



# **Unified Sport Summer Camp Toolkit**

## *Scaling For Impact Project*

***Special Olympics***





## **Toolkit Overview**

Since 2018, Special Olympics has funded youth-led projects for inclusion around the globe through the Youth Innovation initiative. The projects have inclusive opportunities at their core, but have ranged in focus from Unified Schools, Unified Sports, recreational activities, and so much more. **Over 600 projects, led by over 1,000 Youth Leaders with and without intellectual disabilities, have been successfully implemented in over 150 Special Olympics Program.** The Youth Innovation Initiative has reached over 100,000 young people with and without intellectual disabilities all around the globe.

In 2022 Special Olympics capitalized on the success of the Youth Innovation Initiative by launching the Scaling for Impact Project where we identified 7 youth-led projects to become example projects for other young people to model after. The toolkit and resources created from the top 7 projects can be used by other young people as a guide for how to implement this specific project within their local school/community.

**This following Unified Sport Summer Camp Toolkit will serve as roadmap for future Youth Innovation Project Leaders to learn how to spread inclusion in their home communities through hosting a recreational summer camp for people with and without intellectual disabilities.**



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# **Project Development**



- I. In this section Youth Leaders will begin planning how to implement the [Unified Sport Summer Camp Project](#) in their home community. *In the resources section of this toolkit, Youth Leaders can find a planning worksheet to help them develop the Unified Sport Summer Camp project in their community.*

## II. Project Description

- a. Youth Leaders who complete the Unified Sport Summer Camp project will plan a summer unified sports camp by hosting a series of sporting events and workshops to promote exercise, health and wellness as well as provide young people with and without intellectual disabilities (ID) the opportunity to come together and participate in Unified Sports.



## III. Project Goal and Metrics

- a. The goal of the Unified Sport Summer Camp project is to bring together young people with and without ID to participate in exercise activities that promote good health and wellbeing practices. The project further the aims of Special Olympics' work especially pertaining to inclusion, health, and wellness.
- b. Youth Leaders implementing this project will need to develop target metrics that they hope to achieve at the completion of the project.
- c. Here are the metrics Rexhina and Enalba achieved in the first implementation of the project:



	Target Number	Metrics Achieved
Number of youth with and without ID actively engaged in planning of the project	7	7
Number of Unified Schools with expanded programming	0	0
Number of new Unified Schools	0	0
Number of new Unified Champion Schools	0	0
Number of new youth leaders	20	15
Number of Special Olympics athletes (people with ID) engaged by the project	60	60
Number of people without ID engaged by the project	80	80
Total social media impressions	10,000	10,000
Number of new Unified Sports Clubs	2	0

#### **IV. Project Activities**

- a. The core activities of the Unified Sport Summer Camp Project include:
  - i. Identify a project team
  - ii. Decide on sports for the summer camp and location
  - iii. Create a budget for materials
  - iv. Outline a timeline for the unified events
  - v. Share event with athletes and community members
  - vi. Recruit volunteers
  - vii. Host Unified Summer Camp

#### **V. Identifying Your Project Team**

- a. Youth Leaders will need to identify who will support them in the Unified Sport Summer Camp project
  - i. *A mentor*
    1. This could be someone from your Special Olympics Program, school, or community.
  - ii. *Volunteers to support with the Unified Sports*



1. In the first implementation of the project, Rexhina and Enalba had coaches, Program staff, friends, and family support with the events.
- iii. *A Photographer or Videographer*
  1. Youth Leaders Rexhina and Enalba identified a local photographer, Ina Toska, an artist with ID, and recruited her to capture their project's events. This step provides Youth Leaders with a unique opportunity to reach out within their community and include people from diverse and varying backgrounds on their project team.
- iv. *Stakeholders at Location of Event*
  1. Depending on the Unified Sports Youth Leaders choose to do, there may be stakeholders Youth Leaders need to include in the project team. In the first implementation of the project, Rexhina and Enalba went kayaking and had a company they rented kayaks from.

