

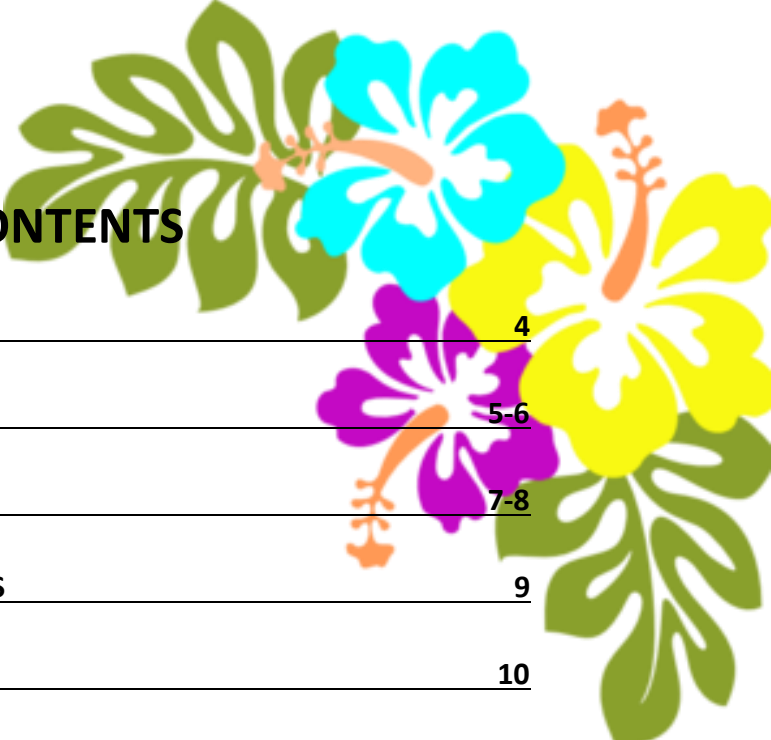
HAWAIIAN LUAU

Program Plan

By: Hannah Martin, Carrie Phillips, Carrie Rutledge, Elizabeth Scott, Chris Sweeny, & Ben Whitener



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Goals and Objectives

Goal 1: Provide a fun, positive environment for participants and family.

- **Objective 1:** Decorate a fourth of the facility gymnasium with luau themed decorations as well as setting up six side activities and snacks.
- **Objective 2:** All staff members will greet participants with smiles and an uplifting attitude throughout our two hour event.
- **Objective 3:** There will be two designated staff members to take pictures to capture the moment for later viewing.

Goal 2: Allow individuals to practice on their social skills.

- **Objective 1:** Participants will appropriately engage in turn taking with other participants in 4-6 activities.
- **Objective 2:** Encourage participants to talk to at least one new person during the luau event.

Goal 3: To keep participants involved in the activities during luau event.

- **Objective 1:** The event will be composed of six interactive activities that will engage the participants 75 percent of the time.
- **Objective 2:** Staff members will encourage participants to participate in at least two side activities during the luau.

Planning Tool

Comprehensive Tasks and Timeline		
Date	Task	Group Member
August 28, 2014	Contacted Heather Overstreet of Autism Valley Action Group about event idea and possible participants	Elizabeth Scott
August 28, 2014	Contacted Greg Wade about donations	Elizabeth Scott
August 28, 2014	Contacted Tammy Caldwell of Christiansburg Rec Center to reserve the gymnasium court for event on September 24, 2014 from 7-9pm	Elizabeth Scott
August 28, 2014	Contacted Brain Tickle at Christiansburg Wal-Mart for donations	Elizabeth Scott
August 31, 2014	Create Cash Mob Flyer and Hawaiian Luau Flyer	Carrie Rutledge
September 1, 2014	Bought Hawaiian themed plates, napkins, and tablecloth from Dollar Tree	Carrie Phillips and Carrie R
September 3, 2014	Met Autism Action in Blacksburg VA to discuss Luau event and exchange contacts in order to spread word of event and gain participants. Told to contact local high school special education programs, Friday Night Friends, Panera Bread and other local businesses for donations.	Elizabeth, Carrie R., Carrie P., Hannah Martin, & Ben Whitener
September 3-September 24, 2014	Send out Hawaiian Luau flyers via email	ALL
September 6, 2014	Contact Olive Garden to donate gift cards	Chris Sweeny
September 7, 2014	Work on Animation Plan, Risk Management Plan, and Goals and Objectives	Elizabeth, Carrie R., Carrie P., Hannah, Ben, and Chris
September 8, 2014	Contacted Radford High School/Special Ed, Wythe County, Carroll County, Roanoke County, and Blacksburg Special Ed, Katie Newman, Johnna Elliott with Radford's On-campus Transition Program via email. Send flyers and information about event	Carrie R
September 9, 2014	Meet Tammy Caldwell to tour Christiansburg Rec Center and pick up Hawaiian themed decorations	Elizabeth, Carrie R., and Carrie P.
September 9, 2014	Ask for donations from Big Lots, Chickfila, Sweet Frog and Target	Elizabeth, Carrie R., and Carrie P.
September 9, 2014	Work on goals and objectives, supply list, budget, and animation plan	Elizabeth, Carrie R., Carrie P., Hannah, Ben, and Chris

