



Special Olympics Health

Family Health Forum Toolkit

Purpose and Objectives

Sponsored by Lions Club International, the Family Health Forum (FHF) initiative is designed to engage *families* of those with intellectual disabilities (ID) in Special Olympics and offer an environment where parents and caregivers can gain direct access to health information, resources, and support. The objectives of the Family Health Forum initiative are to:

- Provide families of Special Olympics athletes with direct access to community leaders, health care professionals, and social service providers;
- Provide orientation to new families as to what Special Olympics is, the services provided through such initiatives as Healthy Athletes and Young Athletes, and other community-based programs for people with ID;
- Provide health care professionals, community leaders and social service providers with the opportunity to learn more about the challenges that athletes and their families face, and explore ways to help facilitate better access to health care, education, and inclusive activities;
- FHF can also be a great opportunity for Programs to build a foundation for future Healthy Athletes, Healthy Community, or Fitness programming. Keep that in mind as you plan your FHF and other health programs.

Support

If you have any questions related to the implementation of your FHF, please contact your Regional Healthy Athlete Manager or Peyton Purcell (ppurcell@specialolympics.org or (202) 824-0287).

Agenda and Implementation Requirements

A Family Health Forum can occur:

- 1) As a stand-alone event, outside of any other Special Olympics competition or event;
- 2) During a Special Olympics competition or special event or Healthy Athletes screening

Special Olympic Programs should develop Family Health Forums that address the specific questions and concerns of their local family members, however there are some requirements that must be met in order to receive funding.

1. The event must be scheduled and held between January 15 – September 15
2. **All fields of the application must be complete** (including budget justification)
3. The agenda **MUST** include:
 - a) **At least one health topic**, but a variety of related topics can also be included.
 - b) **A member of the local Lions Club** to speak to families about Lions Clubs International, the services offered at the local level, and the benefits of becoming a Club member.
 - c) **A description of Healthy Athletes**, Healthy Young Athletes (if offered) and why they are important, how athletes get access to Health programming and ensure follow-up care as needed.
 - d) **A question and answer period.**
4. Banner with the Lions Club logo must be displayed at the event and photos showing the banner and Lions club members must be taken and submitted to SOI.
5. The Special Olympics Program **MUST by accredited and not have any outstanding reports** for health or other funding from SOI.
6. **An online evaluation and financial report** must be completed and submitted within **30 days** of the conclusion of the event.
 - a) Programs are also encouraged to complete the participant exit survey and enter the data through the online survey system.

Additionally, some programs may be asked to complete a feedback form based on the topics presented at their FHF. All evaluation materials will be provided after award letters are sent.



Partnership Collaboration

FHFs are an opportunity to engage partners in the community who can serve as resources for people with intellectual disabilities to access key health, educational and social services. In addition to local universities, awareness groups, etc, some important partners include Lions Club International, UNICEF, Catholic Relief Services (CRS), International Federation of Red Cross and Red Crescent (IFRC), Ministries of Health or your local Public Health Department. Contact Peyton Purcell (ppurcell@specialolympics.org) for information about involving these organizations.

Budgets

As part of the application, you must submit a proposed budget for the event. It is important you submit all the necessary information requested to ensure your grants are able to be reviewed and, hopefully, approved without delayed. Below is a sample budget and how it should be formatted:

SAMPLE PROJECT BUDGET				
Approved Projected Expense Categories	Description/Justification <i>(Include each line item and per item costs)</i>	Amount Requested (US\$)	In-Kind/Cash Contributions (US\$)	Total Cost (add amount requested and VIK)
Facilities <i>(e.g. tables, chairs, tents)</i>	Hall will be provided for free by ABC Organization (value of \$100) Tables – 10 @ \$10 each = US \$100	US\$100	US\$ 100	US\$ 200
Supplies/Equipment <i>(please list out each item and include per item cost and/or per person cost)</i>	<ul style="list-style-type: none"> • T-shirts 200@US\$ 5 each= US\$ 1,000 • Projector @ US\$ 210, Banner @ US\$ 150, • Cartridge for printing evaluation forms and presentations = US\$ 100 • Flip chart stand 1 @ US\$120, • Marking pens 10 @ US\$2 = US\$20, • Flip chart paper @ US\$ 10 = US\$10 	US\$ 1,250	\$150	US\$ 1,400
Telephone/Postage <i>(explain purpose and audience)</i>	Telephone usage, Airtime and internet usage for speaking with speakers and participants	US\$ 100	0	US\$ 100
Transportation <i>(please include the number of participants, if transport provided)</i>	<ul style="list-style-type: none"> • Transport 180 athletes/family members @ US\$ 2 per person= US\$ 360, • Hiring of a car for 3 days for 3 speakers@US\$130, • Gas for hired car US\$ 60 	US\$ 550	0	US\$ 550
Food/Beverages <i>(please include # of participants who will be provided food)</i>	<ul style="list-style-type: none"> • Lunch - 200 @ US\$2.5 per person=US\$ 500 	US\$ 500	0	US\$ 500
Speaker Stipend <i>(up to \$100 per speaker, include # of speakers)</i>	<ul style="list-style-type: none"> • 3 Speakers @ US\$100 each= US\$300 	US\$ 300	0	US\$ 300
Other <i>(please each expense separately)</i>	<ul style="list-style-type: none"> • Video of sessions to share with schools and family organizations for future trainings @ US\$150 • 	US\$ 150	Volunteer stipend (15) @US\$10 each=US\$150	US\$ 300
Total (US\$)		US\$ 3,000	US\$ 250	US\$3,600

