

DEPARTMENT OF SPECIAL SERVICES
Township of Union Public Schools
M-E-M-O-R-A-N-D-U-M

TO: Greg Tatum
C: Julia Vicidomini, Diane Cappiello
FROM: Joseph Seugling 
RE: Board Agenda
DATE: 2016-10-28

The committee recommends and I so move that the board approve the following:

Acceptance of the Play Unified 2016-2017 Grant, Special Olympics, for the following Schools:

- Jefferson Elementary School: \$1,000
- Kawameeh Middle School: \$2,000
- Burnett Middle School: \$4,000
- Union High School: \$3,000

Play Unified School Partnership

*Special
Olympics
New Jersey*



September 30, 2016

Dear Samantha,

On behalf of Special Olympics New Jersey, I am pleased to award Jefferson Elementary School with a \$1,000 Play Unified grant for the 2016-2017 school year. These funds have been made possible by a generous grant from the U.S. Department of Education, New Jersey State Department of Education and the PSEG Foundation.

Special Olympics New Jersey Play Unified School Partnership event dates can be found on the calendar following the Commitment Form. Please return the attached 2016-2017 Play Unified School Partnership Commitment Form via fax or scanned email attachment as soon as possible. Should you have any questions about the Commitment Form and/or the Play Unified School Partnership, do not hesitate to contact me. I look forward to working with you and your school this year!

Sincerely,

Susan Colacello
Director of School and Community Partnerships
Unified Schools
Special Olympics New Jersey
scc@sonj.org
P: (609)896-8000
F: (609)482-2242

Play Unified School Partnership

*Special
Olympics
New Jersey*



September 30, 2016

Dear Lindsey,

On behalf of Special Olympics New Jersey, I am pleased to award Kawameeh Middle School with a \$2,000 Play Unified grant for the 2016-2017 school year. These funds have been made possible by a generous grant from the U.S. Department of Education, New Jersey State Department of Education and the PSEG Foundation.

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Play Unified School Partnership

*Special
Olympics
New Jersey*



September 30, 2016

Dear Diana,

On behalf of Special Olympics New Jersey, I am pleased to award Burnet Middle School with a \$4,000 Play Unified grant for the 2016-2017 school year. These funds have been made possible by a generous grant from the U.S. Department of Education, New Jersey State Department of Education and the PSEG Foundation.

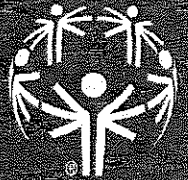
Special Olympics New Jersey Play Unified School Partnership event dates can be found on the calendar following the Commitment Form. Please return the attached 2016-2017 Play Unified School Partnership Commitment Form via fax or scanned email attachment as soon as possible. Should you have any questions about the Commitment Form and/or the Play Unified School Partnership, do not hesitate to contact me. I look forward to working with you and your school this year!

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Play Unified School Partnership

*Special
Olympics
New Jersey*



September 30, 2016

Dear Dana,

On behalf of Special Olympics New Jersey, I am pleased to award Union High School with a \$3,000 Play Unified grant for the 2016-2017 school year. These funds have been made possible by a generous grant from the U.S. Department of Education, New Jersey State Department of Education and the PSEG Foundation.

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Play Unified School Partnership

**Special
Olympics**
New Jersey



Special Olympics New Jersey 2016-2017 Play Unified Commitment Form

We are pleased to support the mission and goals of the *Play Unified School Partnership*, an education-based project which uses sports and education opportunities to promote inclusion, respect and dignity for students with and without disabilities.

As a Play Unified school we will do the following:

- Create and provide opportunities for special education and general education students to interact with one another and encourage friendship and respect.
- Promote the message of Play Unified throughout the school year in order to impact and create positive change in the school climate.
- Support and assist student leaders with their ideas to promote and grow the Play Unified club and Unified sports in their school.

We will implement activities as described in our proposal that support all 3 components of Play Unified:

- **Inclusive Sports** - Students with and without disabilities engage in physical activities together on a Unified Sports team or through Unified Recreation. Unified Sports teams train to compete in Special Olympics competitions. Unified Recreation activities can take place on the playground, sports fields/courts or in physical education classes.
- **Inclusive Youth Leadership and Youth Activation** - Students with and without disabilities work together in a club or committee to plan and conduct Play Unified activities.
- **Whole School Engagement** - Activities such as school announcements, posters, assemblies, campaigns and special events promote the message of Play Unified to the entire school and encourage students to become advocates of acceptance and respect.

All Play Unified schools commit to the following:

- Identify an on-site school liaison who will be primary contact with SONJ and coordinate School Management Team
- Follow spending guidelines and complete and submit expense and reimbursement paperwork on time
- Submit monthly reports on time
- Notify Susan Colacello of their school's full calendar of events and activities.

School Name: _____ School Year: _____

School Liaison's Contact Information

Name: _____ Title: _____

Phone Number: _____ Email Address: _____

School Administrator's Signature: _____
(Principle or Vice Principal)

School Administrator's Title: _____ Date: _____



Grant Award Fact Sheet

Congratulations on your Play Unified Grant award! The information here is intended to answer basic questions on how the funds are dispersed to schools/districts, allowable expenses, and ordering, billing and reimbursement policies and procedures. Please contact us with any questions you have or more specific information.

Disbursement of Grant Money

Special Olympics New Jersey offers flexibility with payments and reimbursement procedures to meet the unique policies of our grantees. However, there are some specific procedures that must be followed in spending Play Unified funding.

