

Athlete Speaker Workshop

Athlete Speaker Manual





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Criteria and Job Descriptions

To be recognized by Special Olympics Canada as a qualified representative he/she will first need to complete a workshop that will provide athletes with the necessary resources needed through training sessions and in a take home toolkit. Following successful completion of the workshop, athletes will be recognized as certified Special Olympics Canada athlete speakers. It is expected that the athlete commits to their role and responsibilities for a minimum of one year.

Criteria of a certified athlete speaker:

- Registered at least 2 years as a Special Olympics athlete
- Be 16 years of age or over
- Cannot have had any previous Special Olympics speaker training
- Provincial Games experience is an asset
- Enthusiastic to learn more about giving great presentations and feels positive about the experience
- Able to speak loudly and clearly
- Good voice intonation
- Demonstrates leadership qualities
- Be willing to travel
- Be fairly independent and comfortable with new people and places
- Reading skills are essential and writing skills are an asset
- Excels at social situations and encompasses the ability to “work a room”
- Be enthusiastic about Special Olympics and their experiences within the program

Job description of the certified athlete speaker is:

- To work with a speech coach after the workshop to prepare and modify speeches and presentations for a variety of groups in the community
- Give presentations when asked by the Regional/Local Committee or their Chapter
- Available on occasion to speak in public to a variety of community groups and for events such as fundraisers
- Proficiently send an email or phone their Chapter in a timely manner once a presentation has been done
- Athletes will be certified as an athlete speakers for at least a one year duration

The speech coach and athlete speaker will work together as a team in preparation for speaking engagements at community and organization events. An important role of the speech coach is to help the athlete in preparing their speeches, and in practicing and delivering high quality presentations.

Furthermore, the speech coach is there to assist the athlete with any other additional needs such as transportation, escorting the athlete to presentations, and acting as a supportive confidant.

Criteria of a speech coach:

- Be 18 years of age or over
- Current involvement in Special Olympics as a coach, committee member or family member
- Must be registered as a volunteer with Special Olympics and must be in good standing with the provincial/territorial Chapter
- Willing to attend and participate in the athlete speaker workshop
- Willing to represent Special Olympics in a professional manner
- Must be comfortable speaking in public
- Willing to work with the Regional/Local Committee in finding venues for presentations
- Available to take athletes to presentations and support them whenever needed
- Willing to work with the athlete, as needed, to create speeches and presentations to fit different audiences and purposes
- Willing to ensure athletes send an email or phone their provincial/territorial Chapter in a timely manner once a presentation has been done

Special Olympics Canada's Athlete Speaker Workshop

The athlete speaker program provides opportunities for athletes to develop public speaking and speech writing skills, as well as poise and self-confidence while educating others about the organization and the Special Olympics movement.

Athlete and speech coach manuals

The athlete manual has been designed to assist an athlete in preparing a captivating and enlightening speech and presentation using their own words and experiences. The speech coach manual comprises of all material found in the athlete manual in addition to a few more resources. The additional pages in the speech coach manual are intended to help the speech coach thoroughly guide the athlete throughout this process.

Expectations of all participants during the workshop

- Be attentive during training
- Respect all other participants
- Learn facts about Special Olympics and its mission
- Share personal stories about Special Olympics
- Make a three to five minute speech and/or presentation about those ideas
- Learn different ways to provide information to a diverse crowd of people about Special Olympics

Athlete speaker goals for the workshop

This workshop will allow you to learn how to be a successful speaker for Special Olympics in your community. By sharing information and your stories about being a Special Olympics athlete, you will raise awareness and bring new athletes and volunteers to Special Olympics programs.