Reporting

A final narrative and financial report, including detailed receipts and a program evaluation, will be required **30 days** after the event or activity. Late reports will result in a hold on additional grant funding to the program.

For the narrative report, programs are asked to complete and return two types of documents (three if you had select topics):

1) Evaluation Form and Financial Information

This form should be completed by program staff sometime after implementation of the FHF. It asks general information about the FHF such as topics, types of partners, speakers, most/least successful aspects, and a success/impact story related to the event and pictures from the event. The program only needs to submit one of these per FHF. You will be able to submit this information online through the system called Qualtrics, which will allow you to enter your evaluation form, feedback form (on certain topics), financial report, and receipts in one place online. You will receive more information about how to complete this online form when you receive your grant. If you are unable to enter your form directly into Qualtrics, please contact your Regional Healthy Athletes Manager who can send you a word version of the survey to complete.

You should receive the URL for the survey and a log-in username with your award letter. If not, please contact Peyton Purcell (ppurcell@specialolympics.org) or Nancy Htay (nhtay@specialolympics.org)

2) FHF Exit Survey (*OPTIONAL, but STRONGLY ENCOURAGED*)

This survey should be completed by FHF participants at the end of the FHF. It is a series of questions that will gauge the value and impact of the session on each individual participant. This information is important because it tells you whether FHF's are valuable and how you can continue to improve them for future events.

Please distribute to participants at the end of the session and have them return the completed forms. Once these forms are complete, you can enter the data online through a system called Qualtrics. This online method is the cheapest and easiest, and will allow you to see your results quickly. Additional instructions are provided in a FHF Exit Survey FAQ document.

3) Feedback Form on Select Topics

Depending on the topic(s) you plan to present in the FHF, you might be asked to complete a feedback form that asks specific questions about that topic and how it was presented and received by attendees. Certain topics are new areas or are of particular interest to Special Olympics, and the questions on the feedback form will help us better understand the needs of our families and athletes. You may be asked to participate in a call with SOI if your topic falls into this category.

How to complete the online Evaluation and Financial Report through Qualtrics:

1. Use the link for the Evaluation Report provided in your award letter.
2. When prompted enter the **username that was provided in your award letter** and click Red Button with the “>>” on it.



NOTE: Using the dropdown box at the top right of the screen, you can also select whether you want the questions to display in English, French, or Spanish (however, **please enter your answers in English**)

3. Answer all the questions as instructed.
4. Please either upload your photos from the event (particularly one showing Lions Club Logos and members) or email them to Peyton Purcell (ppurcell@specialolympics.org).
5. When you get to the budget portion of the report, please be sure to upload all the receipts associated with the specific expense category (e.g., transportation, communication). The receipts must be translated to English and show the conversion to USD.
 - a. If you have multiple receipts for a category, scan and save them as one file. Do not upload them as individual files. Alternatively, you can upload all associated receipts for each category as a ZIP file.
 - i. To ZIP files:
 1. Locate the file or folder that you want to compress
 2. Right-click the file or folder, select “Send to” from the menu, and then click “Compressed (zipped) folder”. A new compressed folder is created in the same location. To rename it, right-click the folder, click Rename, and then type the new name.
6. If you aren’t able to complete the report in one attempt, click “Save and Exit.” The next time you log-in to complete the form, all the questions you previously answered will still be there and you will be taken to the remaining questions you still need to answer.
7. **When you have entered all the required information, be sure to click “Submit”** or SOI will not receive your report.

If you have any issues or questions about the online evaluation report, please contact your Regional Health Manager or contact Peyton Purcell (ppurcell@specialolympics.org) or Nancy Htay (nhtay@specialolympics.org) at SOI.

