

29th Annual Maine Schoolsite Health Promotion Wellness Conference

Tuesday, June 24 – Thursday, June 26, 2014

The Maine Schoolsite Health Promotion Conference is a top quality professional development experience that provides a forum for representatives of a school or school administrative unit to discuss and respond to issues related to employee wellness, health promotion, health education and the maintenance of a healthy learning environment as part of a coordinated approach to school health. Participants attend workshops sessions and experiences that provide information, resource materials and tools for enhancing school climate and school environment; improving the health of students and staff; and contributing to personal well-being. The registration fee provides participants with lodging in deluxe accommodations at Sugarloaf; delicious and nutritionally sound meals; access to the Sugarloaf Sports and Fitness Club; plus outstanding presenters and a wealth of resources and materials.

Those who should attend include:

Teachers Parents Administrators Support Staff Food Service Staff
School Counselors School Nurses School Board Members Special Education Staff
Community Members Educational Technicians School Health Coordinators

The upcoming Maine Schoolsite Health Promotion Conference offers nationally renowned keynote speakers along with over thirty workshop and roundtable sessions; more than twenty health screening; and an expansive area of exhibits. Participating teams will experience three days filled with workshops and learning opportunities to assist in the development and maintenance of a culture of health promotion and wellness at the local level including:

- 1) interactive presentations on leadership and team building to support a schoolsite health promotion and wellness team;
- 2) presentations on a variety of programming ideas, school policy, and personal wellness;
- 3) dedicated team time for drafting a year-long action plan for a comprehensive wellness program including staff and students health promotion; improving school climate; enhancing health related policies; and supporting health education and physical education.

A commitment is expected from each team to successfully implement their action plan.

The application process is as follows – please read carefully!

- Completed conference packets are due by the closing registration date of **May 6, 2014** with a cost of \$215 per person.
- Save \$20 per person, register by **April 18, 2014** and pay only \$195 per person.
- The 2014 Lodging and Conference Registration fee is based on an arrival date of Tuesday, June 24th. If the team would like to arrive on Monday, June 23rd, the cost is an additional \$50 per person to cover the lodging for the additional night.
- **Conference team leaders and superintendent will be notified of acceptance on or before Monday, May 12, 2014.**
- A team representative needs to be prepared to attend the **May 13, 2014 Spring Team Leaders' Meeting** video conference.
- Incomplete packets will be returned immediately for completion and must be resubmitted promptly!
- Completed applications received after the closing of registration will be considered on an individual basis and subject to an additional charge per person.
- Please **do not send payment** with this application!

A complete packet includes:

- ✓ Conference application form that includes a minimum of 4 and maximum of 10 team members who will attend the **entire** conference
- ✓ Attachment A: Superintendent's letter of support
- ✓ Attachment B: Letter of support from an additional administrator if one is not attending the conference. **NOTE: SCHOOLS OR SAU'S SENDING TEAMS FOR THE FIRST TIME MUST HAVE AN ADMINISTRATOR AS PART OF THE CONFERENCE TEAM.**
- ✓ Attachment C: Team accomplishments (returning teams) or expectations (new teams)
- ✓ Attachment D: Scholarship application, if applicable

Mail, email or fax **complete** application packet by **May 6, 2014** or by **April 18, 2014** to save \$20 per person

Susan Berry
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March 24, 2014

Dear Maine School Administrative Unit Representative,

The Maine Schoolsite Health Promotion Conference Planning Committee invites you to apply to attend the 29th Annual Maine Schoolsite Health Promotion Wellness Conference. This is an exciting, educational experience open to all Maine schools! The statewide conference provides a successful model for establishing and maintaining staff health promotion and wellness programs in Maine schools.

Enclosed you will find conference information, the application, and a scholarship form. We would like to provide some pertinent guidance to help you prepare your application.

In order to design a high quality conference that runs smoothly from start to finish and benefits all teams, guidelines for attendance have been instituted. Teams are required to submit a ***Complete Application Packet*** postmarked no later than **Friday April 18, 2014** for the early bird registration and **Tuesday May 6, 2014** for the closing registration date. Incomplete packets will be returned immediately for completion and must be resubmitted promptly! Use the checklist below to ensure that your packet is complete. We want to guarantee that all applications are ready for review upon submission. Schools that submit applications after the deadline will be considered on an individual basis and subject to an additional charge per person.

In 1986, the first Maine Schoolsite Wellness Conference was held. It was designed with a team philosophy that has proven to be a vital component of the program over the years. The team approach is essential for a successful year-long health promotion program. Best practice has proven that a conference team of five to ten members representing different positions within a school community ensures follow through on implementing the year-long action plan. However, this year we will accept teams of four though we strongly recommend five to ten. In an effort to ensure that schools have a full conference team in attendance for the **entire** conference we suggest securing 2 alternate conference participants. The alternates should be individuals that are available to attend the conference and are willing to substitute for a team member who may experience a last minute, unforeseen emergency. It is recommended that teams schedule a full school team meeting to be held following the conference to share the conference learnings, the draft action plan and plan next steps to start the next school year.