## **VI. Creating a Budget**

- a. Outlined below are the categories and proposed \$1,500.00 USD budget for this project:
  - i. Transportation: \$700.00 USD
  - ii. Venue: \$0.0
  - iii. Supplies: \$0.0
  - iv. Food: \$200.00 USD
  - v. Advertising/Marketing: \$0.0
  - vi. Equipment & Maintenance: \$600.00 USD
  - vii. Printing: \$0.0
  - viii. Photography/Videography: \$0.0
  - ix. Miscellaneous: \$0.0

## **VII. Outlining a Timeline**

- a. The Youth Leaders will determine a frame of time of 6 to 9 months out to effectively carry-out their project plan. In the first implementation, Rexhina and Enalba planned and hosted the Unified Sport Summer Camp within 6 months. *The project*





*implementation section of the toolkit outlines what was completed in each phase of the project.*



# **Project Implementation**

The image features a solid red background. A thick, white, curved line, resembling a wide smile or a stylized horizon, spans the bottom third of the frame. Centered in the upper two-thirds of the image is the text "Project Implementation" in a bold, white, sans-serif font. The word "Project" is on the top line, and "Implementation" is on the line below it.



- I. In this section, Youth Leaders will learn what they need to complete each phase to re-implement the Unified Sports Summer Camp project.

## II. Phase 1

- a. Identify your project team and stakeholders
- b. Recruit volunteers
  - i. Rexhina and Enalba recommend at least 2-3 volunteers for each project activity. They said they found their volunteers through “posts on our social networks, and most of them from previous projects with similar activities.” Their volunteers were an integral part of their project as they assisted in the organization of sports equipment and game development.
- c. Outline budget and if there will be any funding gaps that would require fundraising
- d. Decide on the target metrics
- e. Select Unified sports and locate venues.
  - i. Scenic hiking trails are ideal for hikes, fields or areas with open grass are ideal for Unified sports events. To decide on a project activity venue, you might start by researching for places that meet these descriptions in your locality. A simple web search is a great place to start.
  - ii. In the first implementation, Rexhina and Enalba hosted 6 Unified Sports events in their summer camp.
    - 1. Fitness and Unified Sports (Badminton and Volleyball)
    - 2. Kayaking
    - 3. Hiking
    - 4. Yoga
    - 5. Basketball with Albanian National Basketball team
    - 6. Yard Games

## III. Phase 2 and 3

- a. Outline workflow
  - i. Divide up the work among the project team. Rexhina and Enalba found it helpful to decide early on who would lead which sports/events and compile necessary research for the execution of each one.
- b. Train volunteers



- i. Conduct online training and Q&A sessions for the volunteers to prepare. Educate them on project expectations, Unified Sports, and the proper treatment of people with ID
- c. Post on social media events for athletes to sign up for events
- d. Create an event schedule
  - i. Arrive early to venue
  - ii. Set up space for activity and games
  - iii. Set up water, snacks, and sign in sheet for participants
  - iv. Make sure to facilitate a full group stretch before any activity
  - v. Depending on the activity, divide group into teams
- e. Order or rent any equipment you may need depending on the events

#### **IV. Phase 3 - 4**

- a. Host Unified Sport Summer Camp
  - i. In the first implementation, Rexhina and Enalba hosted 2 Unified sports events in on month. Here are some highlights:
  - ii. Yoga



- iii.
- iv. Kayaking



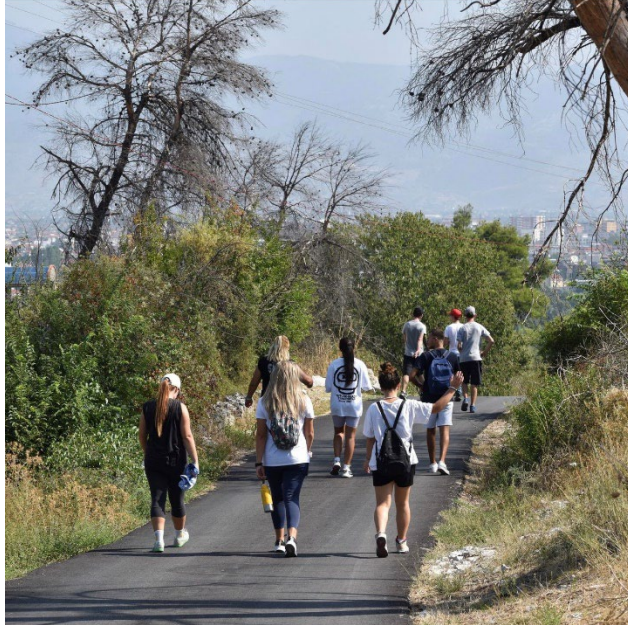
- v.
- vi. Volleyball



- vii.

- viii. Hiking





ix.

- b. Create and share content from events online and on social media.
  - i. Rexhina and Enalba suggest 2-3 posts per week on social networks to keep engagement up with the project.