By the end of the speaker workshop, the athlete must:

1. Know how to effectively prepare a presentation and/or speech
2. Become very familiar with Special Olympics' facts and mission
3. Create a speech that will:
 - Bring new athletes and/or volunteers into Special Olympics
 - Thank sponsors and motivate financial participation of individual donors
 - Change attitudes toward people with an intellectual disability
 - Engage the community to make a commitment to Special Olympics
4. Be able to recognize various social situations and learn how to be confident with them
5. Be confident to return to their Regional/Local community to give speeches and/or presentations about Special Olympics

Speech coach goals for the workshop

Thank you for your time and enthusiasm for this project. This is such a wonderful opportunity for Special Olympics athletes and you as a Special Olympics volunteer. Speech coaches play a vital role in all aspects of the speaker program. By providing your time and sharing your skills, the athlete speaker will have the expertise and confidence they need to speak and present in the community.

Speech coaches must promise:

1. **To enhance and support the athlete.** This is the athlete's time to shine, so make sure that he/she puts their best foot forward. You are there to supervise and ensure that the athlete excels on stage while the message is creatively getting across to the audience. Remember that their final product will be a speech which the athlete should adjust for various audiences.
2. **To facilitate the best of the athletes ability.** As with athletes in sport, increased support will be necessary for some more than others. The key is to show value and respect for the athlete's thoughts and opinions. You will have to decide how independently each person can be in their presentation as we go through the course, but please remember to let them be challenged.
3. **To ensure future successes.** To work with your local committee to find places to speak where your athlete can recruit new athletes and volunteers, thank sponsors and educate the public.

We value all of your opinions and appreciate your input. Please feel free to make suggestions as we go along and please ask questions. Thanks, in advance, for your support in the process. Please call us if you have any inspirations after you go home. We look forward to hearing about your Athlete Speaker's presentations.

Special Olympics
Olympiques spéciaux
Canada



Let me win.
But if I cannot win,
let me be brave
in the attempt.

- Athlete's Oath

Special Olympics Athlete's Oath

What does this mean to you?

Tip: The Athlete's Oath can be put up as a visual aid during your speech or your presentation as it is a powerful statement in itself. It is included in your toolkit:

1. On your DVD PowerPoint slide show
2. Printed on an overhead transparency

Presentation Outline

The following items are suggestions as to what should be included in an athlete speaker's speech. Please note that the opening, body and closing portions of the speech do not need to include all items. Depending on the flow of your speech, the type of speech, and how much time you are given, you must decide what items are most important to keep.

Opening Paragraph:

- Thank the audience
- Introduce yourself
- Tell the audience why you are there

Body of the Speech:

- What is Special Olympics
- What I do in Special Olympics (opportunity to tell a story)
- Sports I participate in
- Why I like Special Olympics (opportunity to tell a story)
- Special Olympics is great because... (opportunity to tell a story)
- Athlete's Oath
- DVD

Closing Paragraph:

- How to get involved
- Brochures
- Questions
- Thank you

What is Special Olympics?

- A year round sport movement
- For individuals with an intellectual disability



Winter



Summer

- Involves training and competition



Training



Competition

- 18 individual and team sports



Individual Sport



Team Sport

What is Special Olympics?

- Programs for ages 2 and older



Youth



Adults

- A worldwide movement



World Games 2009



Speed Skating
Team Canada 2009

- Almost 37,000 athletes in Canada and 3 million athletes worldwide



The Mission of Special Olympics

Special Olympics Canada's Mission Statement

Special Olympics Canada is dedicated to enriching the lives of Canadians with an intellectual disability through sport.

The Mission of Special Olympics Inc.

To provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendships with their families, other Special Olympics athletes and the community.

Athlete Eligibility

Special Olympics was created and developed to give individuals with an intellectual disability the opportunity to train and compete in sport activities. No person shall, on the grounds of gender; race; religion; color; national origin; or financial constraint be excluded from participation in or be denied the benefits of, or otherwise be subjected to discrimination under any program or activity of Special Olympics.

To be eligible for participation in Special Olympics, an individual with an intellectual disability must agree to observe and abide by the Special Olympics Sports Rules.

