

APPENDIX A

ADAPTED PHYSICAL EDUCATION TEACHER OF THE YEAR

**California Association for Health, Physical Education, Recreation and Dance
State Council on Adapted Physical Education**

APPLICATION PACKET

This award recognizes outstanding physical educators teaching adapted physical education to individuals with disabilities in programs for ages birth to adult.

This packet contains the following information about the award program:

1. Eligibility requirements
2. Award criteria
3. Teaching assignment
4. Selection and recognition process
5. Application directions
6. Videotape guidelines
7. Awards Timeline
8. Official application form
9. Publicity form
10. Verification of teaching assignment

Submit completed application (items 8-9 above) to the CAHPERD Office, Attention: SCAPE Awards Chair, or a SCAPE Council Member. Letters of recommendation should also be included. All dates provided within the application packet refer to the academic year in which the application is being made.

Questions about the application process can be directed to the CAHPERD office,
(800) 499-3596 (CA only) or 916-922-3596 www.cahperd.org

This form may be duplicated or additional forms can be requested through the CAHPERD office and the SCAPE website.
<http://sc-ape.org>

Eligibility Requirements

Physical educators, who meet the eligibility requirements and exemplify the criteria for this award, may apply or be nominated by a colleague.

Eligibility requirements include:

1. Current membership in CAHPERD;
2. Credentialed as an Adapted Physical Education teacher;
3. Minimum of five years teaching experience in Adapted Physical Education
4. Full-time teaching contract, current at the time of nomination and selection;
Minimum of 50% of total teaching responsibility is in Adapted Physical Education.

SCAPE Adapted Physical Education Teacher of the Year Application

Award Criteria:

For the purposes of this award, an adapted physical educator is defined as an individual assigned at least 50% of his/her teaching responsibility in adapted physical education providing direct and/or consultative services to individuals with disabilities ages' birth to adult. The applicant must be a teacher who:

1. Conducts an appropriate physical education program as reflected in the students' IEP's and generally accepted standards of practice for APE;
2. Utilizes various teaching methodologies and plans innovative learning experiences to meet the needs of all students;
3. Serves as a positive role model epitomizing personal health and fitness, enjoyment of activity, and sensitivity to the physical and emotional needs of all students;
4. Participates in professional development opportunities;
5. Provides service to individuals with disabilities through advocacy, consultation, in-service training presentations and/or active membership in related professional organizations.

Teaching Assignment

Teachers may have responsibility for teaching general PE, but applications can be submitted only for the APE part of the teaching assignment. A staff member who can attest that the applicant's teaching assignment consists of teaching APE at least 50% of the time must complete a form included in the packet.

Selection and Recognition Process

All applicants must turn in completed application by January 10th to the CAHPERD Office, Attention SCAPE Awards Chair or any SCAPE council member.

1. The selection committee, consisting of the SCAPE chair, Awards committee Chair and two (2) other SCAPE members, will review applications and select 2-3 finalists. (Prior nominations will be held for 3 consecutive years)
2. The selection committee will present the names of the nomination with supporting information to the State Council Members for review at the May business meeting.
3. Following discussion of the finalist(s), members of the State Council will vote by secret ballot for one of the nominated individuals.
4. In the event that no nominee is deemed qualified by a majority vote of the State Council members, no award will be issued that year.
5. The selected person will be notified by the Chair of the State Council on Adapted Physical Education, or appointed designee, such as the Awards Committee representative, by phone and a formal letter of acknowledgment. Arrangements for the time and place of the presentation will be clarified with the recipient.

Application Directions

Application and *publicity forms* must:

1. Be typed and filled out completely;
2. Be submitted to the state designee by **January 10th**;
3. Include a photograph that will not be returned (3 1/2" x 2 1/2" or larger)
4. Maximum of four letters of recommendation including one from each:
 - Fellow teacher familiar with applicant's work
 - Administrator/supervisor
 - Parent/child who has been a beneficiary of the applicant's services

The letters should be directly related to the award criteria listed in this packet.

SCAPE Adapted Physical Education Teacher of the Year Application

Videotape Guidelines for APAC APE Teachers of the Year

*A videotape of 10 minutes of a “best practice” (from a lesson, meeting, community activity or consultation) is a requirement for recipients participating in the selection process for CAHPERD APE Teacher of the Year . **Do not exceed 10 minutes, as only that duration will be duplicated for the committee.** The videotape is due **along with the application packet, postmarked no later than January 10.** The purpose of this videotape is to provide a sample of your professional performance. As a teacher you understand that while interviews and applications are important, there is no substitute for watching someone teach, assess children or conduct a consultation in their typical school setting. The videotape does not need to be sophisticated in terms of production. The purpose is to capture your teaching, articulation as an advocate for physical education in a meeting or your interaction with other professionals regarding physical activity services for individuals with disabilities. The following guidelines and recommendations will help you prepare the videotape.*

- 1. The tape must be no more than 10 minutes in length from start to finish. You should not edit the tape. The videotape provides a glimpse of your teaching skills and professionalism. **Do not send a tape with more than 10 minutes recorded.***
 - 2. The tape should show one APE practice of which you are proud. Write a summary of the tape that will put it into a context and add narration if needed to explain what is going on. This summary should include*
 - a. Brief description of the context, i.e. lesson for... parent meeting/IEP meeting, consultation with classroom teacher, etc.*
 - b. Characterization of the students, meeting participants, role/background of participants, etc.*
 - c. Goal/objective(s) to be accomplished, i.e. from IEP’s of students, annual review of IEP, placement decision, etc.*
 - d. How this segment fits into the larger whole, i.e. where will you go from here?*
 - 3. The videotape must have a verbal (less than 5 minutes on the tape) or written (submitted with the tape) introduction which includes:*
 - a. School demographics*
 - b. Grade/age level of the class/students being taught/discussed*
 - c. Manner in which student(s) featured is/are typically served*
 - d. General nature of disabilities of the student(s)*
 - 4. The videotape may be from any area of your role, but must represent only one such role/situation, i.e. if you only function in a consulting role, your interaction with the professionals with whom you consult may be all that is recorded. The committee wants you to feel good about the tape you send, so do not hesitate to make several tapes and submit the best one.*
 - 5. The committee assumes that most of the videotapes will be made on video recorders. It is understood that some of you will need to set up the camera and just "let it run". This is acceptable, as long as the camera is positioned so that you, the teacher, are in clear view and the audio can be clearly understood. The committee is not judging the quality of your production capabilities; so do not use subtitles, music, or special effects. All tapes submitted must be VHS.*
- YOUR TAPES MUST BE POSTMARKED NO LATER THAN **JANUARY 10th**, AND MAILED TO: CAHPERD Office Attention SCAPE Awards Chair or SCAPE Council Member*
 - TAPES WILL NOT BE RETURNED.*
 - WE DO NOT ACCEPT PORTFOLIOS AS PART OF THIS PROCESS.*
 - CONTACT US IF YOU HAVE ADDITIONAL QUESTIONS*

ADAPTED PHYSICAL EDUCATION TEACHER OF THE YEAR AWARD TIMELINE

JANUARY 10 TH	COMPLETED APPLICATION WITH VIDEO POSTMARKED NO LATER THAN JANUARY 10 TH ALL APPLICATIONS SENT TO AWARDS CHAIR
JANUARY	AWARD COMMITTEE REVIEWS ALL APPLICATIONS (SCAPE JANUARY MEETING)
MARCH/APRIL	THREE FINALISTS SELECTED AND VISITATIONS ASSIGNED
MARCH – MAY	VISITATIONS OF FINALISTS BY AWARDS COMMITTEE
MAY	EVALUATIONS TABULATED AND AWARD RECOMMENDATION PRESENTED TO COUNCIL MEMBERS FOR FINAL VOTE
JUNE	AWARD RECIPIENTS NOTIFIED
NOVEMBER	AWARD PRESENTATION AT NATIONAL CONFERENCE AWARD RECIPIENT PRESENTS AT CONFERENCE
MARCH/APRIL	AWARD RECIPIENT PRESENTS AT CAHPERD CONFERENCE AWARD RECIPIENT ACKNOWLEDGED AT AWARDS LUNCHEON AND / OR DINNER
OCTOBER	SCAPE SENDS APPLICATION TO SOUTHWEST DISTRICT
DECEMBER	SCAPE SENDS APPLICATION TO NATIONAL

**SCAPE ADAPTED PHYSICAL EDUCATION TEACHER OF THE YEAR
OFFICIAL APPLICATION FORM**

Applicant's Name			
Home Address			
Home Phone		Email	
Present Position			
School / Address			
Work Phone		FAX	

Educational Information:

	College / University	Major
Bachelor Degree		
Graduate Coursework		

Career Information:

POSITION	LOCATION	LENGTH OF SERVICE

PROFESSIONAL AFFILIATIONS

Organization	Membership Number	Expiration Date	# Years of Membership
CAHPERD			

Significant Achievements in the Field of Adapted Physical Education/Physical Education:

Community Service: (types and dates)

ATTACH SEPARATE SHEETS, ONE MAXIMUM FOR EACH OF THE FIVE AWARD CRITERIA LISTED ON PAGE 2 OF THIS PACKET. THE APPLICANT SHOULD OUTLINE QUALIFICATIONS RELEVANT TO THAT CRITERION. MAJOR CONSIDERATION FOR THE AWARD WILL BE BASED ON THESE CRITERIA.

