result of the negligent or intentional acts or omissions of Special Olympics, Inc. and/or its local Programs, and each organization's directors, officers, agents, employees, and volunteers with regard to the Special Olympics Healthy Athletes program.

**SPECIAL OLYMPICS PROGRAM SIGNATURE AND EVENT INFORMATION:**

SO Program Rep Signature      Program Name      Event Date(s)      Current Date

**VOLUNTEER/AGENT FOR ORGANIZATION SIGNATURES:**

Printed Name	Signature	Check if you <b>DO NOT</b> have malpractice Insurance	Check if you are a Clinical/ Medical <b>STUDENT</b>	Do you <b>HAVE A VALID LICENSE</b> to practice in State in which services are being delivered?	Current Date
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

Page \_\_\_ of \_\_\_