## V. Phase 5

- a. Develop a survey to share with participants after the Unified Sport Summer Camp
  - i. *In the first implementation, Rexhina and Enalba used a [Google doc form](#). The questions have been translated and are provided in the Resource section of the toolkit.*
- b. Create a final video on all the events that were hosted and share on social media.

## VI. Phase 6

- a. Analyze data received from questionnaire.
- b. Calculate all metrics achieved.
- c. Reflect and celebrate with Project Team.

# **Project Reflections**



- I. In this section, Youth Leaders will read about Rexhina and Enalba's personal reflections when they completed the Unified Sport Summer Camp project

## **II. Project Highlights**

- a. Seeing all the young athletes with and without ID come together and play in unison was rewarding.
- b. Being able to work closely with Special Olympics Albania was very insightful on how much planning goes into events.

## **III. Project Challenges**

- a. Needing more time and volunteers to continue events. Youth really enjoyed the events hosted and wanted to continue to more but with limited resources and people to support events they were limited to what they could plan.

## **IV. Opportunities for Project Sustainability**

- a. Participants of the 2022 Unified Sport Summit Camp have already inquired if it will be implemented in 2023. Young people really enjoyed the various options for the camp and learned new ways to include fitness in their lives.



# **Project Resources**



- I. Project Planning Worksheet
- II. First implementation Worksheets
- III. First implementation Participant Satisfaction Survey
- IV. [Unified Sport Summer Camp Highlight Video](#)



## **Scaling for Impact Project Planning Worksheet**

### *Project Development*

#### **Participant and Program Information**

Please provide information about Youth Leaders within the following questions.

Special Olympics Program

---

First Youth Leader Name, Age, and Role

---

Second Youth Leader Name and Role

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Additional Project Team Member Name and Role

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Additional Project Team Member Name and Role

---

Additional Project Team Member Name and Role

---

Additional Project Team Member Name and Role

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**Project Overview:**

What is the **problem** in your community you want to solve?

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What are the **activities and steps** to complete the project?

1. 

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2. 

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3. 

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4. 

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5. 

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6. 

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7. 

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How will you **scale the impact** of the project from the original implementation?

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**Metrics:** Please indicate the metrics that will be achieved during this project.

**For a full glossary of the metrics, please click [here](#).**

Key Performance Indicator	Target Number
Number of youth with and without ID actively engaged in planning of the project	
Number of Unified Schools with expanded programming	
Number of new Unified Schools	
Number of new Unified Champion Schools	
Number of new youth leaders	



Number of Special Olympics athletes (people with ID) engaged by the project

Number of people without ID engaged by the project

Total social media impressions

Number of new Unified Sports Clubs

### Budget Proposal

Please enter the amount you will spend on each category in US dollars. If a category does not apply to you, please write 0. **Budgets for projects must equal \$500, \$1000, \$1500, or \$2000.**

Transportation:	
Venue:	
Supplies	
Food	
Advertising/Marketing	
Equipment & Maintenance:	
Printing	
Miscellaneous ( <b>Miscellaneous expenses may <u>NOT</u> exceed 10% of total budget</b> )	
<b>Total (\$500, \$1000, \$1500, or \$2000):</b>	



**Project Duration:** The project must be completed within 6 to 9 months.

Proposed Start Date:

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Any Key Activation Dates:

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Proposed End Date:

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**Content Gathering:** What tools or technology (camera, phone, etc.) do you have access to?





## Youth Innovation Scaling Project

### *Project Overview*

#### **Participant and Program Information**

Please provide information about Youth Leaders within the following questions.

Special Olympics Program

ALBANIA

First (given) name of first Youth Leader

ENALBA

Last (family) name of first Youth Leader

PILLATI

Languages spoken by first Youth Leader

ENGLISH

First (given) name of second Youth Leader

REXHINA

Last (family) name of second Youth Leader

NURCELLARI

Languages spoken by second Youth Leader

ENGLISH, GERMAN



## Project Overview:

What is the **problem** in your community you are trying to solve?

The biggest problem in our society is the lack of inclusion for people with intellectual disability, in schools, in the community, in society, in sports, etc. People with ID are more likely to get bullied and left out in activities, especially in outdoor games that other typical children attend. So, it is important to organize different sports activities focused in social inclusion, unified play and providing opportunities to develop physical fitness, experience joy, and making friends.

What are the **activities and steps** for completing the project?