FOUR LETTERS SHOULD BE INCLUDED WITH THE APPLICATION. LETTERS SHOULD BE DIRECTLY RELATED TO THE AWARD CRITERIA LISTED IN THIS PACKET. See directions.

APE TEACHER OF THE YEAR PUBLICITY FORM

Applicant's Full Name: _____

Name to be used for recognition: _____
(if different)

School District Information

Superintendent's Name: _____

Principal's Name _____

Program/Dept. Chairs
Name and Title _____

School District Administration
Address and Phone Number _____

Newspapers

Newspaper _____ Editor _____

Address and Phone _____

Newspaper _____ Editor _____

Address and Phone _____

Television Station List the Local Station

Station Name & Call Letters _____ Contact Person _____

Address and Phone _____

Station Name & Call Letters _____ Contact Person _____

Address and Phone _____

**APE TEACHER OF THE YEAR
VERIFICATION OF TEACHING ASSIGNMENT**

A school administrator/supervisor or payroll personnel who can verify the applicant teaches Adapted Physical Education for at least 50% of her/her contractual assignment should complete this form.

I attest to the fact that this applicant, _____

For the Adapted Physical Education Teacher of the Year, currently teaches Adapted Physical Education _____ percent of his/her teaching assignment.

(A minimum of 50% is required to be eligible for this award)

Name _____

Title _____

Date _____

APPENDIX B

PROFESSIONAL RECOGNITION AWARD ADAPTED PHYSICAL EDUCATION

California Association for Health, Physical Education, Recreation and Dance
State Council on Adapted Physical Education

Eligibility:

This award will be given to an individual who has made significant contributions in, or to, the field of Adapted Physical Education. The award will be presented yearly at the National Adapted Physical Education Conference.

Criteria: (one or more must apply)

1. Shows commitment to the Adapted Physical Education profession by having served at the local, state, regional, and/or national level and/or having presented topics related to Adapted Physical Education at conferences or workshops.
 2. Serves as a positive role model. Exhibits an enjoyment of activity and exemplifies sensitivity to the needs of individuals with disabilities.
 3. Has made significant contributions to physical education for individuals with disabilities at the local, state, regional or national level.
 4. Has contributed significantly to scholarly publications in the area of Adapted Physical Education or related areas.
 5. Has made a significant mark in the lives of others through teaching, athletics, entertainment, serving in public office, or in some other way enhancing the positive image of individuals with disabilities in society.
- * Has a credential in Adapted Physical Education. (optional)
 - * Is a current member of CAHPERD or another appropriate organization. (optional)

Application process:

1. Any individual who meets the criteria outlined may apply personally for the award or be nominated. The person making the nomination is responsible for completing the application.
2. Nominations will be solicited through an article in the *CAHPERD Journal Times*. The article will focus on eligibility and criteria. Applications will also be available at the Annual CAHPERD State Conference and the National Adapted Physical Education Conference.
3. Submit nomination packet which will include:
 - Nomination letter documenting how the nominee meets one or more of the criteria stated above.
 - Nominee's resume
 - Three letters of recommendation
4. Applications will be submitted to the State Council on Adapted Physical Education by January 10th.

APE Professional Recognition Award

Selection Process:

1. The selection committee, consisting of the Chair, Past-Chair and Chair-Elect of the State Council will review applications and select 2-3 finalists. (Prior nominations will be reviewed for 3 consecutive years.)
2. The selection committee will present the names for nomination with supporting information to the State Council members for review at the May business meeting.
3. Following the discussion of the finalists, members of the State Council will vote by secret ballot for one of the nominated individuals.
4. The selected person will be notified by the Chair of the State Council on Adapted Physical Education by phone and a formal letter of acknowledgment. Arrangements for receiving the award will be made at that time.

Timeline:

JANUARY 10TH	COMPLETED APPLICATION POSTMARKED NO LATER THAN JANUARY 10TH
JANUARY	ALL APPLICATIONS SENT TO AWARDS CHAIR AWARD COMMITTEE REVIEWS ALL APPLICATIONS (SCAPE JANUARY MEETING)
MARCH/APRIL	THREE FINALISTS SELECTED AND VISITATIONS ASSIGNED
MARCH – MAY	VISITATIONS OF FINALISTS BY AWARDS COMMITTEE
MAY	EVALUATIONS TABULATED AND AWARD RECOMMENDATION PRESENTED TO COUNCIL MEMBERS FOR FINAL VOTE
JUNE	AWARD WINNERS NOTIFIED
NOVEMBER	AWARD PRESENTATION AT NAT'L ADAPTED PE CONFERENCE AWARD RECIPIENT PRESENTS AT CONFERENCE
MARCH/APRIL	AWARD RECIPIENT PRESENTS AT CAHPERD CONFERENCE AWARD RECIPIENT ACKNOWLEDGED AT AWARDS LUNCHEON AND / OR DINNER
OCTOBER	SCAPE SENDS APPLICATION TO SOUTHWEST DISTRICT
DECEMBER	SCAPE SENDS APPLICATION TO NATIONAL

Presentation of the Award:

1. Presentation of the Professional Recognition Award will be made at the National Adapted Physical Education Conference by the Chair of the State Council on Adapted Physical Education, or a person appointed by the Chair.
2. The award presentation day and time will be determined by the conference committee and Chair of the State Council on Adapted Physical Education. (For example, Saturday luncheon.)

**California Association for Health, Physical Education, Recreation and Dance
State Council on Adapted Physical Education**

PROFESSIONAL RECOGNITION AWARD

APPLICATION

Name: _____

Address: _____

City/State/Zip: _____

Phone Number: Home: () _____ Work: () _____

Present Position: _____

Place of Employment: _____

Address: _____

Start Date: _____

Name, title and address of immediate supervisor: _____

Work History:

University(ies) Attended	Degree/Major	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please attach a summary noting the criteria qualifying the applicant for this award. Submit three (3) letters of recommendation. Include their names, titles and phone number(s) below.

- 1.
- 2.
- 3.

Completed by: _____ Phone _____ Date _____

Please mail completed application by January 10th

**CAHPERD
State Council on Adapted Physical Education
1501 El Camino Avenue - Suite 3
Sacramento, CA 95815-2748**

**PROFESSIONAL RECOGNITION AWARD
PUBLICITY FORM**

Applicant's Full Name: _____

Name to be used for recognition: _____
(if different)

School District Information

Superintendent's Name: _____

Principal's Name _____

Program/Dept. Chairs
Name and Title _____

School District Administration
Address and Phone Number _____

Newspapers

Newspaper _____ Editor _____

Address and Phone _____

Newspaper _____ Editor _____

Address and Phone _____

Television Station List the Local Station

Station Name & Call Letters _____ Contact Person _____

Address and Phone Number _____

Station Name & Call Letters _____ Contact Person _____

Address and Phone Number _____

 Please include a photo of self with application; preferably electronically, but hard copy would be acceptable.

APPENDIX C

EXEMPLARY AWARD ADAPTED PHYSICAL EDUCATION

California Association for Health, Physical Education, Recreation and Dance
State Council on Adapted Physical Education

Eligibility:

This award is to acknowledge exemplary people, programs, or services who have contributed to the field of physical activity for individuals with exceptional needs. The award is based on the theme of the current year's National Adapted Physical Education Conference. Exemplary is defined as serving as a model or worth imitating.

