



# **OFFICERS' HANDBOOK**

## **LOUISIANA ASSOCIATION OF HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE**

First Printing 1988  
Revised December 1999  
Revised November 2009  
Revised September 2011  
Revised June 2012  
Revised November 2014  
Revised January 2016  
Revised December 2016

## FOREWORD

This handbook is intended primarily for the use of LAHPERD officers in quickly discerning their specific duties within, and as an integral part of the association as a whole. The Position Statements present an initial focus on the aims and beliefs of LAHPERD. The Organizational Chart gives a concise view of the association's superstructure. Operation Codes for Officers, Divisions, Sections, and Committees serve as guides to accomplishments for specified members.

For a more thorough understanding of the association, it is recommended that all officers and committee members become familiar with the contents of the Appendices and read the Constitution and Bylaws.

## TRANSFER OF HANDBOOK

Upon completion of one's term of office or committee membership, possession of this handbook should be relinquished to the incoming President at the final Board of Directors Meeting prior to the annual convention. The new President will then distribute the handbooks to the new officers at his/her first Board of Directors meeting at the close of the same Convention. The president will see that each subsequently appointed individual receives a copy.

## ACKNOWLEDGMENTS

An Officers Handbook was one of the goals of the presidency of Frank Foreman. LAHPERD thanks Frank for his ability to perceive a problem and the ability to pursue the solution to fruition.

### 1988 Handbook Committee:

Elouise Shaw, Chair	Harold Blackwell
Patricia Izzat	Ed Dugas, Ex Officio

<b>1999 revision:</b>	Lisa Dardeau	Kathy Hill
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Bill Dickens	Dan Denson
--------------	------------

<b>2009 revision:</b>	Sue Cobb	Cheryl Northam
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Kathy Hill
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<b>2011 updates:</b>	Sue Cobb	Cheryl Northam
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<b>2012 updates:</b>	Cheryl Northam	Bill Dickens
----------------------	----------------	--------------

<b>2016 updates:</b>	Lisa Johnson	Bill Dickens
----------------------	--------------	--------------

<b>2016 updates:</b>	Bonnie Richardson	Lisa Johnson
----------------------	-------------------	--------------

<b>(December)</b>	Susan Gremillion	Lynn Williamson
-------------------	------------------	-----------------

Kathy Hill
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**CONSTITUTION AND BYLAWS**  
of the  
**LOUISIANA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE**

**CONSTITUTION**

**Article I. Name**

The organization shall be named the Louisiana Association for Health, Physical Education, Recreation and Dance. Here after referred to as the Association.

**Article II. Aims**

- A. To provide for sound and meaningful programs based upon inherent capacities of the individual for optimum development
- B. To contribute to the individual's understanding of one's role in a democratic society and in the world at large
- C. To provide the leadership essential to the continued development and improvement of quality programs in HPERD
- D. To awaken and stimulate an intelligent and comprehensive interest in HPERD
- E. To provide leadership, experimentation, and dissemination of accurate relevant information to the profession and the public regarding HPERD
- F. To promote sound community relationships leading to necessary support for HPERD
- G. To coordinate and encourage activities of local organizations in the state and to cooperate and/or affiliate with state, district, regional, national, and international organizations
- H. To raise the professional standards of the Association through the upgrading of teacher preparation, other HPERD related professions and other professional opportunities
- I. To support and promote efforts that advocate legislation in HPERD
- J. To develop leadership skills in professional and future professional members

**Article III. Organization**

- Section 1. The governing body of the Association shall be the Board of Directors.
- Section 2. The Association shall consist of the Board of Directors and Divisions as approved by the membership.
- Section 3. Section status within a Division requires the approval of the Board of Directors as provided in the Bylaws.
- Section 4. The Association is incorporated under the Laws of Louisiana.

**Article IV. Membership**

- Section 1. Membership categories of the Association shall be designated as professional, honorary life, student, and retired.
- Section 2. Requisite for membership in the Association is provided in the Bylaws.

**Article V. Government**

- Section 1. The business of the Association shall be conducted by the Board of Directors, Executive Committee, other officers, and committees as provided in the Bylaws.
- Section 2. The Association shall have two types of officers, elected and appointed, as provided in the Bylaws.
- Section 3. Robert's Rules of Order, Newly Revised, shall serve as the authority on questions of procedures not covered in the Constitution or Bylaws.

**Article VI. Meetings**

- Section 1. The Association shall hold an annual convention as provided in the Bylaws.
- Section 2. A business meeting shall be conducted at the annual convention.
- Section 3. The order of business shall be prepared by the President and approved by the Board of Directors and presented to the general membership prior to the annual convention as provided in the Bylaws.

**Article VII. Awards**

Awards may be given for meritorious service as provided by the Bylaws.

**Articles VIII. Publications**

The Association shall publish and distribute publications as provided in the Bylaws.

**Article IX. Amendments**

- Section 1. All proposed amendments shall be submitted in writing to the Constitution and Bylaws Committee.
- Section 2. The Constitution and Bylaws Committee will submit all proposed amendments to the Board of Directors no later than sixty (60) days prior to the annual convention.
- Section 3. The Board of Directors shall review all proposed amendments and present its opinion of the amendments during the business meeting at the annual convention.
- Section 4. The Board of Directors may present proposed amendments as a printed ballot to the membership for a mail vote in cases of emergency. No mail vote shall be valid beyond sixty (60) days after official posting by the Board of Directors.
- Section 5. The general membership must be informed of all pending amendments at least thirty (30) days prior to the voting date.



- Section 6. In order for a proposed amendment to be voted on, it must be submitted in writing to all membership at the business meeting.
- Section 7. In order to be adopted, proposed constitutional amendments must receive an affirmative vote of two thirds (2/3) of the participating voting members.
- Section 8. Constitution & Bylaws amendments and introduction of the slate of officers will be presented, discussed, and amended at the annual business meeting and voted on by secret ballot at a voting poll after the business meeting.

#### **Article X. Disposal of Assets**

Upon dissolution, all the assets of the Association shall be turned over to such non-profit organizations qualifying as exempt from federal tax Section 501 (C) (3) of the Internal Revenue Code of 1954 or any successor provision thereto as the Board of Directors shall select.

#### **Article XI. Restrictions**

No activities shall be conducted which are prohibited under Section 501 (C) (3) of the Internal Revenue Code of 1954 or any future United States Internal Revenue Law.

### **BYLAWS**

#### **Article I. Board of Directors**

- Section 1. The Board of Directors shall consist of the President, President-Elect, Immediate Past President, Vice Presidents, Vice Presidents-Elect, Executive Director, Future Professional Section Chair, Future Professional Section Chair-Elect, Secretary, Parliamentarian, Community Affairs Liaison, Executive Director of the Governor's Council on Physical Fitness and Sports, and a representative of the State Department of Education.
- Section 2. Members of the Board of Directors with voting privileges are the President, President-Elect, Immediate Past President, five Vice Presidents, five Vice Presidents-Elect, Future Professional Section Chair, and Future Professional Section Chair-Elect. There are fifteen (15) voting members of the Board of Directors.
- Section 3. The Board of Directors must approve all appointments made by the President.
- Section 4. The Board of Directors shall conduct the business of the Association and take any necessary official action between annual meetings of the Association.
- Section 5. The Board of Directors shall report the results of all deliberations to the membership in the Association's publications and at the annual convention of the Association.
- Section 6. A quorum of the Board of Directors must be present at a meeting in order to conduct Association business. A quorum shall be defined as 9 of the 15 voting members of the Board being present and voting.

Section 7. If the President's position becomes vacant, the President-Elect will fill the remaining term. If the Association is without a President and President-Elect, the Board of Directors shall assume the responsibilities of these officers until an election can be held. Leadership of the Board of Directors will be determined by the group. If the President-Elect's position becomes vacant, the Board of Directors will submit candidates and conduct an election by the membership by mail ballot.

Section 8. The Board of Directors may add or discontinue a Division or a Section at a regular Board meeting by a two-thirds (2/3) vote of the members present, provided such action is recommended or initiated by a member of the Board and provided the Division Vice President or the Section Chair received written notice of such intended action two (2) weeks prior to the Board meeting at which action is contemplated.

## **Article II. Membership**

Section 1. Professional members shall consist of persons actively engaged in the various areas of Association concern. This includes Honorary Life members and active Retired members.

Section 2. Future professional members shall include students attending institutions that prepare individuals as future professionals in various areas of Association concern. Only student members shall vote and be elected to hold office in the Future Professional Section.

Section 3. Honorary Life Members shall consist of those individuals who have received the LAHPERD Honor Award and hold continuous professional membership until retirement. They are professional members, shall have voting privileges, and may hold elected or appointed office in the Association.

Section 4. Retired members shall consist of those individuals who retire from an active professional role. They are professional members and have voting privileges and may hold elected or appointed office in the Association.

Section 5. The Executive Director shall process memberships.

Section 6. The annual membership dues shall be set by the Board of Directors with the approval of the professional membership at the annual convention of the Association.

Section 7. Annual membership dues shall cover the fiscal year, starting June 1 and ending May 31.

Section 8. Only professional members are eligible to vote in Association business meetings or to hold elective or appointed offices in the Association.

Section 9. One student member designated by each college or university shall have the right to vote in Association Business Meetings.

Section 10. All members shall pay the annual membership dues as established by the Board of Directors and approved by the membership.

## **Article III. Divisions of the Association**

Section 1. The Association consists of five (5) Divisions: (1) Health, (2) Physical Education, (3) Sport and Leisure, (4) Dance, and (5) General.

- Section 2. A Division Committee shall function to promote the goals of the Association with specific regard to the interest area of the Division. Specifically, a Division Committee shall plan convention programs, committee projects, publications/materials, Division nominations, Division awards, and make recommendations regarding same to the Board of Directors.
- Section 3. Division Committees shall consist of the Vice President, Vice President-Elect, Past Division Vice-President, Section Chair, and Section Chair-Elect of those Sections assigned to the Divisions of the Association. The Division Vice President shall serve as Chair of the Division Committee.
- Section 4. Individuals or groups applying to form a new Division shall submit a petition containing signatures of fifty (50) professional members of the Association and a proposed Division Operating Code to the Board of Directors.
- Section 5. The Board of Directors shall approve, conditionally approve, or disapprove all applications for Division status.

#### **Article IV. Sections of the Divisions**

- Section 1. Individual or groups applying to form a new Section shall submit a petition containing signatures of twenty-five (25) professional members of the Division that will govern the new Section and a proposed Section Operating Code to the Board of Directors.
- Section 2. The Board of Directors shall approve, conditionally approve, or disapprove all application for section status.
- Section 3. In the event the Chair is unable to serve, the Chair-Elect shall serve the unexpired term and the succeeding term of office. In the event that a vacancy occurs in the office of the Chair-Elect, the President shall appoint someone to serve until the next official election.
- Section 4. The Board of Directors may discontinue any Section at a regular Board meeting by a two thirds (2/3) vote of its members, provided the recommendation is initiated by a member of the Board and provided the Section Chair receives written notice of such intended action two (2) weeks prior to the Board meeting that will address the recommendation.

#### **Article V. Officers**

- Section 1. The officers of this Association shall consist of the President, Past President, President-Elect, Vice President, and Vice President-Elect representing each Division, Secretary, Parliamentarian, Chair and Chair-Elect of each section, Executive Director, and the Community Affairs Liaison.
- Section 2. Elected officers shall be the President, Past President, and President-Elect of the Association, the Vice President and Vice President-Elect of each Division of the Association, and the Chair and Chair-Elect of all Sections.
- Section 3. Appointed officers shall be the Secretary, Parliamentarian, Executive Director, and the Community Affairs Liaison.
- Section 4. Appointment of the Secretary and Parliamentarian by the incoming president shall occur at the post-convention Board of Directors' meeting. The appointments shall be approved by the Board of Directors. In the event of disapproval of the Board, other appointment(s) shall be approved by mail ballot or at the next meeting of the Board.

- Section 5. The Executive Director of the Association shall be appointed by the Board of Directors for a term of three (3) years. The appointment shall be reviewed by the Board of Directors during the third year or at any time deemed necessary by the Board. The Executive Director must have held membership in the (was AAHPERD) national association and a State Association for a minimum of five (5) consecutive years.
- Section 6. A candidate for President-Elect must be a professional member in good standing for two (2) consecutive years. The out-of-state time waiver does not apply to this office.
- Section 7. Officers of the Future Professional Section must be Student members for one (1) year prior to holding office.
- Section 8. Members who hold consecutive professional memberships in other states that are continuous with joining the Association will be permitted to use this time to satisfy requirements for an Association office. This waiver does not apply to the office of President-Elect.
- Section 9. Candidates for Vice President and Vice President-Elect must be members in good standing for the one (1) year prior to seeking office.
- Section 10. Candidates for Section Chair and Chair-Elect must be a member in good standing.
- Section 11. The Community Affairs Liaison shall serve as the Association's official representative to the various councils, committees, and associations whose missions relate to those of LAHPERD. The Liaison is a presidential appointment for a 3-year term.
- Section 12. All officers of the Association, appointed or elected, may be reviewed at any time deemed necessary by the Board of Directors for the purpose of retention of said individual.

#### **Article VI. Committee Duties**

- Section 1. There shall be an Executive Committee, Division Committees, Standing Committees, and Ad Hoc Committees.
- Section 2. The Executive Committee shall consist of the President, President-Elect, Past President, Secretary (NV), Parliamentarian (NV), and Executive Director (NV). The Executive Committee may exercise the powers of the Board of Directors when the Board of Directors is not convened, reporting any action taken to the Board of Directors at its succeeding meeting. All three voting members shall constitute a quorum for the transaction of business. Meetings of the Executive Committee may be called by the President. Other members may be invited to attend meetings of the Executive Committee. \*Non-voting
- Section 3. The Division Committee shall be chaired by the Vice President of the Division and shall consist of the VP, Vice President-Elect of the Division, and the Chair and Chair-Elect of each Section within the Division.
- Section 4. Standing Committees shall consist of Advocacy, Archives, Auditing, Constitution and Bylaws, Convention, (added) Division Awards, Honor Awards, Hoops for Heart, Jump Rope for Heart, Media, Membership and Development, Mini Grant, Model School Program, Necrology, Nomination and Election, Special Awards, and Strategic Planning.
- Section 5. Membership on Standing Committees shall be appointed by the President for a period of three years.

- Section 6. The Parliamentarian shall chair the Constitution and Bylaws Committee.
- Section 7. The Past VP of each Division shall serve on the Nomination & Election Committee. The immediate Past President will serve as the chair of the Committee.
- Section 8. Purposes of all Standing Committees are indicated in each of their respective operating codes.
- Section 9. Ad Hoc Committees may be appointed and terminated at any time by the President. These committees shall serve until the specific duties for which the committee was appointed have been satisfied. Terms of appointment of committee chair and of members may vary according to need.
- Section 10. Consecutive terms shall be permitted.
- Section 11. The Editor(s) of the Journal and the Newsletter shall be appointed by the President and approved by the Board of Directors for a period of three (3) years.

#### **Article VII. Duties of Officers**

- Section 1. The President shall preside at all meetings of the Association and chair the Board of Directors and the Executive Committee. All committees shall be appointed by the President with the exception of Standing Committees as otherwise stated. Replacements shall be appointed by the President for all unexpired terms of Association officers with the exception of the President-Elect. The President shall be Program Chair of the annual convention which concludes the Presidential term.
- Section 2. The President-Elect shall assume the duties of the President in the absence, disqualification or at the request of the President. The President-Elect shall succeed the President at the conclusion of the annual convention. The President-Elect is a voting member of the Board of Directors and a member of the Executive Committee.
- Section 3. The Secretary shall record all official minutes of the Board of Directors, Executive Committee and the Annual Business Meeting. The Official minutes shall be submitted to the Executive Director in final form for distribution. The Secretary is a non-voting member of the Board of Directors and the Executive Committee.
- Section 4. The Executive Director shall keep all financial records of the Association. Monies shall be expended by the Executive Director for the Association as per budget approval by the Board of Directors. An annual financial report shall be submitted by the Executive Director to the Auditing Committee at the end of the fiscal year. In addition, the official tax return to the IRS will be filed with the Auditing Committee and the Board of Directors upon completion. A formal audit shall take place every three (3) years or upon a change of the Executive Director. The Executive Director shall submit a detailed account of incomes and expenditures to the President no later than thirty (30) days after the convention. The Executive Director is an ex-officio member of all Association Committees and a non-voting member of the Board of Directors and of the Executive Committee.
- Section 5. The Parliamentarian shall be responsible for interpreting the order of proceedings at all Association business meetings in accordance with Robert's Rules of Order, Newly Revised. The Parliamentarian shall serve as Chair of the Constitution and Bylaws Committee and is a non-voting member of the Board of Directors and the Executive Committee.

- Section 6. The Past President shall serve as a consultant to the President. The Past President shall be the Chair of the Election Committee, a voting member of the Board of Directors, and a member of the Executive Committee.
- Section 7. The Executive Director/Community Affairs Liaison shall serve as the official representative between the Association and the public and private elementary and secondary schools, the State Department of Education, the various boards that govern state education and colleges and universities, and other bodies whose goals are related to those of the Association.
- Section 8. The Vice President of each Division shall conduct the duties of the Division as stipulated in Its Operating Code. The Vice President represents the Division as a voting member of the Board of Directors.
- Section 9. The Vice President-Elect of each Division shall conduct the duties of the Division as stipulated in its Operating Code. The Vice President-Elect shall serve as a voting member of the Board of Directors and shall represent the Division in the absence of the Vice President.
- Section 10. The person elected to the position of Division Vice President Elect must serve the position of Division Vice President before being eligible to seek another elected or appointed Association office.
- Section 11. The person elected to the position of Section Chair-Elect must serve as the Section Chair before being eligible to seek another elected or appointed Association office.

#### **Article VIII. Election of Officers**

- Section 1. The President-Elect and the Division Vice-President-Elects are elected by vote of the professional members of the Association as herein provided at the Annual Convention of the Association. Each candidate shall have been duly nominated by the Election Committee or by a professional member from the floor at the annual convention.
- Section 2. To select candidates for the office of President-Elect and Division Vice-President-Elects, there shall be a Nomination and Election Committee chaired by the immediate Past President and consisting of two other members appointed by the President.<sup>5</sup> In-so-far-as possible, all members should be considered for nomination and the nominees should represent a cross-section of the interest areas of the Association.
- Section 3. The Nomination and Election Committee shall meet prior to the annual convention to give due consideration to all persons recommended for nomination. The Committee shall receive input from Division Committees and from individual members of the Association.
- Section 4. The Nomination and Election Committee shall abide by all restrictions as stipulated in Article II Section 9 and Article V Section 6, 7, 8, 9, 10, of the Bylaws and Section 2 of this article in nominating candidates for office. The Committee shall have, from each candidate, a written statement of readiness to serve in said office.
- Section 5. The Nomination and Election Committee shall submit a slate of those running for the office of President-Elect of the Association and Vice President-Elect of each Division at the first general meeting of the convention, after which the presiding officer shall ask for nominations from the floor. A candidate nominated from the floor must meet all qualifications previously stated. A written statement of agreement to serve if elected shall be submitted to the Secretary at the time of nomination.

- Section 6. President-Elect of the Association, Vice President-Elect of each Division and Chair-Elect of each Section of the Association shall be elected by a vote of the eligible voting members as listed in Article II, Sections 1,2,3,4 and 5 of the Bylaws.
- Section 7. No person shall be eligible for successive re-election to the same office unless the person shall have served less than six (6) months from the date of election. No person shall hold more than one elective office concurrently, nor shall any person be a final slate candidate for more than one office during an election.
- Section 8. Voting at elections shall be by secret ballot at the annual convention.
- Section 9. In order to be elected, a candidate must receive more than fifty percent of the total number of eligible votes cast. After each balloting in which no candidate is elected the low candidate shall be eliminated and the balloting continued until a candidate is elected.
- Section 10. Nominees for Chair-Elect of the Sections shall be made to the Nomination and Election Committee by each Division Committee. The election of the Chair-Elect will be conducted by secret ballot at a section business meeting during the convention. In the event that a chair-elect is not confirmed, the President shall appoint the Section Chair-Elect from recommendations made by the Division Committee. In each Section only the professional members may vote, with the exception of the Future Professional Section, where only future professional members may vote.

#### **Article IX. Meetings**

- Section 1. The Association shall hold an annual convention at a time determined by the Board of Directors.
- Section 2. Each annual convention site will be determined by the Board of Directors.
- Section 3. Each annual convention shall meet only at a site where it will be possible for the entire membership to meet, dine, socialize, and be housed.
- Section 4. The Annual Convention shall be the primary responsibility of the Convention Committee which shall be chaired by the President and shall include the Board of Directors and such other appointments as the President deems desirable.
- Section 5. The order of business for the annual business meeting shall be prepared by the President and approved by the Board of Directors.
- Section 6. The Board of Directors shall meet as often as necessary between annual conventions.
- Section 7. Robert's Rules of Order, Newly Revised, shall serve as the authority for meeting procedure unless otherwise covered by the Constitution and Bylaws.

#### **Article X. Honors and Awards**

- Section 1. The Katherine F. Hill (KFH) Honor Award may be presented to outstanding Association members who have displayed exceptional accomplishments in the field. This presentation will be made at the annual convention.
- Section 2. Any member of LAHPERD who resides within the state may nominate a candidate for the KFH Honor Award by completing an application form and submitting it to the Committee.

- Section 3. The KFH Honor Award Committee Chair shall notify the President in writing concerning the Committee's selection(s) for the KFH Honor Award and present information relative to the biographical sketch.
- Section 4. The KFH Honor Award and the Future Professional Award Recipients may receive the award once.
- Section 5. Honorary Life membership shall be awarded to recipients of the KFH Honor Award upon their retirement.
- Section 6. Any Senior Major may be nominated by a faculty member of a school, college, or university for the LAHPERD Future Professional Award. The candidate's name and the official Outstanding Future Professional Form must be submitted to the (previously Honor) Division Award Committee. The nominee must be a senior major when the award is presented.
- Section 7. The Association recognizes individuals for meritorious service by conferring Division Awards and Special Awards as approved by the Board of Directors as submitted by the Divisions and the Special Awards Committees.

#### **Article XI. Publications**

- Section 1. The Association's official publications shall be called the Louisiana Association for Health, Physical Education, Recreation and Dance Journal and the name of the LAHPERD Newsletter shall be *Au Courant*.
- Section 2. The Journal and the Newsletter Editors shall be appointed by the President with the approval of the Board of Directors. The Editors shall appoint assistants as needed pending approval of the Board of Directors.
- Section 3. The Executive Director shall serve as an assistant to the Editor(s).
- Section 4. Issues of the official publications shall be sent to each member of the Association.
- Section 5. Constitution and Bylaws revisions, including all amendments, shall be published in an official publication of the Association.

#### **Article XII. Amendments**

- Section 1. The Constitution and Bylaws Committee shall review the document annually. Proposed amendments shall be submitted in writing for the Committee review.
- Section 2. The Constitution and Bylaws Committee will submit all proposed amendments, written in constitutional form, to the Board of Directors no later than sixty (60) days prior to the annual convention.
- Section 3. The Board of Directors may present proposed amendments as a printed ballot to the membership for a (was mail) mail/electronic correspondence vote in cases of emergency. No (was mail) mail/electronic correspondence vote shall be valid beyond thirty (30) days after official posting by the Board of Directors.
- Section 4. The general membership must be informed of all pending amendments at least (30) days prior to the voting date.



Section 5. In order for a proposed amendment to be voted on, it must be submitted in writing to all present at the business meeting.

Section 6. In order to be adopted, proposed Bylaws, or amendments must receive an affirmative simple majority vote of the participating professional members.

### AMENDMENTS TO THE CONSTITUTION

In June 2012, the membership approved several changes in the Constitution and Bylaws related to the categories of membership. (Constitution – Article IV, Section 1 and Bylaws, Article II, Sections 1 & 2).