- Designing the project timeline, budget, metrics and outlining the activities we plan to organize.
- Organizing the logistics of the project, promotional materials and other equipment, participants list etc.
- The project consists in different activities such as different outdoor games, like football, basketball and volleyball.
- Also, mounting hiking and cleaning actions, swimming and athletics tracks.
- Water Sports Sea/ River/ Pool etc.
- Project rapport, visuals, metrics and online promotion.

How will you **scale the impact** of the project from the original implementation?

The line of activities will be maintained from the original implementation, but we are going to include different cities and activities. Since other cities will be included, the destinations/ venues will be different as well. As for the activities, our main focus will be outdoor games and nature sports. There are going to be different athletes and parents, but with the same goals and roles as the original implementation. The venues we plan to implement the project are universal, meaning everywhere there are fields athletes can play, run and do



athletics as well as everywhere there are 2 trees nearby athletes can play volleyball only using a net and a volleyball.

How will the Youth Leaders be **driving** the project from design to implementation, and completion?

Brainstorming session as a first step for collecting ideas and clarifying aims is really important for us. Then we will prepare the agenda of the day and activities, the special Olympics athletes and the other youth leaders. We will also maintain communication among SOEE through monthly meetings. Meetings between parents will be frequent. We will exchange thoughts and ideas among parents and youth, so that each activity becomes better than the other. As for the completion of the project writing reports and everything else needed to successfully close the project is what we plan to do.

**Metrics:** Please indicate the metrics that will be achieved during this project.

For a full glossary of the metrics, please click [here](#).

	Target Number
Number of youth with and without ID actively engaged in planning of the project	7
Number of Unified Schools with expanded programming	0
Number of new Unified Schools	0



Number of new Unified Champion Schools	0
Number of new youth leaders	20
Number of Special Olympics athletes (people with ID) engaged by the project	60
Number of people without ID engaged by the project	80
Total social media impressions	10.000
Number of new Unified Sports Clubs	2



### **Budget Proposal**

Please enter the amount you will spend on each category in US dollars. If a category does not apply to you, please write 0.

**This must add up to the \$3,000 funding that will be provided to support with the Scaling Project.**

Transportation : **1400\$**

Venue : -----

Supplies :-----

Food : **600\$**

Advertising/Marketing : -----

Equipment & Maintenance : **1000\$**

Printing : -----

Photography/Videography : **2000\$**

Miscellaneous ( **Miscellaneous expenses may NOT exceed 10% of total budget**) : \_\_\_\_\_

Total : **3000\$**

**Project Duration:** How much time it will take to complete the project?

Proposed Start Date:

**10 June**

Any Key Activation Dates:

June (1 day) / July (1 day) / August (1 day) / September (1 day)

Proposed End Date: **31 September**



**Project Team Monthly Meeting Confirmation:** Please confirm the time and day that works best for the Project Team (Youth Leaders, Program Staff, Regional Staff and SOI staff) to meet every month.

Monthly Meeting Date:  
20<sup>th</sup> of each month

Monthly Meeting Time (include time zone):  
5:00 PM (Albanian Time)

**Content Gathering:** What tools or technology (camera, phone, etc.) do you have access to?

Smartphone



## YOUTH LEADER LIKENESS RELEASE FOR SPONSORS

**Special Olympics relies on sponsors and partners to help support our mission. We often use photos, videos and stories of our Youth Leaders to show the impact of support by companies that sponsor Special Olympics. If you wish to allow your likeness to be used in this way, please read and sign below.**

I agree to the following:

- I give permission to Special Olympics, Inc., Special Olympics games organizing committees, and Special Olympics accredited Programs (collectively "Special Olympics") and their sponsors and partners to use my likeness, photo, video, name, voice, words, and biographical information ("my likeness") to acknowledge the sponsors' and partners' support for Special Olympics.
- Special Olympics and its sponsors and partners will not use my Likeness to endorse commercial products or services.
- I understand I will not be compensated for the use of my Likeness.