Criteria:

1. The unique person, program, or service needs to exemplify the theme of the current conference.
2. Define how the program dedicated to providing physical education, physical activity, or recreational opportunities for individuals with disabilities.
3. Describe how the program epitomizes developmentally appropriate programming for individuals with disabilities.
4. Describe how the program challenges traditional thought and encourages creative thinking in programming activities.
5. Describe how the program fosters the achievement of independence through physical education/activity/recreation.
6. Address how the program encourages inclusion of individuals without disabilities and fosters this type of interaction through physical education, physical activity, or recreation.
7. Provide evidence that the program has promoted integrity for individuals with disabilities.
8. Provides resources for teachers, students or community members.
9. CAHPERD member (if appropriate).
10. Adapted Physical Education credential (if appropriate).

Application Process:

1. An individual or program that meets the criteria outlined may apply personally or be nominated by another person.
2. Nomination applications will be available from any State Council member at the National Adapted Physical Education Conference and at the annual CAHPERD State Conference.
3. Applications are due to the State Council by January 10th and may be turned into any State Council member or mailed to the State Council Chair.
4. Nomination Packet must include:
 - Nomination letter addressing the criteria stated above
 - Three Letters of recommendation
 - Submission of pictures, video, pamphlets, pictures or any additional information would be helpful.
5. A visitation by a State Council member may be arranged to view the program or service.
6. Awards will be presented at the National Adapted Physical Education Conference.

Exemplary Award for Adapted Physical Education

Selection Process:

1. The selection committee, consisting of the Chair, Past-Chair and Chair-Elect of the State Council will review applications and select 2-3 finalists. (Prior nominations will be reviewed for 3 consecutive years.)
2. The selection committee will present the names for nomination with supporting information to the State Council members for review at the May/June business meeting.
3. Following the discussion of the finalists, members of the State Council will vote by secret ballot for one of the nominated individuals.
4. The selected person will be notified by the Chair of the State Council on Adapted Physical Education by phone and a formal letter of acknowledgment. Arrangements for receiving the award will be made at that time.

Timeline:

JANUARY 10TH	COMPLETED APPLICATION POSTMARKED NO LATER THAN JANUARY 10TH
JANUARY	ALL APPLICATIONS SENT TO AWARDS CHAIR AWARD COMMITTEE REVIEWS ALL APPLICATIONS (SCAPE JANUARY MEETING)
MARCH/APRIL MARCH – MAY MAY	THREE FINALISTS SELECTED AND VISITATIONS ASSIGNED VISITATIONS OF FINALISTS BY AWARDS COMMITTEE EVALUATIONS TABULATED AND AWARD RECOMMENDATION PRESENTED TO COUNCIL MEMBERS FOR FINAL VOTE
JUNE	AWARD WINNERS NOTIFIED
NOVEMBER	AWARD PRESENTATION AT NAT'L ADAPTED PE CONFERENCE AWARD RECIPIENT PRESENTS AT CONFERENCE
MARCH/APRIL	AWARD RECIPIENT PRESENTS AT CAHPERD CONFERENCE AWARD RECIPIENT ACKNOWLEDGED AT AWARDS LUNCHEON AND / OR DINNER
OCTOBER	SCAPE SENDS APPLICATION TO SOUTHWEST DISTRICT
DECEMBER	SCAPE SENDS APPLICATION TO NATIONAL

Presentation of the Award:

1. Presentation of the Exemplary Award will be made at the National Adapted Physical Education Conference by the Chair of the State Council on Adapted Physical Education, or a person appointed by the Chair.
2. The award presentation day and time will be determined by the conference committee and Chair of the State Council on Adapted Physical Education. (For example, Saturday luncheon.)

**California Association for Health, Physical Education, Recreation and Dance
State Council on Adapted Physical Education**

EXEMPLARY AWARD FOR ADAPTED PHYSICAL EDUCATION

APPLICATION

Conference Year and Theme: _____

Name: _____

Address: _____

City/State/Zip: _____

Phone Number: Home: () _____ Work: () _____

Job Title: _____

Supervisor Name, Position: _____

Address: _____

Phone Number: _____

Adapted Physical Education Credential: YES NO CAHPERD Member: YES NO

Please attach a summary noting the criteria qualifying the applicant for this award. Submit three (3) letters of recommendation. Include their names, titles and phone number(s) below.

1.

2.

3.

Completed by: _____ Phone _____ Date _____

Please mail completed application by January 10th to

**CAHPERD
State Council on Adapted Physical Education
1501 El Camino Avenue - Suite 3
Sacramento, CA 95815**

EXEMPLARY AWARD FOR ADAPTED PHYSICAL EDUCATION PUBLICITY FORM

Applicant's Full Name: _____

Name to be used for recognition: _____
(if different)

School District Information

Superintendent's Name: _____

Principal's Name _____

Program/Dept. Chairs
Name and Title _____

School District Administration
Address and Phone Number _____

Newspapers

Newspaper _____ Editor _____

Address and Phone _____

Newspaper _____ Editor _____

Address and Phone _____


Television Station List the Local Station

Station Name & Call Letters _____ Contact Person _____

Address and Phone Number _____

Station Name & Call Letters _____ Contact Person _____

Address and Phone Number _____

 Please include a photo of self with application; preferably electronically, but hard copy would be acceptable.

APPENDIX D

CULTURAL DIVERSITY STUDENT SCHOLARSHIP ADAPTED PHYSICAL EDUCATION

PURPOSE

The intent of this scholarship is to provide financial support to identified ethnic and culturally diverse student teachers in the field of Adapted Physical Education. Enclosed is a copy of the CAHPERD State Council on Adapted Physical Education Cultural Diversity Student Scholarship application. A \$500.00 scholarship stipend will be awarded during the start of the final student teaching semester/quarter.

Applicants **must** meet the following qualifications:

- * Ethnic/cultural minority
- * Specialize in the field of Adapted Physical Education
- * Enter student teaching during the next academic year
- * CAHPERD member
- * Attending a California college/university

Criteria for selection includes:

- * Experience/interest in working with individuals with disabilities
- * Scholastic proficiency
- * Leadership ability
- * Personal qualities
- * School, community and professional activities

Applicants will need to submit the following information:

- _____ 1. A completed application form
- _____ 2. A minimum of two letters of recommendation
- _____ 3. Scholastic verification
- _____ 4. Documentation of intended student teaching semester by the student's University Adapted Physical Education Program Coordinator

TIMETABLE

October 1	Applications distributed to all California State University Adapted Physical Education Coordinators as well as CAHPERD, Adapted Physical Education and college web sites.
January 1	DEADLINE for all applications to be postmarked (prior to the January State Council meeting).
February 1	Notification to all applicants of results.
Annual CAHPERD State Conference	SCHOLARSHIP AWARDED (Money <i>will be</i> awarded at the start of the final student teaching semester or quarter during the next academic year).

Please encourage eligible students to apply for this scholarship and remind them that all completed applications should be postmarked by **January 1**, and sent to:

CAHPERD
Chair, State Council on Adapted Physical Education
1501 El Camino Avenue - Suite 3
Sacramento, CA 95815-2748

California Association for Health, Physical Education, Recreation and Dance

STATE COUNCIL ON ADAPTED PHYSICAL EDUCATION
CULTURAL DIVERSITY STUDENT SCHOLARSHIP

SCHOLARSHIP APPLICATION
(Confidential)

Date _____

(Please type)

Name _____ Phone _____

Address _____

Major _____ Minor _____

Date/Degree _____

Date/Credential (anticipated) _____

Ethnicity:* African-American _____ American Indian/Native American _____ Asian-American _____ Filipino _____

Mexican-American _____ Other Latino _____ Pacific Islander _____ Other (specify) _____

**Criteria utilized by California State University System*

Please submit a brief statement (short paragraph) addressing your multicultural, diverse background.

Name and phone number of persons submitting letter(s) of recommendation:

Name _____ Position _____

Address _____

Telephone (w) _____ (h) _____

E-mail _____ (Fax) _____

Name _____ Position _____

Address _____

Telephone (w) _____ (h) _____

E-mail _____ (Fax) _____

Name _____ Position _____

Address _____

Telephone (w) _____ (h) _____

E-mail _____ (Fax) _____

Use additional pages, if necessary.

California Association for Health, Physical Education, Recreation and Dance

STATE COUNCIL ON ADAPTED PHYSICAL EDUCATION
CULTURAL DIVERSITY STUDENT SCHOLARSHIP

STUDENT INFORMATION

Name _____ Date _____

A. **College/University (ies) attended (include dates):**

B. **Professional organizations and dates of memberships:**

C. **Description of professional activities and conferences and dates attended:**

D. **Extracurricular activities and offices held or leadership roles (include dates):**

E. **Work experience. (Start with the most recent and indicate paid or volunteer):**

F. **Work or volunteer experience with individuals with disabilities (include dates):**

G. **Scholarship, awards, honors (include dates):**

H. On a separate page please supply any additional information you believe is pertinent to this application and **a statement of your professional goals and philosophy of physical education for individuals with disabilities:** (not to exceed 300 words).