September 10, 2014	Distribute Cash Mob flyers: Have Residential Life at Radford University approve Cash Mob flyers. Print 88 flyers for Residential Life	Elizabeth, Carrie R., Carrie P., Hannah, Ben, and Chris
September 10, 2014	Hand in first program plan draft	ALL
September 10, 2014	Assign tasks to group members	Ben
September 14, 2014	Write job descriptions and duties for staff and evaluation surveys. Rewrite goals and objectives.	Elizabeth, Carrie R., Carrie P., Hannah, Ben, and Chris
September 14, 2014	Rented corn hole boards from Radford University	Chris
September 16, 2014	Create brief	Carrie R, Carrie P., and Hannah
September 22, 2014	Make corrections to final program plan	Elizabeth, Carrie R., Carrie P., Hannah, Ben, and Chris
September 23, 2014	Brief the class	Carrie P
September 23, 2014	Schedule Matt to bring the photo booth/human wallpaper board to event	Carrie R
September 23, 2014	Go to Wades Supermarket to purchase snacks and drinks. Go to Wal-Mart to purchase other supply items. Go to Big Lots to purchase prize items with \$10 gift card that was donated	Elizabeth, Carrie R., Carrie P., Hannah, Ben and Chris
September 24, 2014	Facilitate Hawaiian Luau Event at Christiansburg Rec Center	Entire workshop class
September 29, 2014	Debrief the class	Carrie P

Animation Plan

September 24th 2014

**Christiansburg Recreation Center:
1600 North Franklin Street**

Time	What?	Who?
5:00pm	Arrive at Christiansburg Rec Center Set-up (See page 9 for initial activity set-up instructions; See Appendix C for map)	Liz, Chris, Hannah, Carrie R, Carrie P, Ben & Shelby
6:00pm	All class members show up at the Christiansburg Rec. Center Everyone meets at front entrance.	Entire Workshop class Luau themed attire, but if not then the tie-dye shirts will work.
6:50pm	Doors open to the guests Registration Begins Table will be set up at entrance Parents or guardian/participants will be given a registration form at the table to fill out. (see page 13 for registration forms) Forms will be kept in alphabetical order in a folder. Put participants name on raffle ticket and put in jar for drawing at the end of the event Participants will receive a lei as they enter the gymnasium After participants fill out registration forms, they will make a name tag at the coloring table inside the gymnasium.	Carrie P and Carrie R Will stay at the entrance in case participants need to check-out Carrie P and Carrie R Andrea & Elizabeth will be at the coloring table to help with name tags.
7:00pm	Event starts Activities Begin (see Job Duties and activity descriptions page 11) DJ makes an announcement- "Welcome everyone to the luau!" Introduce workshop class members	Snacks: Ruth Ann, Dom Corn hole: Lucas, Travis Coloring: Andrea, Elizabeth Photo Booth: Audrey, Jordan Board/card games: John, Bonnie Dancing/Limbo: Ethan, Rachel, Traci, Jenna Hula Hoops: Jeff & Ryan

7:05 pm	Icebreaker Game- Gather participants in a circle in the middle of the gymnasium. Go around the circle and have the participants introduce themselves and state a fun fact about themselves.	1 Event Coordinator will led Staff will also participate and introduce themselves.
7:15pm	Dance floor opens and other side activities open. Attendees will participate in all activities as desired.	Entire Workshop class
7:30 pm	Activities continue	
8:30pm	Keep participants engaged	Snacks: Ruth Ann, Dom Corn hole: Lucas, Travis Coloring: Andrea, Elizabeth Photo Booth: Audrey, Jordan Board/card games: John, Bonnie Dancing/Limbo: Ethan, Rachel, Traci, Jenna Hula Hoops: Jeff & Ryan
8:45pm	Sponsor recognition- "Thank you Wades, Big Lots, Christiansburg Rec Center, & Radford University for making the event possible" Chris will announce that activities are stopping. Raffle drawing- Winner must be present in order to receive a prize	Snacks: Ruth Ann, Dom Corn hole: Lucas, Travis Coloring: Andrea, Elizabeth Photo Booth: Audrey, Jordan Board/card games: John, Bonnie Dancing/Limbo: Ethan, Rachel, Traci, Jenna Hula Hoops: Jeff & Ryan
8:45 – 9pm	Check-out: Check IDs, registration form for pick up authorizations, and have parent/guardian sign participant out before leaving.	Carrie R, Carrie P & all staff
9:00pm- 10 pm	Event Ends (See Cleanup Procedures page 10)	Entire workshop class_helps cleanup stations/facility