A major revision of the Constitution and Bylaws was approved by the LAHPERD membership at the 2010 Convention on November 3, 2010. The revisions included deletions, additions and editorial changes in both of the documents. These approved changes have been incorporated into the document in By-Laws Article III (Section 1). The major change was to re-name the Recreation Division to the Sport and Leisure Division.

<sup>1</sup> Article IX - Amendments (As amended, June 27, 1996)

<sup>2</sup> Article IX – Amendments-Section 8 (As amended, November 4, 2005)  
Article IV and Article II Sections 1 & 2 – Amended Section 1 (June 2012)

### DELETIONS IN THE CONSTITUTION

<sup>3</sup> Article IX – Amendments-Section 6 (As amended, November 4, 2005)

### AMENDMENTS TO THE BY-LAWS

<sup>4</sup> Article II - Membership (As amended, June 27, 1996)

<sup>5</sup> Article V - Officers (Added by amendment, June 28, 1996)

<sup>6</sup> Article V - Officers (Added by amendment, June 28, 1996)

<sup>7</sup> Article VIII - Election of Officers-section 10 (Added by amendment, November 14, 2003)

<sup>8</sup> Article VIII - Election of Officers-section 11 (Added by amendment, November 14, 2003)

<sup>9</sup> Article II - Officers-Sections 1, 5, 11, 12 (Added by amendment, November 4, 2005)

<sup>10</sup>Article VI - Committee Duties-sections 2 & 11 (Added by amendment, November 4, 2005)

<sup>11</sup>Article VII - Duties of Officers-sections 4 & 5 (Added by amendment, November 4, 2005)

<sup>12</sup>Article X - Honors and Awards-sections 2, 4, 7 (Added by amendment, November 4, 2005)

<sup>13</sup>Article XII - Amendments-section 1(Added by amendment, November 4, 2005)

Article II - Section 8 (Changed the membership year to fiscal year, starting June 1 and ending May 31. November 7, 2008)

Article VI - Amended Section 4 Standing Committees (Added Convention, Media, Membership and Development, Mini Grant, Model School Program. November 7, 2008)

Article 1 - Amended Section 1 and Section 2; Article II – amended Section 2; article III – amended Section 1; Article V – amended Section 7; Article X – amended Section 4 and Section 7, November 6, 2009

Article III - Section 1 (November 3, 2010)

### DELETIONS IN THE BY-LAWS

<sup>14</sup>Article VIII - Election of Officers (As amended, June 28, 1996)

<sup>15</sup>Article II - Membership-Section 7 (As amended, November 4, 2005)

<sup>16</sup>Article V - Officers-Sections 1, 4 & 5 (As amended, November 4, 2005)

<sup>17</sup>Article VII - Duties of Officers-sections 4 & 5 (As amended, November 4, 2005)

<sup>18</sup>Article X - Honors and Awards-sections 2 & 4 (Added by amendment, November 4, 2005)

<sup>19</sup>Article XII - Amendments-sections 1 & 5 (Added by amendment, November 4, 2005)

<sup>20</sup>Article - Awards-sections and ?? to re-structure Awards and add Division Awards (Added by Amendment May 2016)

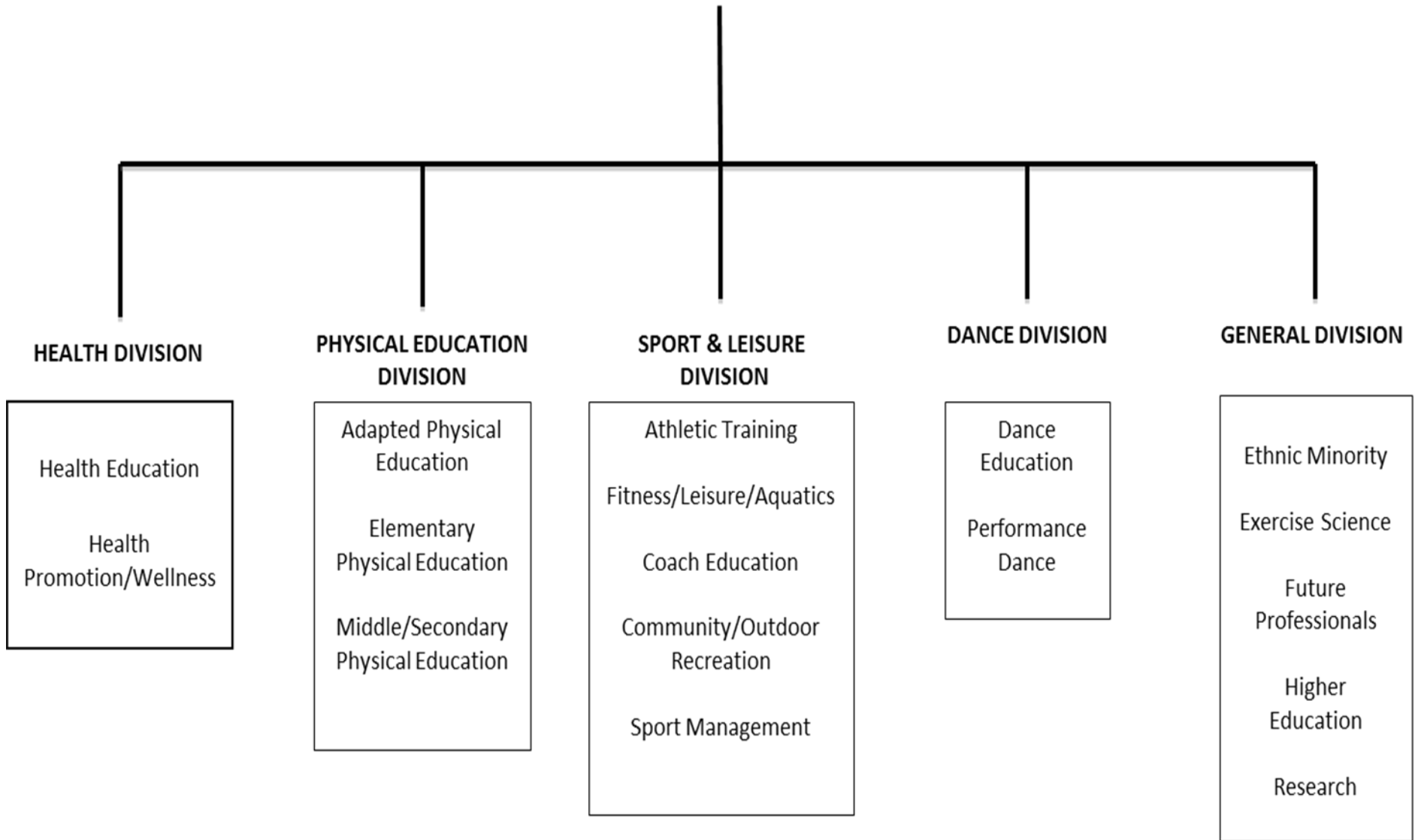
<sup>21</sup>Article V - Officers-sections and ?? to re-structure Awards and add Division Awards (Added by Amendment May 2016)

## **AIMS OF THE LOUISIANA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE**

The aims of the Association are consistent with the purposes of general education and relate specifically to health, physical education, recreation and dance (HPERD). They include:

1. To provide for sound and meaningful programs based upon inherent capacities of the individual for optimum development.
2. To contribute to the individual's understanding of one's role in a democratic society and in the world at large.
3. To provide the leadership essential to the continued development and improvement of quality programs in HPERD.
4. To awaken and stimulate an intelligent and comprehensive interest in HPERD.
5. To provide leadership and experimentation and to disseminate accurate relevant information to the profession and the public.
6. To promote sound community relationships leading to necessary support for HPERD.
7. To coordinate and encourage activities of local organizations in the state and to cooperate and/or affiliate with district, state, regional, and national organizations.
8. To raise the professional standards of the Association through the upgrading of teacher preparation and utilization of other appropriate opportunities.
9. To support and promote efforts that advocate legislation in HPERD.
10. To develop leadership skills in professional and future professional members.

# LAHPERD ALIGNMENT



## POSITION STATEMENTS ON HEALTH, PHYSICAL EDUCATION, SPORT & LEISURE, AND DANCE

### HEALTH

Health education is defined as any combination of planned learning experiences based on sound theories that provide individuals, groups, and communities the opportunity to acquire information and skills needed to make quality health decisions. It is a process that bridges the gap between health information and health practices. The ultimate goal of health education is the improvement of the nation's health through the reduction of *preventable* diseases, disabilities, and death. Health education is that dimension of health care that is primarily concerned with influencing behavior.

The term "health education" is generic with its many settings and applications. It defines a unique discipline founded in educational theory, the behavioral sciences, and public health. Health educators are trained in accredited institutions of higher learning and possess skills in planning, implementing, administering and evaluating health education programs. Health educators are employed in schools, communities, corporations, and various health care settings.

Health educators deliver direct instructional programs of teaching, counseling, training, and consulting. They are also responsible for organizing healthy communities, advocating for health policies and services, effectively communicating health messages, and serving as a resource for health information through research.

The health of young people is strongly linked to their academic success. Thus, helping students stay healthy is a fundamental part of the mission of elementary and secondary schools. Comprehensive, sequential, age-appropriate health education in grades K-12 is part of the *coordinated school health framework*. Other parts of the CSH framework are physical education, health services, food services, mental health and social services, healthy and safe environment, community involvement, and staff wellness. Individually, each of these components can contribute to students' health. However, when all components work together, students' learning and health are significantly improved.

Effective health education programs can improve health knowledge, positively change attitudes, influence health behaviors, reduce risks, enhance health and improve quality of life. Programs of health education in the work place can increase knowledge, increase productivity, reduce absenteeism, and cut the cost of health care. Where effectively planned and implemented, work place health education has been shown to be cost-beneficial (profitable) to both large and small businesses.

Many professional health educators are nationally certified through the National Commission for Health Education Credentialing (NCHEC). Upon completion of certification requirements,

they assume the title of Certified Health Education Specialists (C.H.E.S.). The CHES certification is required for many appointments in health care and for teaching in universities.

Health promotion is defined as any planned combination of educational, political, environmental, regulatory, or organizational mechanisms that support actions and conditions of living conducive to health of individuals, groups, and communities. Programs of health promotion tend to be *preventive* in theory and application.

Examples of health promotion programs include, but are not limited to, exercise and fitness programs, nutrition and weight control, immunizations, prenatal care, health education, and community organization. Practitioners of health promotion include health educators, physical educators, public health workers, nutritionists, primary care providers, nurses, athletic trainers and other allied health personnel, to name a few.

The concept of *wellness* is often used interchangeably with health promotion or health education. Wellness was originally associated with worksite-based programs that promoted fitness. The worksite wellness concept was eventually expanded to include fitness, nutrition, stress management, and smoking cessation. The medical industry began to refer to wellness as prevention programs such as annual physical examinations, routine screening, testing, and immunizations.

Wellness practitioners are often found working in the fitness industry. Many are exercise/fitness specialists, personal trainers, or wellness consultants. National certifications for wellness practitioners are available through the American College of Sport Medicine and the National Wellness Institute.

## **PHYSICAL EDUCATION**

Physical education is an indispensable facet of the total educational process providing students from pre-kindergarten through grade twelve essential developmental skills, optimal opportunity for growth, and enhancement of personal physical fitness.

At the elementary level, students should be instructed by a certified physical education teacher a minimum of 30 minutes of moderate to vigorous activity per day, exclusive of recess, free and/or supervised play periods, and noon-hour activities.

The minimum instructional class period, for secondary school students' physical education, should be a daily standard class period. Driver education and extracurricular activities such as band, cheerleading, and varsity athletics should not substitute for this instruction. Class size should be consistent with that of other academic courses. Adequate facilities and equipment should be provided at all levels of instruction to promote full participation on the part of the students and to enable the teachers to offer a comprehensive, balanced and varied progression of activities.

Physical education programs, at all levels, should strive to meet the individual needs, interests, and abilities of the students. Minimum competencies, as outlined in the "Louisiana Physical Education Content Standards," should be the goals of all students and remedial instruction provided for those students unable to meet these standards. Certified adapted physical education teachers should serve students who do not conform to the main streaming phase of physical education and who have special needs or require special instruction, as stated in their individualized Education Programs.

It is imperative that the administrations, in each school, provide the necessary guidance, ensuring the appropriate dress code for students in physical education classes. The clothing should permit freedom of movement and safe participation in activities. Showering should be encouraged where adequate facilities are available.

Class instruction in physical education should provide a planned, balanced, and varied offering of activities. During the primary grades, fundamental locomotor skills should be emphasized. Basic rhythm skills, all sport activities, health related physical fitness, and instruction in lifetime sports, should be a vital part of the program from the upper elementary through the high school levels. The program should provide for the acquisition of the necessary knowledge and understanding of motivating each student toward a lifetime goal of maintaining personal fitness.

Class instruction should be progressive and provide each student with knowledge of results in his/her individual performances. Formative and summative evaluation should be an important component in the success of the program.

## **SPORTS & LEISURE**

Modern technology has given mankind automation that enables us to have increasing leisure time. It has also extended life well beyond the age of retirement. With this in mind, it is indeed important to establish sport, recreational, and leisure time education programs that will offer the opportunity for both young and old to utilize their free time, with fulfillment and gratification.

Free time, and retirement itself, can become a time and period of disappointment and depression, if one lacks sport & leisure skills to fill the void that takes the place of the work routine. For those who do not know how to adjust to and utilize leisure time in positive ways, this is often a fact of life.

With these thoughts in mind, the Sport and Leisure Division of LAHPERD advocates and encourages the increased offering of sport & leisure education classes in the schools, universities, and colleges of our state. The division also supports and encourages the implementation of more recreational course offerings at all levels of education in order to increase the scope of knowledge in the utilization of leisure time. Courses, such as crafts, hobbies, fishing, wildlife education, camping, wilderness training, riflery, and boating, and water safety, should be among the topics introduced as a means of enlarging the spectrum of sport & leisure education.

City planners and recreation departments at the local and state level should be encouraged to provide opportunities for citizens to walk and bike safely in neighborhoods and communities. Major barriers to physical activity should be studied and eliminated within communities and throughout the state.

The people of Louisiana and the nation should have the opportunity to acquire the skills and knowledge to make leisure time a rewarding and self-actualizing experience. We must educate and prepare our citizens for what should be joyful and rewarding moments and time periods in each individual's life. It's our position and goal to pursue this end.

## DANCE

Dance is a part of the varied aspects of life: the personal, social, and cultural. Therefore, it is an important physical, mental, creative, and aesthetic aspect of basic education. The physical demands of dance provide a noncompetitive means for the development of total fitness. Dance enhances and reinforces the learning of other academic concepts. Creative potential and problem solving skills can be developed through dance exploration. Improved self-concept and social awareness are other by-products of dance training. Furthermore, certain dance forms can be used to improve the students' understanding and appreciation of their own, as well as other, cultures.

Dance experiences should be available to everyone, regardless of age, sex, race, or economic status.

Starting at an early age, dance instruction should deal mainly with fundamental skills and be taught in a creative way through movement exploration. As the skill level progresses, the individual should be exposed to a broader variety of dance including: folk, square, modern, jazz, tap, ethnic, ballet, and aerobic. Dance can be taught as a separate program or incorporated within the total physical education program. Regardless of where it is placed, dance needs to be taught on a regular basis with progressions at each grade and/or skill level.

Special clubs and/or performing groups should be available to give interested and talented students an outlet for their skill.

Dance instruction should enhance the physical, social, and mental development; provide an enjoyable experience; and nurture the total well-being of the individual.



## OPERATING CODE FOR THE PRESIDENT

### **Purpose:**

The President will promote the efficiency and effectiveness of the officers elected to serve the membership of LAHPERD.

### **Responsibilities:**

1. Preside at the General Session and Awards Luncheon at the annual convention, Board of Directors' meetings, and Executive Committee meetings.
2. Monitor the planning of the annual convention.
3. Appoint ad hoc committees as needed.
4. Appoint members to all association committees.
5. Select Presidential Award recipients and forward application and biographical summary to Special Awards chair.
6. Appoint individual(s) to represent the association. (old #6 was deleted)
7. Develop, with the Executive Committee, a written plan of action to accomplish specific goals of the strategic plan.
8. Provide leadership so that Vice Presidents will initiate activities for the growth of their divisions.
9. Insure the timely reporting of Association activities to the appropriate parties:
  - a. LAHPERD Officers & Committees
  - b. LAHPERD Membership
  - c. Other organizations upon request
10. Work cooperatively with other professional organizations.
11. Make recommendations to the Executive Committee concerning revision of this operating code.
12. Represent the Association throughout the year as necessary.
13. Keep up-to-date files of information concerning the office business and activities to pass on to the new President.
14. Provide an orientation session, prior to the end of convention, for the incoming President.
15. Write a letter of congratulations to the immediate supervisor of each Vice President Elect, immediately following the annual convention.
16. Write a letter of thanks to each past Vice President by the end of the school year.
17. Provide the media committee with newsworthy information pertaining to the association for state media coverage.
18. Develop the Association directory for the new year.
19. Coordinate, along with the convention manager(s), the program for the annual association convention.
20. Appoint convention co-managers and appropriate convention committees.
21. Review meeting minutes before the secretary forwards them to Board Members.

## OPERATING CODE FOR THE PRESIDENT-ELECT

### **Purpose:**

The President-Elect will serve the President in promoting efficiency and effectiveness of the officers elected to serve the LAHPERD.

### **Responsibilities:**

1. Act for the President in the event of absence, and in case of vacancy in office, to succeed the President for the unexpired term.
2. Succeed the President at the conclusion of the annual association convention.
3. Serve as consultant to committees and preside at meetings as requested by the President.
4. Attend the meetings of the Executive Committee and Board of Directors.
5. Attend annual Leadership Conferences.
6. Provide updated information concerning this operating code.
7. Keep up-to-date files of information concerning the office, business, and activities to pass on to the newly elected President-Elect.
8. Provide an orientation session, prior to the end of convention, for the incoming President-Elect.
9. Establish specific goals for the association and the office of President-Elect, along with appropriate activities.
10. Develop, with the Executive Committee, a written plan of action to accomplish specific goals of the strategic plan.
11. Meet with the Executive Director prior to the convention to schedule dates for the Board of Directors' meetings so they can be announced at the post-convention board meeting.

## **OPERATING CODE FOR THE PAST PRESIDENT**

### **Purpose:**

The Past President will help promote the efficiency and effectiveness of the officers elected to serve the membership of LAHPERD.

### **Responsibilities:**

1. Provide the President and President-Elect with assistance and advisement as requested.
2. Chair the Election Committee for the annual convention.
3. Serve on the Executive Committee and Board of Directors for a period of one year, following expiration of a term as President.
4. Inform the President and other Executive Committee members as to the progress of committees.
5. Provide information concerning the update of this operating code.
6. Keep up-to-date files of information concerning the office, business, and activities to pass on to the new Past President.
7. Provide an orientation session prior to the end of convention for the new Past President.
8. Develop, with the Executive Committee, a written plan of action to accomplish specific goals of the strategic plan.

## OPERATING CODE FOR THE EXECUTIVE DIRECTOR

### **Purpose:**

The Executive Director will provide leadership, stability, and continuity for the Association.

### **Responsibilities:**

1. Serve as liaison between the Association and the (1) state legislature, (2) public and private elementary and secondary schools, (3) state department of education, and (4) various boards which govern education.
2. Serve as an ex-officio member of all Association committees.
3. Specifically negotiate the written agreement with host hotel per Site Selection recommendations.
4. Certify election nominations and serve as a member of the Convention Committee
5. Keep accurate records of the Association and provide for their availability and safety.
6. Prepare the agenda for the President and notify the Board of Directors and other appropriate officers of all board meetings.
7. Prepare annual operating budget and administer the financial affairs of the Association.
8. Assist with the professional/public information published by the Association by serving as a consultant to the media committee.
9. Request an authorization from the Board of Directors before making any expenditure not covered by the operating budget.
10. Receive, record, and deposit monies of the Association.
11. Prepare an account of receipts and disbursements and present these to the CPA and the Auditing Committee, along with the financial statement after the end of the fiscal operating year (May 31).
12. Prepare annual current financial status report for Board of Directors (June) and for the membership at the annual convention.
13. Prepare budget analysis of previous year for Board of Directors for the Board of Directors' summer meeting.
14. Monitor association investments and report on their status at each BOD meeting.
15. File appropriate IRS reports, when necessary.
16. Establish banking procedures to assure accurate and complete records of the above areas, including the identification of each deposit and each membership paid.
17. Advise the Executive Board and Convention Committee on all financial matters of the Association, to assist in the design and implementation of the convention budget, including its relationship to the operating budget.
18. Serve as a clearing house for Association activities, personnel, programs with members, and other groups, including preparation of annual written reports.
19. Assist and advise the President, President-Elect, and other elected and appointed officers in the discharge of their duties and perform other duties as defined by the Board of Directors.
20. Plan for the future growth of the Association in a manner which stresses involvement of members and close coordination of Association activities.
21. Promote and process state memberships.
22. Periodically review the job description of the Executive Director and recommend revisions to the President and Board of Directors.

23. Review all meeting minutes, before the secretary forwards them to the Board of Directors.
24. Develop, with the Executive Committee, a written plan of action to accomplish specific goals of the Strategic Plan.

## OPERATING CODE FOR THE SECRETARY

### **Purpose:**

The Secretary will help promote the efficiency and effectiveness of the organization.

### **Responsibilities:**

1. Record minutes at the following meetings:
  - a. All Executive Committee meetings
  - b. All Board of Directors (BOD) meetings
  - c. Business meeting at Annual Convention
2. Send an electronic copy of the minutes of the previous board meeting to the Executive Director and the President for review and an electronic copy of the reviewed/corrected minutes to the Board one week prior to the next scheduled board meeting.
3. Present a copy of all approved minutes to the archivist.
4. Keep up-to-date files of information concerning the office, business, and activities to pass on to the new Secretary.
5. Provide an orientation session prior to the end of convention for the new Secretary.
6. Report the results of all deliberations to the membership at the annual convention of the Association.
7. Develop, with the Executive Committee, a written plan of action to accomplish specific goals of the Strategic Plan.

## OPERATING CODE FOR THE PARLIAMENTARIAN

### **Purpose:**

The parliamentarian is responsible for interpreting the order of proceedings at all Association business meetings, in accordance with *Robert's Rules of Order, Revised*.

The parliamentarian will serve as chair of the Constitution and Bylaws Committee and is a non-voting member of the Board of Directors.

### **Responsibilities:**

1. Attend all board meeting for interpreting the order of proceedings during the meetings.
2. Chair the Constitution and Bylaws Committee:
  - a. Review, with the committee, all proposed amendments submitted to the committee.
  - b. Review the Constitution and Bylaws document annually.
  - c. Submit all proposed amendments, written in constitutional form, to the Board of Directors no later than sixty days prior to the annual convention.
  - d. Submit all proposed amendments written in constitutional form, to the general membership no later than thirty days prior to the annual convention, by possibly submitting articles in the *JOURNAL* and *AuCourant* and posted on the web site.
3. Develop, with the Executive Committee, a written plan of action to accomplish specific goals of the strategic plan.

## GENERAL OPERATING CODES FOR THE DIVISIONS

The divisions of the association are as follows: Health, Physical Education, Sport & Leisure, Dance, and General. The commonalities of all Divisions are outlined below.

### **Purpose:**

1. To develop, promote, and improve health education, physical education, sport, leisure, and dance as integral parts of the total education environment and as vital components of community and personal lifestyles.
2. To promote high standards of professional preparation and personal standards for members of the profession.
3. To conduct divisional meetings during the year.
4. To conduct, plan, present, and support programs for professional growth.
5. **Nominate qualified professionals within their division for appropriate awards.**

### **Membership:**

All professional, honorary life, associate, and retired members of the Association may, at their choosing, become members of any division.