Backgrounder: An Overview of Special Olympics

Special Olympics is an international organization that changes lives by encouraging and empowering people with intellectual disabilities, promoting acceptance for all, and fostering communities of understanding and respect worldwide.

Founded in 1968 by Eunice Kennedy Shriver, the Special Olympics movement has grown to include nearly 3.1 million athletes in 228 programs in 175 countries, providing year-round sports training, athletic competition, and other related programs, including Special Olympics Healthy Athletes™.

Special Olympics provides people with intellectual disabilities continuing opportunities in a variety of Olympic-type sports so that they may realize their potential, develop physical fitness, demonstrate courage, and experience joy and friendship.

		Special Olympics Canada Sports	My SO Region or Local's Sports	My Sports
SUMMER SPORTS	Athletics			
	Bowling – 5 and 10 pin			
	Powerlifting			
	Rhythmic Gymnastics			
	Soccer			
	Softball			
	Swimming			
	Basketball			
	Bocce			
Golf				
WINTER SPORTS	Alpine Skiing			
	Cross Country Skiing			
	Curling			
	Figure Skating			
	Floor Hockey			
	Snowshoeing			
	Speed Skating			

Activity – Why is Special Olympics Great?

Have you ever asked long-time Special Olympics athletes why they stay involved? How about our volunteers or family members of athletes? The reasons any of these groups would give are great in defining why Special Olympics is important. These reasons are also excellent proclamations to use when trying to engage or recruit new athletes, volunteers, donors or sponsors in your speech.

Group Activity

This is a little brainstorming activity to get athletes and speech coaches thinking about why Special Olympics is great and why athletes love to stay involved.

1. Athletes and speech coaches will gather in their own separate groups and brainstorm reasons.
2. When brainstorming be creative - think about what athletes get to do, how it makes athletes feel, what athletes gain by being involved, etc.
3. Both groups will have to come up with as many reasons as possible. Groups must rank their reasons in order from the most important to the least important reason why Special Olympics is great.

My group's reasons:	Group Ranking
Example: for training and competition	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Remember, keep these reasons in mind when writing your speeches. Check out the next page for additional reasons to think about!

Special Olympics is great because...

- It changes attitudes
- It brings people together
- It builds stronger communities



- I am part of a team
- I am accepted and respected
- I am more fit and healthy



- I develop new skills
- I meet new friends
- I have gained confidence



Video

The following video was produced by Bradford Productions (Toronto, 2009). No part of this video may be reproduced without prior permission from Special Olympics Canada.

Any enquiries should be directed to the marketing and public relations department at Special Olympics Canada. Call toll-free, 1-888-888-0608, during regular business hours, from 9am to 5pm EST.

Historical Overview (2:52): <http://www.youtube.com/watch?v= 5oLEuvRLv8>

This video provides a brief overview of the origins of the Special Olympics movement in Canada, with specific mentions of founder Eunice Kennedy Shriver and two Canadian champions. Includes rare archival footage of the first Special Olympics Games held in Chicago, Illinois in 1968.

Harry “Red” Foster, LL.D., FCIA and also an Officer of the Order of Canada (O.C.), was a visionary, a broadcast legend, advertising executive and generous philanthropist who succeeded in bringing the movement to Canada in 1969, one year after it was introduced in the US. He continued to nourish its growth and development well into the 1970s.

Dr. Frank Hayden, O.C., PhD, LL.D., was a sport scientist whose groundbreaking research in the area of fitness and intellectual disability and his particular concept for a national competition caught the attention of the Kennedy Foundation in the mid-1960s. He worked with the foundation for a number of years, first as its fitness director, then as its director of international development in the 1980s.

Voiceover by TSN’s Vic Rauter

"Are there any Questions?"

Below are frequently asked questions that both athlete speakers and speech coaches should be prepared to answer. Speech coaches should discuss these questions and answers with their athlete speaker. Bring brochures and flyers from the Regional/Local or Chapter office to hand out.

From potential athletes:

Question: How much does it cost to join?