- Cash awards are not paid directly to schools and/or districts. Instead, a Play Unified account is established with Special Olympics New Jersey, in which all grant funds are applied. SONJ will order items like t-shirts and equipment and have them drop-shipped to the schools. Whenever possible vendors, such as bus companies, bowling alleys and speakers should bill SONJ directly for services. Grantees can pay for certain expenses and be reimbursed by sending copies of the receipts and requesting reimbursement.
- Adviser and Coaches Stipends can be paid directly to the individual or to the district. Individuals can submit an invoice to SONJ requesting their stipends. Any amount over \$600 requires a W-9 form. Districts can request payment for stipends for all advisers and coaches in one invoice, or submit individual invoices. Please identify the name, whether adviser or coach, the amount requested and mailing address.
- All coach stipend requests **MUST BE SUBMITTED WITHIN TWO WEEKS OF THE SPORT ENDING** using the Stipend Request Form. For June events, STIPEND REQUESTS MUST BE SUBMITTED BY MAY 31, 2017.
- Prior to purchasing or ordering an **EXPENSE REQUEST FORM MUST** be completed and approved.
- All invoices should be as detailed as possible, including vendor, invoice number, invoice date, item description and total cost. Invoices must be clearly labeled "**Bill to**" or "**To be paid by**" Special Olympics New Jersey. They **MUST BE SUBMITTED WITHIN TWO WEEKS** of the invoice date.
- If a school pays an invoice and is seeking reimbursement, it is the school's responsibility to send Special Olympics New Jersey an invoice requesting reimbursement no later than 2 weeks after the invoice date. All reimbursement invoices must clearly have it marked that invoice was **PAID IN FULL** in order to be reimbursed.
- All invoices for the year must be in by June 15, 2017. Any requests submitted after that date cannot be paid for by Special Olympics New Jersey.

Please email all invoices to Susan Colacello at scc@sonj.org or
Katelyn Sheridan at krs@sonj.org, or fax to 609-482-2284.

2016-2017 Play Unified Grant

Allowable Expenses

Play Unified grants are made possible in part by funding from the US Department of Education and Special Olympics North America. This year they have explicitly outlined what Play Unified grant money can and cannot be used for. Only costs directly related to the mission and goals of the Play Unified Strategy will be covered under the Play Unified grant you were awarded.

If there is any question about whether an event or purchase can be paid for with Unified money please contact Susan Colacello or Katelyn Sheridan prior to booking or purchasing.

The following are allowable expenses for your grant money:

Inclusive Sports & Skill Development –

- T-shirts: To be used as uniforms. We are not able to reimburse any additional apparel purchases for sweatshirts, sweatpants, etc.
- Equipment: Directly related to your Unified Sports program. The grant does not pay for capital equipment.
- Transportation: To and from Unified Sports practices and competitions.
- Facility Rentals: For developmental, recreational or competitive Unified Sports.
- Fees: Costs related to running or participating in Unified Sports.
- Food: Only water and snacks to be provided only during Unified Sports events.

School Community Awareness –

- T-shirts: For members of your Play Unified club. Respect Campaign shirts are provided outside your grant by SONJ.
- Rental or Fees: For events or equipment directly related to the Play Unified movement.
- Transportation: To Special Olympics New Jersey Youth Summits or events, or preapproved inclusive trips.
- Supplies: To be used for Play Unified club activities i.e. posters, banners, markers, etc.

Youth Leadership & Youth Activation –

- Events: Run by your school's Unified Youth Committee that are inclusive and/or teach inclusion.
- Supplies: Used for Partners Club activities.

Stipends – Advisers and coaches can be paid directly by SONJ or through the district. Any stipend request over \$600 requires that a W9 be submitted. As with invoices, all stipend requests must be in by May 31, 2017 in order to be paid.

Play Unified | 2016-2017 CALENDAR

SEPTEMBER 2016						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 16 Grant Application Due
- 24 EKS Day
- 24 Junior Division Soccer

- 24 Spring Games UGD
- 25-26 Spring Games Basketball

MARCH 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

OCTOBER 2016						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 3 Shriver Cup Registration Deadline
- 8 Junior Division Soccer
- 20 Fall South Summit
- 21 Fall Central Summit
- 29 Fall Games
- 29 Junior Division Soccer
- 30 Shriver Cup Soccer

- 1-2 Spring Games Bowling

APRIL 2017						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

NOVEMBER 2016						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 4 Fall North Summit
- 12 Thanks4Giving Plunge
- 13 NJSIAA Unified Soccer

- 31 Rutgers UGD

MAY 2017						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

DECEMBER 2016						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 4 Jingle All The Way

- 1 Receipts, Invoices, Stipend Requests Due
- 9 Summer Games Youth Summit
- 9 Summer Games UGD
- 10 NJSIAA Meet of Champions
- 9-10 Summer Games

JUNE 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30




JANUARY 2017						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 6 Floor Hockey UGD
- 7-8 Floor Hockey and Volleyball Tournament

- To Be Determined:**
- Basketball Shriver Cup
 - Bowling Shriver Cup
 - Spring Youth Summits
 - NJSIAA Unified Basketball
 - Montclair UGD
 - Junior Division Basketball
- Monthly Reports are due:**
- 10/7/16
 - 11/7/16
 - 12/7/16
 - 1/6/17
 - 2/7/17
 - 3/7/17
 - 4/7/17
 - 5/5/17
 - 6/7/17

FEBRUARY 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

- 6-7 Winter Games Cool School Challenge

-  Unified Sports
 -  Special Olympics New Jersey Event
 -  Play Unified Event
 -  Deadlines
 -  Fundraising/Volunteering Event
- *All dates are subject to change**

Updated 9/26/16