### **Officers:**

The officers of each Division will consist of Vice President and Vice President-Elect. The Vice President-Elect of each division will be elected at the annual state LAHPERD convention.



**The Vice President of each Division will:**

1. Attend the meetings of the Board of Directors and communicate directly to the President the inability to attend.
2. Advise the President concerning needs, programs, and accomplishments of the division.
3. Provide leadership for officers within the division which will result in sponsorship of various professional activities.
4. Involve former and established leaders of the Division in activities which will help provide growth opportunities for emerging leaders.
5. Design and implement plans to increase membership within the Division, in cooperation with the Executive Director.
6. Maintain a file of the correct names and contact information of all section officers of the respective division.
7. Prepare, in concert with division officers, divisional fiscal projections for the convention budget as requested by the President.
8. Submit non-convention budget items for the Division to the Executive Director as requested.
9. Contact all Section Chairpersons in the Division to offer them cooperation and to urge them to begin program planning for the convention, including space, room arrangements, etc.
10. Make progress reports of convention program developments to the President as appropriate and at Board of Directors meetings.
11. Coordinate section programs within the Division.
12. Nominate deserving individuals for appropriate awards and as candidates for elected offices.
13. Review the possibilities of adding new sections to the Division.
14. Provide information concerning the update of this job analysis.
15. Keep up-to-date files on information concerning the division activities for the year to pass on to the new Vice President.
16. Provide officer handbooks and a brief explanation of officer responsibilities (board reports) at the post-convention board meeting.
17. Provide complete orientation to LAHPERD: structure, parliamentary procedure and meetings, officer nominations and elections, convention programming, strategic plan, and awards nomination and selection process at the January board meeting.
18. When requested by the Vice President-Elect and new Chair-Elects, write a letter of congratulations to their immediate supervisor, immediately following the annual conference (Elects must provide necessary information.).
19. Write a letter of thanks to each past chair of the Sections in the Division.
20. Develop a written plan of action to accomplish specific goals of the strategic plan as they relate to the division programs and budget.
21. Send report of division activities to the newsletter editor for inclusion in each release.
22. Upon completion of term as Vice President, the Past Vice President will serve on the Division Awards Voting Committee to help determine award winners.

**The Vice President-Elect of each Division will:**

1. Act for the Vice President in his/her absence, and in case of vacancy in office, to succeed the Vice President for the unexpired term or terms.
2. Assist the Vice President in planning and carrying out the activities of the Division and its Sections as requested.
3. Represent the Division on the Board of Directors and serve as a voting representative.
4. Provide information concerning the update of this job analysis.
5. Keep up to date files of information concerning the division activities for the year to pass on to the new Vice President-Elect.
6. Collect from the new Chair of each Section the current contact information of the Chair and Chair-Elect to be turned in at the last board meeting of the convention.
7. Develop a written plan of action to accomplish specific goals of the strategic plan as they relate to the division programs and budget.

**Division Committees consist of:**

Vice President  
Vice President-Elect  
Section Chairs  
Section Chair Elects

**Meetings:**

1. Held during break-out sessions of the Board of Directors meetings, Leadership Retreat, and at the discretion of the Division Vice Presidents.
2. To conduct business, review programs, plan budget, etc.

**Rules of Order:**

The business of the Divisions will be conducted according to the Constitution and Bylaws of the Association and the operating code of each Division. Situations not covered by the aforementioned documents will be covered by *ROBERT'S RULES OF ORDER, Newly Revised*.

Amendments to this code must be approved by the Board of Directors of the Association. Recommendations for amendments may be initiated by the Division.

## **GENERAL OPERATING CODES FOR THE SECTIONS**

### **Purpose:**

1. To encourage new memberships and active participation in LAHPERD.
2. To encourage school boards to employ certified physical educators in each parish.
3. To promote the diverse professional interest of the division.
4. To provide a minimum of one program at the annual LAHPERD Convention.

### **Meetings:**

At least one meeting shall be held annually at the LAHPERD Convention. This shall be a combination business meeting/program with election of officers and a formal program. Additional meetings may be called at the discretion of the Chair.

### **Section Executive Committee:**

The Section Executive Committee will consist of the Chair and Chair-Elect. This committee shall also serve as the Section Nominating Committee.

### **The Section Chair shall:**

1. Announce and conduct Section meetings.
2. Plan the program and prepare an agenda for each meeting including the Annual Convention.
3. Serve as Chair of the Section Committee (Chair and Chair-Elect).
4. Attend meetings as requested by the Association President or Division Vice President.
5. Report to the Division Vice President the plans for the program of the Annual Convention in accordance with announced time lines.
6. Report to the Division Vice President the action of the Section.
7. See that the meeting room is in order in advance of the convention meeting.
8. Arrange for hospitality of any section visiting speaker, done personally or in cooperation with the section officers.
9. Represent the Section at the Board of Directors meetings.
10. Assist the Division Vice President in planning and conducting workshops or other activities.
11. Serve in an ex-officio position on appointed section committees.
12. Continuously, update a file of information concerning the Section activities for the year, to pass on to the new Chair.
13. Provide the media committee with any newsworthy information pertaining to the Section.

**Section Elections:**

1. Present a slate of candidates for the office of Chair-Elect to the election committee before the summer Board of Directors Meeting
2. Serve as Chair of the Section business meeting and conduct elections by:
  - a. Obtaining qualified and willing candidates
  - b. Presenting copies of the vita as part of introduction of candidates
  - c. Preparing ballots
  - d. Conducting the secret ballot vote of all members present at the section meeting
  - e. Announcing election results prior to the adjournment of the business meeting
3. As a candidate, must have previously given his/her consent to being nominated with a complete understanding of the responsibilities of the particular office
4. To serve as Future Professionals Chair-Elect, have at least two (2) years remaining of college and/or graduate school, and be in school at the time elected

**The Chair-Elect shall:**

1. Assume the duties of the Chair in case of inability of Chair to perform.
2. Assist the Chair in the preparation of programs for the convention.
3. Attend meetings as requested by the Association.
4. Continuously update a file of information concerning the Section activities for the year, to pass on to the new Chair-Elect.
5. As Future Professional's Section Chair-Elect, attend any leadership conference the board financial supports.

## Health Division Sections

### Health Education Section

#### **Purpose:**

1. Improve and maintain the quality of life for residents in Louisiana by schools teaching a comprehensive (K-16) health education program.
2. Identify the essential competencies, define the specific content area, and determine the scope and sequence of a comprehensive health education program.
3. Include mental and emotional health; family living; nutrition; consumer health; environmental and community health; substance use and abuse; communicable and non-communicable diseases; and safety and first aid in the health instruction.
4. Involve the acquisition of explicit knowledge and the development of process skills, (decision making, valuing, problem solving, etc.) that are necessary in the maintenance of personal health and well-being.
5. Promote health education to be taught only by certified individuals.

### Health Promotion/Wellness Section

#### **Purpose:**

1. To promote and recognize health promotion/wellness efforts throughout the state by providing opportunities for collaborative efforts among professionals in communities, worksites, higher education, and clinical setting.
2. Provide opportunities for professional development and continuing education credits from recognized professional organizations.
3. Promote opportunities for individuals to engage in healthy lifestyles throughout the state.
4. Offer opportunities for scholarly endeavors within the field of health promotion/wellness
5. To identify those who contribute to the enhancement of the health promotion profession.

## **Physical Education Sections**

### **Adapted Physical Education Section**

#### **Purpose:**

1. To promote interest in, and the development of, adapted physical education programs in the elementary and secondary schools.
2. To encourage school boards to employ adapted physical education specialists in each parish
3. To serve as a resource group for adapted physical education information.
4. To encourage the development of professional preparation programs for adapted physical education specialist.
5. To promote in service training in adapted physical education for teachers in the elementary and secondary schools.

### **Elementary Physical Education Section**

#### **Purpose:**

1. To promote interest in, and the development of physical education programs in the elementary institutions of learning in Louisiana.
2. To encourage school boards to employ elementary physical education specialists in each parish
3. To serve as a resource group for elementary physical education information.
4. To encourage the development of professional preparation programs for elementary physical education specialists.
5. To promote in service training in elementary physical education for teachers in the elementary schools.

### **Middle/Secondary Physical Education Section**

#### **Purpose:**

1. To promote interest in and the development of middle and secondary physical education in the middle and secondary schools of Louisiana.
2. To encourage school boards to employ middle and secondary school physical education specialists in each parish.
3. To serve as a resource group for middle and secondary physical education information
4. To encourage the development of professional preparation programs for middle and secondary school physical education specialists.
5. To promote in service training in middle and secondary physical education for teachers in middle and secondary schools.

## **Sport & Leisure Sections**

### **Athletic Training Section**

#### **Purpose:**

1. To promote the development of policy, standards, and terminology; and the improvement of programs, materials, and methods in athletic training.
2. To plan, encourage, and conduct informative athletic training programs at the LAHPERD Convention.
3. To initiate, sponsor and/or collaborate in conferences, workshops, and Projects to promote athletic training.
4. To develop and disseminate materials related to athletic training that can be utilized in professional preparation.

### **Coaching Education Section**

#### **Purpose:**

1. To promote the development of policy, standards, and terminology; and the improvement of programs, materials, and methods in coaching education.
2. To plan, encourage, and conduct informative coaching education programs at the LAHPERD Convention.
3. To initiate, sponsor and/or collaborate in conferences, workshops, and projects to promote coaching education.
4. To develop and disseminate materials related to coaching education that can be utilized in professional preparation.

### **Community Recreation & Outdoor Education Section**

#### **Purpose:**

1. To promote the development of policy, standards, and terminology; and the improvement of programs, materials, and methods in community recreation and outdoor education.
2. To plan, encourage, and conduct informative community recreation and outdoor education programs at the LAHPERD convention.
3. To initiate, sponsor, and/or collaborate in conferences, workshops, and projects to promote community recreation and outdoor education.
4. To develop and disseminate materials related to community recreation and outdoor education that can be utilized in professional preparation.

## **Fitness/Leisure/Aquatics Section**

### **Purpose:**

1. To promote the development of policy, standards, and terminology; and the improvement of programs, materials, and methods in fitness, leisure, and aquatics.
2. To plan, encourage, and conduct informative fitness, leisure, and aquatics programs at the LAHPERD Convention.
3. To initiate, sponsor and/or collaborate in conferences, workshops, and projects to promote fitness, leisure, and aquatics.
4. To develop and disseminate materials related to fitness, leisure, and aquatics that can be utilized in professional preparation.

## **Sport Management Section**

### **Purpose:**

1. To promote the development of policy, standards, and terminology; and the improvement of programs, materials, and methods in sport management.
2. To plan, encourage, and conduct informative sport management programs at the LAHPERD Convention.
3. To initiate, sponsor and/or collaborate in conferences, workshops, and projects to promote sport management.
4. To develop and disseminate materials related to sport management that can be utilized in professional preparation.



## Dance Division Sections

### Dance Education Section

**Purpose:**

1. To promote dance as a part of physical activity.
2. To promote dance as a component of physical education.
3. To promote dance in physical education and/or the classroom through academic integration.
4. To coordinate dance presentations with other divisions as appropriate.

### Performance Dance Section

**Purpose:**

1. To further an interest in developing skills of performing artists - dancers, choreographers, theater directors.
2. To promote dance events (workshops, master classes, festivals, musicals) scheduled by local, state, and national organizations.
3. To lend support to the idea *of* forming a network of communication for publicizing various dance events conducted in elementary/secondary schools, colleges/universities, and dance studios/companies.
4. To plan for dance demonstrations at LAHPERD convention.
5. To promote cultural diversity through various genres of dance.

## General Division Sections

### Ethnic Minority Section

#### **Purpose:**

1. To increase knowledge of our state's rich heritage and diverse populations.
2. To address grass root issues that impact health, physical education, sport & leisure, and dance.
3. To provide programs which promote diversity.

### Future Professionals Section

#### **Purpose:**

1. To provide opportunities for Health, Physical Education, Sport & Leisure, and Dance students of Louisiana colleges and universities to meet and work together for professional growth and understanding.
2. To increase knowledge of and participation in professional organizations in preparation for active roles in the profession.
3. To meet and discuss topics of current professional interest with recognized leaders in Health, Physical Education, Sport & Leisure, and Dance.
4. To encourage new memberships and active participation in LAHPERD.
5. To help promote student and professional associations on a statewide level.

### Higher Education Section (combined sections of Exercise Science, Research, and Higher Education – March 19, 2016)

#### **Purpose:**

1. To foster open communication on issues and challenges that pertain to higher education.
2. To close the gap between higher education and elementary/middle/secondary education by forming partnerships in co-sponsoring events to promote health, physical education, sport, leisure, and dance.
3. To further interest in developing a comprehensive research program (poster abstracts) as a part of the disciplines and sub-disciplines of the association at the LAHPERD annual convention and increase journal manuscript submissions throughout the year to the LAHPERD Journal.
4. To broaden the outreach of membership to those whose interest is in professions other than the traditional teacher, coach, health, and administrator.
5. To provide a knowledge of professions and related fields of interest, the job market and future marketability for those in exercise science.

## **LAHPERD STANDING COMMITTEES**

### **Committees:**

Advocacy  
Archive  
Auditing/Finance & Investments  
Constitution & Bylaws  
Convention  
Election  
Exhibits  
Honor Awards & Special Awards  
Joint Projects (JRFH/HFH)  
Media  
Membership & Development  
Mini-Grant  
Model School Program  
Necrology  
Strategic Planning

## **GENERAL COMMITTEE INFORMATION**

### **Organization:**

1. Members shall be appointed by the President for a period of three (3) years with the exception of the Parliamentarian and the immediate Past President (see Bylaws VI, 6 & 7). Consecutive terms are permitted.
2. The Chair shall be appointed by the President.
3. Terms of committee membership shall begin and end at the close of the appropriate Annual Convention.
4. The Executive Director shall be an ex-officio member of all committees.

### **Amendment of Code:**

Amendments to this code must be approved by the Board of Directors. Recommendations for amendments may be initiated by the committee or by the Board of Directors.

**SPECIFIC COMMITTEE INFORMATION**  
**(LAHPERD Standing Committees)**

**Advocacy Committee**

**Purpose:**

1. To build partnerships with related groups who support LAHPERD'S mission.
2. To keep LAHPERD members informed as to pending legislation that would affect health, physical education, sport, leisure, or dance.

**Organization:**

1. The committee shall be organized as a standing committee of LAHPERD.
2. The committee has no set number of participants.
3. The committee shall correspond by e-mail or telephone during the year as needed.

**Archive Committee**

**Purpose:**

To collect and preserve historical materials significant to the Association and the growth and development of Health, Physical Education, Sport & Leisure, and Dance programs In Louisiana.

**Organization:**

1. Consideration shall be taken to appoint a LAHPERD Historian who would have access to space that would allow categorized materials to be viewed by scholars.
2. The *LAHPERD Journal* Editors shall forward two (2) copies of each issue to the Archivist.
3. The *LAHPERD Newsletter* Editors shall forward two (2) copies of each issue to the Archivist.
4. The Executive Director shall forward appropriate Association materials to the Archivist.
5. The Secretary shall forward copies of approved minutes of all meetings at the end of each association year.

## Auditing Committee/Finance and Investments

### **Purpose:**

1. To operate in an impartial and constructive manner
2. To conduct an independent appraisal and review of the financial activities of LAHPERD
3. To monitor the financial activities of the LAHPERD officers and determine if they are operating within the authority delegated to them by Board of Directors' Policy
4. To review the annual financial report of the Association and make recommendations to the Board of Directors
5. Meet annually with the treasurer to discuss procedures, expenditures, annual budget, convention budget, and investment portfolio.
6. Seek certified, professional guidance in finances & investments dealing with the association

### **Organization:**

The audit committee shall conduct regular meetings each year to discharge the responsibilities outlined in the audit committee purposes.

## Constitution and Bylaws Committee

### **Purpose:**

The purpose of this committee shall be to maintain the Constitution and Bylaws of the Association and the operating codes of all substructures and to advise the Board of Directors of any necessary action involving changes of these documents.

### **Organization:**

The committee shall consist of three members appointed by the President for three-year terms and the Parliamentarian who shall act as Committee Chair. The Parliamentarian serves at the will of the President. The committee shall meet at the call of the Chair at least once annually.

### **Conduct of Business:**

Business shall be conducted electronically prior to and at meetings as necessary.

### **Responsibilities:**

1. Annually review the Constitution and Bylaws as related to actions of the Board of Directors.
2. Receive, review, and act on recommendations submitted to the committee by members or substructures of the organization.
3. Recommend appropriate revisions to the Board of Directors.
4. Review operating codes of all substructures of the organization to assure that they comply with the Constitution and Bylaws of the organization.
5. Submit an annual report to the Board of Directors at the summer Board of Directors' business meeting.

## Convention Committee

### **Purpose:**

To plan and carry out responsibilities at the annual LAHPERD convention

## Convention Manager

### **Purpose:**

1. Work with Executive Director on securing convention site contracts and reservations.
2. Work with President and Vice Presidents to set up convention presenters and session assignments.
3. Set up convention program and distribute information to Board of Directors.
4. Be available at convention to manage convention responsibilities.
5. Assist the Executive Director and President on special assignments that involve convention management.
6. Attend Board of Directors meeting and provide reports when requested.

## Exhibits Manager(s)

### **Purpose:**

The basic function of the position will be to secure exhibits for the state LAHPERD Convention and procure ads for the Journal and convention program. It is the ultimate responsibility of the Executive Director to secure exhibits for the annual convention; therefore, the Exhibit Manager(s) will be directly responsible to the Executive Director.

### **Organization:**

Each manager can choose to add LAHPERD members to assist within their specific areas.

### **Responsibilities:**

1. To coordinate the entire exhibit area at convention including commercial exhibits, nonprofit exhibits, live demonstration area, and drop in center.
2. Procure ads for the *LAHPERD Journal* and convention program.
3. Attend meetings of the Board of Directors, providing appropriate reports.
4. Maintain contacts with prospective exhibitors/advertisers, and assist in the exhibit area.
5. Sign, distribute, and implement exhibitors' contracts.
6. Host an exhibitors' social at the convention.
7. Assist the Executive Director and President on special assignments that involve convention management.
8. Serve as a member of the Convention Committee.

## **Convention Committee (continued)**

### **Publicity Manager**

#### **Purpose:**

1. Procure advertisement for the Journal, convention program, and handouts.
2. Assist the Executive Director and President on specific assignments that involve publicity at the convention.
3. Attend Board of Directors meeting and provide reports when requested.

### **Registration Manager**

#### **Purpose:**

1. Organize, set up, and process convention registration.
2. Assist the Executive Director and President on specific assignments that involve convention registration.

### **Special Events Manager**

#### **Purpose:**

1. Organize, set up, and carry out special events at the annual convention.
2. Assist the Executive Director and President on specific assignments that involve events at the convention.

## Elections Committee

### **Purpose:**

To prepare a slate of nominees for each office according to the constitution, present this slate at the annual convention, and supervise the election.

### **Organization:**

The organization of the committee is specified in the Bylaws, Article VIII, Section 2. The committee is composed of the Past President and two members appointed by the President. The Past President serves as chair.

### **Conduct of Business: (See Bylaws Article VIII – Election of Officers)**

#### **The Committee:**

1. Shall solicit nominations from the membership through announcements in the spring issues of the association publications, announcements at the state convention, and permanent announcement on the web site.
2. Including the Chair, shall rank (1-2-3, etc.) all nominees for each office and return the ratings to the Chair.
3. Shall make recommendations to the Board of Directors concerning revision of the operating code.

#### **The Chair:**

1. Shall contact nominees and obtain supporting data and permission of the individual to have his/her name considered.
2. Shall submit nominee names to the Executive Director for screening eligibility, according to the constitution.
3. Shall then submit the names of those eligible and their supporting data to other committee members.
4. Shall determine the slate of officers by compiling the ratings.
5. Shall present this slate to the Board of Directors for its approval and for inclusion in the pre-convention newsletter.
6. Shall notify all candidates of their selection and request biographical data and a 5x7 photo from them, if necessary.
7. Shall prepare ballots and biographies of candidates for distribution at the convention
8. Shall designate members of the committee to:
  - a. Collect ballots and be responsible for their care during and after balloting.
  - b. Determine method for distributing ballots to ensure that each registrant receives only one
  - c. Determine and announce the hours of voting.
  - d. Count the ballots and report the results to the Chair.
9. Shall present the slate of officers at the first general session of the state convention.
10. Shall provide to the President, in writing, the results of the election, before the Awards Banquet at the LAHPERD State Convention.



## **Joint Projects Committee (Jump Rope for Heart and Hoops for Heart)**

### **Purpose:**

1. To solicit schools to participate in the Joint Projects Programs.
2. To work along with the American Heart Association on all levels in encouraging schools to participate in the Joint Projects Program.
3. To participate in the team efforts of Integrated Networks.
4. To establish and periodically review written procedures and guidelines for application of Joint Projects funds.
5. To solicit proposals for funding by Joint Projects Funds.
6. To recommend to the LAHPERD Board of Directors projects to be funded.

### **Organization:**

Each committee of the Integrated Networks shall consist of members, appointed by the President of LAHPERD and approved by the Board of Directors. Terms of office shall begin and end with the school year.

### **State Coordinator shall:**

1. Chair the committee
2. Plan and conduct 2 or more state LAHPERD and AHA Area Meetings.
3. Write or assist in composing memos to be mailed out from AHA.
4. Report to the LAHPERD Board of Directors on status of Joint Project.
5. Attend special Joint Projects award ceremonies statewide when possible.
6. Personally obtain three (3) commitments.
7. Submit an annual report to the Board of Directors.
8. Provide timely information and reports to *LAHPERD Journal* and Newsletter.
9. Participate in the team efforts of Integrated Networks.

### **Conduct of Business:**

1. There shall be two regular meetings of the committee; one at the Officers Retreat and the second to be held at the site of the LAHPERD State Convention.
2. The State Coordinator will have the responsibility for coordinating the activities of members. Listed below is the job description of the State Coordinator.
3. Expense money is provided by the American Heart Association for the LAHPERD State Coordinator to aid in accomplishing the purposes of the committee.
4. The chairman shall submit an annual report to the Board of Directors at the May LAHPERD board meeting and others as requested.

## **Social Media Committee**

### **LAHPERD Journal**

1. Two managing editors publish the Journal twice a year, in October and April.
2. Reviewed by an additional editorial board, articles are welcomed from any individuals within the profession or from other disciplines or organizations.
3. Articles of statewide interest to the profession are accepted for publication.
4. Deadlines for submission of articles are August 1st and December 5th.

### **Au Courant Newsletter**

Co-editors publish the newsletter twice a year. News items, announcements, and brief reports of board or committee actions are welcomed for publication.

### **LAHPERD.org Website**

All materials should be sent to the web site liaison.

## **Social Media**

### **Twitter (Social Media)**

1. Tweet/post physical education (physed) information that initiates collaboration with other professionals for best practices, engages thought over own practices, and serves as a medium for new Physed games/ideas.
2. Tweet/post pictures of workshops to promote growth of LAHPERD.
3. Build following on both Twitter and Facebook to promote LAHPERD by engaging in conversation through both outlets.