An administrator is a valuable asset for a wellness team and can be key to the sustainability of the team and effectiveness of the Schoolsite Health Promotion Program. Past experience has proven that administrative support is critical for the successful implementation of the year-long action plan. Letters of support are required as part of the application packet: one from the superintendent (Attachment A) and one from another administrator, if an administrator is not able to attend the conference as part of the conference team (Attachment B). The superintendent letter needs to illustrate the support that will be given to the school's wellness program and the team's implementation of their action plan. The second administrative letter of support should clearly state the roles and responsibilities the administrator will provide as the liaison between the school wellness team and the school administrative team.

Attachment C should outline 3-4 major accomplishments of the 2013-14 health promotion program or, if submitting an application from a team representing a school or SAU for the first time, expected outcomes as a result of attending the conference and implementing the action plan.

Attachment D: This year, scholarships are available from the Maine Department of Education (Maine DOE), Schoolsite Health Promotion Program to support the conference registration fee. Up to ten scholarships for \$195 each for new teams or teams who have not attended for the past two years and who need financial support to meet the registration fee. To request an application, email ann.marin@maine.gov.

In preparation for the conference, a team leader or a designated team representative is required to attend the Spring Team Leaders' Meeting to be held **Tuesday, May 13, 2014 from 4:00 – 6:00 p.m. via video conferencing**. New team leaders need to attend one of the regional, facilitated sites. This year we would ask that if at all possible veteran leaders attend facilitated sites as well or at least try to partner with a geographically close SAU. If this is not possible, veteran team leaders may choose the option to view the session at a non-facilitated site. In order to access the meeting at a local, non-facilitated site, Ann Marin must be notified by Monday May 12, 2014.

We hope you will plan to attend this year's conference to develop or enhance your school's health promotion and wellness program for students and staff and be a part of 29 years of successful health promotion in Maine schools!

The Maine Schoolsite Health Promotion Program is endorsed by the:

- * *Maine Association of School Nurses* * *Maine School Health Education Coalition* *
- * *Maine School Counselors Association* * *Maine School Nutrition Association*
- * *Maine Education Association* * *Maine Congress of Parents and Teachers* *
- * *Maine Center for Disease Control and Prevention* *
- * *Maine Association for Health, Physical Education, Recreation and Dance* *

29th Annual Maine Schoolsite Health Promotion Conference Application Form

School/School Unit/Agency _____

1. Team Leader Attending Conference _____

Position _____ E-mail (print clearly) _____

School _____

Address _____ School Phone _____

City _____ State _____ Zip _____ Home Phone _____

2. Team Member _____ Indicate if Co-Team Leader _____

School _____ Job Title _____

(if co-team leader) Address _____ School Phone _____

City _____ State _____ Zip _____ Home Phone _____

Email (if co-team leader) _____

3. Team Member _____

School _____ Job Title _____

4. Team Member _____

School _____ Job Title _____

5. Team Member _____

School _____ Job Title _____

6. Team Member _____

School _____ Job Title _____

7. Team Member _____

School _____ Job Title _____

8. Team Member _____

School _____ Job Title _____

9. Team Member _____

School _____ Job Title _____

10. Team Member _____

School _____ Job Title _____

Alternate 1. _____

School _____ Job Title _____

Alternate 2. _____

School _____ Job Title _____

Returning Teams: The last time your team attended the conference, it met the following conference requirements:

____ Team maintained the 5-member minimum conference participation requirement

____ Team attended the entire conference

Describe the 4 most important accomplishments of the team over the past year.
(Use a separate sheet of paper for describing accomplishments) (Attachment C)

New Teams: (Have not attended the conference within the past 5 years)

Describe what your team hopes to achieve as a result of attending the conference.
(Use a separate sheet of paper for describing expectations) (Attachment C)

*The person signing below commits to representing the team at the **Spring Team Leaders' Meeting to be held over video conferencing on May 13, 2014, 4:00 p.m. – 6:00 p.m.** New team leaders need to attend one of the regional, facilitated sites. Veteran leaders are asked to attend a facilitated site as well or at least join with a geographically close SAU. If this is not possible, veteran team leaders may choose the option to view the session at a non-facilitated site. In order to access the meeting at a local, non-facilitated site, Ann Marin must be notified by email no later Monday May 12, 2014.*

Signature: _____ **Position:** _____ **Date:** _____

Application Checklist:

DID YOU REMEMBER TO ENCLOSE:

- Completed Conference Application Form that includes a minimum of 4 team members
- Attachment A: Superintendent's letter of support
- Attachment B: Letter of support from an additional administrator
This only applies if an administrator is not attending the conference
- Attachment C: Team accomplishments or expectations
- Attachment D: Scholarship application, if applicable
- Plan ahead and have a team representative prepared to attend the May 13, 2014 Spring Team Leaders' Meeting video conference.

Incomplete application packets will be returned for completion and must be resubmitted promptly!

Packets should be submitted/postmarked by
April 18, 2014 to save \$20 per person and pay only \$195 per person
or
May 6, 2014 and pay \$215 per person

Applications received after the closing registration date will be considered on an individual basis and subject to an additional charge per person.