Answer: We are really pleased to say that there are no fees to join Special Olympics programs!

Question: What if you don't have any money?

Answer: There is no cost to join Special Olympics however small costs may come naturally, for example with certain sports and perhaps with travelling. Though you will find that your Regional/Local Committee consistently and successfully holds fundraisers to help off set the costs for all its athletes.

Question: How do I join? Who do I phone?

Answer: Please contact the Regional/Local Coordinator. His/her name is _____ . The phone number is _____ .

Question: Where can I bowl? Or where is the pool?

Answer: There are a number of places for you to go to train or play recreationally. There are a lot of Special Olympics programs available that use many different facilities. My Special Olympics Regional/Local Committee can definitely find something out there for you!

Question: Do I have to compete or can I just play a sport?

Answer: If you wish to join Special Olympics to play recreationally or simply for the choice to stay "active for life", there are programs for you. We do have athletes who join a Special Olympics sport program in hopes to compete. These are athletes who choose to go to higher levels of competition like Canada Games or World Games.

Question: How do I get to travel? Where can I go?

Answer: If you decide to compete and you qualify to go to a competition, you could be travelling to cities from within your province/territory or perhaps as far as another country for World Games.

Question: What do I have to wear?

Answer: Appropriate athletic wear is important for you to perform well in your sport. You may want to talk to you Regional/Local club to see what you may need to make your Special Olympics sporting experience the best it can be.

Question: Can someone pick me up?

Answer: We look to the athletes to coordinate transportation with family or friends since we do not encourage volunteers to provide transportation. It is your responsibility to get to and from practices and competitions unless group transportation has been organized by the Regional/Local.

From potential volunteers:

Question: When are the Special Olympics?

Answer: Many people think that Special Olympics is an event that happens every few years. But in fact, it is a year round movement that runs everyday of the week! While the cycle of competitions occurs at the provincial and national level every two years, alternating between summer and winter, there are hundreds of Special Olympics programs running at community and recreation centres or in schools every day of the week in communities across Canada.

Question: How often do I have to volunteer?

Answer: How often you volunteer depends upon the volunteering responsibilities you decide to take on. Different volunteer roles have different levels of commitment. Whatever commitment you make, it is greatly acknowledged!

Question: Will someone show me what to do?

Answer: New volunteers will receive training appropriate to the role and position they take on. Our goal is to prepare you for working with individuals with an intellectual disability and to make this experience rich and fun!

Question: Are there any coaching courses that I can take?

Answer: Special Olympics will make sure you have the tools you need to succeed in your volunteer role. If you are a first-time coach, Special Olympics will prepare you for working with individuals with an intellectual disability through one of two Special Olympics coaching courses affiliated with the Coaching Association of Canada's National Coaching Certification Program (NCCP).

Question: Can I volunteer at special events?

Answer: Yes, you can volunteer for an event but you will need to contact the Volunteer Coordinator in the Regional/Local Committee for information on opportunities.

Question: Where do you get your volunteers from?

Answer: Volunteers come from all walks of life and tend to be people interested in sport and in volunteering to prepare them for careers.

Question: How do I get involved?

Answer: Contact the Volunteer Coordinator from my Regional/Local, his/her name is _____. The phone number is _____. Also please visit our website.

Question: Who are your sponsors?

There are a wide range of National and Provincial/Territorial supporters. These include a wide range of national brands, government, local companies and individual donors.

From potential donors and sponsors:

Question: What is the money used for?

Answer: Funds raised in the Regional/Local are used to run sport programs in the area and for uniforms, travel, and equipment. The Regional/Local is responsible for the cost of training athletes and having them compete in various competitions. The Provincial/Territorial funds go towards athletes who pursue Provincial/Territorial Games and Canada Games.

Question: Do you have any corporate sponsors?

Answer: Yes, we have many levels of Special Olympics supporters. These include a wide range of national brands, government, local companies and individual donors.

Question: How can we get our employees involved?

