Dear Teachers,

This year Special Special Olympics will again be held at Wind Gap Middle School. I am very pleased to again be coordinating this event. I am going to continue to hold this event again in February. This year I have added a snow date. I hope that all of you are able to attend this day devoted to our students. Depending on the number of students I may be running the event differently.

Attached to this memo you will find information regarding this event. Please be sure to read carefully and follow all the instructions and deadlines in order to be sure that you and your students are able to attend. We are looking forward to this event and seeing all of you there.

Please feel free to call me or email me with any questions. Thank you.

Sincerely, Amy Hettel

Event Coordinator

Email: ahettel@ciu20.org Phone: 610-863-0841

Send all entries by **January 12, 2018** to: Amy Hettel

Wind Gap Middle School 1620 Teels Rd

Pen Argyl, PA 1807

***Special Special Olympics Reminder***

* Where: Wind Gap Middle School
* When: **February 6, 2018**
* **Snow date: February 13, 2018** Remember, athletes must have a ***completed*** parent permission/medical release form. The form is certified for three years only! Students who do not have this form may be spectators, but teachers are then responsible for getting a field trip permission form completed for those students. Be sure to send the original completed forms to Linda Lechner to be entered into the database prior to the event. Bring the copy with you to the event for each student who is competing. ***No form, no competition****!*

# Please fill out the letter of intent and return it to me by December 1, 2017

* Fill out the entry form attached to this packet. Please include all of your students who are participating. Write full names of athletes and indicate boy/girl for unique names. Each student is able to participate in up to 4 events.

# Please send all entries no later than January 12, 2018. You may email it or send it through the USPS. *Email is preferred.*

* Send entries to Amy Hettel, Wind Gap Middle School 1620 Teels Rd Pen Argyl, PA 18072
* Each student is required to train at least 8 times prior to the event.
* The Coaches’ Training Site Attendance sheets must also be filled out and brought to the event. Please make sure I get them before you leave!
* Please be sure to make your own nametags. Include the athlete’s name, school, teacher, and up to 4 events.
* Transportation requests must be submitted 2 months in advance to your immediate supervisor.
* Opening ceremonies will begin at approximately 10 AM and closing ceremonies will begin at approx. 12:45 PM.
* Please make sure to pack a bagged lunch. Lunch will be held when your athlete has a break in their schedule. Adjust accordingly for athlete’s particular feeding needs and competition times.
* Please refer to the Special Olympics Handbook to help you in this process. Sample forms are provided as well as specific instructions/rules for the events!!!!