Initial Activity Set-up Instructions

Activity set-up will be divided up between: Ben Whitener, Hannah Martin, Carrie Philips, Carrie Rutledge, Liz Scott, and Chris Sweeney

Will need:

- 1 Snacks and drinks table (Ben Whitener)
- 1 Registration table- 2 chairs (Hannah Martin)
- 1 Coloring table- 4 chairs (Carrie Philips)
- 1 DJ table (Carrie Rutledge)
- 1 table for participants to eat-8 chairs (Liz Scott)
- 1 Board games-4 chairs (Chris Sweeney)

Decorate door ways with the grass skirts. Using tape, hang up paper wall decals; there are flowers and aloha signs. Inflate blow-up tiki torches and place them by the entrance of the court. Place the human wall board up and decorate using luau themed decorations provided by the Recreational Center. (entire workshop class)

The registration table will be organized with blank registration forms and pens. There will also be raffle tickets and a jar for the tickets. The box of leis will be placed at the end of the registration table. (Hannah Martin)

To prepare for the snack table we will place the plates and napkins on the left side of the table, followed by the various snacks in the middle and the drinks on the right side of the table as well as cups. Cooler of ice provided by the Recreational Center will be placed to the right side of the table on the floor. (Ben Whitener)

Coloring tables will have coloring sheets as well as several boxes of crayons. The board game table will have card games, connect 4, and jenga. See map of gymnasium on appendix C for location of DJ table, corn hole board, hula-hoops and limbo set up. (Carrie Philips)

For more detail about set up go to appendix C to see the map.

Clean Up Procedure

Entire workshop class with participate in the clean up procedure

Board games will go back in their proper containers. (John and Bonnie)

Crayons will go back in their boxes. (Andrea and Elizabeth)

Deflate inflatable props. (Audrey and Jordan)

Return hula-hoops to Recreation Center. (Jeff and Ryan)

Return coolers to Recreation Center. (Ruth Ann and Dom)

Extra coloring paper will be recycled. (Andrea and Elizabeth)

Dispose of extra food and drinks. (Ruth Ann and Dom)

Pick up trash, empty cups or plates. (Ruth Ann and Dom)

Wipe down all tables and fold chairs return them to proper location in the Recreation Center. (Ben Whitener)

Corn hole boards will need to be returned to Radford University. (Lucas and Travis)

Photo booth will need to be transported after event. (Audrey and Jordan)

Take down all decorations and return to Recreation Center. (Hannah Martin)

Clean up registration table. (Carrie Philips and Carrie Rutledge)

Job Duties

Carrie Philips

There will be a variety of activities offered throughout the luau event. Activities will include board games, card games, corn hole, hula hooping, coloring, photo booth, dancing, and limbo.

Activity	Staff in charge of facilitation	Description of Duty
Board/card games	John & Bonnie	Invite participants to play a board or card game of their choice. Use card holders or assist participant.
Corn hole	Lucas & Travis	Adjust distance between boards if needed and retrieve bean bags for participants.
Hula Hoops	Jeff & Ryan	Distribute hula hoops to participants. Demonstrate hula hoop techniques. Use alternatives such as arms to hula. Form a circle with participants, hold hands, and pass a hula hoop around the circle by stepping inside of the hula hoop without breaking hold of each others hands.
Coloring	Andrea & Elizabeth	Allow participants to use materials to create a picture. Offer hand-over-hand assistance if needed.
Dancing/ Limbo	Ethan, Rachel, Traci, & Jenna	Keep participants engaged and dancing. Raise and lower the limbo bar for participants.
Photo Booth	Audrey & Jordan	Allow participants to wear grass skirts, leis, and hold blow up props for their photo. Take email information down in order to send the photos to the participants afterwards.

Waiver

I give permission for the use of photographs, name, voice, or quote in media. This will be used to promote the mission, programs, and fundraising efforts of this agency.

If I am not present and cannot be reached in case of emergency, _____ (staff or designee) has permission to arrange transportation for me/my son/daughter/ward to the emergency room of a hospital for the purpose of receiving medical treatment that may be deemed necessary.

I also grant authorization to discuss with, send to, or receive information to assist _____ staff or designee in serving my son/daughter/ward.

I understand that if the participant exhibits behavior harmful to him/herself or others during transportation and/or the activity, _____ reserves the right to exclude him/her from that program.

By signing this release form I/my son/daughter/ward agree to the above provisions.