<b>YOUTH LEADER SIGNATURE</b> (required for adult Youth Leaders with capacity to sign legal documents)		
I have read and understand this form. If I have questions, I will ask. By signing, I agree to this form.		
Youth Leader Name:	Youth Leader Signature:	Date:
Youth Leader Name:	Youth Leader Signature:	Date:
<b>PARENT/GUARDIAN SIGNATURE</b> (required for Youth Leader who is a minor or lacks capacity to sign legal documents)		
I am a parent or guardian of the Youth Leader. I have read and understand this form and have explained the contents to the Youth Leader as appropriate. By signing, I agree to this form on my own behalf and on behalf of the Youth Leader.		
Youth Leader Name:	Parent/Guardian Signature:	Date:
	Parent/Guardian Name:	Relationship:
Youth Leader Name:	Parent/Guardian Signature:	Date:
	Parent/Guardian Name:	Relationship:





## Project Implementation

### Youth Innovation Scaling Toolkit

**PLEASE OUTLINE SPECIFICALLY WHAT YOU DID EACH MONTH DURING YOUR PROJECT**

#### **MAY**

During the month of May, we drafted the main ideas of the project. We discussed ideas on how to organize the project and what activities we would include. Also, what would be the age groups that would participate in the project and our collaborators.

#### **JUNE**

During the month of June, we were busy completing the project proposal. We have drawn up the project plan, the calendar of the activities and the budget for the implementation of the project.

#### **JULY**

On July 16, we organized our first activity at Dajti mountain, where children aged 8-15 years developed the disciplines of fitness, batminton, hiking and volleyball.

On July 30, we held our second activity in the city of Fier. Children aged 15 and above went to do the sport of canoeing. The activity had the support and participation of other young volunteers who helped people with intellectual disability to participate in canoeing.

## **AUGUST**

In the next activity, we thought of going hiking on the mountain of Taraboshi, in Shkoder. Rexhina organized some exercises in nature before the start. We managed to walk about 1 hour when during this time, we had the opportunity to see the wonderful view and take pictures with each other. After that we went to visit Rozafas castle so the children could visit the one of the most beautiful castles in Albania.

## **SEPTEMBER**

On September 25, we held our 4th activity in Bashtova Castle. We organized Yoga in nature with young people with ID and their parents. It was an activity that also helped parents to learn some of the yoga exercises that they can do together with their children after the end of the project.

Also, in September we were part of a sport in community event in cooperation with "Smart Sports Center" which invites the children of Special Olympics Albania to join their training session with the special guest of the Albanian national basketball coach for men, who gave some valuable advice about sports.

## **OCTOBER**

For the last event we decided to organize something different, as it should, for the last outdoor unified activity.

On 23 october we went at “Kanionet e Holtës” ( Holta Canion) in Gramsh.

This was our thurthest destinacion but we decided to go since many of the parents and athlets had never been before. The place allowed a large and green space where we developed popular games.

**Send this completed worksheet and any attachments to  
[innovationgrants@specialolympics.org](mailto:innovationgrants@specialolympics.org)**





## Community Engagement

### Youth Innovation Scaling Toolkit

#### HOW DID YOU REACH OUT TO COMMUNITY MEMBERS, INDIVIDUALS, OR SCHOOLS TO PARTICIPATE IN THE PROJECT?

*Please provide examples of the correspondence you had with partners*

Mainly through the cooperation that SOA has had before with schools and other organisations all over Albania, etc.

We reached out to the community, individuals and everyone else who wanted to participate in the project through social media posts at our Special Olympics Albania instagram account.

#### HOW DID YOU MARKET YOUR EVENT OR PROJECT?

For each activity, we created posters with the description of the activity and the youth leaders data, such as the phone number, where each parent could call to confirm the participation of their child. In this way, we had a better organization of the participants.

We have published these posters on SOA's Facebook/Instagram social networks. After finishing each activity, we posted photos and videos/reels on social networks in order to share the progress of the activities with others.

## DID YOU USE SOCIAL MEDIA?

- ♦ *Did you have a project specific social media page?*
- ♦ *How many times did you post a week?*
- ♦ *What level of engagement did you see?*
- ♦ *Did you leverage your Programs or Regions social media?*

1. No, we did not have a specific social network for our project, but since this project was implemented by SOA, the posts were made on the organization's social networks.
2. On average 2-3 posts per week based on the calendar distribution of activities.
3. We have noticed a high number of engagements, this is evident from the participation in each activity organized by us. Reservations to participate were closed 2-3 days after the date of publication on social networks. This shows an interest in our project.
4. Social networks have been a great help for the development of our project and we believe that we have used them to the maximum to get the best out of them.