California Association for Health, Physical Education, Recreation and Dance

STATE COUNCIL ON ADAPTED PHYSICAL EDUCATION
CULTURAL DIVERSITY STUDENT SCHOLARSHIP

SCHOLASTIC VERIFICATION

This will verify that _____
(Student's name)

NO YES

- ____ ____ 1. has completed _____ units of under graduate college work with an overall GPA of _____
- ____ ____ 2. has a specialization in Adapted Physical Education.
- ____ ____ 3. has completed _____ units of graduate college work with an overall GPA of _____
- ____ ____ 4. will be doing his/her last semester of student teaching in the area of Adapted Physical Education

Starting date: _____

Ending date: _____

Signature: _____
University Adapted Physical Education Program Coordinator

College/University

Telephone: (w) _____ (h) _____

E-mail: _____ Fax: _____

Please postmark by **January 1** and return to:

CAHPERD
Chair, State Council on Adapted Physical Education
1501 El Camino Avenue - Suite 3
Sacramento, CA 95815-2748
916/922-3596

California Association for Health, Physical Education, Recreation and Dance

**STATE COUNCIL ON ADAPTED PHYSICAL EDUCATION
CULTURAL DIVERSITY STUDENT SCHOLARSHIP**

INSTRUCTIONS FOR THE LETTER OF RECOMMENDATION

Student CAHPERD members eligible for this scholarship must be specializing in Adapted Physical Education and be scheduled to begin their student teaching in Adapted Physical Education during the next academic year.

Please indicate your knowledge of the applicant's qualifications based on the following criteria:

1. Ethnic diversity
2. Experience and desire to work with individuals with disabilities
3. Degree of individual responsibility and initiative
4. Enthusiasm
5. Professional attitude and leadership abilities
6. Proficiency in studies
7. Ability to work with others and evidence of good personal relations

Format for Letter of Recommendation:

1. Letter of recommendation for: _____
2. Statement of recommendation
3. Identification of person completing letter of recommendation including name, title, address, telephone number (both work and home if possible), date, and signature

Please postmark by **January 1**, and return to:

**CAHPERD
State Council on Adapted Physical Education
1501 El Camino Avenue - Suite 3
Sacramento, CA 95815-2748
916/922-3596**

California Association for Health, Physical Education, Recreation and Dance

**STATE COUNCIL ON ADAPTED PHYSICAL EDUCATION
CULTURAL DIVERSITY STUDENT SCHOLARSHIP**

RATING EVALUATION

Candidate's name: _____

REQUIREMENTS	MINIMUM 1	ABOVE MINIMUM 2	EXEMPLARY 3
1. Professional organizations:			
2. Member of CAHPERD a. Member: b. More than 1 year: c. Officer:			
3. Professional Conferences (CAHPERD, NAPEC, etc.) a. 1-2 meetings: b. More than 2: c. Volunteer:			
4. Extra-curricular activities a. Sign language or other language: _____ b. Clubs, Honor Society, Sports: (points awarded are based on quality of activities)			
5. Work Experience: a. With individuals with disabilities b. Fieldwork, Special Olympics, Special Camps, etc. (points awarded are based on quality of experiences)			
6. Additional honors: a. Scholarships, awards: (points awarded are based on quality of honors)			
7. Grade Point Average (3.0, 3.5, above 3.5)			
8. Letters of Recommendation: (points awarded are based on quality of letters)			
9. Statement of professional goals and philosophy: (points awarded are based on quality of statement written)			
10. Point total:			

APPENDIX E

JULIUS SPIZZIRI STUDENT SCHOLARSHIP ADAPTED PHYSICAL EDUCATION

PURPOSE

The intent of this scholarship is to provide financial support to identified exemplary student teachers in the field of Adapted Physical Education. Enclosed is a copy of the CAHPERD State Council on Adapted Physical Education Julius Spizziri Student Scholarship application. A \$500.00 scholarship stipend will be awarded during the start of the final student teaching semester/quarter.

Applicants **must** meet the following qualifications:

- * Specialize in the field of Adapted Physical Education
- * Enter student teaching during the next academic year
- * CAHPERD member
- * Attending a California college/university

Criteria for selection includes:

- * Experience/interest in working with individuals with disabilities
- * Scholastic proficiency
- * Leadership ability
- * Personal qualities
- * School, community and professional activities

Applicants will need to submit the following information:

- _____ 1. A completed application form
- _____ 2. A minimum of **two** letters of recommendation
- _____ 3. Scholastic verification
- _____ 4. Documentation of intended student teaching semester by the student's University Adapted Physical Education Program Coordinator

TIMETABLE

October 1	Applications distributed to all California State University Adapted Physical Education Coordinators as well as CAHPERD, Adapted Physical Education and college web sites.
January 1	<u>DEADLINE</u> for all applications to be postmarked (prior to the January State Council meeting).
February 1	Notification to all applicants of results.
Annual CAHPERD State Conference	SCHOLARSHIP AWARDED (Money <i>will be</i> awarded at the start of the final student teaching semester or quarter during the next academic year).

Please encourage eligible students to apply for this scholarship and remind them that all completed applications should be postmarked by **January 1** and sent to:

CAHPERD
Chair, State Council on Adapted Physical Education
1501 El Camino Avenue - Suite 3
Sacramento, CA 95815-2748

California Association for Health, Physical Education, Recreation and Dance

STATE COUNCIL ON ADAPTED PHYSICAL EDUCATION
JULIUS SPIZZIRI STUDENT SCHOLARSHIP

SCHOLARSHIP APPLICATION
(Confidential)

Date _____

(Please type)

Name _____ Phone _____

Address _____

Major _____ Minor _____

Date/Degree _____

Date/Credential (anticipated) _____

Name and phone number of persons submitting letter(s) of recommendation:

Name _____ Position _____

Address _____

Telephone (w) _____ (h) _____

E-mail _____ (Fax) _____

Name _____ Position _____

Address _____

Telephone (w) _____ (h) _____

E-mail _____ (Fax) _____

Name _____ Position _____

Address _____

Telephone (w) _____ (h) _____

E-mail _____ (Fax) _____

Use additional pages, if necessary.

California Association for Health, Physical Education, Recreation and Dance

STATE COUNCIL ON ADAPTED PHYSICAL EDUCATION
JULIUS SPIZZIRI STUDENT SCHOLARSHIP

STUDENT INFORMATION

Name _____ Date _____

A. **College/University (ies) attended (include dates):**

B. **Professional organizations and dates of memberships:**

C. **Description of professional activities and conferences and dates attended:**

D. **Extracurricular activities and offices held or leadership roles (include dates):**

E. **Work experience. (Start with the most recent and indicate paid or volunteer):**

F. **Work or volunteer experience with individuals with disabilities (include dates):**

G. **Scholarship, awards, honors (include dates):**

H. **On a separate page please supply any additional information you believe is pertinent to this application and a statement of your professional goals and philosophy of physical education for individuals with disabilities: (not to exceed 300 words).**

California Association for Health, Physical Education, Recreation and Dance

STATE COUNCIL ON ADAPTED PHYSICAL EDUCATION
JULIUS SPIZZIRI STUDENT SCHOLARSHIP

SCHOLASTIC VERIFICATION

This will verify that _____
(Student's name)

NO YES

- ____ ____ 1. has completed _____ units of under graduate college work with an overall GPA of _____
- ____ ____ 2. has a specialization in Adapted Physical Education.
- ____ ____ 3. has completed _____ units of graduate college work with an overall GPA of _____
- ____ ____ 4. will be doing his/her last semester of student teaching in the area of Adapted Physical Education

Starting date: _____

Ending date: _____

Signature: _____
University Adapted Physical Education Program Coordinator

College/University

Telephone: (w) _____ (h) _____

E-mail: _____ Fax: _____

Please postmark by **January 1** and return to:

CAHPERD
Chair, State Council on Adapted Physical Education
1501 El Camino Avenue - Suite 3
Sacramento, CA 95815-2748
916/922-3596

California Association for Health, Physical Education, Recreation and Dance

**STATE COUNCIL ON ADAPTED PHYSICAL EDUCATION
JULIUS SPIZZIRI STUDENT SCHOLARSHIP**

INSTRUCTIONS FOR THE LETTER OF RECOMMENDATION

Student CAHPERD members eligible for this scholarship must be specializing in Adapted Physical Education and be scheduled to begin their student teaching in Adapted Physical Education during the next academic year.