Answer: Special Olympics recognizes companies today are trying to engage their employees in meaningful and sound causes. Companies can commit to our cause and have employees help with a specific event (i.e. timing for a swim meet or doing a barbeque for an athlete registration day), in-house fundraising events involving Special Olympics athletes or by organizing their own fundraiser.

Presentation Tips for Athlete Speakers

Before you make a presentation, practice your speech out loud and in your mind.

Print your speech in Times New Roman size 20 font and do not staple the pages. Number each page to keep the pages in order.

If you can, arrive early so that you are able to practice with the microphone. This may have to be arranged in advance with the venue.

If you are using a DVD, arrive early to test it with the venue's AV equipment.

If you need to use the washroom, do so well before it is your turn to speak.

After you are introduced, thank that person and continue with your speech.

If the person who introduces you extends their hand, be sure to shake hands with them and look them in the eye.

Put your materials on a desk or at the podium in a quiet manner.

Speak slowly and clearly. Speak loud enough for everyone to hear.

Make eye contact with your audience.

Be aware of the amount of time you have and make sure you are on track during your presentation. If there are a lot of questions and they seem to be filling up too much time, ask people to speak to you later.

When you are finished your speech, quietly pick up your papers and return to your seat. Do not sort your papers out at this time, but wait until you go home. It is too disruptive for the audience.

Pick up your DVD and/or other materials after all presentations are finished, or once the event is done.

Say goodbye to the person in charge once the event is coming to end and you are heading home. If you leave early or go to the washroom, slip out quietly.

Don't forget to SMILE! ☺

Feeling nervous?

*Take deep breaths. Count to 7, inhaling and exhaling.

*Clear your mind and focus on your breathing.

*Take a sip of water.

*Think of the audience in their underwear.

*Say to yourself – "I can do this!"

How do you feel?

If...

- You feel nervous or worried
- Your mouth is dry
- You have butterflies in your stomach
- Your heart is beating quickly

You can...

- Take 3 deep breathes
- Count to 7 – clear your mind
- Have a sip of water
- Practice what you are going to say
- Say to yourself – “I CAN DO THIS!”

Tips for Social Situations

Grooming:

- You should always make sure to shower, use deodorant, and brush your teeth
- Do not wear too much perfume or cologne
- If you are wearing makeup, do not apply too much
- Check your appearance in the mirror just before your speech
- Make sure your hair is clean and cut and bring a comb or brush with you
- Check your fingernails for dirt, and make sure you wash your hands before eating and after using the restroom
- Do not chew gum or suck on candy when in a social situation or giving a speech. A breath mint right before an event is OK.

Attire:

- Make sure your clothes are clean and pressed, even if it is a casual event
- Make sure your clothes match, ask someone's advice if you are unsure

Dress appropriately for the occasion. If you are unsure of what to wear, it is OK to ask. If in doubt, dress up. It is better to be slightly overdressed than underdressed. Many times a formal invitation will tell you how to dress.

Here are some terms that are used:

Black Tie – Men need to wear a tuxedo. Women need to wear a long formal gown.

Formal – Men need to wear a suit or tuxedo, women a formal gown.

Semi-formal – Men need to wear a suit or nice slacks and a jacket. Women can wear a nice dress, or short cocktail dress.

Business – Men need to wear a suit and tie, and women need to wear a nice pantsuit, suit or dress.

Business Casual – Men need to wear dress slacks and a business type shirt or casual blazer. Women need to wear slacks and a nice top, or a slightly more casual dress.