Parent/Guardian signature _____ Date: _____

Adult signature _____ Date: _____

Hawaiian Luau Registration

Name of Participant _____

Will a family member, friend, or caretaker be present during the event? __yes__no

If no, will the participant need any one-on-one assistance? __yes__no

If yes, please explain: _____

Medications we should be aware of? _____

Allergies _____ Insurance Provider (*optional) _____

Emergency Contact Information:

*(Complete this section only if a family member/caretaker will **not** be present during the program.)*

Emergency Contact One:

Name _____ Relationship _____

Home Address _____ Telephone _____

Emergency Contact Two:

Name _____ Relationship _____

Home Address _____ Telephone _____

Check Out Procedure:

Please list the names of those who are **authorized** to pick-up the participant at the end of the program (we will check ID's) :

: _____

(See appendix E to see registration sign in and sign out form)

Supply List

- 100 Leis
- 2 Tablecloths
- 100 Plates
- 100 Cups
- 10 Two-liter sodas
- 100 Utensils
- 200 Napkins
- Various Wall Decorations
- 5 Grass skirts
- 20 Tiki Candles
- 1 Beach Ball
- 2 Tiki Blow-Ups
- 2 Blow-up Dolphins
- 2 Corn Hole Boards
- 1 Twist Game
- 100 Coloring Sheets
- 5 Hula Hoops
- 1 Box of Crayons (64 count)
- 1 Box of Nametags (100 count)
- 3 Folders for Registration Papers
- 3 Serving Dishes
- 4 Bags of Potato Chips
- 1 Fruit Tray
- DJ
- 1 Cooler (48 quart)
- 3 Bags of Ice (5lb each)
- 6 Tables
- 12 Fold Up Plastic Chairs
- First Aid Kit
- Raffle Ticket
- Photo Booth

Budget

Item	Cost	Quantity	Total (\$)	Location
Leis	.21	100	21.17	Expense
Plates	.1	100	10	Expense
Napkins	2	200	2	Expense
Luau Tablecloth	2	2	2	Expense
Venue Rental	In kind	1	0	Christiansburg Rec Center
DJ	In Kind	1	0	Christiansburg Rec Center
Table	In Kind	6	0	Christiansburg Rec Center
Chairs	In Kind	12	0	Christiansburg Rec Center
First Aid Kit	In Kind	1	0	Christiansburg Rec Center
Serving Dish	In Kind	3	0	Christiansburg Rec Center
Decorations	In Kind	-	0	Christiansburg Rec Center
Supplies & Utensils	In kind	100	0	Christiansburg Rec Center
Hula Hoops	In kind	10	0	Christiansburg Rec Center
Grass Skirts	In Kind	5	0	Christiansburg Rec Center
Tiki Candles	In Kind	20	0	Christiansburg Rec Center
Beach Ball	In Kind	1	0	Christiansburg Rec Center
Inflatable Tiki	In Kind	2	0	Christiansburg Rec Center
Inflatable Dolphins	In Kind	2	0	Christiansburg Rec Center
Cooler	In Kind	1	0	Christiansburg Rec Center

Ice	In Kind	-	0	Christiansburg Rec Center
Raffle Tickets	In Kind	1 Roll	0	Matt Hendrickson
\$5 Gift Certificate Prize	Donation	4	0	Olive Garden (Chris Sweeny)
Board Games	In kind	7	0	Carrie Rutledge
Cornhole	In kind	2 Pairs	0	RU Campus Recreation (Chris Sweeny)
\$10 Gift Certificate	Donation	1	0	Big Lots
\$50 Gift Card	Donation	1	0	Wades Grocery (Elizabeth Scott, Hannah Martin)
2-Liter Soda	1	10	10	Wades Gift Card
Chips	1	4	4	Wades Gift Card
Fruit Tray	18	1	18	Wades Gift Card
Various Snacks	16	1	16	Wades Gift Card
Coloring Sheet	In Kind	100	0	Elizabeth Scott, Hannah Martin
Crayons	In Kind	64	0	Elizabeth, Carrie, Carrie, Hannah
Nametags	In Kind	100	0	Elizabeth, Carrie, Carrie, Hannah

Budget Analysis

Item	Total Amount
Expenses	\$42.75
Local Donations	\$80.00

Risk Management Plan

Situations and Emergencies	Solutions
Activity Analysis: Coloring: -Paper cuts, crayons in mouth	First aid kit will be on hand to help with paper cuts; table will be closely supervised and CPR and First-aid certified individuals will be on stand by
Activity Analysis: Corn Hole: -Splinters from board, hitting others with bean bags, bean bags bursting	Make sure boards are smoothed down, and supervise participants to avoid excessive touching of the boards; warn participants to be careful with bean bags and to not throw past waist-level; Corn hole workers will clean up busted bags
Activity Analysis: Board Games: Chocking hazards (small pieces)	Station workers will closely supervise participants to make sure they do not put pieces into their mouths
Activity Analysis: Hula Hoops: Tripping others	Allow sufficient space for activity; warn participants to be careful around others
Activity Analysis: Dancing and Limbo: Falls, bumping others	Allow sufficient space for activities; warn participants to be careful and mindful of others

