

# Play Unified School Partnership



August 30, 2021

Dear Garrett Rothschild

Special Olympics New Jersey is pleased to award NJ Regional Day with a \$25,000.00 Play Unified grant for the 2021-22 school year. These funds have been made possible by generous support from the U.S. Department of Education, New Jersey State Department of Education, the PSE&G Foundation and TD Bank. We have received unprecedented requests for funding. To that end, based on your spending patterns/plans, we will revisit your original funding request in December to determine if additional funds are available for your school.

We are excited to return to a more "normal" school year and to see significant expansion of the Unified Champion Schools program throughout the state. The growth in numbers and quality of the inclusive programming in our schools is a testament to your vision and leadership, and the purposeful leveraging of these funds to establish exemplary, meaningful inclusive opportunities for your students.

Our team is here to provide technical support and a variety of additional resources, including professional development. Exciting opportunities exist for clubs, activities, sports, challenges, Youth Leadership, and E-sports. We are always just a call or email away!

We do have some process changes to share with you:

- Your school will not receive funding for 21-22 until all final reporting is received for 20-21.
- School liaisons will be required to attend monthly Zoom meetings. These meetings will be broken down into elementary, middle, and high school sessions.
- There is a form that clarifies invoicing and payment procedures that must be signed by your Business Administration's office.
- SONJ will not pay teachers/coaches directly. Last school year was a transition period for us. Everyone was notified that school districts must pay their own employees and we will reimburse according to district contracts/bargaining unit agreements.
- Invoices must be scanned and emailed or sent directly from the vendor to us. No photos of receipts will be considered.
- All schools who receive awards MUST provide monthly reports. We will send you a format that you must use. No reimbursements will be made without timely reporting.
- Forms will be emailed to you so that you may account for time/services accurately and easily.

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Please sign and return the attached 2021-22 Unified Champion Schools Partnership Commitment Form along with the signed financial form.

Please do not hesitate to contact me or a team member with any questions or concerns.

We look forward to a great year with you and your school communities.

Sincerely,

Carolyn J Marano  
Director of Inclusive  
Education Special Olympics  
New Jersey [cjm@sonj.org](mailto:cjm@sonj.org)

Lauren Tyndorf  
District Development and Expansion  
Director [lat@sonj.org](mailto:lat@sonj.org)

Emily Springle  
District Program  
Manager [eps@sonj.org](mailto:eps@sonj.org)

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Special Olympics New Jersey

## 2021-2022 Unified Champion Schools Commitment Form

We aim to establish our school/district as a Unified Champion School, creating and implementing Unified Sports, Youth Leadership, and Whole School Engagement activities that promote inclusion, equity, friendships, and dignity among students with and without disabilities.

As a Unified Champion School, we commit to:

- Create and provide meaningful opportunities for special education and general education students to interact with one another to build positive relationships and attitudes;
- Impact and create positive change in the school climate by promoting a message of equity, acceptance, and inclusion throughout the school/district;
- Establish, promote, and grow the Unified Clubs and Unified Sports by supporting and assisting student leaders of all abilities;
- Implement activities that support Unified Champion School components.

As a UCS school/district, we agree to:

- Establish a school or district Unified Leadership Team
- Identify a school/district liaison as the primary contact with SONJ
- Adhere to spending guidelines and submit expenses for reimbursement within 30 days
- Participate in or organize at least one fundraising event
- Submit scheduled monthly, midterm, and final reports - funds will not be released unless these are completed
- Attend monthly Advisor's Meetings

School Name: NJ Regional Day

District: Newark Board of Education

UCS Liaison Name: Garrett Rothschild Title: Teacher

Phone: 973-705-3820 Email: grothschild@nps.k12.nj.us

Liaison Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent Name: Roger Leon Title: Superintendent

Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## UNIFIED CHAMPION SCHOOLS FINANCIAL AGREEMENT

The following reimbursement terms are strictly adhered to by Special Olympics New Jersey (SONJ) and the institute receiving funding.

### 1. Stipend Reimbursements

- Stipend payments to school or district personnel who are responsible for a Unified Champion School (UCS) activity, club, or sport will be paid directly by the school or school district.
- The school or district must request reimbursement for stipends and employer's taxes from SONJ.
- The request for reimbursement **must be submitted no later than 30 days** after the end of the activity, club, or sport.

The following items **must** be submitted to qualify for reimbursement:

- Completed Reimbursement Request Form. An attachment will not be accepted. Forms are provided by SONJ.
- List of names associated with each stipend.
- The type of stipend for each person (Coaches, Club Advisor, Liaison, etc.).
- Detailed description of activity for each person. This includes dates of meetings, activities, and other pertinent information. Forms are available from SONJ.
- The specific amount of each stipend.
- The amount of employer's taxes (not to exceed 7.65% per stipend).

### 2. Expense Reimbursements

- Reimbursement for supplies or equipment purchased for UCS programs **must be submitted no later than 30 days** after the end of the activity, club or sport.

The following items **must** be submitted to quality for reimbursement:

- Completed Reimbursement Request Form. An attachment will not be accepted. Forms are provided by SONJ.
- Detailed description of activity or purpose of reimbursement relating to UCS funding.
- Copy of vendor invoice, copy of paid receipt (pdf format) or Purchas Order invoice page with vendor invoice.
- Items that will NOT be accepted for reimbursement
  - Quote
  - Proforma Invoice – for items expected, planned, or not shipped.
  - Purchase Order alone
  - Sales Order
  - Pictures/Images of paid receipts (all items must be pdf format)

### 3. Expenses (exclusive of stipends) over \$1000.00 must be preapproved by SONJ.

**Signature below acknowledges understanding and agreement with the terms listed above.**

- Signature of approval by school or school district's Chief School Administrator or Business Administrator

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**Business Administrator Signature**

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**Date**