



## Comprehensive ALT Onboarding Checklists

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## Area Administrative Coordinator

The Administrative Coordinator is responsible for ensuring that all SOWA paperwork policies and procedures are adhered to so the athletes may train and compete, coaches can volunteer, and unified partners can participate. The Administrative Coordinator will also oversee all data input into SOWA's Games Management System (GMS).

Area Services Manager: Alysanne Stack (West), [astack@sowa.org](mailto:astack@sowa.org); Luke Wall (East), [lwall@sowa.org](mailto:lwall@sowa.org)  
Admin Coordinator: Indu Sreenivasan (West) [isreenivasan@sowa.org](mailto:isreenivasan@sowa.org) ; Marisue Harves (East) [mharves@sowa.org](mailto:mharves@sowa.org)

	✓	Checklist	Expected Time
1		Meet with Area Director; and Area Services Manager as necessary	1 Hour
2		Complete <a href="#">Background Check</a>	5 Minutes
3		Watch SOWA <a href="#">General Orientation Video</a> and complete the <a href="#">Orientation Quiz</a>	25 Minutes
4		Watch <a href="#">ALT Orientation Video</a>	15 Minutes
5		Meet (in person or via phone) with Marisue Harves – East or Indu Sreenivasan – West	30 minutes
6		Train in GMS data entry and other aspects of GMS, including what is allowed & what is not allowed for position; report generation; etc..	1 hour
7		Learn policies and processes relating to the following forms: AFPs, UP Release Forms, and WSP Clearance Forms.	1 hour
8		Close loop on orientation—follow up with Area Director to confirm all steps are complete and Area Director notifies Area Services Manager.	10 Minutes

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## Area Director

The Area Director is responsible for providing strategic leadership and managerial responsibilities for the Area leadership team. The Area Director plans, organizes, directs and coordinates the area leadership team with established policies to further achieve the goals, objectives, standards and mission of Special Olympics Washington (SOWA).

Area Services Manager: Alysanne Stack (West), [astack@sowa.org](mailto:astack@sowa.org); Luke Wall (East), [lwall@sowa.org](mailto:lwall@sowa.org)

	✓	Checklist	Expected Time
1		Meet with Area Services Manager	1 Hour
2		Complete <a href="#">Background Check</a>	5 Minutes
3		Watch SOWA <a href="#">General Orientation Video</a> and complete the <a href="#">Orientation Quiz</a>	25 Minutes
4		Watch <a href="#">ALT Orientation Video</a>	15 Minutes
5		Read Area Services Handbook	1 Hour
6		Meet in person with your Area Manager -Review Area's Current State -Review Area Budget -Review/Adjust Area Goals -Review SOWA's policies in Handbook -Complete Microsoft Teams Training and access SOWA Area Director Email	1 Hour
7		Meet with previous Area Director and/or at least 1 current Area Director	1 Hour
8		Meet (in person or over the phone) with each of your ALT members	30 Minutes each
9		Meet (in person or over the phone) with key Staff Roles	30 Minutes each
10		Close loop on orientation—follow up with Area Manager to confirm all steps are complete.	10 Minutes

# Area Leadership Onboarding Checklist



## Coaches Education Coordinator

Ensures that all SOWA coaches in the area have obtained proper certification through SOWA & SONA Coach Education System. Help coordinate and organize local training opportunities based on the need of the area.

Area Services Manager: Alysanne Stack (West), [astack@sowa.org](mailto:astack@sowa.org); Luke Wall (East), [lwall@sowa.org](mailto:lwall@sowa.org)  
Director of Coaches Education: Riley Stockton, [rstockton@sowa.org](mailto:rstockton@sowa.org).

	✓	Checklist	Expected Time
1		Meet with Area Director; and Area Services Manager as necessary	1 Hour
2		Complete <a href="#">Background Check</a>	5 Minutes
3		Watch SOWA <a href="#">General Orientation Video</a> and complete the <a href="#">Orientation Quiz</a>	25 Minutes
4		Watch <a href="#">ALT Orientation Video</a>	15 Minutes
5		Meet (in person or via phone) with Director of Coaches Education and/or watch role specific training video.	20 minutes
6		Go over Washington Certification Spreadsheet and have one last meeting with Director of Coaches Education.	30 min
7		Close loop on orientation—follow up with Area Director to confirm all steps are complete and Area Director notifies Area Services Manager.	10 Minutes

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## Finance Coordinator

The Financial Coordinator is responsible for all aspects of financial administration for the Area.