**(New sections of each committee need to be updated and revised)**

## Membership & Development Committee

### **Purpose:**

1. To promote LAHPERD membership.
2. To plan for future growth and development of the Association.
  - a. To provide assistance to the Executive Director for continued LAHPERD membership growth and development.
  - b. Establish membership goals for the Association each year.
  - c. Plan, organize, and direct state membership promotion and retention programs with the executive committee.
  - d. Help recruit, organize, and communicate with LAHPERD members in regions/parishes of the state.
  - e. Evaluate promotion and retention programs' results and report findings to the President and Board of Directors.
  - f. Assist the executive committee with membership promotional literature to be distributed to regions of the state.
  - g. Develop strategies to reach non-members.
  - h. Report on membership to members at the annual convention and to the Board of Directors at each meeting.
  - i. Work with members of the Board of Directors to develop membership in their respective divisions and sections.
  - j. Help plan for future development of the Association in a manner that stresses involvement of members and close coordination of Association activities.
  - k. To develop and continue a permanent endowment fund to support the philosophy and mission of LAHPERD.
  - l. To promote sound community and business relationships leading to necessary support for LAHPERD through resources and/or financial support of Association's programs and events.
3. Regional/Parish Membership and Development
  - a. Establish membership goals for regions/parishes each year.
  - b. Regional/parish committee members, periodically and systematically monitor the membership progress in designated region/parish and universities.
  - c. Recruit, organize, and communicate with LAHPERD members in designated regions/parishes of the state.
  - d. Evaluate promotion and retention program results and report findings to the state committee chairman.

### **Organization:**

1. The Committee Chair is appointed by the President.
2. Regional/parish committee members are appointed by the Chair.
3. The committee shall conduct regular meetings each year to discharge the responsibilities outlined for the committee purposes.

## Mini-Grant Committee

### **Purpose:**

To provide financial assistance to K-12 health, physical education, sport & leisure, and dance teachers who are LAHPERD members.

### **Organization:**

1. The Committee Chair is appointed by the President.
2. Members are the five (5) Vice President-Elects.

### **Conduct of business:**

1. To act as a collection agent for all mini-grant applications.
2. To check eligibility of applicants with the Executive Director.
3. To compile a blind voting packet of all eligible applications for use by the voting members of the LAHPERD Board of Directors.
4. To present the application packet at the Summer Board meeting for voting.
5. Chair will inform all applicants of the voting results in a timely manner.
6. To invite mini-grant winners and a school representative to the LAHPERD Awards luncheon to receive the mini-grant.
7. To inform mini-grant winners of their responsibilities after winning a mini-grant.
8. To inform the LAHPERD Executive Director of the winners and amount so that checks may be presented at the awards luncheon.

## Model School Program Committee

### **Purpose:**

To recognize the efforts of physical education programs that address the rise in serious health issues, provide meaningful learning opportunities for all children, and teach the knowledge and skills necessary to enjoy and take part in lifelong physical activity.

### **Applicant Responsibilities:**

1. Complete and sign the application form (required).
2. Complete the evaluation of criteria form (required).
3. Complete a written narrative that includes:
  - a. A general description of “the big picture” of your school and the physical education program (required).
  - b. A narrative that provides evidence for each criteria in the order that they are listed on the evaluation form and list the criteria and follow it with the brief description (required).
  - c. The general description and narrative should be typed, using 12 point font, single spaced and should not exceed four pages.
4. Create a video to be viewed by the committee that contains footage of your school and a complete teaching lesson that showcases your program with the physical education students (required).
5. Provide samples of evidence that help clarify parts of the narrative description. Examples include sample documents and photos (optional).
6. Attach a check or money order in the amount of \$20.00 for the application fee (required).
7. Agreement (if recognized) to participate as a co-presenter with other model school award recipients at the following LAHPERD convention to share ideas and suggestions with others for being a model school.
8. A site visit by committee team members is a possibility.

### **Model Schools recognized will receive:**

1. Recognition at the awards luncheon during the LAHPERD Convention.
2. An invitation to the principal of the model school and to the physical education supervisor and/or superintendent of the model school to attend and be recognized at the LAHPERD awards luncheon during the LAHPERD Convention.
3. A LAHPERD Model School certificate.
4. A LAHPERD Model School flag to be flown at the school.
5. A press release article submitted to the local newspaper about the school’s physical education program and the award.

## **Necrology Committee**

### **Purpose and Responsibilities:**

1. To stay informed concerning the deaths of members of LAHPERD.
2. To prepare for the annual LAHPERD Convention a summary report of those members of the Association who have died during the past year.
3. To provide the summary report given at the annual LAHPERD Convention to the Archivist for the Association.
4. To provide the media committee a vita of those who have died during the past year for media news releases.

### **The Committee:**

1. Shall consist of the Action Network representative of each district and a Chair appointed by the President.
2. Shall meet at the call of the chair at least once annually prior to the annual convention.

## Strategic Planning Committee

### **Purpose:**

The Committee is a standing committee that is the primary evaluation organ for the Association.

### **Committee Membership:**

Former Past Vice-Presidents (3)  
President  
President-Elect  
Former Past President (1)  
Executive Director (Ex Officio)  
Committee Chair

### **Responsibilities:**

1. Shall evaluate the Association's past year's efforts in planning, services, budgeting, and convention programming, through electronic correspondence between the Convention and the January meeting of the LAHPERD Board of Directors and present a final evaluation at the January BOD meeting.
2. Present a brief orientation concerning officer duties/responsibilities at the post-convention board meeting and an orientation covering organizational structure, committees, and awards at the January BOD meeting.
3. Shall have the Committee Chair or a Past Vice president represent the Committee at each LAHPERD Board Meeting and the summer LAHPERD Retreat.

### **Procedures:**

1. The Committee is to be the primary evaluation organ for the Association.
2. The Committee's major meeting of the year shall be set between the convention and the January meeting of the LAHPERD board of Directors.
  - a. At that meeting the Committee shall evaluate the Association's past year's efforts in planning, services, budgeting, and convention programming, through electronic correspondence between the Convention and the January meeting of the LAHPERD Board of Directors.
  - b. A final evaluation will be presented at the January BOD meeting.
3. The Committee will evaluate the past year's efforts in planning, services, budgeting, and convention programming.
4. The Committee shall orient the newly elected officers as to the role of the Association and the duties, responsibilities and expectations of each Division, Section, Committee, and elected or appointed position in the Association. A brief orientation concerning officer duties/responsibilities will occur at the post-convention board meeting. The orientation covering organizational structure, committees, and awards will occur at the January BOD meeting.
5. The Committee Chair or a Past Vice-President shall represent the Committee at each LAHPERD Board Meeting and the summer LAHPERD Retreat.

## **LAHPERD AWARDS**

**Awards are given to LAHPERD members and others for meritorious service as provided in the Bylaws of the Association.**

### **Honor Awards:**

Katherine F. Hill Honor Award

### **Division Awards:**

#### **Health Division Awards**

Health Educator of the Year – College and University  
Health Educator of the Year – Health Promotion/Wellness  
Health Educator of the Year – School

#### **Physical Education Division Awards**

Elementary PE Teacher of the Year  
Middle School PE Teacher of the Year  
Secondary School PE Teacher of the Year  
Ellen Gillentine Award (Adapted PE Teacher of the Year)

#### **Sport & Leisure Division Awards**

Recreation Professional of the Year Award  
Athletic Director of the Year Award

#### **Dance Division Awards**

Dance Educator of the Year Award

#### **General Division Awards**

LAHPERD Scholar Award  
Ethnic Minority Award  
Outstanding Future Professional Award  
Taylor Dodson Young Professional Award  
Jump Rope for Heart Award  
Hoops for Heart Award

### **Special Awards:**

Presidential Award  
Service Award



## GENERAL AWARD INFORMATION

### **Organization:**

1. The committee shall be organized as a standing committee of LAHPERD.
2. Terms of committee membership shall be for three (3) consecutive years, with the ability to be reappointed. The terms shall begin and end at the close of the appropriate Annual Convention.
3. To resign from the committee, a member shall submit a letter of resignation (in writing) to the chair; the new member shall be appointed by the President. The Chair shall submit a letter of resignation (in writing) to the President; the new chair shall be appointed by the President.
4. The committee shall correspond by e-mail or telephone during the year, as needed.
5. The Awards shall be budgeted through the LAHPERD Convention budget.

### **Procedures:**

1. An invitation to submit names of candidates for Awards and the qualifications for the award shall be published in each issue of the *LAHPERD Journal*, announced in the *LAHPERD Newsletter*, and posted on the LAHPERD Website.
2. All nominations must be submitted to the current committee chair by June 1.
3. Submitted applications must be filled out completely and typed using 12 pt. font.
4. The committee chair shall supply the committee members with a copy of the operating code. This will be forwarded with candidates' application forms.
5. All of the committee's correspondence shall be conducted confidentially and without prejudice.
6. On the first review, all candidates must be given a ranking by each committee member. Rankings are from one through the number of candidates for that year, with number one being most worthy and so on (Refer to Appendix B, page 78).
7. If needed, the names of candidates receiving high standings (ranks of 1, 2, or 3) will be given a second rating by the committee.
8. The final selection for all awards shall be made by August 15.
9. A letter of regret shall be sent to all award candidates not receiving the award, provided the candidate is aware of their candidacy (Refer to Appendix C, page 109).
10. By August 20, the committee chair shall notify the President, in writing, of the committee recommendations for each award. The chair shall prepare a biographical sketch for each award recipient and submit to the convention manager. The biographical sketches will be in narrative form and appropriate for publicity purposes.
11. The President shall:
  - a. By August 31, notify the recipients of their selection and extend congratulations on behalf of LAHPERD.
  - b. Provide information to the recipients relative to the Awards Ceremony at the Annual Conference of LAHPERD.
  - c. Notify the Executive Director, Convention Manager, and other appropriate LAHPERD officers/volunteers regarding the ordering of plaques, printing of recipient publicity materials, etc., which will be needed for the Awards Ceremony at the Annual Conference of LAHPERD.

## **KATHERINE F. HILL HONOR AWARD**

### **Purpose:**

Each year at the Annual Conference of LAHPERD, outstanding professionals in health, physical education, sport & leisure, and dance are recognized. The LAHPERD Honor Award is given to the person (or persons) who has (have) rendered at least five years of meritorious service to LAHPERD. The candidate must be of high moral character and demonstrated noteworthy contributions to the profession in the state of Louisiana. The award is aptly named for long-time Executive Director Katherine F. Hill.

### **Qualifications:**

1. Shall demonstrate noteworthy contributions in the field of health, physical education, sport & leisure, and dance.
2. Shall render at least five (5) years of meritorious service to LAHPERD.
3. Shall be one of high moral character whose contributions have most fully expressed the spirit of service that this award represents.

### **Nomination:**

1. Any member of LAHPERD who resides within the state may nominate a candidate by completing an application form and submitting it to the current Honor Award Chair
2. All nominations must be submitted to the committee chair by June 1
3. The names (and application forms) of unsuccessful candidates for the Honor Award shall be automatically carried on a continuing list for two (2) years. (That is, candidates will be considered for the Honor Award for a total of three (3) consecutive years).
4. Continuing candidates will be encouraged to update information on their application form. Continuing candidates will not be given special consideration or priority status, due to their continuance
5. The number of Honor Awards to be presented in any one year shall not be more than two (2). In the event of only one (1) nominee, this shall not assure an automatic winner, as the committee may choose to give no award for that year.
6. The Honor Award may not be awarded to an individual more than once.

### **Committee:**

1. Five (5) members.
2. Four Past Honor Award Recipients, appointed by the president for a term of three (3) consecutive years, with the ability to be reappointed.
3. Chairperson, appointed by the President of LAHPERD from the LAHPERD membership, shall hold office for a three (3) year term.

### **Application Procedures:**

1. Submitted applications must be filled out completely and legibly (preferably typed using 12 point font). The application form is attached.
2. While typing you might delete lines and use your underline.
3. Mail, fax, or email each completed application form to the current Honor Award Chair of the committee.

## **DIVISION AWARDS**

### **Purpose:**

To annually recognize outstanding individuals in each of the following categories:

#### **Health Division Awards**

Health Educator of the Year – College and University  
Health Educator of the Year – Health Promotion & Wellness  
Health Educator of the Year – School

#### **Physical Education Division Awards**

Elementary PE Teacher of the Year  
Middle School PE Teacher of the Year  
Secondary School PE Teacher of the Year  
Ellen Gillentine Award (Adapted PE Teacher of the Year)

#### **Sport & Leisure Division Awards**

Recreation Professional of the Year Award  
Athletic Director of the Year Award

#### **Dance Division Awards**

Dance Educator of the Year Award

#### **General Division Awards**

LAHPERD Scholar Award  
Ethnic Minority Award  
Outstanding Future Professional Award  
Taylor Dodson Young Professional Award  
Jump Rope for Heart Award  
Hoops for Heart Award

### **Division Awards Committee shall consist of:**

1. Six (6) members
2. Five Past Vice Presidents
3. Special Awards Chair shall serve as the Chairperson. Chairperson, appointed by the President of LAHPERD from the LAHPERD membership.
4. The Chair shall send all nominee names to the Executive Director to verify membership.

### **Qualifications:**

1. The candidate(s) shall demonstrate noteworthy contributions in the field of health, physical education, sport, leisure, and dance.
2. The candidate shall be one of high moral character whose contributions have most fully expressed the spirit of service that this award represents.
3. In the event of only one (1) nominee, this shall not assure an automatic winner, as the committee may choose to give no award for that year.
4. An individual may not receive the same Special Award within a five year period.

**Citation and Certificate Preparation and Presentation:**

1. Mail, fax, or email each completed application form and a 1/2 page summary of the application to the current Special Awards Committee Chair.
2. Prior to the preparation of the citation, each award recipient should be asked to correct the original biographical or informational sketch.
3. The completed citation will be collected and put into final form for the presentation. Additional copies will be prepared for the file, convention proceedings, and publications/publicity.
4. The Chair shall have the awards prepared for presentation.
5. The Chair will assist the President in the presentations but the President will officially bestow the awards. The Chair may wish to appoint other LAHPERD members to assist in the presentation.
6. The Chair is responsible for furnishing the necessary materials to the Media committee for appropriate publicity.

## **HEALTH DIVISION AWARDS**

### **HEALTH EDUCATOR OF THE YEAR AWARDS**

#### **College/University Health Educator**

**Purpose:**

To recognize an outstanding College/University Health Educator who serves as a positive role model epitomizing personal health, fitness, and sensitivity to the needs of students.

**Qualifications:**

1. Has major responsibility for teaching health education in a college and/or university setting.
2. Must be a college/university health education teacher with a minimum of three years of experience.
3. Utilizes various teaching methodologies and plans innovative learning experiences
4. Conducts a balanced and sequential curriculum, based on the developmental social and psychological needs of the students.
5. Assumes responsibility for his/her professional growth.
6. Evidences professional commitment through membership and involvement in local, state, and national health organizations.

#### **Health Promotion & Wellness**

**Purpose:**

To recognize an outstanding Health Promotion/Wellness Professional who serves as a positive role model epitomizing personal health, fitness, and sensitivity to the needs of the community.

**Qualifications:**

1. Has major responsibility for teaching or promoting health education within a public health or community organization.
2. Must be a public/community health educator with a minimum of three years of experience
3. Utilizes various methodologies and plans innovative learning experiences.
4. Conducts a comprehensive curriculum, based on the developmental social and psychological needs of the target population.
5. Assumes responsibility for his/her professional growth.
6. Evidences professional commitment through membership and involvement in local, state, and national health organizations.

## School Health Educator

### **Purpose:**

To recognize an outstanding School Health Educator who serves as a positive role model epitomizing personal health, fitness, and sensitivity to the needs of students.

### **Qualifications:**

1. Has major responsibility for teaching health education in grades K through twelve for a specific school or school system.
2. Must be an elementary or secondary school health education teacher (grades K through twelve) with a minimum of three years of experience.
3. Utilizes various teaching methodologies and plans innovative learning experiences.
4. Conducts a balanced and sequential curriculum, based on the developmental social and psychological needs of the students.
5. Assumes responsibility for his/her professional growth.
6. Evidences professional commitment through membership and involvement in local, state, and national health organizations.

## **PHYSICAL EDUCATION DIVISION AWARDS**

### **PHYSICAL EDUCATION TEACHER OF THE YEAR AWARDS**

#### **Elementary School Physical Education Teacher of the Year (Grades K-5)**

##### **Purpose:**

To recognize an outstanding Elementary Educator who serves as a positive role model epitomizing personal health and fitness, enjoyment of activity, sportsmanship, and sensitivity to the needs of students.

##### **Qualifications:**

1. Has major responsibility for teaching physical education at the elementary school level.
2. Has had a minimum of three years teaching experience at the elementary physical education level and is presently employed as a teacher.
3. Utilizes various teaching methodologies and plans innovative learning experiences to meet individual student needs.
4. Conducts a balanced and sequential curriculum that reflects an understanding of child growth and development.
5. Assumes responsibility for his/her professional growth, and evidences commitment to the education profession by having served on state/regional/national committees and/or having presented workshops or programs at these levels.
6. If selected, the award winner will assist in developing a session for the next state convention. The award winner can present a session by himself/herself, with a group or bring in a presenter that has a unique activity or is someone that has made a difference in their career.
7. Must be a LAHPERD member in good standing.

##### **Procedures:**

Winner must present at the LAHPERD Convention the following year.

## **Middle School Physical Education Teacher of the Year (Grades 6-8)**

### **Purpose:**

To recognize an outstanding Middle School Educator who serves as a positive role model epitomizing personal health and fitness, enjoyment of activity, sportsmanship, and sensitivity to the needs of students.

### **Qualifications:**

1. Has major responsibility for teaching physical education at the middle school level.
2. Has had a minimum of three years teaching experience at the middle physical education level and is presently employed as a teacher.
3. Utilizes various teaching methodologies and plans innovative learning experiences to meet individual student needs.
4. Conducts a balanced and sequential curriculum that reflects an understanding of child growth and development.
5. Assumes responsibility for his/her professional growth, and evidences commitment to the education profession by having served on state/regional/national committees and/or having presented workshops or programs at these levels.
6. If selected, the award winner will assist in developing a session for the next state convention. The award winner can present a session by himself/herself, with a group or bring in a presenter that has a unique activity or is someone that has made a difference in their career.
7. Must be a LAHPERD member in good standing.

### **Procedures:**

Winner must present at the LAHPERD Convention the following year.



## **Secondary Physical Education Teacher of the Year (Grades 9-12)**

### **Purpose:**

To recognize an outstanding Secondary School Educator who serves as a positive role model epitomizing personal health and fitness, enjoyment of activity, sportsmanship, and sensitivity to the needs of students.

### **Qualifications:**

1. Has major responsibility for teaching physical education at the secondary school level.
2. Has had a minimum of three years teaching experience at the secondary physical education level and is presently employed as a teacher.
3. Utilizes various teaching methodologies and plans innovative learning experiences to meet individual student needs.
4. Conducts a balanced and sequential curriculum that reflects an understanding of child growth and development.
5. Assumes responsibility for his/her professional growth, and evidences commitment to the education profession by having served on state/regional/national committees and/or having presented workshops or programs at these levels.
6. If selected, the award winner will assist in developing a session for the next state convention. The award winner can present a session by himself/herself, with a group or bring in a presenter that has a unique activity or is someone that has made a difference in their career.
7. Must be a LAHPERD member in good standing.

### **Procedures:**

Winner must present at the LAHPERD Convention the following year.

## **Ellen Gillentine Award (Adapted Physical Education Teacher of the Year)**

### **Purpose:**

To recognize an outstanding Adapted Physical Educator who serves as a positive role model epitomizing personal health and fitness, enjoyment of activity, sportsmanship, and sensitivity to the needs of students.

### **Qualifications:**

1. Has major responsibility for teaching adapted physical education at the any school level.
2. Has had a minimum of three years teaching experience in adapted physical education and is presently employed as a teacher.
3. Utilizes various teaching methodologies and plans innovative learning experiences to meet individual student needs
4. Conducts a balanced and sequential curriculum that reflects an understanding of child growth and development.
5. Assumes responsibility for his/her professional growth, and evidences commitment to the education profession by having served on state/regional/national committees and/or having presented workshops or programs at these levels.
6. If selected, the award winner will assist in developing a session for the next state convention. The award winner can present a session by himself/herself, with a group or bring in a presenter that has a unique activity or is someone that has made a difference in their career.
7. Must be a LAHPERD member in good standing.

### **Procedures:**

Winner must present at the LAHPERD Convention the following year.

## **SPORT AND LEISURE DIVISION AWARDS**

### **Recreation Professional of the Year Award**

#### **Purpose:**

A recreation professional is defined, for the purposes of this award, as a person who has major responsibility for teaching recreation pre-professionals or professionals conducting recreation programming or an administrator in an educational, public, or private recreation setting.

#### **Qualifications:**

1. Serves as a positive role model epitomizing the values and desired outcomes of recreation.
2. Demonstrates enthusiasm for the recreation profession and a personal role in it.
3. Shows interest in, and sensitivity to, the needs of students, clients, and fellow professionals.
4. Utilizes various methodologies and implements creative, innovative, safe, and effective courses and recreation programs based on:
  - a. the developmental, social, and psychological needs of participants
  - b. the needs, purposes, philosophies, and resources of the sponsoring institution
5. Assumes responsibility for professional growth.
6. Evidences professional commitment through membership and involvement in appropriate professional organizations.
7. Must be a LAHPERD member in good standing.

## Athletic Director of the Year

### **Purpose:**

This award is given in recognition of secondary school athletic directors who exemplify the highest standards of their profession, and who, through their influence on the lives of young people under their direction, have made significant contributions to their schools and communities.

### **Qualifications:**

1. An athletic director is defined as the man or woman who has as their major responsibility, the administration of the interscholastic athletic program for a specific school or school system.
2. Candidates shall be athletic administrators who are recognized in the community as an educated leader and who maintains athletics as an integral part of the total educational program.
3. Administer an exemplary athletic program making full use of school and community resources and involving as many students as possible.
4. Shall have outstanding achievements in the following:
  - a. Have made significant contributions within the field of athletic administration at the local, state, and national levels.
  - b. Have used athletics as a catalyst to achieve some demonstrable progress in the social and cultural environment of the school and community.
  - c. Made significant impact on the lives of students.
  - d. He/she shall have received recognition (honors & awards) as an athletic administrator.
5. Must be a LAHPERD member in good standing.

### **Criteria:**

The candidate shall be an athletic administrator who is recognized in the community as an educated leader and who maintains athletics as an integral part of the total educational program. He/she shall administer an exemplary athletic program making full use of school and community resources and involving as many students as possible. Specifically, the candidate shall have outstanding achievements in the following:

1. He/she shall have made a significant contribution within the field of athletic administration at the local, state, and national levels.
2. He/she shall have used athletics as a catalyst to achieve some demonstrable progress in the social and cultural environment of the school and community.
3. He/she shall have made a significant impact on the lives of students.
4. He/she shall have received recognition (honors & awards) as an athletic administrator.

### **Procedures:**

1. An athletic director is defined as the professional who has as their major responsibility, the administration of the interscholastic athletic program for a specific school or school system.
2. Nominations must be submitted on the official application form. Detailed supporting data shall be attached giving more specific evidence of compliance with the criteria.

## **DANCE DIVISION AWARD**

### **Dance Educator of the Year**

#### **Purpose:**

To recognize an outstanding dance educator who serves as a positive role model epitomizing personal health and fitness, enjoyment of activity, and sensitivity to the needs of students.

#### **Qualifications:**

1. Has major responsibility for teaching dance (grades K through 12) in the school system.
2. Must be an elementary, junior high (middle school), or senior high school teacher with a minimum of three years teaching experience.
3. Teaches creatively and produces creative work by utilizing various methodologies causing innovative problem solving learning experiences.
4. Presents a balanced and sequential curriculum based on the developmental, social, and psychological needs of the students.
5. Assumes responsibility for his/her professional growth.
6. Evidences professional commitment through membership and involvement in local, state, and national dance education organizations.
7. If selected, the award winner will assist in developing a session for the next state convention. The award winner can present a session by himself/herself, with a group or bring in a presenter that has a unique activity or is someone that has made a difference in their career.
8. Must be a LAHPERD member in good standing.

## **GENERAL DIVISION AWARDS**

### **LAHPERD Scholar Award**

#### **Purpose:**

To recognize a professional who promotes and stimulates scholarly productivity among professionals and recognizes senior level scholars who have made and continue to make significant contributions to the profession.