Bathroom Breaks	Two event staff of same gender must accompany participants to restroom, if caregiver is not present
Fire	The supervisor, Tammy Caldwell, will give a short briefing of emergency procedures before the event; Keep participant calm and explain to him/her the situation as clearly as possible; See evacuation plan and follow exit routes; Non emergency number: (540) 382-4388
Tornado	Facility is a designated tornado shelter; Keep participants calm; Instruct participants to assume fetal position against walls; Tammy Caldwell will address this issue
Participant falls/injure themselves	Contact Tammy (Recreation Center Supervisor) will evaluate situation and instruct others as needed; Emergency Medical Personnel (540) 382-9519
Choking on food or drink	Event coordinators are certified to perform the Heimlich Maneuver. All event coordinators are CPR certified.
Aggressive Behavior	Notify Tammy Caldwell, supervisor of rec. center, she will be onsite at event; If not resolved, call local sheriff (540) 382-6904
Unwelcomed Guests	Will be asked to leave; The administration of the facility will make the final decision.
Proper Check-Out	To properly check out, all ID's will be checked in order to ensure the authorized guardian is picking up the correct participant

Marketing & Promotion

Marketing Obstacles:

One of the major obstacles of planning a luau event will be promoting to people with disabilities. There is a small population of people with special needs in the New River Valley; therefore, securing participants to attend can be complex. Statistics show that 258 out of 3,315 people ages 5 to 20 are considered disabled in Christiansburg area. In the United States the prevalence of disabilities is 12.1 percent of all ages in the year of 2012. The highest disability in 2012 was ambulatory disability. It is also statistically proven that more women in the United States suffer from a disability than men.

Since the event is located in the Christiansburg Recreational Center, and reaching out to surrounding counties, participants might find it challenging to locate the facility, if not familiar with the Christiansburg area. The facility might be considered too far of a drive for the participants.

Another concern is the event being midweek. This could cause families an inconvenience due to other obligations.

Methods of Promotion:

Objective 1: Create Flyers (See Appendix A & Appendix B)

Weeks in advance, flyers will be designed and posted in several of the local schools' special education department. Also we will contact Radford's On-Campus Transition Program to try to get as many participants as possible. To help with confusion regarding the location, the address will be posted on the bottom section of the flyer.

Objective 2: Emails

The group will email various organizations, such as the New River Autism Action Group and Christiansburg Recreational Center to promote our luau dance. We will encourage them to email other associations with connections to participants with special needs. To help with any confusion, we will attach a flyer to each email for clarification.

This was the initial email sent: "My name is Carrie Rutledge. I'm at senior at Radford University in the Recreation, Parks, and Tourism department. One of my classes this semester requires me to plan and implement a program in the community. My group and I have decided to have a Hawaiian Luau for special needs teens between the ages of 15-18. Christiansburg Recreation Center is allowing us to have half of the basketball court on September 24th from 7-9pm for our luau. We have created a flyer, which I have attached above, to pass around to potential participants at Wythe High School. I'm emailing you in case you had any contacts that would be interested. Please feel free to pass the flyer along."

Objective 3: Meeting with Organizations

The group will attend a meeting with the New River Valley Autism Action Group to discuss the promotion of the upcoming event. This meeting will also give suggestions on target groups to aim our marketing towards. The group will attend another meeting at the Christiansburg Recreational Center with supervisor, Tammy Caldwell, to discuss the layout of the luau dance as well as to receive decorations for the event.

Inclusion Plan

Americans with Disabilities Act provides guidelines to ensure that people with disabilities are not discriminated against and have access to public goods and services. The Hawaiian Luau event will be held in the gymnasium of the Christiansburg Recreation Center. The facility has special features that make it accessible to individuals with disabilities. These features include handicap parking spaces, sidewalk ramps, automatic doors, and accessible bathroom stalls.

The students from the RCPT Workshop class will serve as the staff for the event. The staff is responsible for providing an equal opportunity for the participants to maximize their experience at the event. The staff will assess and evaluate the situation in order to make accommodations for the participants. For example, staff members will look to make sure all pathways are clear of any obstacles that may be a barrier to wheelchairs. Staff should encourage individuals to be independent as possible. However, activities that the participants cannot do, staff should assist them as needed. Along with assisting participants, staff should be able to provide alternatives to the activities. Staff may suggest using arms to hula-hoop instead of waist, for instance. Also, demonstrating the activity can be an effective tool. It is always important for staff to keep an open mind and understand the participants' frustrations and limitations.

Event Area: The event will be held at the Christiansburg Recreation Center; the gymnasium is where the dance will take place on a flat surface. The bathrooms, fire escapes, and entryways are all physically accessible for participants with special needs. The gym will consist of four courts: A,B,C,D. Only court A will be utilized for the event and is located on the right towards the second entry. The courts will be separated by drapes to keep distractions at bay. Other members of the center will be using the court during the center's normal business hours for recreation purposes until 10 pm. There is a set of four bathrooms, and each set has one handicapped stall. Water fountains are scattered among the facility, but refreshments will be provided in the gym to offer assistance to the participants. Overall, the building meets the American Disabilities Act building requirements.