Area Services Manager: Alysanne Stack (West), [astack@sowa.org](mailto:astack@sowa.org); Luke Wall (East), [lwall@sowa.org](mailto:lwall@sowa.org)  
Controller: Mark Sinay, [msinay@sowa.org](mailto:msinay@sowa.org)

	✓	Checklist	Expected Time
1		Meet with Area Director; and Area Services Manager as necessary	1 Hour
2		Complete <a href="#">Background Check</a>	5 Minutes
3		Watch SOWA <a href="#">General Orientation Video</a> and complete the <a href="#">Orientation Quiz</a>	25 Minutes
4		Watch <a href="#">ALT Orientation Video</a>	15 Minutes
5		Meet (in person or via phone) with the Controller (Director of Finance) to complete Finance Orientation.	30 Minutes
6		Close loop on orientation—follow up with Area Director to confirm all steps are complete and Area Director notifies Area Services Manager.	10 Minutes



## Fundraising Coordinator

The Fundraising Coordinator plays an instrumental role in raising Area funds for local Special Olympics Washington programs. The Fundraising Coordinator uses dynamic and creative ways to secure new sponsors, execute fundraising programs and events, and building relationships within the community.

Area Services Manager: Alysanne Stack (West), [astack@sowa.org](mailto:astack@sowa.org); Luke Wall (East), [lwall@sowa.org](mailto:lwall@sowa.org)  
Development Manager, Grants, Foundations, Areas: Donna Lindsay, [dlindsay@sowa.org](mailto:dlindsay@sowa.org)

	✓	Checklist	Expected Time
1		Meet with Area Director; Area Services Manager and Area Finance Coordinator as necessary	1 Hour
2		Complete a <a href="#">Background Check</a>	10 Minutes
3		Watch SOWA <a href="#">General Orientation Video</a> and complete the <a href="#">Orientation Quiz</a>	25 Minutes
4		Watch <a href="#">ALT Orientation Video</a>	15 Minutes
5		Review <a href="#">Fundraising Handbook</a>	45 Minutes
6		Familiarize Yourself with Required Forms and Paperwork -Area Donation Receipt Form -Team Envelope Form -Chris Pratt guidelines & submission form -Event Fundraiser Submission Form -Team Envelope Roster	15 Minutes
7		Meet (in person or via phone) with Area Director and Donna Lindsay, Development Manager, Grants, Foundations, Area Relations.	30 Minutes
8		Close loop on orientation—follow up with Area Director to confirm all steps are complete and Area Director notifies Area Services Manager.	10 Minutes



## Volunteer Coordinator

The Outreach and Volunteer Coordinator is responsible for all aspects of athlete and volunteer recruitment. Additionally, they are in charge of recruiting volunteers for events and managing volunteer relationships in the area.

Area Services Manager: Alysanne Stack (West), [astack@sowa.org](mailto:astack@sowa.org); Luke Wall (East), [lwall@sowa.org](mailto:lwall@sowa.org)  
Sr. Manager of Volunteers: Alex Rider, [arider@sowa.org](mailto:arider@sowa.org)

	✓	Checklist	Expected Time
1		Meet with Area Director; and Area Services Manager as necessary	1 Hour
2		Complete <a href="#">Background Check</a>	5 Minutes
3		Watch SOWA <a href="#">General Orientation Video</a> and complete the <a href="#">Orientation Quiz</a>	25 Minutes
4		Watch <a href="#">ALT Orientation Video</a>	15 Minutes
5		Meet (in person or via phone) with Sr. Manager of volunteers.	1 hour
6		Watch SOWA Volunteer <a href="#">Training Videos</a>	1 hour
7		View <a href="#">TRS Training Resources</a>	15 Minutes
8		Review SOWA <a href="#">volunteer handbook</a>	30 minutes
9		Close loop on orientation—follow up with Area Director to confirm all steps are complete and Area Director notifies Area Services Manager.	10 Minutes

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## Social Media and Marketing Coordinator

The Social Media and Marketing Coordinator is responsible for managing the Area's social media accounts and driving the marketing of the SOWA area and local programs.