#### **Qualifications:**

1. Should have a scholarly record as evidenced by publications and scholarly presentations.
2. Should be an active scholar in his/her discipline.
3. Should be capable of communicating to groups in the various disciplines.
4. Must be a LAHPERD member in good standing.

#### **Responsibilities of the Scholar:**

1. Will be responsible for the LAHPERD SCHOLAR LECTURE to be delivered at the next year's State Convention, with the time of the address being determined by the Board of Directors and Program Chair.
2. Shall submit, upon notification of the award, a black and white glossy photo to the Committee Chair.
3. Shall submit the title of the Convention presentation, a copy of the Convention presentation, and a publishable summary, at a date established by the Committee Chair.

### **Ethnic Minority Award**

#### **Purpose:**

To honor persons who have made meaningful contributions in support of ethnic minorities in LAHPERD

#### **Qualifications:**

1. Professional service in K-12, college/university, or community programs in HPERD for a minimum of five years prior to nomination
2. Evidence of successful service in any two of the three following categories:
  - a. Record of increasing the involvement of ethnic minorities in LAHPERD.
  - b. Evidence of increasing communication with greater numbers of LAHPERD members who are ethnic minorities.
  - c. Record of extending meaningful professional services to the LAHPERD ethnic minority membership.
3. Must be a LAHPERD member in good standing.

## **Outstanding Future Professional Award**

### **Purpose:**

To annually recognize the outstanding future professional (student member) of LAHPERD majoring in health, physical education, sport & leisure, dance, and/or professionally related fields who has displayed leadership and service during his/her undergraduate professional preparation.

### **Qualifications**

1. Shall be a full-time senior student of the school/college/university from which the nomination is made.
2. Shall attend the nominating school/college/university a minimum of two (2) years.
3. Shall be a member of LAHPERD.
4. Shall have an overall grade point average of 3.0
5. Serves as a positive role model for the profession and his/her peers.
6. Assumes responsibility for his/her professional growth.
7. Shows evidence of professional commitment through membership and involvement in local, state, and national organizations.

### **Nomination:**

1. Any school/college/university faculty member may nominate a candidate by completing an application form and submitting it to the committee chair.
2. Only one Outstanding Future Professional Award shall be presented in any one year. Unsuccessful candidates are not eligible in future years.
3. All nominations must be submitted to the current Honor Awards Committee Chair by June 1<sup>st</sup>.

### **Application Procedures:**

1. Submitted applications must be filled out completely and legibly (preferably typed using 12 point font). The application form is attached.
2. While typing you might delete lines and use your underline.
3. The biographical sketch for the convention program must be submitted to the current Honor Award Chairperson by August 1.
4. Only one Outstanding Future Professional Award shall be presented in any one year. Unsuccessful candidates are not eligible in future years.
5. Mail, fax, or email each completed application form to the Current Honor Award Chair of the committee.

## Taylor Dodson Young Professional Award

### **Purpose:**

To recognize an outstanding young professional who has made contributions within the fields of health education, physical education, sport, leisure, recreation, research, and dance, or to our profession through such allied fields as science, education, or community service.

### **Qualifications (Award Criteria):**

1. Shall be less than 35 years of age.
2. Shall have rendered at least five years of meritorious service to the physical education, health education, sport & leisure, or dance profession in Louisiana.
3. Shall have been members in good standing of LAHPERD for at least the five continuous years prior to receiving the award.
4. Shall have gained prominence in some of the following:
  - a. Excellence in teaching
  - b. Outstanding administrative achievement
  - c. Significant contributions to research
  - d. Leadership in professional associations, including state and national
  - e. Contributions to professional literature
  - f. Outstanding community service
  - g. Shall be of high moral character whose contributions have most fully expressed the spirit of service which the award represents.
5. Must be a LAHPERD member in good standing for at least 5 consecutive years.



## Jump Rope for Heart Award

### **Purpose:**

The purpose of the Jump Rope for Heart Award is to recognize LAHPERD members who have exemplified leadership in the Jump Rope for Heart program throughout the state, district or national level. These individuals are recognized at the LAHPERD Convention and awards ceremony, where they are honored in front of their peers for their dedication and commitment to the Jump Rope for Heart Program.

### **Qualifications:**

1. Be a current member of LAHPERD.
2. Have a minimum of three years of experience as a Jump Rope for Heart event coordinator.
3. Maintain professional growth within their related field.
4. Serve as a positive role model, epitomizing personal health and fitness, enjoyment of activity and sportsmanship as well as sensitivity to the needs of all participants.

### **Nomination:**

1. Any member of LAHPERD who resides within the state may nominate a candidate by completing the application form and submitting it to the committee (see appendix for complete form).
2. All nominations must be submitted to committee chair by June 1.
3. The number of awards in any one year shall be one (1).
4. The Jump Rope for Heart Award may not be awarded to an individual more than once.

Committee: The committee shall be appointed by the president with a three year term, with the ability to be reappointed.

## Hoops for Heart Award

### **Purpose:**

The purpose of the Hoops for Heart Award is to recognize LAHPERD members who have exemplified leadership in the Hoops for Heart program throughout the state, district or national level. These individuals are recognized at the LAHPERD Convention and awards ceremony, where they are honored in front of their peers for their dedication and commitment to the Jump Rope for Heart Program.

### **Qualifications:**

1. Be a current member of LAHPERD.
2. Have a minimum of three years of experience as a Hoops for Heart event coordinator.
3. Maintain professional growth within their related field.
4. Serve as a positive role model, epitomizing personal health and fitness, enjoyment of activity and sportsmanship as well as sensitivity to the needs of all participants.

### **Nomination:**

1. Any member of LAHPERD who resides within the state may nominate a candidate by completing the application form and submitting it to the committee (see appendix for complete form).
2. All nominations must be submitted to committee chair by June 1.
3. The number of awards in any one year shall be one (1).
4. The Hoops for Heart Award may not be awarded to an individual more than once.

Committee: The committee shall be appointed by the president for a three year term, with the ability to be reappointed.

## **SPECIAL AWARDS**

### **Presidential Award**

#### **Purpose:**

This award is given to an individual or agency that has provided invaluable support to the president or the association. It is the duty of the president to identify, nominate, and describe the contributions of the recipient. The candidate(s) need not be a member of LAHPERD.

### **Service Award**

#### **Purpose:**

To annually recognize individuals, agencies, or professional organizations for outstanding contributions and for services to LAHPERD. The candidate (s) need not be a member of LAHPERD.

#### **Conduct of Business:**

1. Any member of LAHPERD who resides in the state may nominate a candidate by submitting the name and a written rationale as to why the candidate is worthy of consideration.
2. Supporting information should include name, address, specific contribution or services to LAHPERD, and a statement from the nominator giving other information considered pertinent to the selection of a recipient for the Service Award.
3. The Executive Committee will select the recipient for the Service Award.
4. The committee members shall submit to the Special Awards Chair names of the individual nominated whom they think worthy of consideration and whom they wish to consider. Submit by nomination deadline to Executive Director.
5. To be considered for the current year, all nominations must be in the hands of the Special Awards Chair on or before June 1.

#### **Procedure for obtaining biographical data for LAHPERD Service Award:**

1. The committee member who nominates a candidate shall be responsible for forwarding a complete and accurate biographical sketch to the chairman.
2. The biographical sketch shall be informational and shall contain pertinent data concerning the contributions/service of the candidate.
3. Insofar as possible, candidates shall not be advised that they are being considered for an award.

#### **Review and ranking for the LAHPERD Service Award:**

1. All nominations for this award will be presented to the Executive Committee through the Executive Director of LAHPERD for their selection.
2. There is no limitation on the number of awards presented in any year.
3. Unsuccessful candidates may be recommended in ensuing years.

# **APPENDIX A**

# **NOMINATION AND ELECTION FORMS**

1. Call for Officer Nominations
2. Statement of Candidacy for Office
3. LAHPERD Personal Data Sheet

## NOMINATION AND ELECTION FORMS

The following forms are provided for nomination of candidates for elected offices. There is a LAHPERD Officer Nomination form, a President-Elect Contract and Personal Data Sheet form, a Vice-President Elect contract and Personal Data Sheet Form, and a Chair Elect Contract and Personal Data Sheet form.

These are generic forms, and some information must be inserted, depending upon the office. The information to be inserted on the nomination form includes the year, and the name of the current Past President with his/her email address. The wording to be replaced is in bold italics Arial font and is ***CAPITALIZED***.

Information to be inserted for the President-Elect must have the three consecutive years of service, three consecutive years for LAHPERD retreat, year for the summer Leadership Conference, year for the summer AAHPERD Leadership Conference, and date for LAHPERD post-convention board meeting inserted in the contract. The wording to be replaced is in bold italics Arial font and is ***CAPITALIZED***.

Information to be inserted for the Vice-President Elect includes the three consecutive years of service, the date of the LAHPERD post-convention board meeting, and the year of the summer Leadership Conference. The wording to be replaced is in bold italics Arial font that is ***CAPITALIZED***.

Information to be inserted for the Chair-Elect includes the two years of the term and the month, day, and year of the LAHPERD post-convention board meeting.

The Personal Data Sheet is to be used for all three offices, but is provided at the end of the Chair-Elect form.

## LAHPERD - CALL FOR OFFICER NOMINATIONS (INSERT YEAR)

**Qualifications:**

1. A candidate for President-Elect must be a professional member in good standing for two (2) consecutive years
2. A candidate for Vice President-Elect must be a professional member in good standing for the one (1) year prior to seeking office
3. A candidate for Section-Chair elect must be a professional member in good standing
4. A candidate for the Officer of the Future Professional Section must be Student members for one (1) year prior to holding office

### CHECK THE APPROPRIATE OFFICE

*(if nominating a President-Elect or Vice President-Elect)*

___ <b>President Elect</b> – Must be a professional member in good standing for two (2) consecutive years					
<b>Dance</b>  ___ VP Elect	<b>General</b>  ___ VP Elect	<b>Health</b>  ___ VP Elect	<b>Physical Education</b>  ___ VP Elect	<b>Sport &amp; Leisure</b>  ___ VP Elect	<b>Future Professional</b>  ___ Representative Elect

### CHECK THE APPROPRIATE SECTION OFFICE *(if nominating a Section Chair-Elect)*

<i>Dance</i> _ Chair elect  _ Dance Education _ Dance Performance	<i>General</i> _ Chair elect  _ Future Professionals _ Ethnic Minority _ Higher Education _ Exercise Science _ Research	<i>Health</i> _ Chair elect  _ Health Education _ Health Promotion & Wellness	<i>Physical Education</i> _ Chair elect  _ Adapted Physical Education _ Elementary Physical Education _ Middle/Sec. Physical Education	<i>Sport &amp; Leisure</i> _ Chair elect  _ Athletic Training _ Fitness/Leisure/Aquatics _ Coaching Education _ Sport Management _ Community Recreation & Outdoor Education
<p><b><i>I Nominate:</i></b> Name: _____</p> <p>Address: _____</p> <p>City/State/Zip: _____</p> <p>Phone: (Home) _____ (Work) _____</p> <p>(Email) _____ (Fax) _____</p>				
<p><b><i>Nominated By:</i></b> Name: _____</p> <p>(Email) _____ (Phone) _____</p>				
<p><b>DEADLINE: October 1, YEAR</b>      Email nomination form to:</p> <p style="text-align: center;"><b>PAST PRESIDENT EMAIL ADDRESS</b></p>				

**Statement of Candidacy for Office in the  
Louisiana Association for Health, Physical Education, Recreation, and Dance**

- |   | Yes   | No    |
|---|-------|-------|
| 1. I am willing to be a candidate for the LAHPERD office of <b><u>President-Elect</u></b>   | _____ | _____ |
| 2. I will have been a LAHPERD member for <b><u>two years</u></b> as of <b><u>November 1, YEAR.</u></b>  | _____ | _____ |
| 3. My present schedule will permit the carrying out of the responsibilities of the office to include assisting the President, attending board meetings, and attending the two-day LAHPERD Board retreat in January <b><i>THREE YEARS OF TERM.</i></b> | _____ | _____ |
| 4. I agree to provide the one page attached "Personal Data Sheet" and a photo as soon as possible.  | _____ | _____ |
| 5. I understand that according to the Constitution of LAHPERD, a person may not hold more than one elected office in LAHPERD simultaneously. Individuals may not be nominees for more than one office at a given convention.                          | _____ | _____ |
| 6. I understand that this is a <b><u>three year commitment</u></b> as an elected officer and agree to serve and carry out the duties as President-Elect, President, and Past President.   | _____ | _____ |
| 7. I will attend the post-convention Board of Directors meeting scheduled for Friday afternoon <b><i>MONTH, DATE, YEAR</i></b> if elected.  | _____ | _____ |
| 8. I will represent LAHPERD as needed. I will be reimbursed for expenses, as specified in the budget, to attend and carry out my responsibilities at these meetings.  | _____ | _____ |

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PLEASE PRINT INFORMATION:**

**Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

## Statement of Candidacy for Office in the Louisiana Association for Health, Physical Education, Recreation, and Dance

- |   | Yes   | No    |
|---|-------|-------|
| 1. I am willing to be a candidate for the LAHPERD office:<br><br><div style="display: flex; justify-content: space-between; align-items: center;"> <span style="font-weight: bold;">Vice President Elect of the</span> <div style="border: 1px solid black; width: 150px; height: 25px; margin: 0 auto;"></div> <span style="font-weight: bold;">Division</span> </div> | _____ | _____ |
| 2. I will have been a LAHPERD member for <u>one year</u> as of <u>November 1, YEAR</u> .  | _____ | _____ |
| 3. My present schedule will permit the carrying out of the responsibilities of the office, which includes assisting the Vice-President, attending board meetings, and attending the two-day LAHPERD Board retreat in January <b>THREE YEARS OF SERVICE</b> .  | _____ | _____ |
| 4. I agree to provide the one page attached "Personal Data Sheet." and a photo as soon as possible.   | _____ | _____ |
| 5. I understand that according to the Constitution of LAHPERD, a person may not hold more than one elected office in LAHPERD simultaneously. Individuals may not be nominees for more than one office at a given convention.  | _____ | _____ |
| 6. I understand that this is a <b>three year commitment</b> as an elected officer and agree to serve and carry out the duties of Vice President-Elect, Vice President, and Past Vice President.   | _____ | _____ |
| 7. I will attend the post-convention Board of Directors meeting scheduled for Friday afternoon <b>MONTH, DAY, YEAR</b> if elected.  | _____ | _____ |
| 8. I will attend approved leadership conferences.<br>I will be reimbursed for expenses, as specified in the budget, to attend and carry out my responsibilities at these meetings (e.g. travel, registration, food, incidentals).   | _____ | _____ |

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

**PLEASE PRINT INFORMATION:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell Phone: \_\_\_\_\_



## Statement of Candidacy for Office in the Louisiana Association for Health, Physical Education, Recreation, and Dance

- |   | Yes   | No    |
|---|-------|-------|
| 1. I am willing to be a candidate for the LAHPERD office:<br><br><div style="display: flex; justify-content: space-between; align-items: center;"> <span style="margin-right: 10px;"><b>Chair-Elect</b></span> <div style="border: 1px solid black; width: 150px; height: 25px; display: inline-block;"></div> <span style="margin: 0 10px;"><b>in the</b></span> <div style="border: 1px solid black; width: 150px; height: 25px; display: inline-block;"></div> <span style="margin-left: 10px;"><b>Division.</b></span> </div> | _____ | _____ |
| 2. I am a LAHPERD member in good standing.  | _____ | _____ |
| 3. My present schedule will permit the carrying out of the responsibilities of the office which includes assisting the chairperson, attending board meetings, and attending the two-day LAHPERD Board retreat in January <b>TWO YEARS OF TERM.</b>  | _____ | _____ |
| 4. I agree to provide the one page attached "Personal Data Sheet."  | _____ | _____ |
| 5. I understand that according to the Constitution of LAHPERD, a person may not hold more than one elected office in LAHPERD simultaneously. Individuals may not be nominees for more than one office at a given convention.  | _____ | _____ |
| 6. I understand that Chair Elect is a <b>two year commitment</b> as an elected officer and agree to serve and carry out the duties as Chair Elect and Chair.  | _____ | _____ |
| 7. I will attend the post-convention Board of Directors meeting scheduled for <b>Friday afternoon MONTH, DAY, YEAR</b> if elected.  | _____ | _____ |

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PLEASE PRINT INFORMATION:**

**Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

## LAHPERD PERSONAL DATA SHEET

\_\_\_\_\_  
(Office)

**NAME:** \_\_\_\_\_

**LAHPERD Membership #:** \_\_\_\_\_

**Present Position: (i.e. teaching, etc.)**

**Education:**

**Professional Affiliations:**

**Services/Honors in HPERD and Other Recognitions:**

**Presentations/Publications:**

# **APPENDIX B**

## **DOCUMENTS FOR LAHPERD GRANTS/MODEL SCHOOLS**

- 1. Award Rating Form**
- 2. LAHPERD Mini-Grant Application Form**
- 3. LAHPERD Model School Application Form**
- 4. Model School Program Recognition  
Requirements Form**

## AWARD RATING FORM

Unless otherwise indicated, please use a format similar to this one for rating the nominees for Awards, Nominations, etc.

**Directions:** Please rank the following candidates who were nominated for this award.

Use the following ranking system:

“1” represents your first choice, “2” your second choice, “3” your third, etc. In the event of a tie, you will be asked to review the top candidates and vote a second time. It should be noted that the candidate with the lowest score will receive the highest rank.

It is important to review the Operating Code for the Awards Committee, prior to reviewing applications and participating in the voting process.

\_\_\_\_\_ (specify award name) \_\_\_\_\_ **Award Candidates:**

\_\_\_\_\_ Name of Candidate

\_\_\_\_\_ Name of Candidate

\_\_\_\_\_ Name of Candidate

Please return your rating sheet to me as soon as possible. Please send as an e-mail attachment.

## LAHPERD MINI-GRANT APPLICATION FORM

In keeping with its goal to support and encourage professionals as they seek to develop and conduct school and community programs in Health, Physical Education, Sport & Leisure, and Dance, LAHPERD has announced the availability of \$2,500.00 in the form of mini-grants. These funds can be used for such things as equipment, special projects, travel, workshops, or substitute pay. Grant proposals must promote the interests of LAHPERD and will be judged by the following criteria:

1. Applicants must be LAHPERD members in good standing. This includes being a professional member the last two consecutive years.
2. The project must relate to Health, Physical Education, Sport & Leisure, and/or Dance.
3. Projects must benefit students in Louisiana PK-12 schools.
4. Projects judged on degree of innovation and creativity.
5. Projects must supplement or enhance the existing school curriculum.
6. Projects must be approved by the Grant Committee.
7. Successful applicants may not apply for another two (2) fiscal years.

### **General Directions:**

1. Print these directions
2. Type your application
3. Be sure to answer all questions
4. Mail completed form by June 1<sup>st</sup> each year to current Mini-Grant Coordinator

**Page One:**      Project Title:  
                         Signature of Applicant:  
                         Signature of Principal and/or Supervisor:  
                         Applicant's Name:  
                         Applicant's Position/Title:  
                         School Name:  
                         School Address:  
                         School System/Parish:  
                         Work Phone:  
                         Work FAX:  
                         Work email:  
                         Home Phone:  
                         Home email:

**Page Two:**

General Project Summary (1 or 2 paragraphs)

**Specifics:**

1. What is the main idea of this project?
2. Why do you think there is a special need for this project?
3. Give a time schedule of events.
4. Approximately how many students will be affected by this project?
5. How will you describe whether your objectives have been achieved and whether your project is successful?
6. Attach 1-3 lesson plans you could use within this project.
7. Detail your budget request. Include specific information such as kinds of materials and equipment needed, sources of supply and costs, or travel/lodging information.

**Budget example:**

ITEM	SUPPLIER/SOURCE	AMOUNT BUDGETED
Alpha Fit	U.S. Games	\$375.00
Conference Registration Fee		\$150.00
Total		\$ 525.00

**LAHPERD MODEL SCHOOL APPLICATION FORM**

Please type or print legibly

**SCHOOL** \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ Zip Code \_\_\_\_\_

**Elementary** \_\_\_\_\_      **Middle School** \_\_\_\_\_      **High School** \_\_\_\_\_  
(Please put grade levels in the appropriate blank)

**Contact Person**

**Name:** (first) \_\_\_\_\_ (last) \_\_\_\_\_

**Address:** (if different from above) \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

**Phone:**  
(cell) \_\_\_\_\_ (work) \_\_\_\_\_

**Fax:** \_\_\_\_\_ **e-mail:** \_\_\_\_\_

***Principal***

**Name:** (first) \_\_\_\_\_ (last) \_\_\_\_\_

**Phone:** (work) \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

***Superintendent/Supervisor of Schools***

**Name:** (first) \_\_\_\_\_ (last) \_\_\_\_\_

Office Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

**Phone:** (work) \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

***List the Names of all Physical Education Teachers  
in Your Department***

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Number of Students Enrolled in the School:** \_\_\_\_\_

## Chapter 2 Local Newspaper

**Name of Paper:** \_\_\_\_\_

**Attention to:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

I verify that the information and documentation of evidence provided in this packet is accurate to the extent of my knowledge and that of my faculty.

---

**Signature of Contact Person**

**Date**

---

**Signature of Principal**

**Date**

Enclose a check or money order made payable to LAHPERD for \$20.00 and send it in with your materials.