How to complete the Participant Exit Survey: (OPTIONAL, but strongly encouraged)

Programs are encouraged to have participants complete the exit surveys as a way to gauge the success and impact of the event and figure out areas for improvement for future events. However, this survey is optional (unlike the evaluation survey which you must complete for reporting requirements)

Here is the typical process:

1. Print a copy of the Participant Exit Survey– as long as you don't modify the questions themselves, you can customize the form with your Program Logo or other information.
 - NOTE: Your Regional Healthy Athlete Manager has a copy of the survey.
2. Distribute the printed survey to participants at the event and then be sure to collect the forms as participants leave.
3. After the event the Program enters the information from each of the paper forms into the online Qualtrics Survey: https://specialolympics.qualtrics.com/SE/?SID=SV_8eVdXqWT4U43t89, **you do not need a password for the exit survey** -- fill out the survey for each paper copy you have.
4. Let Peyton Purcell (ppurcell@specialolympics.org) and Cheryl Peng (cpeng@specialolympics.org) know once all your surveys have been entered into the system and they can send you a summary of the data.

If you have any issues or questions about the online Participant Exit Survey, please contact your Regional Healthy Athletes Manager or contact Peyton Purcell (ppurcell@specialolympics.org) or Cheryl Peng (cpeng@specialolympics.org) at SOI.

How to Compressed PDF or Pictures to submit/email files:

Generally, if you zip the files as instructed above, you shouldn't have an issue with the files being too large. However, if for some reason you need to reduce the size of a file, here are some tips:

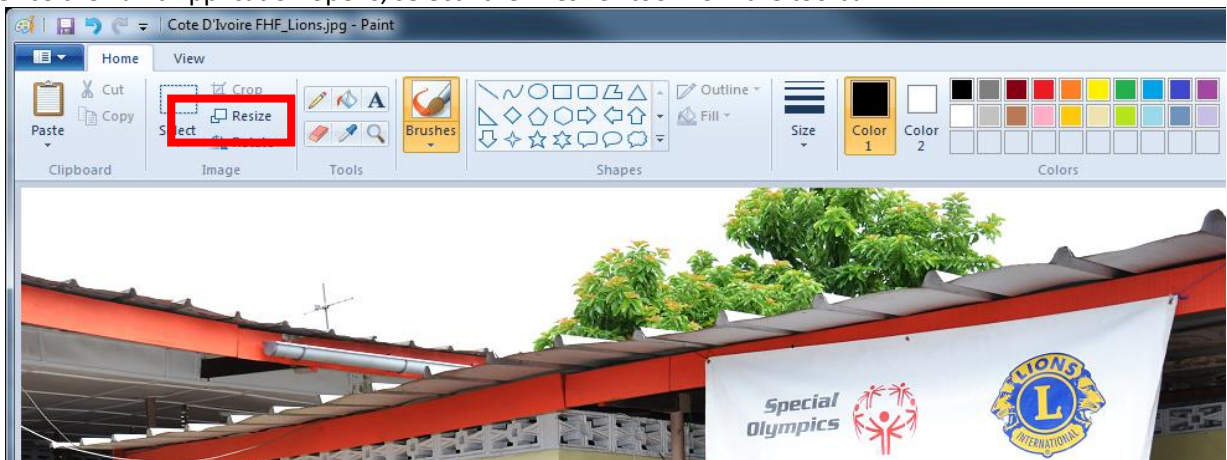
To reduce the size of a PDF:

1. Open the PDF file.
2. Under the File menu, select "Save As"
3. From the "Save As" menu, select "Reduced size PDF"
4. Follow the prompts and then click "Save" and re-name the file.

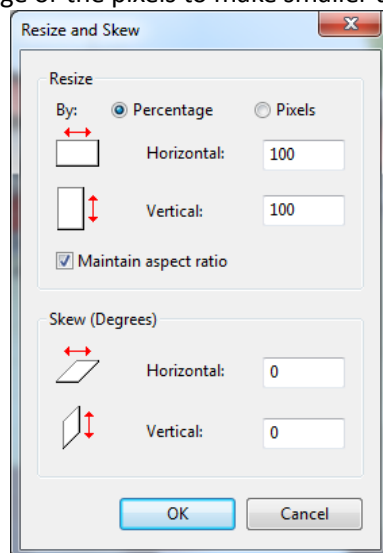
NOTE: To reduce the size of a Microsoft Word document – try converting it to a PDF and then using the process above.

To reduce the size of an image file (e.g. JPEG, PNG):

1. From your computer, select the image file you want to reduce, and right click.
2. From the right click menu, select "Open with" and then choose "Paint"
3. Once the Paint Application opens, select the "Resize" tool from the toolbar



4. Reduce the percentage or the pixels to make smaller using the pop-up tool (see example below)



5. Re-save the file.