Casual – Men or women can wear casual pants, jeans, or shorts in the summer. Women can also wear a more casual sundress or outfit. You may want to wear something slightly nicer than a t-shirt, and make sure your clothes are clean and go together. Don't look sloppy

Dining in Public:

- Do not sit at the table until invited to do so, unless it is a large banquet or buffet.
- Wait until everyone at your table is seated and has received their food before starting to eat.
- Keep your hands in your lap when not using them to eat or pass food.
- Take small bites, and chew with your mouth shut. Do not talk with food in your mouth, people find it offensive.
- Do not smoke or chew gum at the dinner table. If you have gum in your mouth, excuse yourself to discard it in the restroom.
- Talk in a low voice, and keep your conversations pleasant and friendly. Do not talk about things that are unappetizing.
- If in a buffet, do not load your plate too full of food. Take only one serving. If you need to get more food, you can do that later.
- Pass food to the right, or the same direction that the rest of the food is being passed.
- If you are going to someone's home for a small dinner party, it is polite to bring a gift as a gesture. Sometimes you can ask if there is anything you should bring. Flowers, a bottle of wine, or other thoughtful gifts are appropriate.

Conversations at Social Events:

Be relaxed. Some people are shy in social situations and feel awkward. This is normal, so just think good thoughts, and try to meet some friendly people who will make you feel more comfortable.

Introduce yourself. When you walk up to someone, you can extend your right hand to shake and say, "Hello, my name is _____" then you can tell them something about yourself, for example where you are from, that you are an Athlete Speaker, or something else very brief. Usually the other person or persons will then introduce themselves. Then you can say, "Very nice to meet you" or "Good to see you." Then you can ask a question, or make a polite comment to get a conversation started. In some cultures they hug or kiss each other on the cheeks or even bow. If unsure, look around the room to see what other people are doing, but a handshake is generally acceptable.

Use your manners. Remember to use polite words, and say "please" and "thank you". With people you do not know, it is wise to be respectful and use Sir and Ma'am. When someone asks you a question, respond with a clear "Yes" or "No" not a "Yeah" or "Nope" or other casual term. If you need to get by someone, say "Pardon Me" or "Excuse Me."

Think before you speak. Try to talk about things that other people may be interested in. Do not talk too long on any one subject. Do not talk about things

that may offend someone, or be inconsiderate. You don't want to be hurtful or rude.

Ask good questions. Most people like to talk about things they know about. You can ask them questions about their jobs, hobbies, or another subject that you think they may be interested in. Make sure you do not ask them questions that may be too personal or private.

Compliment someone. One good way to meet someone is to give a sincere compliment. Maybe you like their suit, or the way their hair is styled. Comment on their nice smile or personality. Just don't say something that you don't mean, or people will figure it out. If you are given a compliment, simply say "Thank You" or "Aren't you nice to say that". Do not put yourself down.

Be positive. Do not talk badly about someone or something. If someone is talking badly about something, try to change the subject, or think of something positive to say.

Don't Brag. People don't like to hear someone bragging about himself or herself. It is OK to talk about things that you have accomplished, so long as it fits into a conversation, and you don't do it too often or for too long. Don't "name drop."

Don't Interrupt. When someone else is talking, wait until they have finished their sentence or thought before you try to speak. If you have to cut into a conversation, always say "Excuse me for interrupting, but...." If you need to leave, excuse yourself, and give a polite reason for leaving.

Have good posture. Make sure you stand up straight, and sit up straight. Walk with your head up and arms at your side. This makes you appear more confident.

Make eye contact. When talking with someone, you should look at them, but not stare. You can look away for short periods of time, but not for long.

Don't stand too close! Make sure that you stand far enough away from the person you are talking to. A good rule of thumb is to be an arm's length away.

Don't fidget or shift. Before you go into public, make sure your shirt is tucked in, and your clothes are adjusted properly. Don't play with your jewellery or objects in your pockets. Keep your hands down at your side, or clasped in front of you.

Smile! Make sure that you smile and have positive facial expressions.

Hugs and Kisses. Unless you know someone really well, shake their hand rather than give them a hug or kiss on the cheek, unless the other person is from a culture where it is acceptable. Many people feel uncomfortable with people touching them, especially someone they do not know well.