Area Services Manager: Alysanne Stack (West), [astack@sowa.org](mailto:astack@sowa.org); Luke Wall (East), [lwall@sowa.org](mailto:lwall@sowa.org)  
Director of Marketing & Communications: Jaymelina Esmele, [jesmele@sowa.org](mailto:jesmele@sowa.org)

	✓	Checklist	Expected Time
1		Meet with Area Director; and Area Services Manager as necessary	1 Hour
2		Complete <a href="#">Background Check</a>	5 Minutes
3		Watch SOWA <a href="#">General Orientation Video</a> and complete the <a href="#">Orientation Quiz</a>	25 Minutes
4		Watch <a href="#">ALT Orientation Video</a>	15 Minutes
5		Meet (in person or via phone) with Director of Marketing & Communications to receive overview of Special Olympics brand guidelines, and discuss social media/marketing best practices	1 hour
6		Close loop on orientation—follow up with Area Director to confirm all steps are complete and Area Director notifies Area Services Manager.	10 Minutes





## Sports and Competition Coordinator

The Sports and Competition Coordinator is responsible for administrating, planning, and assisting in the delivery of local area sporting events, to provide quality ongoing competitive experiences for Special Olympics Washington (SOWA) athletes and partners.

Area Services Manager: Alysanne Stack (West), [astack@sowa.org](mailto:astack@sowa.org); Luke Wall (East), [lwall@sowa.org](mailto:lwall@sowa.org)  
 Director of Sports and Competition: Stephen Opland, [sopland@sowa.org](mailto:sopland@sowa.org)

	✓	Checklist	Expected Time
1		Meet with Area Director; and Area Services Manager as necessary	1 Hour
2		Complete <a href="#">Background Check</a>	5 Minutes
3		Watch SOWA <a href="#">General Orientation Video</a> and complete the <a href="#">Orientation Quiz</a>	25 Minutes
4		Watch <a href="#">ALT Orientation Video</a>	15 Minutes
5		Meet (in person or via phone) with director of Sports and Competition	30 Minutes
6		Watch Divisioning/Article 1 <a href="#">Training Video</a>	7 Minutes
7		General GMS Training	1 Hour
8		Review Coaches Packet and Registration forms with SRM	45 Minutes
9		Review Codes Packet and SOWA specific rules with SRM	45 Minutes
10		Close loop on orientation—follow up with Area Director to confirm all steps are complete and Area Director notifies Area Services Manager.	



## Truck Raffle Manager

The Raffle manager is responsible organizing and managing the Truck Raffle fundraiser for a geographical region. Candidates need strong organizational and communication skills, and be available to support local teams. This volunteer role spans an estimated six months.

Area Services Manager: Alysanne Stack (West), [astack@sowa.org](mailto:astack@sowa.org); Luke Wall (East), [lwall@sowa.org](mailto:lwall@sowa.org)  
Development Manager, Grants, Foundations, Areas: Donna Lindsay, [dlindsay@sowa.org](mailto:dindsay@sowa.org)

	✓	Checklist	Expected Time
1		Meet with Area Director; Area Services Manager and Area Fundraising/Finance Coordinator as necessary	1 Hour
2		Complete a <a href="#">Background Check</a>	10 Minutes
3		Watch SOWA <a href="#">General Orientation Video</a> and complete the <a href="#">Orientation Quiz</a>	25 Minutes
4		Watch <a href="#">ALT Orientation Video</a>	15 Minutes
5		Review Truck Raffle Handbook	10 Minutes
6		Familiarize Yourself with Required Forms and Paperwork	10 Minutes
7		Attend online Truck Raffle Training (hosted prior to the kick-off of the raffle).	30 Minutes
8		Meet with any other Truck Raffle Managers serving your Area to discuss ideas and geographical divides.	20 Minutes
9		Close loop on orientation—follow up with Area Director to confirm all steps are complete and Area Director notifies Area Services Manager.	10 Minutes

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## Unified Schools Coordinator

The position of the Area Unified School's Coordinator plays an essential role in developing and implementing Special Olympics Washington Unified Champion Schools programs and its components in schools within an Area. Specifically, this is a leadership position which will recruit, educate, and mentor school personnel to develop and implement Special Olympics components in schools, as well as transition and connect school athletes/partner to community-based programming.