**PLEASE INCLUDE LINKS TO ANY OF YOUR MARKETING MATERIALS  
(WEBSITE POSTS, SOCIAL MEDIA GRAPHIC AND HANDLES)**

<https://www.instagram.com/p/Cj5yqW-Ncdh/?igshid=YmMyMTA2M2Y=>  
<https://www.instagram.com/p/Cf3Z5EFtkS-/?igshid=YmMyMTA2M2Y=>  
<https://www.instagram.com/p/CqbpSZKtwDk/?igshid=YmMyMTA2M2Y=>  
<https://www.instagram.com/p/Cqb2nPqt2V/?igshid=YmMyMTA2M2Y=>  
<https://www.instagram.com/p/Cqb3EpTtpZ5/?igshid=YmMyMTA2M2Y=>  
<https://www.instagram.com/p/Cqb-lHDNEVm/?igshid=YmMyMTA2M2Y=>  
<https://www.instagram.com/p/CqeXzdmNDCF/?igshid=YmMyMTA2M2Y=>  
<https://www.instagram.com/p/CqwHYMboPXa/?igshid=YmMyMTA2M2Y=>  
<https://www.instagram.com/p/CqwLkNjorsD/?igshid=YmMyMTA2M2Y=>  
[https://www.instagram.com/p/CqwVdB\\_owbn/?igshid=YmMyMTA2M2Y=](https://www.instagram.com/p/CqwVdB_owbn/?igshid=YmMyMTA2M2Y=)  
<https://www.instagram.com/reel/CiZuF1MDyOm/?igshid=YmMyMTA2M2Y=>  
<https://www.instagram.com/p/CiZzWeMoK9u/?igshid=YmMyMTA2M2Y=>  
<https://www.instagram.com/reel/CiZ3BABDD1E/?igshid=YmMyMTA2M2Y=>  
[https://www.instagram.com/p/CiZ9jO\\_N5gM/?igshid=YmMyMTA2M2Y=](https://www.instagram.com/p/CiZ9jO_N5gM/?igshid=YmMyMTA2M2Y=)  
[https://www.instagram.com/p/CiZ92\\_vtCBc/?igshid=YmMyMTA2M2Y=](https://www.instagram.com/p/CiZ92_vtCBc/?igshid=YmMyMTA2M2Y=)  
<https://www.instagram.com/p/CiZ-Fw-txIj/?igshid=YmMyMTA2M2Y=>

Attached our activity photos:

<https://we.tl/t-mtF2REWsGl> (The first one)

<https://we.tl/t-Nm89keSLHq> (video)

<https://we.tl/t-Bd6KD9NQyq> (The second one)

<https://we.tl/t-WxrUKFCOXX> (the third one)

<https://we.tl/t-4ANKq0s9pf> (4th)

<https://we.tl/t-7eGpTGzofj> (5th)

**Send this completed worksheet and any attachments to  
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# Fundraising and Partnerships

## Youth Innovation Scaling Toolkit

### WERE ANY PARTNERS INVOLVED WITH YOUR PROJECT?

*If so, what was their role?*

*How did you secure the partnership? Please include relevant documents (such as MOU's etc.)*

There were two partners involved in the project. The first one was "Epoka e re" in Fier, which helped us during the development of the canoeing activity, as it hosted us in their camp and provided other young volunteers who assisted in canoeing. The second one was "Smart Sports Center" which invited us in a sport in community event in September.

### DID YOU FUNDRAISE ADDITIONAL FUNDING FOR THIS PROJECT?

*If so, how did you fundraise?*

*What was your goal amount vs actual amount fundraised?*

No, we did not fundraise any additional funding for this project.

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# Developing Your Presentation

## Youth Innovation Scaling Toolkit

### HOW DID YOU DECIDE ON WHAT MEDIUM TO USE FOR YOUR PRESENTATION?

We decided to use Social media for our project since it is a powerful communication medium, with widespread influence over cities as well as remote areas.  
It has a huge impact on the way people communicate and has now become an integral part of everyone's lives.

### WHAT MATERIALS DID YOU PREPARE FOR YOUR PRESENTATION? PLEASE ATTACH.

For our project we have prepared the posters for each event, video and photo content from the activities too.

### WHAT WERE THE 3 KEY TAKEAWAYS FROM THE EVENT?

- 1) Various unified activities are absolutely worth the effort.
- 2) Unified Activities help not only with physical activity, but also social skills, and mental health.
- 3) Sport has the potential to unite people in times of extreme chaos and violence. (e.g in our case post Covid and its consequences)

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# COVID-19 Pre-Cautions

## Youth Innovation Scaling Toolkit

### WHAT COVID-19 PROTOCOLS DID YOU PUT IN PLACE?

Since the situation with covid has been stabilized, there was no need for strict rules. However, everyone was careful not to participate in the activity when they were not feeling well.