Please indicate your knowledge of the applicant's qualifications based on the following criteria:

1. Experience and desire to work with individuals with disabilities
2. Degree of individual responsibility and initiative
3. Enthusiasm
4. Professional attitude and leadership abilities
5. Proficiency in studies
6. Ability to work with others and evidence of good personal relations

Format for Letter of Recommendation:

1. Letter of recommendation for: _____
2. Statement of recommendation
3. Identification of person completing letter of recommendation including name, title, address, telephone number (both work and home if possible), date, and signature

Please postmark by **January 1**, and return to:

**CAHPERD
State Council on Adapted Physical Education
1501 El Camino Avenue - Suite 3
Sacramento, CA 95815-2748
916/922-3596**

California Association for Health, Physical Education, Recreation and Dance

**STATE COUNCIL ON ADAPTED PHYSICAL EDUCATION
JULIUS SPIZZIRI STUDENT SCHOLARSHIP**

RATING EVALUATION

Candidate's name: _____

REQUIREMENTS	MINIMUM 1	ABOVE MINIMUM 2	EXEMPLARY 3
1. Professional organizations:			
2. Member of CAHPERD a. Member: b. More than 1 year: c. Officer:			
3. Professional Conferences (CAHPERD, NAPEC, etc.) a. 1-2 meetings: b. More than 2: c. Volunteer:			
4. Extra-curricular activities a. Sign language or other language: _____ b. Clubs, Honor Society, Sports: (points awarded are based on quality of activities)			
5. Work Experience: a. With individuals with disabilities b. Fieldwork, Special Olympics, Special Camps, etc. (points awarded are based on quality of experiences)			
6. Additional honors: a. Scholarships, awards: (points awarded are based on quality of honors)			
7. Grade Point Average (3.0, 3.5, above 3.5)			
8. Letters of Recommendation: (points awarded are based on quality of letters)			
9. Statement of professional goals and philosophy: (points awarded are based on quality of statement written)			
10. Point total:			

APPENDIX F

APPLICATION FOR PARTICIPATION STATE COUNCIL ON ADAPTED PHYSICAL EDUCATION

California Association for Health, Physical Education, Recreation and Dance State Council on Adapted Physical Education

TO: **ALL INTERESTED PERSONS** in the field of Adapted Physical Education
FROM: CAHPERD State Council on Adapted Physical Education
RE: Participation on the State Council on Adapted Physical Education

The mission of the CAHPERD State Council on Adapted Physical Education is to lead, support, and assist Adapted Physical Education Specialists to provide the highest quality physical education programs for individuals with and without disabilities in California. On-going work toward this mission is carried out by responsible and dedicated professionals. The State Council consists of representation, which is geographically distributed by adapted physical education specialists, administrators, and college/university instructors throughout the state.

DUTIES AND RESPONSIBILITIES OF COUNCIL MEMBERS

1. To serve as a member of the State Council on Adapted Physical Education by supporting the purpose and functions of the State Council, as defined in the Mission Statement and Strategic Plan.
2. To be a current CAHPERD member.
3. To represent and inform members in geographic locations or interest areas in the state of California
4. To participate on the ad hoc and/or standing committees when appointed or requested by the Chair.
5. To support and participate in the National Adapted Physical Education Conference.
 - a. Attend luncheons and social events
 - b. Assist the conference committee, upon request
 - c. Attend and present short report at the State Council update meeting session
6. To attend and participate in 6 business meetings and one update session per year.
 - a. To notify the Chair if unable to attend a meeting or when the need to leave early is inevitable
 - b. To arrange own travel and overnight accommodations following State Council and CAHPERD policies
 - c. Submit travel reimbursement claim forms, with verification and/or receipts, for the meetings not held at the National Adapted Physical Education Conference and the annual state CAHPERD Conference
7. To submit report at each State Council meeting for progress on committee work completed and in progress.
8. To report at local CAHPERD unit or district meetings work completed and information regarding the State Council projects and conference sessions.
9. To update and maintain a State Council notebook for reference and upon completion of term to pass on to the in-coming State Council member.

CAHPERD
State Council on Adapted Physical Education
Council Application

Ms.
Miss
Mrs.
Mr.
Dr.

Last Name _____ First Name _____

Home Address _____

City _____ State _____ Zip _____ Home Ph () _____

Home Fax () _____ Home Email _____

School/Agency _____ District _____

Public or Private _____ Job Title _____

Work Address _____

City _____ State _____ Zip _____ Work Ph () _____

Work Fax () _____ Work Email _____

EMPLOYMENT AREA

Check one:

- Preschool
- Elementary School
- Middle School
- Secondary School
- Community/Junior College
- City/County/State/Federal
- College/University
- Other

EMPLOYMENT POSITION

Check one:

- Teacher/Specialist
- Professor/Instructor
- Education Administrator
- Agency Administrator
- Consultant
- Program Specialist
- Other

Do you have any specific skills, interests or abilities that you feel would be of particular benefit to the State Council (computer skills, graphic arts, etc.)?

Reference to contact: _____
*Name**Telephone*

*Address**City**State**Zip*

I understand the duties of a member for the CAHPERD State Council on Adapted Physical Education and would like to be considered as a candidate.

_____ _____
*Signature**Date*

If you have any questions, please feel free to contact any member of the current State Council.

Please mail completed form to: Chair, State Council on Adapted Physical Education
By April 1st 1501 El Camino Avenue – Suite 3
Sacramento, CA 95815-2748

APPENDIX G

CAHPERD Policies and Guidelines Related to Planning and Conduct of the Annual State Conference

Applied to

National Adapted Physical Education Conference “Promoting Physical Activity For All” (formerly National Conference on Physical Activity for the Exceptional Individual)

The National Adapted Physical Education Conference will be referred to in this document as “the conference”.

The CAHPERD State Council on Adapted Physical Education will be referred in this document as “SCAPE”.

I. Site Selection

- A. The conferences will be conducted within the boundaries of the state of California. Exceptions can occur by a request from SCAPE to the CAHPERD Administrative Committee and be co-sponsored by the Southwest District of AAHPERD.
- B. Site and Facility Considerations:
 1. Accessibility
 2. Room rates
 3. Number of projected attendees
 4. Number of past conference attendees
 5. Number of hotel rooms to be blocked
 6. Number of hotel rooms used in past conferences
 7. Number of breakout sessions
 8. Room sizes of breakout rooms
 9. Perks for room nights booked
 10. Flexibility of room(s) for sessions
 11. Number of session rooms available
 12. Meeting room fees
 13. Fees for cost of food and beverage service
 14. Availability of aides: visual & audio equipment and service
 15. Transportation (i.e., Shuttle service from airport, etc.)
- C. Site selection should also consider previous years attendance and specific needs of the conference:
 1. Preference for hotel not requiring meeting room rental
 2. Room block reservations for 250 total room nights
 3. Three meeting areas (2,000 sq. ft.)
 4. One exhibit area (2,000 sq. ft.)
 5. Three large conference rooms (1,000 sq. ft.) to seat 100-150 in lecture format
 6. One research room
 7. One conference office
 8. Two storage rooms
 9. Lobby or similar space for on-going registration
 10. One hospitality suite with large entertaining area
 11. Accessibility

- D. Other Considerations:

1. Wheelchair access to all conference spaces and rooms
2. Airport with non-stop or one-stop accessibility from most major cities
3. Transportation at a nominal cost between airport and conference grounds
4. Parking at nominal expense
5. Parking spaces to accommodate conference participants
6. Conference center availability during the first Thursday, Friday and Saturday in November or the 3rd Thursday, Friday and Saturday in October
7. Effect of other conferences scheduled in the same vicinity on those dates (also other functions associated with Adapted Physical Education, such as Special Olympics, etc.)
8. Room and other rental rates
9. Costs of meals at conference center and availability of meals in the local vicinity
10. Interpreter services

- E. The SCAPE Conference Planner in consultation with CAHPERD Executive Director, designs, and SCAPE approves, a statewide rotation system, which provides guidance in the selection of future conference sites. Area location will be selected with the help of the SCAPE and, whenever possible, opposite location in California from the annual state CAHPERD conference. Example: CAHPERD in Northern California, then the National Adapted Physical Education Conference will be in Southern California.
- F. The SCAPE Conference Planner makes preliminary contact with hotels and convention and visitors bureaus, arranges and conducts all site inspections and presents findings to the Executive Director and SCAPE.
- G. Dates selected (when possible) will include: Month: 1st Choice: November, first weekend 2nd Choice: October, third weekend Days: Thursday, Friday and Saturday. (Clear the date with other major functions, such as Special Olympics, Special Education Conference, CAHPERD Fall Physical Education Conference, etc.)
- H. SCAPE Conference Planner recommends, and SCAPE approves the site of the conference at least three years in advance of the event.