Send check and application materials to:

XXXXXXXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXX

**Deadline for application materials: MAY 1**



## MODEL SCHOOL PROGRAM RECOGNITION REQUIREMENTS FORM

1 = NOT IN PRACTICE    2 = SOMETIMES IN PRACTICE    3 = OFTEN IN PRACTICE    4 = ALWAYS IN PRACTICE

### TEACHER QUALIFICATIONS SCORE

All who teach physical education have a degree in physical education	
All who teach physical education have a current state license/certificate to teach physical education in the state	
At least one physical education teacher is certified in First Aid/CPR	
<b>TOTAL</b>	

**Possible Documentation:**

1. List all physical education teachers, and for each teacher list all degrees that each teacher holds as well as noting state certification status

### TIME ALLOCATION

Elementary students participate in regular, structured physical education classes throughout the year	
Elementary students attend three class periods per week for the entire school year	
Middle school students are required to have physical education classes in grades 6-8 and participate for a minimum of 225 minutes per week or the equivalent for block scheduling	
High school students are required to have physical education in grades 9 and 10 and participate for a minimum of 225 minutes per week or the equivalent for block scheduling, and are given the opportunity to elect physical education in grades 11 and 12	
The physical education teacher has a daily preparation period to provide time for planning, communication, record keeping, assessment, and cross-curricular planning with teachers of other subjects	
Students are not allowed to waive or opt out of physical education, nor are they allowed to receive credit by alternative means (including athletics)	
<b>SCORE</b>	

**Possible Documentation:**

1. List of classrooms at all grade levels and a one week PE schedule for every class of students.
2. A document showing that the number of students enrolled in the school corresponds with the number of students enrolled in PE
3. A document displaying the requirements for physical education and specifically addressing the issue of substituting other activities for physical education

### PROFESSIONAL DEVELOPMENT/INVOLVEMENT

All physical education teachers are current members of LAHPERD	
At least 50% of physical education staff have attended LAHPERD convention within the last year	

**Possible Documentation:**

1. List all staff members who have participated in professional development activities in the past 12 months only.
2. Indicate the name, date and time of the professional development activity that was attended

At least 50% of physical education staff have participated in at least two (besides LAHPERD convention) physical education-related professional development activities in the past year	
SCORE	

**FACILITIES**

Sufficient indoor and outdoor facilities are provided to accommodate the number of class sections and students scheduled during each class period. In middle and high school, it is suggested that schools have the following facilities: hard surface outdoor area, gymnasium, dirt and turf area, locker rooms, classroom(s), storage rooms, teachers’ offices, and access to a computer lab.	
Physical education is taught in a dedicated facility – one that is not shared with other activities and free from distractions and people passing through	
Indoor and outdoor facilities are free of hazards so that students can participate safely in physical education	
Drinking fountains are readily accessible for rehydration during and after physical education	
Office space is provided for the physical education teacher so that students may have convenient access to their teacher	
TOTAL	

**Possible Documentation:**

1. Describe the physical education teaching facilities (indoor and outdoor)
2. Describe provisions to continue learning activities during inclement weather or sharing of facilities

**EQUIPMENT**

Adequate funds for the purchase and maintenance of supplies and equipment are provided on a yearly basis	
The budget for the purchase of supplies and equipment is developed jointly by the physical education teachers and the school administrators	
Ample equipment and supplies are provided so that all students are able to maximize time-on-task and have all the practice necessary for becoming competent with skills	
All equipment is maintained in good repair, and the annual budget provides for the repair and maintenance of all equipment used in the physical education program	
TOTAL	

**Possible Documentation:**

Describe how the equipment inventory is adequate to teach the curriculum and how it successfully provides for maximum participation

## CLASS SIZE

Class size is consistent with those of other subject areas and is flexible enough to provide for differences in interest, levels of maturity, size, abilities and needs	
Physical education classes meet the ideal teacher to student ratio, which is 1:25 for elementary schools and 1:30 for middle and high schools	
TOTAL	

### Possible Documentation:

Provide a description of the number of students assigned to each teacher for each class

## CURRICULUM

A written curriculum based on current <i>National Standards for Physical Education</i> and state standards that is comprehensive, inclusive, progressive, and sequential is designed to guide appropriate physical education at all grade levels	
All physical education teachers develop and use yearly, unit and daily lesson plans	
Grade level content standards are challenging, demonstrable, and relevant to learning essential concepts	
The curriculum provides opportunities for students to recognize the benefits of regular physical activity	
The curriculum allows students to integrate knowledge of kinesthetic experiences with concepts taught in the areas of health education, language arts, math, social sciences, science, technology education and vocational education	
Respect for diversity is taught and practiced	
Lesson planning includes adequate time and opportunity for every student to have enough trials and adequate practice time to learn skills	
Physical education teachers provide a variety of age-appropriate activities that include but are not limited to health-related fitness; individual, dual, and group games and sports; rhythms and dance; and gymnastics	
Physical education teachers use at least one technology-based instructional strategy (e.g., computerized fitness testing, pedometers, heart rate monitors, videotaping student performance, internet)	
TOTAL	

### Possible Documentation:

1. Briefly describe the elements of the physical education curriculum, including a description, rationale, and objectives for student learning
2. Provide a photocopy of a one-page yearly block plan
3. Provide a sample of a daily lesson plan

## ASSESSMENT

Assessment is an ongoing component of instruction that guides the teaching of concepts and skills to facilitate student understanding	
A variety of authentic assessment techniques are used for determining individual differences, needs of students, and achievement of learning outcomes	
Evaluation of student performance is criterion based and focuses on changes in performance	
Evaluation of student achievement within the psychomotor, cognitive, and affective domains is based on multiple measures and on a variety of assessment tools that are developmentally appropriate	
TOTAL	

## STUDENTS WITH DISABILITIES

Physical education teachers utilize instructional practices that enable individuals with disabilities to practice movement skills/forms in meaningful ways	
TOTAL	

## PARENT COMMUNICATION

Parents receive written progress reports at least once a quarter and at least on other form of communication (year plan, newsletter, website)	
TOTAL	

## STUDENT HEALTH AND SAFETY

Physical education teachers are provided at the beginning of the school year with information about students' health conditions relevant to physical education/activity	
There is a district/school/department written emergency plan for responding to and documenting injuries and other health-related incidents in physical education	
There is a process for monitoring and maintaining hazard-free facilities and reporting and repairing hazardous situations	
TOTAL	

### Possible Documentation:

1. Describe each teacher's assessment plan to evaluate student learning or skill improvement
2. Provide a few samples of assessment options used by teachers

### Possible Documentation:

Describe how each teacher plans and provides for students with disabilities

### Possible Documentation:

Provide samples of communication documents between physical education staff and parents

### Possible Documentation:

Describe how physical education teachers are formally appraised of students' health/physical limitations that affect participation in physical education

**PROGRAM IMPROVEMENT/EVALUATION**

Physical education teachers solicit and act on student and parent feedback about the physical education program	
There is regular periodic performance evaluation of teachers by the appropriate administrator to include planning, instructional practices, and use of assessment	
There is regular periodic evaluation by administrators of curriculum, facilities and equipment	
Physical education teachers reflect on teaching practices and combine self- evaluation with peer feedback to improve instruction	
TOTAL	

- Possible Documentation:**
1. Provide a schedule of evaluation and a summary of the most recent evaluation
  2. Describe how the feedback from the evaluation was received and used by individual teachers
  3. Provide a copy of the evaluation instrument used

# **APPENDIX C**

## **DOCUMENTS FOR**

### **AWARDS COMMITTEES**

#### **1. AWARDS APPLICATIONS**

- a. Katherine F. Hill Honor**
  - b. Health Educator of the Year (College/University)**
  - c. Health Educator of the Year – Health Promotion/Wellness**
  - d. Health Educator of the Year (School K-12)**
  - e. Elementary Physical Education TOY**
  - f. Middle Physical Education TOY**
  - g. High School Physical Education TOY**
  - h. Ellen Gillentine TOY**
  - i. Recreation Professional of the Year**
  - j. Athletic Director**
  - k. Dance Educator**
  - l. Scholar**
  - m. Ethnic Minority**
  - n. Outstanding Future Professional**
  - o. Taylor Dodson Young Professional**
  - p. Jump Rope for Heart**
  - q. Hoops for Heart**
- 2. Sample Letter for Award Nominee**
  - 3. Sample Letter for Award Recipient**
  - 4. Sample Letter for a Non-Recipient**

## KATHERINE F. HILL HONOR AWARD APPLICATION

Candidate's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Present Position/Title: \_\_\_\_\_

Work Address: \_\_\_\_\_  
\_\_\_\_\_

Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Educational Background:

Bachelor's Degree: \_\_\_\_\_  
(College/University) (Major)

Master's Degree: \_\_\_\_\_  
(College/University) (Major)

Doctoral/Professional Degree: \_\_\_\_\_  
(College/University) (Major)

Work Experience: *List only the two most recent positions held at a school or university.*

Position: 1. \_\_\_\_\_  
(School/University) (Location)

\_\_\_\_\_  
(Length of Service) (Primary Responsibilities)

Position: 2. \_\_\_\_\_  
(School/University) (Location)

\_\_\_\_\_  
(Length of Service) (Primary Responsibilities)

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**Professional Affiliations:**

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LAHPERD Membership #: \_\_\_\_\_ Years of Membership: \_\_\_\_\_

**Other Memberships:** *List the professional association's name, and years of active membership.*

1. \_\_\_\_\_
2. \_\_\_\_\_

**Significant Contributions to LAHPERD:** *List and briefly describe professional service contributions to LAHPERD in the last five (5) years, only.*

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**Recommendation:** *To be provided by the nominator. State why you believe the candidate is deserving of the LAHPERD Honor Award.*

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## HEALTH EDUCATOR OF THE YEAR - COLLEGE/UNIVERSITY

- Response must be limited to three typed pages
- Responses **MUST** be typed in 12 point font.
- Nominees must be a current LAHPERD member in good standing.

Name: \_\_\_\_\_ Present Position: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ email: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Present Position/Title: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

Phone (Work): \_\_\_\_\_ Fax: \_\_\_\_\_

**1. Educational Information: College/University Major**

Bachelors Degree:

Masters Degree:

Other:

**2. Career Information:**

Position	Employing Agency	Location	Dates of Service
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**3. Professional Affiliations/activities:**

LAHPERD Membership #: \_\_\_\_\_

**4. Service to Louisiana Association for Health, Physical Education, Recreation and Dance**

**5. Service to professional area (Health, Physical Education, Recreation, Dance and/or Athletics)**

**6. Significant Achievements in the field of Health/Awards/Special Recognition.**

**7. Service to the community (include awards/recognition outside of Health).**

**8. Explain how you serve as a positive role model epitomizing personal health and fitness, enjoyment of activity, sportsmanship and sensitivity to the needs of students.**

**9. Detail your contributions to Health Education. What sets your program apart from others? Take this opportunity to "toot your own horn."**

*Recommendations: A minimum of two letters of recommendation should be included with the application.*

# HEALTH EDUCATOR OF THE YEAR – HEALTH PROMOTION/WELLNESS

- Response must be limited to three typed pages
- Responses MUST be typed in 12 point font.
- Nominees must be a current LAHPERD member in good standing.

Name: \_\_\_\_\_ Present Position: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ email: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Present Position/Title: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

Phone (Work): \_\_\_\_\_ Fax: \_\_\_\_\_

**1. Educational Information: College/University Major**

Bachelors Degree:

Masters Degree:

Other:

**2. Career Information:**

Position	Employing Agency	Location	Dates of Service
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**3. Professional Affiliations/activities:**

LAHPERD Membership #: \_\_\_\_\_

4. Service to Louisiana Association for Health, Physical Education, Recreation and Dance

5. Service to professional area (Health, Physical Education, Recreation, Dance and/or Athletics)

6. Significant Achievements in the field of Health Promotion and Wellness/Awards/Special Recognition.

7. Service to the community (include awards/recognition outside of Health Promotion and Wellness).

8. Explain how you serve as a positive role model epitomizing personal health and fitness, enjoyment of activity, sportsmanship and sensitivity to the needs of students.

9. Detail your contributions to Health Promotion and Wellness. What sets your program apart from others? Take this opportunity to "toot your own horn."

**Recommendations:** A minimum of two letters of recommendation should be included with the application.

## HEALTH EDUCATOR OF THE YEAR - SCHOOL (K-12)

- Response must be limited to three typed pages
- Responses **MUST** be typed in 12 point font.
- Nominees must be a current LAHPERD member in good standing.

Name: \_\_\_\_\_ Present Position: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ email: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Present Position/Title: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

Phone (Work): \_\_\_\_\_ Fax: \_\_\_\_\_

**1. Educational Information: College/University Major**

Bachelors Degree:

Masters Degree:

Other:

**2. Career Information:**

Position	Employing Agency	Location	Dates of Service
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**3. Professional Affiliations/activities:**

LAHPERD Membership #: \_\_\_\_\_

4. Service to Louisiana Association for Health, Physical Education, Recreation and Dance

5. Service to professional area (Health, Physical Education, Recreation, Dance and/or Athletics)

6. Significant Achievements in the field of Health/Awards/Special Recognition.

7. Service to the community (include awards/recognition outside of Health).

8. Explain how you serve as a positive role model epitomizing personal health and fitness, enjoyment of activity, sportsmanship and sensitivity to the needs of students.

9. Detail your contributions to Health Education. What sets your program apart from others? Take this opportunity to "toot your own horn."

**Recommendations:** A minimum of two letters of recommendation should be included with the application.

# ELEMENTARY SCHOOL PHYSICAL EDUCATION - TEACHER OF THE YEAR

- Response must be limited to three typed pages
- Responses **MUST** be typed in 12 point font.
- Nominees must be a current LAHPERD member in good standing.

Name: \_\_\_\_\_ Present Position: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ email: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Present Position/Title: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

Phone (Work): \_\_\_\_\_ Fax: \_\_\_\_\_

**1. Educational Information: College/University Major**

Bachelors Degree:

Masters Degree:

Other:

**2. Career Information:**

Position	Employing Agency	Location	Dates of Service
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**3. Professional Affiliations/activities:**

LAHPERD Membership #: \_\_\_\_\_

**4. Service to Louisiana Association for Health, Physical Education, Recreation and Dance**

**5. Service to professional area (Health, Physical Education, Recreation, Dance and/or Athletics)**

**6. Significant Achievements in the field of HPERD/Awards/Special Recognition.**

**7. Service to the community (include awards/recognition outside of HPERD).**

**8. Explain how you serve as a positive role model epitomizing personal health and fitness, enjoyment of activity, sportsmanship and sensitivity to the needs of students.**

**9. Detail your contributions to Elementary School Physical Education. What sets your program apart from others? Take this opportunity to "toot your own horn."**

**Recommendations: A minimum of two letters of recommendation should be included with the application.**

## MIDDLE SCHOOL PHYSICAL EDUCATION - TEACHER OF THE YEAR

- Response must be limited to three typed pages
- Responses **MUST** be typed in 12 point font.
- Nominees must be a current LAHPERD member in good standing.

Name: \_\_\_\_\_ Present Position: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ email: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Present Position/Title: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

Phone (Work): \_\_\_\_\_ Fax: \_\_\_\_\_

**1. Educational Information: College/University Major**

Bachelors Degree:

Masters Degree:

Other:

**2. Career Information:**

Position	Employing Agency	Location	Dates of Service
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**3. Professional Affiliations/activities:**

LAHPERD Membership #: \_\_\_\_\_

**4. Service to Louisiana Association for Health, Physical Education, Recreation and Dance**

**5. Service to professional area (Health, Physical Education, Recreation, Dance and/or Athletics)**

**6. Significant Achievements in the field of HPERD/Awards/Special Recognition.**

**7. Service to the community (include awards/recognition outside of HPERD).**

**8. Explain how you serve as a positive role model epitomizing personal health and fitness, enjoyment of activity, sportsmanship and sensitivity to the needs of students.**

**9. Detail your contributions to Middle School Physical Education. What sets your program apart from others? Take this opportunity to "toot your own horn."**

**Recommendations: A minimum of two letters of recommendation should be included with the application.**

## SECONDARY SCHOOL PHYSICAL EDUCATION - TEACHER OF THE YEAR

- Response must be limited to three typed pages
- Responses **MUST** be typed in 12 point font.
- Nominees must be a current LAHPERD member in good standing.

Name: \_\_\_\_\_ Present Position: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ email: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Present Position/Title: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

Phone (Work): \_\_\_\_\_ Fax: \_\_\_\_\_

**1. Educational Information: College/University Major**

Bachelors Degree:

Masters Degree:

Other:

**2. Career Information:**

Position	Employing Agency	Location	Dates of Service
----------	------------------	----------	------------------

3. Professional Affiliations/activities: LAHPERD Membership #: \_\_\_\_\_

4. Service to Louisiana Association for Health, Physical Education, Recreation and Dance

5. Service to professional area (Health, Physical Education, Recreation, Dance and/or Athletics)

6. Significant Achievements in the field of HPERD/Awards/Special Recognition.

7. Service to the community (include awards/recognition outside of HPERD).

8. Explain how you serve as a positive role model epitomizing personal health and fitness, enjoyment of activity, sportsmanship and sensitivity to the needs of students.

9. Detail your contributions to Secondary School Physical Education. What sets your program apart from others? Take this opportunity to "toot your own horn."

Recommendations: A minimum of two letters of recommendation should be included with the application.

**ELLEN GILLENLINE TEACHER OF THE YEAR AWARD**  
**(ADAPTED PHYSICAL EDUCATION)**

- Response must be limited to three typed pages
- Responses MUST be typed in 12 point font.
- Nominees must be a current LAHPERD member in good standing.

Name: \_\_\_\_\_ Present Position: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ email: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Present Position/Title: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

Phone (Work): \_\_\_\_\_ Fax: \_\_\_\_\_

**1. Educational Information: College/University Major**

Bachelors Degree:

Masters Degree:

Other:

**2. Career Information:**

Position	Employing Agency	Location	Dates of Service
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**3. Professional Affiliations/activities: LAHPERD Membership #: \_\_\_\_\_**

**4. Service to Louisiana Association for Health, Physical Education, Recreation and Dance**

**5. Service to professional area (Health, Physical Education, Recreation, Dance and/or Athletics)**

**6. Significant Achievements in the field of HPERD/Awards/Special Recognition.**

**7. Service to the community (include awards/recognition outside of HPERD).**

**8. Explain how you serve as a positive role model epitomizing personal health and fitness, enjoyment of activity, sportsmanship and sensitivity to the needs of students.**

**9. Detail your contributions to Adapted Physical Education. What sets your program apart from others? Take this opportunity to "toot your own horn."**

**Recommendations: A minimum of two letters of recommendation should be included with the application.**

# RECREATION PROFESSIONAL OF THE YEAR APPLICATION

A recreation professional is defined, for the purposes of this award, as a person who has major responsibility for teaching recreation pre-professionals or professionals conducting recreation programming or an administrator in an educational, public, or private recreation setting. The qualifications for a nominee are:

1. Serves as a positive role model epitomizing the values and desired outcomes of recreation.
2. Demonstrates enthusiasm for the recreation profession and a personal role in it.
3. Shows interest in, and sensitivity to, the needs of students, clients, and fellow professionals.
4. Utilizes various methodologies and implements creative, innovative, safe, and effective courses and recreation programs based on: a. the developmental, social, and psychological needs of participants; and b. the needs, purposes, philosophies, and resources of the sponsoring institution.
5. Assumes responsibility for professional growth.
6. Evidences professional commitment through membership and involvement in appropriate professional organizations.
7. Must be a LAHPERD member in good standing.

Name: \_\_\_\_\_ Present Position: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ email: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Present Position/Title: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

Phone (Work): \_\_\_\_\_ Fax: \_\_\_\_\_

1. Educational Information: \_\_\_\_\_ College/University \_\_\_\_\_ Major \_\_\_\_\_

Bachelors Degree:

Masters Degree:

Other:

2. Career Information:

Position	Employing Agency	Location	Dates of Service
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3. Professional Affiliations/activities: \_\_\_\_\_ LAHPERD Membership #: \_\_\_\_\_

4. Service to Louisiana Association for Health, Physical Education, Recreation and Dance

5. Service to professional area (Health, Physical Education, Recreation, Dance and/or Athletics)

6. Significant Achievements in the field of HPERD/Awards/Special Recognition.

7. Service to the community (include awards/recognition outside of HPERD).

8. Explain how you serve as a positive role model epitomizing personal health and fitness, enjoyment of activity, sportsmanship and sensitivity to the needs of students.

9. Detail your contributions to Recreation. What sets your program apart from others? Take this opportunity to "toot your own horn."

Recommendations: A minimum of two letters of recommendation should be included with the application.



## ATHLETIC DIRECTOR AWARD

- Nominee must be a current member of LAHPERD before being considered (Go to LAHPERD.org to register for membership). Response must be limited to four typed pages.
- Responses **MUST** be typed in 12 point font.
- Do not send large notebooks, portfolios, newspaper articles or photo displays.
- Two letters of recommendation are required and should be e-mailed directly to me. One letter should be from the teacher's current principal. The other letter may be from a colleague, a current or former student, parent of a current or former student, school district official, etc.
- All materials must be received by the deadline (Tuesday, June 30, 2015) to be eligible. Incomplete applications will not be considered.

Nominee: \_\_\_\_\_

Home Address: \_\_\_\_\_ Personal E-mail: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

School Name: \_\_\_\_\_ School Fax: \_\_\_\_\_

School Address: \_\_\_\_\_ School E-mail: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ School Phone: \_\_\_\_\_

1. Educational Information: \_\_\_\_\_ College/University \_\_\_\_\_ Major \_\_\_\_\_

Bachelors Degree:

Masters Degree:

Other:

2. Career Information:

Position	Employing Agency	Location	Dates/Length of Service
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3. Professional Affiliations/Activities: \_\_\_\_\_ LAHPERD Membership #: \_\_\_\_\_

4. State Offices/Division or Project Activities (LAHPERD)

5. Other Professional Affiliations/Activities

6. Describe significant contributions that you have made within the field of athletic administration at the local, state, and national levels.

7. List all honors and awards you have received as an athletic administrator.

8. Describe how you have made a significant impact on the lives of students.

9. Describe how you have used athletics as a catalyst to achieve some demonstrable progress in the social and cultural environment of the school and community.

10. Describe a unique contribution you have provided to his/her school or community.

Recommendations: A minimum of two letters of recommendation should be included with the application.

## DANCE EDUCATOR OF THE YEAR AWARD APPLICATION

- Response must be limited to three typed pages
- Responses **MUST** be typed in 12 point font.
- Nominees must be a current LAHPERD member in good standing.

Name: \_\_\_\_\_ Present Position: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ email: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Present Position/Title: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

Phone (Work): \_\_\_\_\_ Fax: \_\_\_\_\_

**1. Educational Information: College/University Major**

Bachelors Degree:

Masters Degree:

Other:

**2. Career Information:**

Position	Employing Agency	Location	Dates of Service
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**3. Professional Affiliations/activities: LAHPERD Membership #: \_\_\_\_\_**

**4. Service to Louisiana Association for Health, Physical Education, Recreation and Dance**

**5. Service to professional area (Health, Physical Education, Recreation, Dance and/or Athletics)**

**6. Significant Achievements in the field of HPERD/Awards/Special Recognition.**

**7. Service to the community (include awards/recognition outside of HPERD).**

**8. Explain how you serve as a positive role model epitomizing personal health and fitness, enjoyment of activity, sportsmanship and sensitivity to the needs of students.**

**9. Detail your contributions to Dance. What sets your program apart from others? Take this opportunity to "toot your own horn."**

**Recommendations: A minimum of two letters of recommendation should be included with the application.**

## LAHPERD SCHOLAR AWARD APPLICATION

The LAHPERD Scholar Award promotes and stimulates scholarly productivity among Professionals and recognizes senior level scholars who have made and continue to make significant contributions to the profession.

***Qualifications:***

- Commendable record evidenced by scholarly productions and presentations
- Currently producing scholarship
- Response must be limited to five typed pages
- Responses **MUST** be typed in 10-12 point font
- Nominees must be a current LAHPERD member in good standing.

Name: \_\_\_\_\_ Present Position: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ email: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Present Position/Title: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

Phone (Work): \_\_\_\_\_ Fax: \_\_\_\_\_

**1. Educational Information: College/University Major**

Bachelors Degree:

Masters Degree:

Other:

**2. Career Information:**

Position	Employing Agency	Location	Dates of Service
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**3. Professional Affiliations/activities: LAHPERD Membership #: \_\_\_\_\_**

**4. Service to Louisiana Association for Health, Physical Education, Recreation and Dance**

**5. Service to professional area (Health, Physical Education, Recreation, Dance and/or Athletics)**

**6. Significant Achievements in the field of HPERDS/Awards/Special Recognition.**

**7. Scholarly Activity:**

a. Publications                      b. Presentations                      c. Grants

**8. Service to the community (include awards/recognition outside of HPERD).**

**Recommendations: A minimum of two letters of recommendation should be included with the application.**

## ETHNIC MINORITY AWARD APPLICATION

The Ethnic Minority Award honors persons who have made meaningful contributions in support of ethnic minorities in LAHPERD.

- Response must be limited to three typed pages
- Responses **MUST** be typed in 12 point font.
- Nominees must be a current LAHPERD member in good standing.

