



National Interscholastic Athletic Administrators Association Professional Outreach Application

State Association _____ Application Date _____ Outreach Site _____

Site Coordinator _____

Address _____

Office Phone # _____ Cell Phone # _____

e-mail _____

Target Audience for the Professional Outreach

Preferred dates to Offer Professional Outreach

1ST Choice _____ # Participants _____

2ND Choice _____ # Participants _____

Preferred Option:

_____ **Option A** 1-day (Morning class and Afternoon class)

_____ **Option B** 1 night & 1 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 (ie: 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 _____

Daytime 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 (On-line, 60 day window for completion)
- OR
- LTC 700 (course and materials)
 - LTC 701 (course and materials)
 - LTC 501 (on-line, 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 either 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