Parking: The Christiansburg Recreation Center abides by the American Disabilities Act- 2010 Standards for Accessible Design regulating the handicap spots to nonhandicapped ratio. There are speed bumps to encourage drivers to maintain a safe speed. Parking will be available through normal business hours: 6am-10pm. Participants will have enough time to leave the event, and for staff to cleanup from the event past 10pm.

Physical Needs of the Activity: By maintaining an equal staff to participant ratio, the physical needs of each activity will be accommodated according to the disability presented. The severity of the attendees' disability will be unknown due to the

short marketing time allotted to promote the event. Staff will encourage physical activity among participants, but won't promote uncertain limitations.

Equipment: Participants who can't hula-hoop, throw a bean bag, decorate their name-tag, hold a prop for their photo, hold their refreshments steady, will all be assisted by the staff to ensure inclusion.

Staff Training: All staff will be open to helping participants, their mobility, and enhancing their maximal engagement to above and beyond what the participant may be able to do. For example, staff may be at their rotation site, and see a participant struggling with something, and immediately be available for assistance. Staff will maintain focus on the event by leaving their personal cellular devices in their car.

Socioeconomic Considerations:

- a. This event is fully funded for the participants. Registration is free at the door, or by RSVP by email according to the flyer. Every donation, and expense will be documented in the budget plan. Allowing free admission via donations from the Christiansburg Recreation Center, Big Lots, Wades's, Olive Garden, and class offering, ensures maximum participation regardless of socioeconomic background.
- b. According to the 2010-2012 studies by the United States Census Bureau, the median household income is \$50,276. Statistics also show that 13.9% in Christiansburg are below the national poverty line.

Beliefs and traditions:

The beliefs and traditions involved in the program are considered as the event takes place on a nontraditional weekday of September 23, 2014

- a. If the program's date interferes with a participant's belief or tradition, attendance is optional.

Consumers:

As evidence by the United States Census Bureau, the status of civilian noninstitutionalized disabled population is addressed

- a. 258 out of 3,315 people ages 5 to 20 are considered disabled in Christiansburg
 - Our event has been marketed to various counties, and this statistic includes the proposed background of the majority of participants

The gender considerations for the program are addressed by supporting evidence from the United States Census Bureau

- a. 52% of the genders residing in Christiansburg are females; 48% are males
- b. Staff plan activities geared equally towards both genders

The racial and ethnic considerations for the program are addressed by supporting evidence from the United States Census Bureau

- c. 89.5% of the population in Christiansburg is Caucasian, 6.2%, African-American, 0.3% Indian/Alaskan Native, and 1.4% Asian
- d. Assuming the majority of 89.5% of civilians in Christiansburg, the program considers all races, and expect the majority of participants to be Caucasian
 - The promotional and registration materials are inclusive in relationship to racial and ethnic backgrounds by opening the event to all ages and no specification to racial or ethnic background.

Legal Responsibilities:

a. All participants' caregivers/parents will be asked to sign a waiver while participating in our event planned. This waiver ensures permission to take their photo, assign medical personnel care, exchange of participant information, and permission to remove participants if harmful behavior is displayed towards themselves or others.

Parent Evaluation Survey

The purpose of this survey is to evaluate overall satisfaction level of participant during the luau event.

Please rate your experience on a scale of 1 to 5;

1 Strongly Disagree, 2 Disagree, 3 Neutral, 4 Agree, 5 Strongly Agree or (N/A)

1. Were the decorations appropriate for the event?

(Goal 1 Objective 1: Decorate a fourth of the facility gymnasium with luau themed decorations as well as setting up six side activities and snacks.)

1 2 3 4 5 NA

2. Were the staff friendly?

(Goal 1 Objective 2: All staff members will greet participants with smiles and an uplifting attitude throughout our two hour event.)

1 2 3 4 5 NA

3. Did your child seem more socially engaged during the event?

(Goal 2 Objective 2: Encourage participants to talk to at least one new person during the luau event.)

1 2 4 5 NA

4. How well did the staff adjust the activities to your child's needs?

1 2 3 4 5 NA

5. How many activities did your child participate in?

(Goal 3 Objective 1: The event will be composed of six interactive activities that will engage the participants 75 percent of the time. Objective 2: Staff members will encourage participants to participate in at least two side activities during the luau.)

1 2 3 or more NA

6. Comment or suggestions:

Participant Evaluation Survey

The purpose of this survey is to evaluate your overall satisfaction during the luau event.

Please rate your experience on a scale of 1 to 5;

1 Strongly Disagree, 2 Disagree, 3 Neutral, 4 Agree, 5 Strongly Agree or (N/A)

1. Were the decorations appropriate for the event?
 (Goal 1 Objective 1: Decorate a fourth of the facility gymnasium with luau themed decorations as well as setting up six side activities and snacks.)

1	2	3	4	5	NA
---	---	---	---	---	----
2. Were the staff friendly?
 (Goal 1 Objective 2: All staff members will greet participants with smiles and an uplifting attitude throughout our two-hour event.)