II. Negotiations and Contracts

- A. In the event that the conference is co-sponsored with Southwest District AAHPERD, the Executive Director and SCAPE Conference Planner represents the Association in all contractual negotiations.
- B. The Executive Director develops or reviews, negotiates and signs all contracts for facilities, catering, audio-visual services, and exhibitors.
- C. The SCAPE Conference Planner works with the conference committee and program chair in negotiating keynote speakers, decorator, entertainment, transportation, merchandise, printing, security, photography, audio or video recording, or other agreements necessary for the conduct of the conference.

III. Theme & Logos

- A. The Conference Director, Program Chair and committee members in consultation with SCAPE shall select the theme and logo for the conference, no later than 18 months from the event.
- B. All publicity for the conference shall include the approved theme and logo, in conjunction with the CAHPERD name and logo.
- C. The official conference program and souvenirs must reflect this theme.

- D. Any item which displays the official CAHPERD logo, or which includes the Association name, must be reviewed in draft form by SCAPE's Conference Planner and CAHPERD's Executive Director prior to final approval and authorization for production or distribution.
- E. Conference logos, letterhead, envelopes, exhibitor prospectus or other conference items, will be designed and ordered through the CAHPERD office.

IV. Local Sponsorship

- A. Fill in Local Sponsorship Application Form and submit it to the Chair of the State Council on Adapted Physical Education 18 months prior to the annual state CAHPERD conference whenever possible.
- B. The proposed local Co-Director will be interviewed at the annual state CAHPERD Conference by the SCAPE.
- C. Final awarding of the National Adapted Physical Education Conference will occur no later than January 30th of the year preceding the Conference date.
- D. Provide any additional information that you believe would assist SCAPE in its decision toward the National Conference to you as the Local Sponsoring agency(ies).

V. Budget & Finance

- A. Until a conference budget has been approved by SCAPE, expenditures will be authorized by SCAPE Conference Planner only.
- B. SCAPE's Conference Planner, in consultation with the Budget Chair/Treasurer and other members of the Conference Committee, will prepare a preliminary budget prior to the April/May meeting of the CAHPERD's Budget Committee. (This budget is 18 months ahead of when the conference will be. This is due to the conference being in the Fall.)
- C. Conference registration fees must reflect current SCAPE/CAHPERD policy, and must be approved annually at the June meeting of the Board of Directors. (This approval will be for the conference 18 months away – not the one for the actual budget year.)
- D. The Conference Director or Conference Budget Chair is responsible for authorizing and monitoring all budget expenditures and must approve all requests for reimbursement before they can be processed by the CAHPERD office.
- E. All collection of funds, income and expense accounting, and disbursement of funds are handled through the state CAHPERD office.
- F. The conference will pay the CAHPERD office at least \$1,000 for staff working on the conference. All printing and mailing occurred by the CAHPERD state office will be billed to the conference budget.
- G. Quarterly financial reports of conference income/expense will be available to SCAPE and the Board of Directors. A final report will be available within 90 days of the event.
- H. According to approved policy, the net income of the conference will be split between SCAPE (75%) and CAHPERD's general fund (25%).
- I. If the approved conference budget must be amended, the Budget Chair/Treasurer and Executive Director must be notified immediately to expedite this process.

VI. Insurance

- A. The cost of insurance for activity sessions at the conference, general liability, bodily injury and property damage is covered in the general CAHPERD insurance policy. Damage to or loss of borrowed or rented audiovisual materials are covered, provided an accurate inventory is determined prior to the Conference and serial numbers and estimated value are provided. Under our current policy, Ropes Courses are not covered.
- B. Conference cancellation insurance is not built into the conference budget. Due to the high expense of earthquake insurance, this is not included as well.

VII. Guidelines For Daily Activities In Priority Order

- A. First Day: (Thursday)
 - 1. State Council on Adapted Physical Education meeting
 - 2. Registration
 - 3. Opening Session
 - 4. Social after Opening Session for all attendees
- B. Second Day: (Friday)
 - 1. Registration
 - 2. General Session
 - 3. Conference Sessions
 - 4. Luncheon (if desired by Conference Directors)
 - 5. Dinner (if desired by Conference Directors)
 - 6. Entertainment (dance, music, excursions, demonstrations, etc.)
 - 7. Social for speakers and conference committee, exhibitors, etc. (Optional)
 - 8. Hospitality Room – only if all food and drink are donated
- C. Third Day: (Saturday)
 - 1. Registration
 - 2. Conference Sessions
 - 3. Second Luncheon - presentation of Awards
 - 4. State Council on Adapted Physical Education Update Session
 - 5. Closing Social - Conference Committee and Speakers
 - 6. Hospitality Room - optional

VIII. Appointment of Conference Personnel

- A. Selection of the Conference Director & Program Chair shall be made by SCAPE, three years in advance of the conference.
- B. Every effort shall be made to select these key committee chairs from experienced volunteer members. For example, it is highly recommended that these chairs have served in some major capacity with a statewide conference, and have the ability to work collaboratively with a large group.
- C. Conference Director & Program Chair are professionals who have volunteered to direct the Conference. One or both Directors should attend, or send a written report to all the State Council meetings for a minimum of one year prior to the Conference, as well as afterwards until all records are cleared. At least one Director will be named as an ad hoc State Council member, if presently not on the State Council.
- D. Conference Directors will work out timelines for promptness and accountability.
- E. Local site committee chairs shall be appointed by the Conference Director, in consultation with the local unit, district leadership, and SCAPE conference planner. Committees for the conference shall

include one program chair, site manager, publicity, audio-visual, equipment and supplies, hospitality, exhibitors, signs, syllabus/proceedings, signs, registration, volunteers/presiders, raffle/donations, university credit, and others as needed to carry out the theme and the focus of the conference. Refer to attached for specific roles of each Committee Chair.

- F. All committee chairs must be CAHPERD members in good standing.
- G. A complete roster of the committee members and contact information must be submitted by the Conference Director to SCAPE and the CAHPERD office at least 18 months from the event.
- H. Standard certificates from the CAHPERD office are often used to acknowledge services of volunteers.
- I. The Conference Director may choose to recognize volunteers with a follow-up celebration event and/or present other tokens of appreciation, as the Conference budget permits.
- J. It is customary for the hospitality committee chair to present tokens of appreciation to the Conference Director and Program Chair at the final general session of the Conference.
- K. It is appropriate for the Program Chair to send thank-you letters to the Conference Planning Committee, local committee chairs, keynote speakers, and any others who contributed to the conduct of the Conference.

IX. Lodging

- A. Most contracts with hotels provide for complimentary rooms based on the number of room nights occupied by conference attendees (usually 50 room nights = 1 comp room night). These rooms are allocated by the Conference Director with the following priorities: Program Chair, Conference Director, Hospitality (only if the room is to be used for a hospitality suite), Committee members, and Invited keynote speakers.
- B. CAHPERD Presidents, Executive Director and office staff lodging will be reimbursed out of their line-item budget for travel expenses as part of their CAHPERD role and responsibilities.

X. Program Chair(s)

- A. The Program Chair is responsible for planning the conference, including theme, format, allocation of sessions, time blocks, timelines, session planning forms, instructions and contracts for speakers, facility, room set-up and audio-visual limitations, etc.
- B. At the Fall National Adapted Physical Education Conference, have a "Call for Presenters" flyer to be handed out at registration.
- C. By the November deadline (or as soon as possible) have the "Call for Presenters" page sent to CAHPERD to be published in the upcoming Journal/Times and other associations and organizations such as APAQ, Palaestra, NCPERD.
- D. The Program Chair is responsible for reviewing program proposals and for developing a balanced and comprehensive selection of presentations.
- E. Program Chair is cautioned to identify new speakers whenever possible, and to validate their qualifications as a presenter before confirming their selection.
- F. Program Chair is responsible for notifying presenters whose proposals are not accepted in writing.
- G. By May, if possible, a confirmation of Speaker letter should be mailed to the selected Presenters/Speakers with the date and time of presenting.