A Future Opportunity to Consider: Sargent Shriver Global Messengers

Special Olympics International 's Sargent Shriver Global Messenger Program invites athletes from around the world to help spread the message and vision of the movement and as well as share what they have achieved by participating in Special Olympics. These selected athletes are responsible for communicating to the public the powerful declarations of hope, acceptance, dignity and courage of all Special Olympics athletes worldwide. Every two years, a class of twelve athletes from around the world is selected to train and serve as International Global Messengers. Special Olympics BC encourages its future athlete speakers to consider this important and unique role.

The criteria for the nominated Special Olympics athlete (as outlined by SOI):

- Must have been involved with Special Olympics or have been a Special Olympics athlete for at least 5 years
- 18 years of age or older is suggested
- Good Public Speaker: In some cases, Global Messengers are asked to give presentations to large and influential audiences. Some athletes are excellent at giving such enthusiastic, motivational and highly substantive presentations
- Must have a good understanding and ability to work on abstract thoughts such as policy building
- Have a good life story: These athletes have very interesting or motivational life stories that help in presenting the breadth of ability and wisdom frequently overlooked in our athlete population. These athletes should also be very good at telling their own story or expanding upon it once presented in various situations such as media or VIP functions;
- Ability to "work a room": There are athletes who excel at social, one-on-one interaction. These athletes have proven over time to be excellent in fundraising and/or lobbying situations.

Please remember throughout one's term as an athlete speaker, several items must be accumulated for the successful submission of candidacy for the Sargent Shriver Global Messenger Program. All applicants must build a portfolio which includes the following material:

- A video file of the nominee speaking in public, or making a statement for this nomination, as well as any relevant news articles or media opportunities representing the nominee's speaking experience;
- No more than three (3) newspaper or magazine articles about the nominee;
- A recent photograph of the Athlete Nominee that can be used for promotional purposes.

For further detail on the Sargent Shriver Global Messenger Program please visit www.specialolympics.org.

Athlete Speaker Goal Sheet

This goal sheet is a guide to help you decide what you want your next step to be. Remember, your speech coach is there to support you!

As a certified athlete speaker, I _____ would like to (i.e. how many presentations would you like to do? Who do you want to present to? Is there a specific group of people you would like to hear your story?): _____

I would like to accomplish this by (i.e. speaking at a local high school, talking to a local community sports club): _____

Now get in contact with your Regional/Local Coordinator or Committee to discuss your goal and how you can work together to make it happen!

Athlete's Presentation Checklist

Make copies of this page after the workshop. When an event has been booked for you to speak or present at, use this to keep track of all the information the Region/Local or Chapter office gives you.

Presentation Date: _____ Time: _____

Location: _____

Contact name: _____

Length of presentation: _____ # of Audience Members: _____

Check off all the items down below which you will need to remember to bring with you for your speaking/presenting event.

Do I have everything I need?

- | | |
|--|--|
| <input type="checkbox"/> Speech and presentation notes | <input type="checkbox"/> Awards or medals to show |
| <input type="checkbox"/> Athlete Speaker Workshop manual | <input type="checkbox"/> Sporting equipment |
| <input type="checkbox"/> Athlete speaker golf shirt or
Appropriate dress | <input type="checkbox"/> Pictures or posters |
| <input type="checkbox"/> DVD (ask your speech coach for
availability of DVD/TV at facility) | <input type="checkbox"/> PowerPoint slideshow or overhead
transparencies |
| <input type="checkbox"/> Regional/Local or Provincial
brochures | <input type="checkbox"/> Sign up sheet for names and contact
information (if appropriate) |

Athlete Speaker Evaluation of Speech/Presentation

After your presentation, please complete this evaluation with you speech coach and ensure that it is returned to your Chapter office.

Name: _____ Local: _____

Presentation Date: _____ Time: _____

Location: _____

Length of presentation: _____ # of Audience Members: _____

What was the purpose of your presentation? _____

Did you enjoy the presentation? (Was it fun?) _____

What was the best part? _____

What was the worst part? _____

If you had to do it again, what would you do differently? _____

Thank you for taking the time to fill this out.