1	2	3	4	5	NA
---	---	---	---	---	----
3. Did you feel like you were socially engaged during the event?
 (Goal 2 Objective 2: Encourage participants to talk to at least one new person during the luau event.)

1	2	3	4	5	NA
---	---	---	---	---	----
4. How well did the staff adjust the activities to your needs?

1	2	3	4	5	NA
---	---	---	---	---	----
5. How many activities did you participate in?
 (Goal 3 Objective 1: The event will be composed of six interactive activities that will engage the participants 75 percent of the time. Objective 2: Staff members will encourage participants to participate in at least two side activities during the luau.)

1	2	3 or more	NA
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6. Comment or suggestions:

Class Evaluation Survey

The purpose of this survey is to evaluate the entire workshop class' performance as well as evaluating how well the class adjusted to participants needs and wants.

Please rate your experience on a scale of 1 to 5;

1 Strongly Disagree, 2 Disagree, 3 Neutral, 4 Agree, 5 Strongly Agree or (N/A)

1. Were the decorations appropriate for the event?

(Goal 1 Objective 1: Decorate a fourth of the facility gymnasium with luau themed decorations as well as setting up six side activities and snacks.)

1 2 3 4 5 NA

2. Do you feel like members of workshop class were friendly to participants?

(Goal 1 Objective 2: All staff members will greet participants with smiles and an uplifting attitude throughout our two-hour event.)

1 2 3 4 5 NA

3. Did you feel like participants talked to or meet new people during the event?

(Goal 2 Objective 2: Encourage participants to talk to at least one new person during the luau event.)

1 2 3 4 5 NA

4. Did the workshop class adjust the activities to participants needs?

1 2 3 4 5 NA

5. Comment or suggestions:

Christiansburg Recreation Center Staff Evaluation Survey

The purpose of this survey is to evaluate how well the workshop class performed during the luau event.

Please rate your experience on a scale of 1 to 5;

1 Strongly Disagree, 2 Disagree, 3 Neutral, 4 Agree, 5 Strongly Agree or (N/A)

1. Were the decorations appropriate for the event?

(Goal 1 Objective 1: Decorate a fourth of the facility gymnasium with luau themed decorations as well as setting up six side activities and snacks.)

1 2 3 4 5 NA

2. Was the workshop class friendly to participants?

(Goal 1 Objective 2: All staff members will greet participants with smiles and an uplifting attitude throughout our two-hour event.)

1 2 3 4 5 NA

3. Did participants seem socially engaged during the event?

(Goal 2 Objective 2: Encourage participants to talk to at least one new person during the luau event.)

1 2 4 5 NA

4. How well did the staff adjust the activities to the participants needs?

1 2 3 4 5 NA

5. Comment or suggestions:

Work Cited

The United States Bureau. (2012). State & county quick facts: Christiansburg (town), Virginia. Retrieved from <http://quickfacts.census.gov/qfd/states/51/5116608.html>

Appendix A



Shop
&
Donate

CASH MOB

Want to give back this semester?

September 14th, 2014

How can you help? Purchase any food item or items at Wades Supermarket in Radford between 10-8 pm. A percentage of the sales will go towards sponsoring a dance for high school students with special needs.

only at
WADES FOODS

Don't forget to show them your RU ID!



Contact Elizabeth Scott at escott7@radford.edu for more info! 10 – 8 pm 401 W. Main St, Radford, VA 24141

Appendix B



to a **Hawaiian**

Radford University's Recreation, Parks, & Tourism students are inviting teens with disabilities between the ages of 15-18 to join us at Christiansburg Recreation Center's gym for a night of fun! Register at the door. There will be music, dancing, games, prizes, and snacks. Supervision will be provided; however, family members are welcome too!