Name: \_\_\_\_\_ Present Position: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ email: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Present Position/Title: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

Phone (Work): \_\_\_\_\_ Fax: \_\_\_\_\_

**1. Educational Information: College/University Major**

Bachelors Degree:

Masters Degree:

Other:

**2. Career Information:**

Position	Employing Agency	Location	Dates of Service
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**3. Professional Affiliations/activities: LAHPERD Membership #: \_\_\_\_\_**

**4. Service to Louisiana Association for Health, Physical Education, Recreation and Dance**

**5. Service to professional area (Health, Physical Education, Recreation, Dance and/or Athletics)**

**6. Significant Achievements in the field of HPERDS/Awards/Special Recognition.**

**7. Service to the community (include awards/recognition outside of HPERD).**

**8. Evidence of successful service in any two of the three following categories (Write a short summary on the two you select):**

- Record of increasing the involvement of ethnic minorities in LAHPERD
- Evidence of increasing communication with greater numbers of LAHPERD members who are ethnic minorities
- Record of extending meaningful professional service to the LAHPERD ethnic minority membership

**Recommendations: A minimum of two letters of recommendation should be included with the application.**

# LAHPERD OUTSTANDING FUTURE PROFESSIONAL AWARD APPLICATION

Candidate's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_  
Home Phone: \_\_\_\_\_

University: \_\_\_\_\_

Dates Attended: \_\_\_\_\_

Student's School Address:  
(if different) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Grade Point Average: \_\_\_\_\_

## Membership in Professional Organizations:

LAHPERD Membership #: \_\_\_\_\_ Years of Membership: \_\_\_\_\_

Other Memberships: *(List the professional association's name, membership number, and years of active membership.)*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Honors and Awards:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Biographical Sketch:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommendation: *To be provided by nominator as to why the student is worthy of the award.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# TAYLOR DODSON YOUNG PROFESSIONAL AWARD APPLICATION

- Response must be limited to three typed pages
- Responses MUST be typed in 12 point font
- Nominees must be a current LAHPERD member in good standing.
- Must be a LAHPERD member in good standings for 5 consecutive years.

Name: \_\_\_\_\_ Present Position: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ email: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Present Position/Title: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

Phone (Work): \_\_\_\_\_ Fax: \_\_\_\_\_

1. Educational Information: College/University Major

Bachelors Degree:

Masters Degree:

Other:

2. Career Information:

Position	Employing Agency	Location	Dates of Service
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3. Professional Affiliations/activities: LAHPERD Membership #: \_\_\_\_\_

4. Service to Louisiana Association for Health, Physical Education, Recreation and Dance

5. Service to professional area (Health, Physical Education, Recreation, Dance and/or Athletics)

6. Significant Achievements in the field of HPERD/Awards/Special Recognition.

7. Service to the community (include awards/recognition outside of HPERD).

8. Scholarly Activity:

a. Publications

b. Presentations

c. Grants

Recommendations: A minimum of two letters of recommendation should be included with the application.

# JUMP ROPE FOR HEART AWARD

## Part 1. Official Application Form

### Contact Information of Nominee

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Mailing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ LAHPERD # \_\_\_\_\_

### School Information

School Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ School phone \_\_\_\_\_ Email \_\_\_\_\_

### Event History

When was your JRFH Event held: \_\_\_\_\_ (Month/Date/Year)

How many years have you held a JRFH event? \_\_\_\_\_

1. Provide data for the growth of your program(s) for the previous three years:

Year: \_\_\_\_\_ # of students involved: \_\_\_\_\_ Funds raised: \_\_\_\_\_

Year: \_\_\_\_\_ # of students involved: \_\_\_\_\_ Funds raised: \_\_\_\_\_

Year: \_\_\_\_\_ # of students involved: \_\_\_\_\_ Funds raised: \_\_\_\_\_

2. Describe any creative or unique ideas incorporated into your event(s).

3. Describe your involvement with JRFH at the local/state level (recruiting other schools to hold an event, etc.)

Do you coach a JRFH Demonstration Team? Yes \_\_\_\_\_ No \_\_\_\_\_

How many years have you coached a team? \_\_\_\_\_

How many demonstrations do you do per year? \_\_\_\_\_

How many members on your squad? \_\_\_\_\_

## Part II. Curriculum Vita

Please submit your CV/Resume as a PDF file, no more than 10 pages long. Include professional affiliations, activities and awards or honors related to JRFH, the American Heart Association, or LAHPERD.

## Part III. Letters of Recommendation

Provide two (2) letters of support from nominators. One nominator must be a LAHPERD member. Letters should specifically address the criteria for the award and how the person qualifies.

Name of Nominator 1 \_\_\_\_\_ Membership # \_\_\_\_\_ Email \_\_\_\_\_

Name of Nominator 2 \_\_\_\_\_ Membership # \_\_\_\_\_ Email \_\_\_\_\_

# HOOPS FOR HEART AWARD

## Part 1. Official Application Form

### Contact Information of Nominee

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Mailing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ LAHPERD # \_\_\_\_\_

### School Information

School Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ School phone \_\_\_\_\_ Email \_\_\_\_\_

### Event History

When was your HFH Event held: \_\_\_\_\_ (Month/Date/Year)

How many years have you held a HFH event? \_\_\_\_\_

1. Provide data for the growth of your program(s) for the previous three years:

Year: \_\_\_\_\_ # of students involved: \_\_\_\_\_ Funds raised: \_\_\_\_\_

Year: \_\_\_\_\_ # of students involved: \_\_\_\_\_ Funds raised: \_\_\_\_\_

Year: \_\_\_\_\_ # of students involved: \_\_\_\_\_ Funds raised: \_\_\_\_\_

2. Describe any creative or unique ideas incorporated into your event(s).

3. Describe your involvement with HFH at the local/state level (recruiting other schools to hold an event, etc.)

Do you coach a JRFH Demonstration Team? Yes \_\_\_\_\_ No \_\_\_\_\_

How many years have you coached a team? \_\_\_\_\_

How many demonstrations do you do per year? \_\_\_\_\_

How many members on your squad? \_\_\_\_\_

## Part II. Curriculum Vita

Please submit your CV/Resume as a PDF file, no more than 10 pages long. Include professional affiliations, activities and awards or honors related to HFH, the American Heart Association, or LAHPERD.

## Part III. Letters of Recommendation

Provide two (2) letters of support from nominators. One nominator must be a LAHPERD member. Letters should specifically address the criteria for the award and how the person qualifies.

Name of Nominator 1 \_\_\_\_\_ Membership # \_\_\_\_\_ Email \_\_\_\_\_

Name of Nominator 2 \_\_\_\_\_ Membership # \_\_\_\_\_ Email \_\_\_\_\_



**SAMPLE LETTER TO SEND TO A PERSON NOMINATED FOR AN AWARD**



July 1, 2016

XXXXXXXXXX

LAHPERD Special Awards Chair

XXXXXXXXXXXXRoad

XXXXXXX, LA 7XXXX

XXXXXXXXXXXX

Dear XXXXXX:

Congratulations on your nomination for the LAHPERD xxxxxx Educator of the Year Award. LAHPERD is extremely proud of your contributions to our profession.

Please send the attached informational sheet to me through e-mail or the postal service postmarked no later than August 25, 201x. Also, if selected, you will be asked to present at next year's LAHPERD Convention.

If you have any questions, please do not hesitate to contact me.

Thank you,

(insert your own name here)

\_\_\_\_\_ Award Chairperson

E-mail:

Cell:



## SAMPLE LETTER TO SEND TO A RECIPIENT FOR AN AWARD

September 1, 2016

Dear \_\_\_\_\_:

Congratulations again on your selection as a recipient of the 2016 LAHPERD \_\_\_\_\_ Award. As you know, it is one of the most prestigious awards given by our Association. After the awards ceremony you will be a member of a very select group of professionals – a band of brothers and sisters with a unique bond, and who have been recognized by their peers as making a substantial contribution to LAHPERD.

Your award will be officially presented at the Awards Luncheon on Thursday, \_\_\_\_\_, 2016 during the LAHPERD Convention in Baton Rouge. President \_\_\_\_\_ will be contacting you with additional information regarding the ceremony. We look forward to bestowing this award to you in front of an audience of your peers so that you can be duly honored.

At this time, you are being asked to provide several pieces of information regarding yourself for the Convention Program.

1. Although I am responsible for preparing the final citation, I ask that you provide a 250-word draft of the pertinent information you wish to be included. After I complete the final version, you will have an opportunity to review it for edits prior to its submission to the printer. The 250-word citation will be printed in the awards program.
2. The exact name that you want to be placed on the Award (we do not use titles)
3. The names of newspapers and individuals who should be notified of the honor bestowed. I will ask for these when I send the citation to you for editing. The letters will be prepared and mailed the day of the presentation, with a copy of the Citation.

I will send the citation and appropriate information to the LAHPERD Journal and Au Courant (newsletter).

Please provide the information in numbers 1 and 2 above as soon as you can, as well as the 3 x 5 photo. **SPECIFY A PIXEL NUMBER TO GET A NON-GRAINY PICTURE.** You can begin gathering the names and addresses of those people and groups in #3 so that I can get those from you later with the edited citation.

Congratulations again on your selection.

(insert your own name here)

\_\_\_\_\_ Award Chairperson

E-mail:

Cell:



**SAMPLE LETTER TO A NON-RECIPIENT FOR AN AWARD**

August 20, 2016

XXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXX

Dear XXXXXXXX;

Following a three-round process to carefully consider the credentials of all nominees, the LAHPERD \_\_\_\_\_ Committee is proud to announce the 2016 recipients of the \_\_\_\_\_ Award. This year's recipient is: \_\_\_\_\_

Although you were not selected, you are to be commended for attaining a deep respect from your peers in our professions of health, physical education, recreation and dance. That respect has culminated in your nomination for the 2016 \_\_\_\_\_ Award.

Thank you very much for your willingness to be nominated for the LAHPERD \_\_\_\_\_ Award. Your credentials were very strong, making the committee's choice a very difficult one.

The Board of Directors and members of LAHPERD are proud of you and your contributions to our profession. Please know that the committee members and I truly value your continued efforts for our professions.

Respectfully,

(insert your own name here)  
\_\_\_\_\_ Award Chairperson

E-mail:

Cell:

**APPENDIX D**

**LAHPERD PAST  
PRESIDENTS**

**Past Presidents**  
**Louisiana Association for Health, Physical Education, Recreation and Dance**

<b><u>Year</u></b>	<b><u>President</u></b>	<b><u>School or Work Site</u></b>	<b><u>Convention Theme</u></b>
2021-2022	K-Lynn McKey	University of Louisiana-Lafayette	“Joy – Find It. Do It. Share It.”
2019-2021	Kerri Lee	Zachary School System	“85 Years of Building a Healthier Future”
2018-2019	Karen Simpson	Westlake Elementary	“Louisiana Is Gearing Up for Success”
2017-2018	Susan Gremillion	U-High	“Power of One”
2015-17	Bonnie Richardson	BRFLAIM – Baton Rouge	“We Are Family”
2014-15	Emily Beasley	Louisiana State University	“Spice It Up”
2013-14	Wanda Hargroder	Louisiana State University	“Happy Kids, Happy Schools, Happy Communities”
2012-13	Venessa Livingston Cormier	Evangeline Parish Schools	“Jazzin’ It Up With Technology”
2011-12	Charity Bryan	UL - Lafayette	“Geaux the Extra Mile”
2010-11	Charles Duncan	UL - Lafayette	“BEE Active, BEE Your Best”
2009-10	Rachel Andrus	LSU – Eunice	“Measure Up”
2008-09	Jiji Jonas	Baton Rouge Schools	“Healthy and Active Lifestyles”
2007-08	Lisa Johnson	Louisiana State University	“Recipe for Success”
2006-07	Kaye Cochran	Caddo Parish Schools	“Healthy Living: Celebrate and Participate”
2005-06	Cheryl Northam	McNeese State University	“Learn – Move – Live”
2004-05	Phyllis Love	Grambling State University	“Take Action”
2003-04	Lynn Williamson	Southeastern Louisiana University	“Celebrating the Present, Honoring the Past, Planning for the Future”
2002-03	Roy F. Hill	Louisiana State University	“Standards in Action: Focus, Model, Implement”

2001-02	Sue Cobb	Iberia Parish Schools	"Preparing for Tomorrow Today"
2000-01	Sr. Jean Marie Craig	Xavier University	"We Are All in This Together"
1999-2000	Bill Dickens	Northwestern State University	"Leave A Legacy"
1998-99	Bill Dickens	Northwestern State University	"A Shared Commitment"
1996-97	Robert Sweeney	Rapides Parish Schools	"Working Towards a Healthier Future"
1995-96	Adele Smith	UL-Lafayette	"Keepers of the Flame"
1994-95	Willie Daniel	Grambling State University	"Alliance for Excellence: Ethics HPERD and Sport Matters"
1993-94	Kathy Holloway	Bolton HS – Alexandria	"What's New? A Time to Rewind"
1992-93	Robert Eason	University of New Orleans	"Vision – The Tie That Binds"
1991-92	Mary Lou Covington	Calcasieu Parish Schools	"Being Your Best – Physically, Mentally, & Socially"
1991	Gerald Carlson	UL-Lafayette	"TEAM – Together Everyone Achieves More"
1990	Gerald Carlson	UL-Lafayette	"A Commitment to Excellence: A Shared Responsibility"
Convention moved from spring to fall in 1990			
1989-90	Barbara Martin	Lafayette Parish Schools	"Different Strokes for Different Folks"
1988-89	Shelby Brightwell	Southeastern Louisiana Univ.	"Strength Through Diversity"
1987-88	Kathy Hill	Louisiana State University	"Creating Unity – Fit Together"
1986-87	Frank Foreman	Lafayette Parish Schools	"Roots and Wings... An Alliance of Wellness"
1985-86	Theresa Smith	University of New Orleans	"Spread the Word"
1984-85	Dan Denson	McNeese State University	"50 Years of LAHPERD"
1983-84	Joyce Moore	LA Department of Education	_____
1982-83	Marty Bourg	UL-Lafayette	"Ensembles Avec de Bonne Idees"
1981-82	Carolyn Smith	Bossier Parish Schools	_____

**Past Presidents**  
**Louisiana Association for Health, Physical Education, Recreation and Dance**  
 (continued)

<b><u>Year</u></b>	<b><u>President</u></b>	<b><u>School or Work Site</u></b>	<b><u>Convention Theme</u></b>
1979-81	David Scogin	Northwestern State University	"Pulling Together"
1978-79	No Convention	Co-Hosted AAHPERD National Convention	
1977-78	Loretta LeBato	McNeese State University	"Involvement is the Key"
1976-77	Richard Buck	Northeast Louisiana University	"Destiny Depends on Dedication"
1975-76	Joan Paul	Southeastern Louisiana Univ.	unknown
1974-75	Ed Dugas	University of Southwestern LA	"Today is Yesterday's Tomorrow The Future is Now"
1973-74	Theda Dill Zellars	LA Department of Education	"Unity Needs the Involvement of Individuals"
1972-73	Gordon "Sam" Coker	Northwestern State University	"Support PE for the Health of It"
1971-72	Fi Brister Dill	Rapides Parish Schools	unknown
1970-71	Barry Johnson	_____	unknown
1969-70	Byrdie Eason	University of Southwestern LA	"Challenge for Change"
1968-69	Jack Nelson	Louisiana State University	unknown
1967-68	Philarnae Gray	_____	"Progress Through Unity"
1966-67	Robert Alost	Northwestern State College	unknown
1965-66	Beverly Stafford	Nicholls State University	"Changing to Achieve"
1964-65	Francis Drury	Louisiana State University	_____
1963-64	Joyce Hillard	Northwestern State College	_____
1962-63	Jack Pizzano	Orleans Parish Schools	_____
1961-62	Elizabeth Moore	Louisiana State University	_____
1960-61	Lyman Gregory LA	Department of Education	"It Can Be Done in '61"
1959-60	Edna Yarbrough	LSU-Shreveport	_____

**Past Presidents**  
**Louisiana Association for Health, Physical Education, Recreation and Dance**  
 (continued)

<b><u>Year</u></b>	<b><u>President</u></b>	<b><u>School or Work Site</u></b>	<b><u>Convention Theme</u></b>
1958-59	Stan Powell	_____	_____
1957-58	Marietta Picot	Baton Rouge Schools	
1956-57	Hans Leis	McNeese State College	
1955-56	Melba O'Quinn	Louisiana State University	
1954-55	Robert Ducharme	_____	
1953-54	Vesta Bourgeois	University of Southwestern LA	
1952-53	W.E. "Bill" Noonan	Louisiana Department of Education	
1951-52	Lucille Carpenter	Northeast State College	
1950-51	Howard Kidd	Baton Rouge Schools	
1949-50	Jessie L. Keep	_____	
1948-49	Henry E. Walden	Louisiana College	
1947-48	Francis D. Brougher	_____	
1946-47	J. Quitman Long	Louisiana State University	
1945-46	Mary Bush Bales	Southeastern State College	
1944-45	Joy Kistler	Louisiana State University	
1943-44	Frank Bier	Orleans Parish Schools	
1942-43	Paul "Doc" Marx	Louisiana State Normal School	
1941-42	Christine Moon	_____	
1940-41	Guy Nesom	Louisiana State Normal School	
1939-40	George Glass	_____	
1938-39	Robert Powell	_____	
1937-38	Robert L. Browne	Southwestern Institute (UL-L)	



**Past Presidents**

**Louisiana Association for Health, Physical Education, Recreation and Dance**  
(continued)

<b><u>Year</u></b>	<b><u>President</u></b>	<b><u>School or Work Site</u></b>	<b><u>Convention Theme</u></b>
1936-37	Lynn Sherrill	Louisiana State University	
1934-36	Thelma Kyser	Louisiana State Normal School	

**APPENDIX E**

**LAHPERD AWARD**

**RECIPIENTS**

## LIST OF LAHPERD AWARD RECIPIENTS

### Katherine F. Hill Honor Award

(The LAHPERD Honor Award was named  
in honor of Katherine F. Hill in November 2015)

2016	Rachel Andrus	1990	Richard Buck	1971	Violet Davion
2015	Susan Gremillion		Frank Foreman		Malcolm Patterson
	Karen Simpson		Dixie Saucier	1970	Helen Fant
2014	Charity Bryan		Dawn Wilson		Marilyn Heinsohn
	Charles Duncan	1989	Katherine F. Hill	1969	Herbert Hinton
2012	Dorothy Dee Jacobsen		Carolyn Spears		Marietta Picou
2011	Mamie Hammock	1988	Elouise Shaw	1968	Robert Alost
2010	Neva Shillington		Theresa Smith		Phalamae Gray
2009	Lisa Johnson	1987	Betty S. Baker	1967	Hans Leis, Sr.
2008			Dan Denson	1966	Evelyn Clark
2007	Cheryl Northam	1986	Ronald Byrd		Florine W. McWilliams
	Lynn Williamson		Martin Bourg	1965	Joyce Hillard
2006	Lori Wells	1985	Joyce Moore		Edna Yarbrough
2005	Helene Afeman		Carolyn Smith	1964	William J. Dodd
	Bonnie Richardson	1984	Clifford Seymour	1963	Henry Dresser
2004	Felicia Dardeau		Jerry Thomas		William "Bill" Noonan
	Kerrie Slaton	1983	Amelia Lee	1962	Dorothy L. Carpenter
2003	Jiji Jonas		Edwyna Testerman		M. Elizabeth Moore
	Phyllis Love	1982	David Scogin	1960	Alva Huffman
2002	Joanna Faerber	1981	Patricia Johnson		Howard Kidd
	Darlene Kluka		Loretta LeBato	1959	Mary Bush Bales
Years out of synch		1980	No Convention		Bryant Davidson
2002	Bill Dickens	1979	Ed Dugas		Jesse Kemp Gimble
	Hans Leis, Jr.		Malissa Turner		Ada Bess Hart
2001	Sr. Jean Marie Craig	1978	Francis Drury		Paul "Doc" Marx
2000	Faye Avard	1977	Jack Nelson		Jack Pizzano
	Carol Sue Cobb		Beverly Stafford		T.H. "Muddy" Waters
1999	Kaye Cochran	1976	Gordon "Sam" Coker	1958	Vesta Bourgeois
	Kathy Holloway		Mary Louise Life		Robert L. Browne
1998	Jennifer Wright		Joan Paul		Shelby M. Jackson
1996	Vickie Gentry	1975	Byrdie Eason		Thelma Kyser
	Ken Jenkins		Charles "Red" Thomas		Joy W. Kistler
1995	Gerald Carlson	1974	Colleen Nelken		Caro Lane
	Berna Dean Johnson		Vane T. Wilson		Guy W. Nesom
1994	Gail Clark	1973	Fi Brister Dill		Melba O'Quinn
1992	Claire Foret		H. Alvin Brown		Lynn Sherrill
	Sylvia Stroops	1972	Thomas Smith		Henry Walton
1991	C. Jessie Jones		Clarice Parks		

## LIST OF LAHPERD AWARD RECIPIENTS

### LAHPERD

#### Scholar Award

2016  
 2015 Charlotte Humphries  
 2014 Birgitta Baker  
 2012 Russel Carson  
 2011 David Bellar  
 2010 Praphul Joshi  
 2008 Linda Synovitz  
 2007 Paul Blair  
 2006 Wynn Gillan  
 2005 Louis Harrison  
 2003 Charles Duncan  
 2002 Vickie Gentry  
 2001 Eddie Hebert  
 2000 Melinda Solmon  
 1997 Claire Foret  
 1996 Dan Denson  
 1995 Richard McGehee  
 1994 J. Mark Loftin  
 1993 Susan Molstad  
 1992 Jo Carter  
 1991 Gerald George  
 1991 Theresa Smith  
 1990 Bobby Eason  
 1989 Ron Byrd  
 1988 Amelia Lee  
 1987 Jack Nelson

#### Outstanding Young Professional Award (Student of the Year)

2016 Dakota Hill  
 2015 Kimberly Parker  
 2013 Ricky Richard  
 2012 Stanley L. Washington  
 2011 Timenee Thomas  
 2010  
 2009  
 2008  
 2007  
 2006 Kristen Dressel  
 2005 Staci Hanchey

2004 Tamieka Daniel  
 2003 Monique Braud  
 2002 Alison Barker  
 2001  
 2000 Todd Wroten  
 1999 Kathryn O'Brien  
 1998  
 1997 Paul Tilmom  
 1996 Dan McGrath  
 1995 Richard Warner  
 1994 Kristina Bailey  
 1993  
 1992  
 1991  
 1990  
 1989 Patrick Clary  
 1988 Kay Gordon Barca

#### Pathfinder Award

2014 Amelia Lee  
 2012 Sr. Jean Marie Craig  
 2008 Phyllis Love  
 2004 Sue Gunter  
 (Award discontinued by Board Action - January 30, 2016)

#### Health Educator-of-the-Year K-12 School Health

2016  
 2015  
 2014  
 2012  
 2011 Shelia DiJohn  
 2010 Kerrie Slaton  
 2008 Gail Tyler  
 2006 Kathrynne Murphey  
 2005 Jacque Benedik  
 2002 Kevin Smith  
 2001  
 2000  
 1999  
 1998

1997 Susan Lyman  
 1994 Marie Zannis  
 1993 Peggy Chehardy  
 1992 Dan Denson  
 1991 Jacque Benedik  
 1989 Patricia Bobbitt  
 1988 Diane Brunet  
 1987 Millie Naquin

#### Health Promotion/Wellness

(Award Renamed in 2015)  
 2015

#### Health Educator of the Year- Public Health

2016  
 2015  
 2014 Breezy Rourk  
 2013 Darrius Hughes  
 2011 Patty Kehoe Strikmiller  
 2010 Laverne Price  
 2009 Tammy Price  
 2008 Gail Tyler  
 2007  
 2003 Lisa LeBlanc (Public Health)

#### Health Educator-of-the-Year College/University

2016 C. Smiley Reeves  
 2015  
 2014 Lisa Johnson  
 2013 Rhonda Boyd  
 2012 Lisa LeBlanc  
 2011 Tara Gallien  
 2008 Millie Naquin  
 2006 Tammy Louk Swindle  
 2005 Jacque Benedik  
 2004 Martin Ayim  
 2003 Linda Synovitz  
 2002  
 2001 Susan Lyman

2000 Lisa Dardeau  
 1999  
 1998  
 1997  
 1996  
 1994 Marie Zannis  
 1993  
 1992  
 1991  
 1990  
 1989 Patricia Bobbitt

