Dear Teachers,

I am excited to be coordinating the Special Specials South Competition for the first time this year! Please bear with me as I learn the ropes! This year’s event will be held on **April 19, 2018** at Nazareth High School. The Nazareth Area student volunteers are working hard to prepare for the big day! I hope you are all able to attend this special day dedicated to our students! Please be sure to read the following instructions carefully and adhere to the deadlines in order to be sure you and your students are able to attend the event.

* All letters of intent and entry forms must be emailed to the address listed below. If there is an issue with emailing the forms, please let me know. I will send you a response to let you know that I receive your form.
* All athletes must have a completed parent permission/medical record form. The form is certified for 3 years only. You should have a copy of all of your students’ forms for each competing athlete with you on the day of the event. **NO FORM, NO COMPETITION!**
* Students who do not have this form may only attend the event as a spectator.
* Each teacher is responsible for getting a field trip permission form completed for all students (those competing AND those who are not).
* Please complete the letter of intent and athlete medical roster and return to me! This is due by email to me no later than **Friday February 16, 2018.**
* Please fill out the entry form and return no later than **Friday March 30, 2018.** You must include all your students who will be participating as athletes. Remember: Each athlete can compete in up to 4 events. Please email this form as well.
* Each student is required to train at least **8** times before the event.
* You are responsible for a name tag for each athlete. It must include: athlete name, school, teacher, and the 4 events they are competing in.
* You are responsible for submitting your transportation request to your supervisor **2 months** in advance of the event.
* The opening ceremonies will begin at approximately 10 a.m. and closing ceremonies will begin at 12:45 p.m.
* Lunch will be provided for the athletes to include: a hotdog, snack bag, and drink. **THESE ARE FOR THE ATHLETES ONLY!** There will be a scheduled lunch time but feel free to adjust according to any athlete’s individual feeding needs.
* You will need to notify me at the even if a student is not allowed to have their photo taken. I will supply you with a NO PHOTO tag for your athlete.
* Please email and let me know if you think you have a student that would be interested in doing the oath or the pledge at the event!

We are looking forward to the event and seeing you all there! Please feel free to contact me via email at **jmcqueen@ciu20.org**with any questions, concerns, or comments.

Sincerely,

Jennie McQueen

**Special Specials South Teacher Checklist**

**Date of Event: April 19, 2018**

**Before the Event:**

* Send letter of intent including athlete medical roster to jmcqueen@ciu20.org no later than Friday **February 16, 2018.**
* Send home field trip permission forms with students to be filled out prior to the event.
* Submit transportation request to your supervisor at least **2 months** prior to the event.
* Send entry form, including 4 events for each athlete, to jmcqueen@ciu20.org no later than **Friday, March 30, 2018.**
* Make sure all students have up to date physicals/medical record forms. These are good for **3 years** only so check the dates!
* Create a **name tag** for each student to wear the day of the event. Include the following information: Athlete name, school, teacher, and 4 events they will be participating in.
* Notify me if you think you have any students that would be interested in doing the oath or the pledge at the event.

**Day of the Event:**

* Create a folder to bring including: student field trip permission forms AND physical/medical record forms. **The physical forms must be available for all students on the day of the event!**
* Attach **name tag** to each athlete’s shirt for competition.
* Come find me if your student is not allowed to have their photo taken so I can issue you a **NO PHOTO** tag.
* Lunch is provided for all athletes at the event. (hot dog, snack, drink.) Make sure to make any other feeding or lunch arrangements ahead of time.