### HOW DID YOU MONITOR THOSE PROTOCOLS?

We had the situation under control by being in constant contact with the parents and being informed about their health constantly.

### COULD THIS EVENT BE DONE DIGITALLY?

*If so, how you would implement this project online?*

Beside the fact that most of the activities can not be done digitally, those kind of outdoor activities and games would not have the same impact as online. We could have organised some online unified yoga classes, but as mentioned before sports as kayaking, hiking, volleyball are not possible to be the same digitally.

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[innovationgrants@specialolympics.org](mailto:innovationgrants@specialolympics.org)**



## Event Management

### Youth Innovation Scaling Toolkit

#### WHAT WAS THE SCHEDULE OF THE EVENT?

The events took place during the weekends, taking into account that everyone could have more free time during those days. Then, based on the location, we also set the time of departure and start of the activity.

The schedule was sent to parents at least one day before departure, so that they were informed about: the location, type of activity, what to wear and take with, lunch, and return.

#### PLEASE DESCRIBE IN DETAIL HOW YOU MANAGED THE DAY OF EVENT

- ♦ *How did your adult mentor support you through this process?*

The organisation of the activities, the schedule and the agenda itself made it easier to manage the day of the event. Since every one of us did their part while also working as a team, we did not have any issues to deal with during the event days.

Enalba took care of the registrations, participation, list presence, and sending the schedules to the participants of the each event. Rexhina took care of the organization of various unified outdoor activities. As soon as arriving at the venue, we made sure to prepare the space for the activities and games, and divide the groups/teams if needed. Before every activity we started with warm up or stretching, and finished with some big happy smiles on everyone's faces.

Our mentor Sara supported us mentally and physically through the whole process. She was there from making good decisions, to making things happen, while always giving us and our ideas priority.

**WAS THERE ANYTHING YOU COULD HAVE DONE DIFFERENTLY TO MAKE THE EVENT MORE SUCCESSFUL?**

We did everything what we thought that was best for athletes and their families. The one thing that could make the events more successful is continuity, since they seemed to really enjoy the activities.

# Volunteers

## **HOW MANY VOLUNTEERS DID YOU REQUIRE TO MAKE THE EVENT SUCCESSFUL?**

We had 2-3 volunteers for each activity.

## **HOW DID YOU RECRUIT YOUR VOLUNTEERS?**

- ♦ *What roles did the volunteers have?*

Some of the volunteers contacted us through posts on our social networks, and most of them from previous projects with similar activities. Volunteers assisted in the organization of sports equipment, and made it possible to assist in certain areas during the development of the games.

## **WHAT TRAINING DID YOU PROVIDE YOUR VOLUNTEERS WITH?**

- ♦ *How much time was needed to train your volunteers?*
- ♦ *Did you train them the day of or prior to the event?*

Volunteers had the right informations about people with ID, and unified sport since they already had previous experiences. We made sure to have an (online) meeting before prior to the event to clarify the schedule or any question they had.

**Send this completed worksheet and any attachments to  
[innovationgrants@specialolympics.org](mailto:innovationgrants@specialolympics.org)**



## Capturing Impact of Project

### Youth Innovation Scaling Toolkit

#### PLEASE PROVIDE A BREAKDOWN OF THE ACTUAL METRICS YOU ACHIEVED

During the implementation of the project our main goal was to implement the metrics that we decided at the beginning of the project design.

It means that in total :

The number of youth with and without ID actively engaged in planning of the project was 7.

Number of Special Olympics Athletes ( People with ID) engaged in the project- 60 total.

Number of people engaged without ID- 80 people total includes (Volunteers, parents, youth leaders)

#### HOW

#### DID YOU CAPTURE YOUR METRICS?

- ♦ *Did you have a sign in sheet for participants?*

For all event participants, we had an attendance list, which was constantly updated based on the event and participants.

We had a list where we put a tick (✓) for each event participant, so not exactly a sign in list.

#### HOW DID YOU MEASURE THE SUCCESS OF YOUR PROJECT WITH PARTICIPANTS?

- ♦ *Did you have a questionnaire or survey? If so, please attach it*

We had a questionnaire which included those questions:

1) Which activity did you take part in?

2) How would you rate the activities organized within the "Tirana Unified" project?