Wednesday, September 24th, 2014

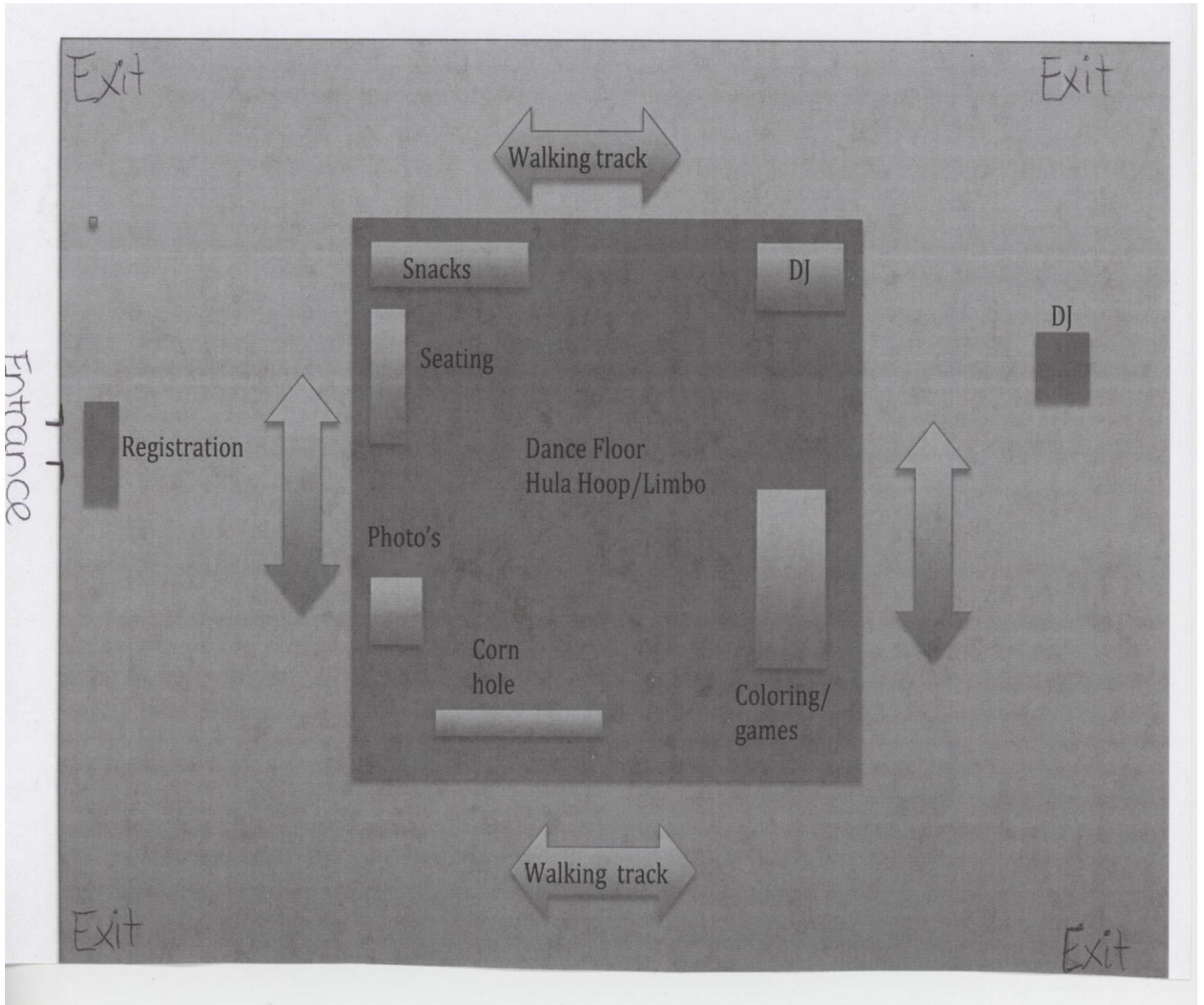
7-9pm

RSVP by Friday,
September 19th, 2014
at
crutledge@radford.edu

Where? Christiansburg Recreation
Center
1600 North Franklin Street
Christiansburg, VA

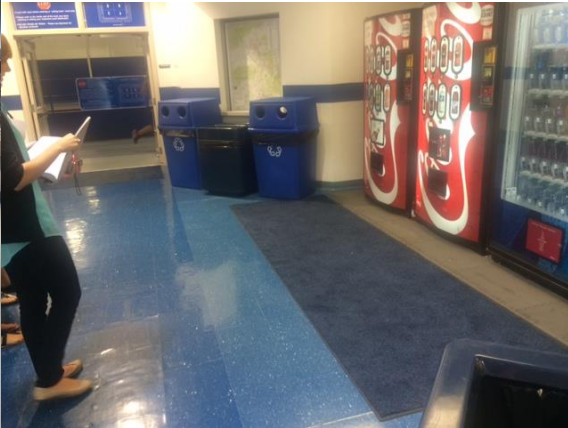


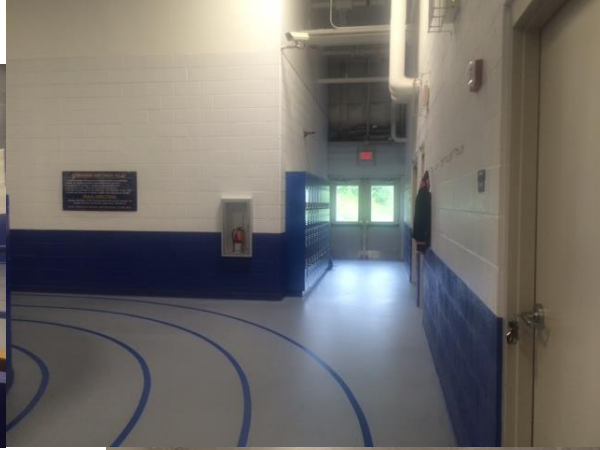
Appendix C



Appendix D

Gallery







Appendix E

Check-In Signature _____

Check-Out Signature _____

