



## National Interscholastic Athletic Administrators Association Professional Outreach Application

State Association \_\_\_\_\_ Application Date \_\_\_\_\_ Outreach Site \_\_\_\_\_

Site Coordinator \_\_\_\_\_

Address \_\_\_\_\_

Office Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

### Target audience for the Professional Outreach

### Preferred dates to offer the Professional Outreach

First Choice \_\_\_\_\_ Number of Participants \_\_\_\_\_

Second Choice \_\_\_\_\_ Number of Participants \_\_\_\_\_

### Preferred Option

One day - Morning class and afternoon class

One night and one morning - Evening class followed by morning class

**Incidentals: An estimate of local costs that cannot be guaranteed for reimbursement. State associations are encouraged to bare some cost for these types of potential expense considerations. (We are requesting consideration for some of the following)**

Meeting Room Configuration (hotel, classroom, etc) \_\_\_\_\_

Lunch/Beverages \_\_\_\_\_

Screen/AV cart hook-up \_\_\_\_\_

Other (specify) \_\_\_\_\_

(Lodging is the responsibility of the participant or state association)

Person Submitting Application \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Signature of State Association President or Executive Director \_\_\_\_\_

# NIAAA Professional Outreach Program Opportunity

## Goal of the Program

To provide Professional Development opportunities for athletic administrators who have difficulty attending state or national professional development conferences, and are not active in state or national associations. Specific targeted groups include, but are not limited to urban, rural, middle school.

## NIAAA Provides

LTC 501 - Course and materials

LTC 502 - Course and materials

LTC 503 - Online, 60 day window for completion

OR

LTC 700 - Course and materials

LTC 701 - Course and materials

LTC 501 - Online, 60 day window for completion

- One year NIAAA membership **(for those who have not previously been an NIAAA member)**
- Scholarship one person for every ten program attendees with registration and lodging to next national conference

**NOTE:** Those members desiring to seek wither RAA or RMSAA, must submit PDF and payment to the NIAAA office.

## Statement

The contributions for Professional Outreach to fund a year of requests come from the NIAAA Endowment Fund. The amount of annual funds available for outreach efforts is determined by calculating a three year average of the fund and allowing 5% of that amount to budget. Part of the purpose of the outreach is for the state association to have a role in conducting the event. For this reason we ask that applicants look closely at Incidental expense requests, and consider methods to provide these items with little expense.

## Applying Agency Must

- Have a local program coordinator
- Make all local arrangements including the facility
- Register attendees and communicate thoroughly with them regarding details of the outreach event
- Provide refreshments and lunch if feasible
- Pledge to continue professional development for outreach participants in subsequent years

## General

If the host state does not have qualified instructors, NIAAA will help secure instructors from another state.

- NIAAA will order manuals and ship to an address designated by the local program coordinator
- State program coordinator will make all local arrangements including facility, audio visual needs, refreshments and luncheon for attendees

## Return Application To

NIAAA office - 9100 Keystone Crossing, Suite 650, Indianapolis, IN 46240 or philrison@niaaa.org