Area Services Manager: Alysanne Stack (West), [astack@sowa.org](mailto:astack@sowa.org); Luke Wall (East), [lwall@sowa.org](mailto:lwall@sowa.org)

Director of Unified Schools: Morgan Larche, [mlarche@sowa.org](mailto:mlarche@sowa.org)

	✓	Checklist	Expected Time
1	✓	Meet via phone with Director of Unified Schools, <a href="mailto:mlarche@sowa.org">mlarche@sowa.org</a>	30 Minutes
2	✓	Meet with Area Director; and Area Services Manager as necessary	1 Hour
3		Complete <a href="#">Background Check</a>	5 Minutes
4		Watch SOWA <a href="#">General Orientation Video</a> and complete the <a href="#">Orientation Quiz</a>	25 Minutes
5		Watch <a href="#">ALT Orientation Video</a>	~ 15 Minutes
6		<b>Complete the Online SO Program Staff: UCS Courses</b> which includes- Intro to UCS, Elementary, Middle, and High School trainings & the <b>Unified Physical Education Training for SO Staff</b> Register: <a href="https://learn.specialolympics.org/">https://learn.specialolympics.org/</a>	~ 4 Hours
7		Complete <a href="#">NFHS Coaching Unified Sports</a> Course	1 Hour
8		Complete Schools Coordinators Training, schedule in person or via teleconference, with Morgan Larche, Director of Unified Schools, <a href="mailto:mlarche@sowa.org">mlarche@sowa.org</a>	1.5 Hours
9		Become familiar with Unified Champion Schools Resources in the <a href="#">UCS Dropbox</a>	1 Hour
10		Watch the "Inclusion Weekly" video series via <a href="https://www.generationunified.org/video/">https://www.generationunified.org/video/</a>	25 Minutes
11		Review area school's specific information and develop area specific plan with Director of Unified Schools. <a href="mailto:mlarche@sowa.org">mlarche@sowa.org</a>	1 Hour
12		Close loop on orientation—follow up with Area Director to confirm all steps are complete and Area Director notifies Area Services Manager and Director of Unified Schools.	
13		Begin primary responsibilities as noted in the UCS ALT Coordinator Job Description	

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## Wellness Coordinator

The Wellness Coordinator plays an essential role in implementing all Healthy Communities programming in the Area. Additionally, this leadership position will direct athletes and family members to needed health services and resources.

Area Services Manager: Alysanne Stack (West), [astack@sowa.org](mailto:astack@sowa.org); Luke Wall (East), [lwall@sowa.org](mailto:lwall@sowa.org)  
Director of Health Programs: Della Norton, [dnorton@sowa.org](mailto:dnorton@sowa.org)

	✓	Checklist	Expected Time
1		Meet with Area Director; and Area Services Manager as necessary	1 Hour
2		Complete <a href="#">Background Check</a> Good Deed Code: e45cri8	5 Minutes
3		Watch SOWA <a href="#">General Orientation Video</a> and complete the <a href="#">Orientation Quiz</a>	25 Minutes
4		Watch <a href="#">ALT Orientation Video</a>	15 Minutes
5		Watch Wellness Program Training Videos - <a href="#">Fit 5</a> - <a href="#">SOfit</a> - <a href="#">Unified Fitness Clubs</a>	15 minutes per video
6		<b>Take <a href="#">SO Learn</a> Module: Health_1: Special Olympics Health:</b> By the end of this module, individuals will understand: - The History and mission of Special Olympics Health - Health Disparities among people with Intellectual Disabilities - The 8 Healthy Athletes disciplines	30 minutes
7		<b>Take <a href="#">SO Learn</a> Module: Health_2: Intellectual Disabilities:</b> By the end of this module, individuals will be able to: -Define and describe intellectual disability -Communicate effectively with individuals with intellectual disabilities in a clinical setting -Address the health needs and explain the causes for unmet needs of individuals with intellectual disabilities	45 minutes
8		Meet (in person or via phone) with Director of Health Programs	30 minutes
9		Close loop on orientation—follow up with Area Director to confirm all steps are complete and Area Director notifies Area Services Manager.	10 minutes