**Elementary PE Teacher-of-the-Year**

2016 Paula Bruchhaus  
 2015 Christina Courtney  
 2014 Kathleen Guedry  
 2013 Carrie Chandler  
 2012 April Judice  
 2011 Karen Simpson  
 2010 Juan Plaza  
 2009 April Judice  
 2008 Joanna Faerber  
 2007 Linda Killen  
 2006 Margaret Laborde  
 2005 Lori Wells  
 2004 Teresa J. Guillot  
 2003 Bonnie B. Richardson  
 2002 Marsha Boutte  
 2001 Neva Shillington  
 2000 Joanna Faerber ??  
 Yvonne Primeaux ??  
 1999 Lori Wells  
 1998 Anne Marie Locascio  
 1997 Sandra Clarke  
 1995 Billie Sepulvado  
 1994 Berna Dean Johnson  
 1993 Rene' Schafer  
 1992 Val Duffel  
 1991 Etta Dunn  
 1991 Kerrie Slaton  
 1990 Debbie Key  
 1989 Kaye Cochran  
 1988 Saundra Seale  
 1987 Sue Ledford

1986 Kenneth Jenkins

**Middle School PE Teacher-of-the-Year**

2016 Michael Giles  
 2015  
 2014 Debbie Perkins  
 2012 Jason Broussard  
 2011 Kim Sager  
 2008 Lynn Williamson  
 2004 Roxanne Luquet  
 2002 Mamie Hammock  
 2001 Jason Broussard  
 2000 Alice Denais  
 1999  
 1998  
 1997  
 1996  
 1994  
 1993 – new award

**Secondary School PE Teacher-of-the-Year**

2016  
 2015  
 2014  
 2011 Terence Thiel  
 2010 Karen Wooley  
 2009 Catherine Cassidy  
 2008 Nicole Aucoin-Wilkes  
 2007 Ashley Jackson  
 2006 Tracey Rambin  
 2002 Vickie Braud  
 2001  
 2000  
 1999  
 1998 Denice Thibodeaux  
 1997 Kathy Holloway  
 1996  
 1994  
 1993 Cynthia Golman  
 1992 Linda Lott  
 1991 Janice Menard  
 1991 Alice Denais  
 1990 Barbara Martin

1989 Dianne Powell  
 1988 Laura Guerin-Hebert  
 1987 Pat Pope  
 1986 Kathy Holloway  
 1985 Pat Huertin  
 1984 Joyce Thibodeaux

**Ellen Gillentine Award Adapted PE Teacher-of-the-Year**

2016  
 2015 Kristi A. Long  
 2014 Susan Blaylock  
 2013 Debra Toney  
 2012 Jeanie Rowland  
 2011 Susan Gremillion  
 2010 Landa Gann  
 2009 Valerie Altazin  
 2008 JoAnn Allen  
 2007 Jan Dwyer  
 2006 Susan Pettit  
 2005 Marlene Cendrick  
 2004 Pudge Doucet  
 2002 Barbara L. Martin  
 2001 Cindy Landry  
 1999 Jiji Jonas  
 1998 Sue Cobb  
 1997 Cynthia Lebaue  
 1996 Frances Lynn Mandina  
 1994 Brenda Dessauer  
 1993 Debbie M. Boyles  
 1992 Barbara Morian  
 1991 Claudette Baudoin  
 1991 Rogerwene Washington  
 1990 Joy Miguez  
 1989 Betty Morris  
 1988 Camille Cook  
 1987 Deborah Fisher  
 1985  
 1984  
 1983

**Recreator of-the-Year**

2016  
 2015 Teresa Guillot

2011 Patrick Wesley  
 2010 Lisa Dardeau  
 2008 Yvonne Calvin  
 2007 Jiji Jonas  
 2006 Teresa Guillot  
 2005 Julie Landreneau  
 2003 Michele Perret  
 1999 Gail Clark  
 1998 Claire Foret  
 1997 Kerrie Slaton  
 1993 Jeanette Hutchinson  
 1991 Willie Daniel  
 1990 Jennifer Wright  
 1988 Claire Foret

**Athletic Director of-the-Year**

2012 Ken Jenkins  
 2011 Alan Carter  
 2010 Alex "Manny" Barocco  
 2006 James Simmons  
 2004 Alex "Manny" Barocco  
 2003  
 2002  
 2001  
 2000

**Dance Educator of-the-Year**

2016 Kerri Lee  
 2015 Mary Francis "Cissy"  
 Whipp  
 2013 Bonnie Richardson  
 2011 Josephine Charles  
 2009 Becky Coxe  
 2008 Leea Reese  
 2007 Melissa Parks  
 2006 Mary Camille Maddox  
 2004 Susan Dorner  
 2003 Carol Hardie  
 2002 Becky Coxe  
 2001 Virgie Pradia  
 2000 Tommie Church  
 1998 Jessica Landry  
 1997 Angela Hammerli  
 1996 Ann Severance  
 1993 Martie Fellom

1992 Pat Cooley  
 1991 Josephine Charles  
 1990  
 1989  
 1988  
 1987  
 1986 Sharon Matthews

**Ethnic Minority Award**

2016 YuChun "Jean" Chen  
 2015  
 2014 Venessa Livingston-  
 Cormier  
 2011 Yvonne Calvin  
 2010 Barbara Lewis  
 2009 James Simmons  
 2008 Chevelle Hall  
 2006 Sr.Jean Marie Craig  
 2005 Martin Ayim  
 2002 Darren Wicker  
 2001 Louis Harrison  
 2000 Josephine Charles  
 1999  
 1998  
 1997  
 1996

**Taylor E. Dodson**

**Young Professional Award**

2016 Adele Davis  
 2015 Matthew Bruce  
 2014 Kerri Lee  
 2012 Emily Beasley  
 2011 Christina Villarreal  
 Courtney  
 2010 Russ Carson  
 2009 Shelly Armstrong  
 2008 Praphul Joshi  
 2007 Charity Bryan  
 2004 Keri Diez  
 2003 Ralph Wood  
 2002 Tara Gallien  
 2001 Mark Doherty  
 2000 Helene Afeman  
 1999 Edward Hebert

1998 Lynn Williamson  
 1994 Ann Severance  
 1993 Lisa Dardeau  
 1992 Kerrie Slaton  
 1991 Alice Denais  
 1990 Kaye Cochran  
 1988 Jessie Jones  
 1986 Darlene Ford  
 1985  
 1984  
 1983

**LAHPERD Mini-Grant**

2016  
 2015 Bonnie Richardson,  
 BRFLAIM  
 2014 Jeanette Foster,  
 St. James Episcopal Day  
 School  
 2013 Eliska Joseph, Vidrine  
 Elementary  
 Gail Tyler, Airline HS  
 2012 Lynn Williamson,  
 McKinley Middle  
 Magnet  
 2011  
 2010  
 2009

**Presidential Award**

2016  
 2015  
 2014  
 2013 Josephine Charles  
 Susan Gremillion  
 2012 Kathy F. Hill  
 2011 Michael Comeaux  
 "Dee" Jacobsen  
 2010 ??? Michael Comeaux  
 Pam Romero  
 2009  
 2007 Patsy Tensley  
 2006 Terri Broussard  
 2005 Sue Cobb

**Presidential Award**

Sam Coker  
Michael Cordier  
Mamie Hammock  
Darlene Kluka  
Violet Shaver-Davion  
Rep. Jane Smith  
2002 William E. "Bill" Noonan  
2001  
2000  
1999 Gordon "Sam" Coker  
Charlesy Coker  
1998  
1997  
1996 John A. Bertrand  
1994  
1993  
1992  
1991  
1990  
1989 Ray Authement  
1988

**Jump Rope for Heart**

2016 new award  
2016 Carol Revel

**Hoops for Heart**

2016 new award

**Service Award**

2016  
2015 Theresa Townsend  
2014 Myra Broussard  
2012 Kathy Hill  
2011  
2010  
2009  
2008  
2007 Pam Carey  
Sen. Bill Cassidy  
2006 Dawn Brewster  
Dot Rumpfellow  
2005 Kent & Libby Follette  
Beulah Laster  
2004 Donna Nola-Ganey  
2003 Zoey Duval  
Cloe Fontenot  
Jane Smith  
2002 Melissa B. Argrave  
Ann A. Wilson  
2001 Donna Nola-Ganey

2000 Sen. Mary Landrieu  
1997 Gov. Kathleen Blanco  
Rudy Macklin  
1996 John. Hendry  
W. Donner Mizelle  
Suzanne Landry  
1994 Cardiac Institute of the  
South  
1993 Don Franks  
Joseph Kimbrel  
1992 Pat Cooper  
Janice Fruge'  
1991 M.A. Fowler  
Betty Stevenson  
Sandra Hijakata  
Victoria Meares  
1989 Samuel Hebert  
Coy Landry  
1989 (continued)  
Susan Poag  
Mavis Robin  
1988 Terry Bankston  
Rick Bourgeois  
P. Edward Cancienne  
Jerry Paradise  
John Pope

# **APPENDIX F**

## **Action Networks and Joint Projects**



**LOUISIANA NETWORK DISTRICTS**  
**Action Network & Joint Projects (HFH/JRFH)**

**District 1**

Parishes: Bienville, Bossier, Caddo, Claiborne, DeSoto, Red River, Webster  
Higher Education: Baptist Christian, Bossier Parish Community College, Centenary,  
LSU-Shreveport, Southern University-Shreveport

**District 2**

Parishes: Caldwell, East Carroll, Franklin, Jackson Lincoln, Madison, Morehouse,  
Ouachita, Richland, Tensas, Union, West Carroll  
Higher Education: Grambling State University, Louisiana Tech University, University of LA at Monroe

**District 3**

Parishes: Avoyelles, Catahoula, Concordia, Grant, LaSalle, Natchitoches, Sabine, Winn, Rapides  
Higher Education: Northwestern State University, Louisiana College

**District 4**

Parishes: Allen, Beauregard, Calcasieu, Cameron, Evangeline, Jeff Davis, Vernon.  
Higher Education: McNeese State University

**District 5**

Parishes: Acadia, Iberia, Lafayette, St. Landry, St. Martin, Vermillion  
Higher Education: University of LA-Lafayette, LSU-Eunice

**District 6**

Parishes: Ascension, East Baton Rouge, East Feliciana, Iberville, Livingston, Point Coupee,  
St. Helena, Tangipahoa, Washington, West Baton Rouge, West Feliciana  
Higher Education: Louisiana State University, Southern University-BR, Southeastern LA University

**District 7**

Parishes: Jefferson, Orleans, Plaquemine, St. Tammany, St. Charles, St. James,  
St. John, St. Bernard  
Higher Education: Dillard, Loyola, Newcomb, St. Bernard Community, Tulane, UNO, Xavier

**District 8**

Parishes: Assumption, Lafourche, St. James, St. John, St. Mary, Terrebonne

**APPENDIX G**

**BOARD OF DIRECTORS**

**FORMS AND POLICIES**

**ABSENTEE POLICY FOR VOTING MEMBERS OF THE  
LAHPERD BOARD OF DIRECTORS**

**Absentee Policy for Voting Members of the LAHPERD Board of Directors**

1. The voting members of the Board of Directors are responsible for making the decisions that affect the functioning of the association and board.
2. As a voting member, a director is responsible for attending ALL Board of Directors' meetings so that a quorum is maintained. However, there may be extenuating/emergency situations that prevent one from attending.
3. If unable to attend a meeting, it is the responsibility of the officer to secure a proxy to represent him/her at the meeting.
4. The proxy must be a professional member who is not a member of the Executive Committee or a current voting member of the Board of Directors if replacing a professional board member and a student member if replacing the Future Professional Chair or Chair-elect.
5. No Vice President or Vice President elect, Future Professional Chair or Future Professional Chair elect, during his/her service as a two year voting member may miss more than two meetings. Absences in excess of two will result in removal from office.
6. No President-Elect, President, or Past President may miss more than three meetings during his/her three year term of service. Absences in excess of three will result in removal from office.
7. The President shall appoint a professional member or student member (for Future Professional Chair or Chair elect) to complete the term of service for any voting member removed for excessive absences.
8. The names of all proxies must be submitted in writing to the Executive Director prior to the day of the board meeting.
9. Appeals for extenuated circumstances beyond the prescribed limits for absences will be taken under consideration by the Executive Committee.
10. Following each board meeting, the Executive Director will contact absent voting members to inform them of their absentee status.

## **RULES OF ORDER – LAHPERD BOARD OF DIRECTORS**

- a. Nine (9) members present in person or by proxy shall constitute a quorum for conducting business. There are 15 voting members of the Board of Directors.
- b. The approved agenda will be followed unless there is a two-thirds voted to amend.
- c. All motions shall be made on the motion form provided, signed by the maker and seconder of the motion, and may have the advice of the Parliamentarian as to the format. Discussion on an item will come only after a motion has been made. If appropriate to the nature of the motion itself, all motions will have a “Disposition” component, indicating the office(s) or person(s) responsible for completing action indicated by the motion.
- d. Members shall be recognized by the Chair before speaking and comments should be directed to the Chair.
- e. Debate on a motion will be limited to twenty (20) minutes unless members of the Board approve extended discussion for a specific additional period.
- f. No individual shall speak to an issue a second time until all who desire to speak have been heard the first time. Speaking time is limited to three (3) minutes per person.
- g. Vote will be by voice unless the decision is uncertain or challenged.
- h. Motions to receive reports shall not be made. The presentation of a report is, in effect, the receipt of the report.
- i. Motions made by a committee of the Board shall be accepted without the formality of a second if two voting Board members are on the committee. Motions made by all other committees require a second.
- j. All motions shall be received, discussed/debated, then voted on in the order of the meeting. (NOTE: In some situations a motion having financial implications will be considered last, after the Executive Director has received the motion and is prepared to advise the Board of the financial implications.
- k. The outcome of the vote on a motion will be determined by the number of votes cast, either “for” or “against” the motion. A vote to abstain is considered to be a vote not cast; and therefore is counted neither for nor against the motion. For most motions, a simple majority of votes cast will determine the outcome of the motion.
- l. Robert’s Rules of Order, Newly Revised, will be followed. These rules shall be adopted, suspended, or rescinded by two-thirds vote of the members present and voting, a quorum being present.

Note: “Call for the question”, “question”, and “move the previous question” are often misused. Debate does not end immediately. Instead a second is required for the motion, no debate is allowed, and a vote on ending the debate must be conducted. A 2/3 majority vote is required to end debate, before voting on the original motion.

## Report Form – LAHPERD Board of Directors

### LAHPERD Report to the Board of Directors

2015-2017 – Bonnie Richardson, President

\_\_\_\_\_  
Office/Committee/Structure

\_\_\_\_\_  
Person Submitting Report

\_\_\_\_\_  
Date

**Strategic Plan** (All items reported should relate to and be coded to one or more of the following)

1. To increase & diversify membership and services
2. Increase collaborations with allied organizations
3. Create a more efficient /responsive organizational structure & governance system
4. Increase advocacy efforts
5. Plan programs & allocate resources to sustain public affairs, marketing, & to fund development projects within LAHPERD
6. To increase efficiency & effectiveness in using electronically based technology to enhance members' services
7. Increase diversified external funds & improve profitability of LAHPERD's portfolio

**Progress Report:**

#	Since the last Board Meeting, the <b><u>following has been accomplished:</u></b>	SP #
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

**Anticipated Future Plans**

#	Before the next Board Meeting, the <b><u>following actions are planned:</u></b>	SP #
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

**Action Required by the Board**

**Budget Implications**

If requested action requires a change in a Timeline, Operating Code, By-laws, or Budget, provide a written summary of such changes.

# **APPENDIX H**

## **Strategic Plan**

## **STRATEGIC PLAN**

### **History of the LAHPERD Strategic Plan**

1. The document was approved by the Strategic Planning Committee on June 15, 2002, and approved by the LAHPERD Board of Directors on June 28, 2002.
2. The plan was revised in 2008 and approved by the Board of Directors at the January 2008 Board of Directors meeting.
3. This document is implemented by the Association and is a working plan for Association planning and evaluation.
4. The Strategic Planning Committee is a Standing Committee of LAHPERD.

### **Guidelines for Study, Planning, and Implementation**

#### **Revised in 2008**

Following Board approval, work must begin toward utilizing the Strategic Plan in the operation of LAHPERD. Each person (appointed or elected), must consider the elements of the Strategic Plan as it affects the goal-setting, programming, and delivery of services within the Division, Section, Committee, or other structure/function of the Association.

It is recommended that each sub-structure of the Association develop its own written plan as to how the LAHPERD Strategic Plan is related to that sub-structure. In developing this plan the leaders shall consider the following:

1. How does the Strategic Plan affect my part of the Association?
2. What are the goals of my Division, Section, Committee, job position, etc. toward accomplishing the components of the Strategic Plan?
3. What resources are needed to accomplish these goals? (Are there any obstacles in the way of accomplishing the goals?)
4. Implementation Team – Who are the people or roles that will implement the goals?
5. Schedule – Outline the proposed time-line necessary for achieving the goals of the Strategic Plan.
6. Evaluation – Define the procedures to evaluate the effectiveness of the efforts toward the Strategic Plan.
7. Plans for Celebration – What will be the rewards for you and others who participate in the effort? How will the Association promote and recognize those efforts?

It is recommended that each substructure devise a written plan toward accomplishing applicable components of the LAHPERD Strategic Plan.

## STRATEGIC PLAN – Evaluation

Revised 2008

GOALS-LAHPERD	SPECIFIC AREAS RELATED TO GOALS	SP EFFECT ON LAHPERD	RESOURCES NEEDED	WHO WILL IMPLEMENT
<p>1. To increase and diversify membership and services.</p>	<p>Identify specific topics that should be addressed annually at the LAHPERD convention.</p> <p>Identify expert speakers among the membership to promote the Association’s vision, mission, and efforts of the substructures.</p> <p>Offer CEUs for subject areas as needed by the membership.</p> <p>Identify strategies that might attract new or renewed memberships</p> <p>Support incentives for membership to LAHPERD.</p> <p>Create opportunities for involvement of students &amp; young professionals in the Association.</p>	<p>Increase membership</p> <p>Increase pool of potential Board members</p>	<p>Board</p> <p>Communication Network</p> <p>Conventions</p> <p>Web site</p> <p>Workshops</p>	<p>Membership &amp; Development Committee, Board, &amp; ED</p>
<p>2. Increase collaborations with allied organizations.</p>	<p>Examples such as: LHSAA, AHA, Governor’s Council on Physical Fitness, Obesity Council, Lighten Up Louisiana, Louisiana Public Broadcasting, State Department of Education-BESE, etc.</p> <p>Create partnerships for advocacy efforts.</p>	<p>Develop coalitions to help us with similar concerns in HPERD &amp; related issues</p>	<p>Brochure</p> <p>Professionals/ Manpower</p>	<p>Advocacy Committee, Board, and Executive Director</p>



<p>3. Create a more efficient/responsive organizational structure and governance system</p>	<p>Utilize leadership retreats to prepare and orient the LAHPERD Board of Directors.</p> <p>Provide all members of the Board of Directors with a handbook of Policies and Procedures to include:</p> <ul style="list-style-type: none"> <li>✓ Calendar of events and substructures (Directory information, meeting dates, Committee appointments, LAHPERD Structure/Organizational chart)</li> <li>✓ Board Meeting information (absenteeism policy, proxy form, board report form, rules of order)</li> <li>✓ Board of Directors' timelines</li> <li>✓ Budget Information (convention budget, guidelines, and codes; operating budget, guidelines, and codes; monetary policies; budget request information and form; budget voucher</li> </ul> <p>Example: investment policy, contingency fund policy; exhibit's policy)</p> <ul style="list-style-type: none"> <li>✓ Awards (general guidelines, timelines for division awards, timelines for special awards)</li> <li>✓ Convention (program proposal form, program planning timeline)</li> <li>✓ Elections (nomination form, election committee timeline, procedures for election of Board members, procedures for election of Council officers)</li> <li>✓ LAHPERD grant application</li> <li>✓ Executive Director Evaluation Process and Forms</li> <li>✓ LAHPERD Journal and Newsletter.</li> </ul>		<p>Officers' Handbook and Constitution &amp; By-laws</p>	<p>Board, Executive Director, and membership laws</p>
---	---	--	--	---

	<p>Provide all members of the Board of Directors with a Manual of Key References to include:</p> <ul style="list-style-type: none"> <li>✓ LAHPERD constitution and By-Laws</li> <li>✓ Operating Codes (Board of Directors, Divisions, Sections, Division Awards)</li> <li>✓ Committee Operating codes (Award committees, Standing committees, Continuing committees, Presidential Committees)</li> <li>✓ Operating codes for LAHPERD Journal and Newsletter.</li> </ul> <p>Enhance the effectiveness of its Executive Director:</p> <ul style="list-style-type: none"> <li>✓ Ongoing evaluation of the job description as it relates to Association goals and objectives</li> </ul> <p>Correlate the LAHPERD Operating Codes with the Strategic Plan.</p> <p>Distribute information in a timely fashion to relevant substructures and to the membership at large.</p> <p>Provide the background and rational for motions at all LAHPERD meetings, including at the Division and Committee levels.</p>			
<p>4. Increase advocacy efforts.</p>	<p>Educate others about quality programs (in physical education, exercise science, sport management, etc.).</p> <p>Educate professional peers regarding quality programs (in physical education exercise science, sport management, etc.).</p> <p>Recognize excellent programs (in physical education, exercise science, sport management, etc.).</p> <p>Establish a Speakers Network (to coincide with Strategic Plan Goal #1c).</p> <p>Utilize the LAHPERD web site as an advocacy tool.</p>	<p>Need to be aware of legislation that affects HPERD</p> <p>Need to be aware of issues that affect the profession</p> <p>Need to keep up with changes in the profession</p> <p>Need to be the Information source</p>	<p>Board</p> <p>Professionals/ Manpower</p> <p>Web site ( will contain Model School application information)</p>	<p>Advocacy Committee (Action Network is part of Advocacy Committee)</p> <p>Board of Directors</p> <p>Executive Director</p>

	<p>Evaluate the results of the Advocacy Plan and revise it annually to meet new needs and goals.</p> <p>Continue to partner with other agencies /organizations to promote LAHPERD.</p>			
5. Plan programs and allocate resources to sustain public affairs, marketing, and to fund development projects within LAHPERD	<p>Develop a public relations plan targeting parents, school administrators, and other professionals within our field.</p> <p>Provide leadership conferences sessions (to coincide with Strategic Plan Goal #3a).</p> <p>Increase connection with local media outlets.</p> <p>Develop a Marketing Plan.</p> <p>Increase the number of exhibitors at convention.</p> <p>Explore the possibility of creating a LAHPERD Foundation.</p> <p>Participate/volunteer in Community Service Project.</p> <p>Secure sponsors for the LAHPERD web site.</p>			<p>Membership &amp; Development Committee</p> <p>Board of Directors</p>
6. To increase efficiency and effectiveness in using electronically based technology to enhance members' services.	<p>Extend web-based services and benefits for members (board minutes, announcements, convention registration and housing, convention program, email list-serve of members, online journal, link to lesson plan websites, chat room, etc.)</p>	<p>Must have up to date web site</p> <p>Must disseminate information to professionals in the state</p> <p>Must maintain an up to date data base</p>	<p>Lap top computers</p> <p>Professional Web Master</p> <p>Action Network</p>	<p>Advocacy Committee (Action Network)</p> <p>Board</p> <p>Web Master</p>
7. Increase diversified external funds and improve profitability of LAHPERD's portfolio.	<p>Seek external funding</p> <p>Increase non-dues revenue (JRFH, HFH. Sponsors, etc.)</p> <p>Continue with the annual audit.</p> <p>Implement and utilize contingency fund policy</p>			<p>Auditing Committee,</p> <p>Membership &amp; Development Committee</p>

	<p>Increase number of exhibitors (to coincide with Strategic Plan Goal #5e)</p> <p>Implement and utilize agreement with program planners and others with a budgeted line item that the line items cannot be exceeded.</p> <p>✓ If an excess occurs for a line item, the person responsible for that line item will reimburse LAHPERD</p>			
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