- H. The Program Chair is responsible for assuring that the overall conference program reflects the long range plan of SCAPE and CAHPERD, provides a forum for current thinking and initiatives in the profession and in California, appeals to all interest areas and levels, and models diversity in topics, methods of presentation, and speaker representation.
- I. The Program Chair must work closely with the Conference Director and the SCAPE Conference Planner in preparing all program information for the conference.
- J. The Program Chair must use diligence in adhering to program deadlines and in contacting and following up with presenters and presiders.
- K. By October 1st, a final letter should be sent to all Presenters/Speakers giving them any important details regarding the Conference.
- L. Have Presenters/Speakers fill out an information sheet that will contain the following information:
 1. Name
 2. Address
 3. Telephone Numbers (home and work)
 4. E-mail and Fax numbers (home and work)
 5. Request for audio-visual equipment
 6. Other equipment needs
- M. Presenters/Speakers need to be assigned in rooms according to their audio-visual needs, when possible.

XI. Speakers

- A. CAHPERD members cannot be offered or receive compensation for any conference presentation. However, complimentary registration will be offered if the speaker submits their material for the conference syllabus by the requested deadline.
- B. All speakers must register for the conference if they are attending any session other than their own. (Exception: VIPs, out-of-state presenters)
- C. Vendors who are invited to present must purchase space in the exhibit hall.
- D. Promotional materials relating to publications, products, or services with which a Presenter/ Speaker is associated may not be sold. This must be done from the commercial exhibit area.
- E. A *Speaker Contract* must be on file with the Program Chair before a speaker can be listed in the official program.
- F. Unless a contract has been signed with the speaker and CAHPERD, all speakers will pay for their own meals, syllabus, and other conference items such as t-shirts, special events, etc.
- G. Selected lectures, except audio-visual presentations and activity sessions, may be audio or video taped and made available to conferees for a nominal service charge. If this service is approved by the Speaker, a release form must be signed and returned as directed.
- H. CAHPERD and the Conference Directors have the first right of refusal to print Speaker's material emanating from or associated with a Conference presentation.
- I. Limited audio-visual equipment is available for a presentation. Presenters should inform the Program Chair of their needs as soon as possible.

- J. Conference Presenters/Speakers must represent a respect for the implementation of state and federal guidelines for individuals with disabilities, ethnic and cultural diversity and gender equity, both in their professional activities and in the contexts of their presentations.
- K. Award recipients who are registered for the conference will not receive any refunds. However, they may invite one guest complimentary to the awards lunch/dinner. Other guests are welcomed, but will be required to pay the cost of the meal.
- L. Student Scholarship winners will receive complimentary registration including meals. Guest of the recipients will be required to pay the cost of the meal attended.

XII. Audiovisual Equipment

- A. Hotel or the hotel's recommended Audio-Visual Company will be used to eliminate concern about equipment amount and usage.
- B. CAHPERD will make every attempt to provide appropriate audiovisual equipment for program sessions. Exceptions include equipment that is not readily available, or only available at a great expense. Requests are to be made to the Conference AV Chair at the requested date. No changes or additions may be made after that date which is usually 2 months prior to the conference. If a late request is made (including at the conference) and involves a charge, the cost will be absorbed by the presenter.
- C. Payments for music copyrights are built into the Conference budget. Rights to live music are very expensive, unless it is original. Decisions to use live music should be made by the Conference Director in consultation with the Budget chair of the conference.

XIII. Exhibitors

- A. Work closely with the CAHPERD state office on Exhibitors and fee schedules.
- B. Twelve (12) months before the Conference, CAHPERD state office and/or the Exhibitor Chair will mail/send out an "Invitation to Exhibit" form to all Exhibitors, including all pertinent information: fees, deadlines, etc. Be sure forms have been approved by the CAHPERD Executive Director.
- C. Make sure that a print-ready copy of the list of Exhibitors is sent to the Program Chair and Syllabus/Proceedings Chair before the final program or syllabus is printed.
- D. One (1) month before the Conference, draw a map of the different places where the Exhibitors will set up. Assign locations based on promptness of request and/or history with the Conference. Determine the number of chairs and tables needed and turn in your request to the On Site Manager.
- E. The Exhibitor Chair and CAHPERD Executive Director (if available) are responsible for the conduct of the exhibit hall.
- F. The Exhibitor Chair will work with the On Site Manager and Conference Planner to set up the exhibit hall that follows the approved contract.
- G. Exhibitors must have required coverage and limits of insurance as specified in the space rental contract, and must contract with CAHPERD for booth space.
- H. Suitable display space is provided for CAHPERD entities at no cost.
- I. Non-profit educational or charitable organizations which support CAHPERD activities may be offered booth space at reduced rates at the discretion of the Exhibitor's chair and CAHPERD Executive Director, provided that (a) space remains unsold within two weeks of the Conference and/or (b) no

negative impact will result on the total projected budget.

- J. Commercial vendors who are unable to attend the conference may request display space at a fee to be determined by the Conference Steering Committee.
- K. Adequate security must be provided during the set up and conduct of the exhibits and during each night the exhibits are in place.
- L. As part of the booth rental, refreshments are provided at no cost to exhibitors.

XIV. Collegial Groups

- A. Requests for special registration or attendance considerations for members of related or affiliated groups must be presented to SCAPE prior to the adoption of the conference budget. (Groups include other state HPERD's, para-professionals, etc.)

XV. Committee Chairs Responsibilities:

- A. Directors will work with the State Council on Adapted Physical Education regarding the following (establish these in priority order):
 - 1. Conference focus and special topics
 - 2. Budget, including after conference follow-up meeting
 - 3. Promotional items
 - 4. Meet with State Council Conference Committees
 - 5. State Council meeting (usually scheduled Thursday afternoon)
 - 6. Facilitate the presentation of the Outstanding Adapted Physical Educator Award and Exemplary Award.
 - 7. State Council update meeting time
 - 8. Committee Evaluation Summaries (i.e. e., Budget, suggestions for next year, etc.)
- B. Directors will work with the CAHPERD state office and State Council on Adapted Physical Education Chairs and various members of the State Council on:
 - 1. Budget and Financial Report (Final Financial Report must be submitted within 45 days of the closing session of the conference). Submit the reports to the State Council on Adapted Physical Education and CAHPERD accounting.
 - a. Use CAHPERD format for submitting the reports
 - b. Must submit Conference Budget to CAHPERD for approval as soon as possible, or not later than the January Board of Directors meeting preceding the Conference dates.
 - 2. Accounting through CAHPERD office - voucher and receipts necessary for reimbursement
 - 3. Registration and Conference fees
 - a. Registration form to be published in the May/June CAHPERD Journal/Times and the September Chronicle
 - 4. Insurance
 - 5. Mailings - get permit number and get mailing labels through CAHPERD state office. Do two mailings: early May, and a formal mailing in August
 - 6. All contracts
 - 7. Publicity - CAHPERD and State Council logo is required on all forms, stationary, etc.
 - a. Terminology to be used is: • sponsored by CSU/CAHPERD • distribution supported by school district • endorsed by other agencies
 - 8. Consultation available with CAHPERD Executive Director
 - 9. Exhibitor contracts and policies
- C. Registration
 - 1. Registration fees will be established by the SCAPE Conference Planner in consultation with CAHPERD Executive Director.

2. Cancellations once registration has been received will be the registration fee minus \$50 as a processing fee.
3. Have 10-14 persons ready to work during the week of the Conference at the registration desk (a couple days prior to Conference for stuffing packets, preparation and during the Conference).
 - a. For the Thursday of the Conference, make sure there are approximately 10 volunteers ready to assist in stuffing envelopes for all the conference attendees.
4. Need to secure from the CAHPERD state office a list of all conference attendees before the Conference.
5. See if the CAHPERD Office will make name labels for the envelopes/packets.
6. Allow a maximum of 75 packets for walk-in registrations.
7. For on-site registration table at the Conference - arrange with CAHPERD to have registration forms and CAHPERD membership forms ready for walk-ins. Also have available a typewriter, computer, printer, and software.
8. During the opening hours of registration (on Friday morning), have extra people to work the first three (3) hours. This will help to avoid needless waiting
9. At the end of the opening day, arrange to turn in money and registration packets for security and storage until the following day.
10. Conference committee will receive free registration including meals, not to exceed 15 members.
11. Pre-registration and on-site registration fees for students and retirees will be the same.