3) What is your opinion regarding the organization of similar activities in the future?

Why do you think they are necessary?

4) We also asked them about suggestions, what could have been done better and how can we improve in the future.

Please find the attached link here:

[https://docs.google.com/forms/d/e/1FAIpQLSdnpZfqNt2PkHMebybn1rukL\\_Nuj8Oqv895XgnTNbuSk3Mu3g/viewform](https://docs.google.com/forms/d/e/1FAIpQLSdnpZfqNt2PkHMebybn1rukL_Nuj8Oqv895XgnTNbuSk3Mu3g/viewform)

## WHY SHOULD THIS PROJECT CONTINUE TO BE SCALED REGIONALLY AND GLOBALLY?

- ♦ *What impact do you see this project having on other participants?*

Sports activities are very helpful for people with intellectual disability (ID) because they help them to live a healthy life and create a social life.

This is one of the reasons that we think it is necessary that these projects should continue to be organized in the future.

Also, based on the answers we received from the questionnaire that we did with the parents of the children, we have come to the conclusion that the parents are very satisfied with the organization of these activities.

They rate all the 5 activities organized by us in the framework of the "*Youth Innovation Scaling Project*" with a score of 10. They also request that these activities continue to be organized more frequently in the future because they think they have a great impact on their children.

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## Budget

### Youth Innovation Scaling Toolkit

#### WHAT WAS THE MOST IMPORTANT PART OF THE PROJECT TO SPEND MONEY ON?

The most important part regarding the organization of the project and the one that cost us the most was the transport. After that, the other thing that was important too, was the equipment and the photography. Providing transportation allows more participation, more safety, and less stress for the athletes and everyone else participating in the event. ( parents, volunteers, youth leaders, experts). The schedule, meeting place and everything about the organization of the transport made the day of the event a lot easier. Equipments and content (photos and videos) are important too. The equipments are important in order to develop sports activities and photographer is also important in order to capture every moment during the activity, so later we can share them with the others in social media.

#### PLEASE PROVIDE A BUDGET BREAKDOWN OF HOW YOU SPENT \$3,000 USD

Transportation (Total)- **156000 ALL**  
Food (Total) – **75000 ALL**  
Equipment& Maintance (Total)- **119800 ALL**  
**Total: 350800 ALL**  
**Exchange rate: 1 USD = 117.8 ALL (average of September)**  
**40 \$ Miscellaneous - Bank Transfer**

#### IF YOU WERE ONLY GIVEN \$1,500 TO REDO YOUR PROJECT, HOW WOULD YOU ALLOCATE YOUR BUDGET?

We think that, the first thing we would have done was to reduce the number of activities, so out of 5 activities we would develop 3. We would allocate the largest part of the budget to transportation and equipment.  
The food part would be more reduced.

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# Project Sustainability

## Youth Innovation Scaling Toolkit

### HOW IS THE IMPACT OF THIS PROJECT GOING TO CONTINUE NOW THAT YOUR

The impact we expect from the project is the continuity of physical activities, starting from walking in nature and why not up to kayaking. It is very important for athletes to be active not only in periods of wear and tear such as covid and post covid, but to have sport as part of their daily life.

Some of the parents and athletes have learned how to do warm-up, stretching, different yoga poses, traditional games which they liked and expressed that they will continue doing them at home.

### EVENT IS OVER?

### HOW COULD THIS PROJECT BE SCALED IN YOUR SCHOOL OR LOCAL COMMUNITY?

This could be a great opportunity to scale into schools and local community.

For instance, the school can take over the ongoing organization of unified sports activities, while training teachers. Afterwards, the teachers will conduct information sessions for the students from which they will also choose the volunteers.

### WOULD YOU CHANGE ANYTHING ABOUT YOUR PROJECT?

We think that we have given our best possible in the realization of this project, dedicating time and will to organize sports activities including people with ID and people without ID, with the aim of increasing their desire to help others.

But maybe there is one thing that we suggest, to continue organize these kind of projects in order to give people with intellectual disability a chance to take part in unified sports and to help them live a healthy and social life.

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**Survey Questions asked:**

We had a questionnaire which included those questions:

- 1) Which activity did you take part in?
- 2) How would you rate the activities organized within the "Tirana Unified" project?
- 3) What is your opinion regarding the organization of similar activities in the future?  
Why do you think they are necessary?
- 4) Any suggestions, what could have been done better and how can we improve in the future.