D. Publicity and Promotion/Raffle and Donations

1. Work with CAHPERD to have conference flyers inserted into the Journal/Times, Palaestra, APAQ, Special Edge and other publications throughout the year, as well as national advertisement (including list of place, address, contact person, and deadlines).
2. Work with the different District Coordinators - Bay, Northern, North Central, Southern and South Central. Make sure they know conference dates and send out flyers to be displayed at the local conferences.
3. Send out flyers of the Conference to the Community Colleges, Universities, and local school district Special Education Chairpersons to promote the Conference.
4. Work with the Exhibits Chair to see if you can get donations for the raffle to raise funds.
5. Set up raffle donations at a table in the exhibit area and promote ticket sales throughout the Conference.
6. Work with the Hospitality Committee and Conference Director in attaining a stain glass object to reflect the theme of the conference or the conference location. This tradition is in honor of Dr. Robert Campbell for his work on the conference. This stain glass will be part of the general raffle at the conference.

E. Syllabus/Proceedings

1. Work with Program Chair(s) in coordinating Presenter/Speaker information.
2. Have all syllabus information mailed directly to the Syllabus Committee Chair. Program Chair will turn in all other information for the Syllabus by mid-September. This will allow time to have the Syllabus printed by the end of October.
 - a. Be sure to have the Program Chair(s) and Conference Director(s) review the document prior to printing.
3. Arrange the material in order with the following information:
 - a. Times of Presenters/Speakers
 - b. Dates of Presenters/Speakers
 - c. Alphabetically by last name
4. Have syllabus compiled and ready by Thursday morning for registration.

5. Request Syllabus information from the State Council, such as: welcome letter from the Chair, Conference history of site locations, award recipients (and possible vitae summary and picture if desired) and other documents.

F. Hospitality

1. Arrange with Conference Director(s) the times and places for the different socials using the following guidelines:
 - a. Social after the Opening Session or the first evening (Thursday).
 - b. Wine and Cheese social for all speakers and Conference Committee, plus invited guests (optional).
 - c. Hospitality Suite location: on going and open to all Speakers, Volunteers, Conference Committee, and Exhibitors (optional).
 - d. Evening entertainment or other scheduled events.
2. For the evening entertainment work with the Conference Director to come up with an activity that would go along with the Conference theme.
3. Arrange any necessary equipment with the hotel. Also, with the Conference Director on any other needs you might have, such as bar, meals, etc.
4. Set up a Hospitality Room for VIPs and Presenters/Speakers with volunteers assigned to work it on the second and third day. Arrange with the hotel for refreshments needed.
5. Acknowledge Conference Planning Committee at appropriate times throughout the Conference.
6. Transportation may need to be arranged for presenters/speakers depending on the Conference Site and Conference Director requests.
7. All food must be ordered from the hotel.

G. University Credit

1. Conference should be held within the jurisdiction of the selected university.
2. 6 - 9 months before the Conference, work with a California State University Adapted Physical Education Coordinator or Department Chair from the University to set up Continuing Education Credit for Conference attendees.
3. Arrange to have all details of the University Credit published on the Conference flyer.
4. Arrange to have a table set up near the registration desk for participants to sign up for Credit.
5. After the conclusion of the Conference, see that the appropriate material is mailed to the proper individuals at the University, i.e., the Adapted Physical Education Coordinator.
6. Keep a list on who has registered for Credit and give it to the Conference Director(s) at the end of the Conference.

H. Equipment and Supplies

1. Check with the different Conference Committee Chairs to determine what equipment (other than Audio-Visual) will be needed before and after the Conference.
2. Make arrangements to have each Chair receive all equipment and supplies no later than two (2) weeks prior to the Conference, such as balls, hoops, etc.
3. As soon as possible, turn in any receipts for equipment and supplies to the Conference Director(s) and State Council Budget Chair, using the correct CAHPERD reimbursement forms.

I. Signs

1. For making the signs, contact the Conference Director(s) and Program Chair(s) and obtain the following information:
 - a. Rooms and a list of who will be speaking in the rooms and the times.
 - b. List of all Exhibitors.
 - c. Signs needed for registration.
 - d. Other signs to be used for directions.

2. Have all signs ready to use by the first day of the Conference.
 - a. Hang signs where each Exhibitor will go outside the Exhibitors area.
 - b. Set up signs on an easel outside each room.
 - c. Make a list of who is speaking with topic and times.
 - d. At the end of the first day, remove Speaker signs.
 - e. Set up Speaker signs early the next morning for the current day presentations.
 - f. Make sure all signs are taken down at the end of the Conference.

J. Volunteers

1. Work with Conference Director(s) and other Committee Chairs to see who needs assistance during the Conference.
2. If possible, arrange with a local California State University Adapted Physical Education Coordinator to use student volunteers.
 - a. Students will receive a Conference Syllabus, but will need to pay for meals.
3. Have assigned times arranged for each person with a worksheet. Give it to each Committee Chair to check off those in attendance.
4. Have Adapted Physical Education Coordinator send final list to Volunteer Committee Chair to verify who will be working at the Conference.

K. Presiders (optional)

1. Ask the Conference Director(s), and State Council members, and volunteers for assistance in securing Presiders.
2. If a Presenter/Speaker requests a certain individual, arrange with them to be assigned to that particular Session.
3. Six (6) months before the Conference, provide the Program Chair(s) with a list of tentative Presiders so they can be published in upcoming flyers, the Program, and the Syllabus.
4. One (1) month before the Conference verify, in writing, the Presiders for each session.
5. Secure alternate Presiders, when someone cancels.

ATTACHMENT B
REGULATIONS FOR REIMBURSEMENT
For Official Travel, Committee, or Officer Expense

1. Requirements for Reimbursement
 - A. No portion of submitted expense will be reimbursed from another source.
 - B. Vouchers for reimbursement of an individual's expenses must be submitted to the appropriate officer within 45 days of the conclusion of the CAHPERD activity. (EB 6-88/89)
 - C. CAHPERD policy requires that officers submitting reimbursement for attendance at required meetings must attend the entire meeting and be present for the final roll call prior to the action items. Any exemption to this policy must be approved by the President.
 - D. Adapted Physical Education expense vouchers must be submitted to the CAHPERD State Council on Adapted Physical Education Budget Chair for approval, except for CAHPERD Executive meetings.
2. Travel Expense (rates are based on air-coach fares)
 - A. Full reimbursement shall be paid for airline fares. Receipts must be submitted. Every effort must be made to book flights 21 days in advance to secure most economical fares and should be made in accordance with instructions received from the CAHPERD state office.
 - B. In the event plane transportation is not available or practical, auto travel by the most direct route will be paid at the rate authorized on the voucher form.
 - C. In the event that plane transportation is available and practical, but the individual elects to travel by automobile or train, the maximum reimbursements shall be the cost of round-trip, economy-class fare by air.
 - D. Shuttle and taxicab fares, as well as airport parking, are allowed. Mileage traveled between home/office and the airport, at the airport, at the rates authorized on the voucher form, may be submitted.
3. Hotel Expense (Note: No hotel accommodations will be allowed from travel within a radius of twenty-five (25) miles).
 - A. Hotel expenses will be reimbursed at 1/2 the double room rate. No payment will be made greater than the cost incurred.
 - B. Meals, valet, room service, or other personal accommodations are not reimbursable.
 - C. Hotel rooms will be compensated for on the basis of double occupancy except for approved necessary variations.
 - D. Normally, lodging expenses are limited to those meetings which require attendance on two or more consecutive days.
4. Committee Action Expense (for authorized CAHPERD committees and officers) the following expenditures are allowable for committee expense if necessitated in specific relation to the function of the committee or office and budgeted in advance; such as postage, typing, duplicating, materials, telephone, and mileage (as authorized on the voucher form).

ATTACHMENT C
GUIDELINES FOR SPONSORSHIP

1. Each year the National Adapted Physical Education Conference is sponsored by the CAHPERD State Council on Adapted Physical Education. Since the State Council is the governing body of Adapted Physical Education in the state of California and affiliated with CAHPERD, this group should hold the primary sponsorship of the Conference. Other sponsors should be approved by the SCAPE.
2. When possible, one major California University should sponsor the Conference and minimally commit the following resources:
 - a. Faculty to participate in directing the program, including planning time
 - b. Mailing, printing, and telephone calls for the faculty as Program Chair(s)
 - c. Continuing education units for conference participants
3. A minimum of one school district should sponsor the Conference and minimally commit the following resources:
 - a. Teacher(s) to participate in directing the Conference, including meeting time
 - b. Mailing, printing, and telephone calls for the teacher(s) as Conference Director(s)
 - c. Printing of the Conference Syllabus or finding help in completing this project
4. Other school districts, Special Education Local Plan Area (SELPA), other agencies could sponsor the conference and minimally commit the following resources:
 - a. Teacher(s) to participate in the conference planning, including meeting time
 - b. Mailing, printing, and telephone calls for the teacher(s) as Conference Planner(s)