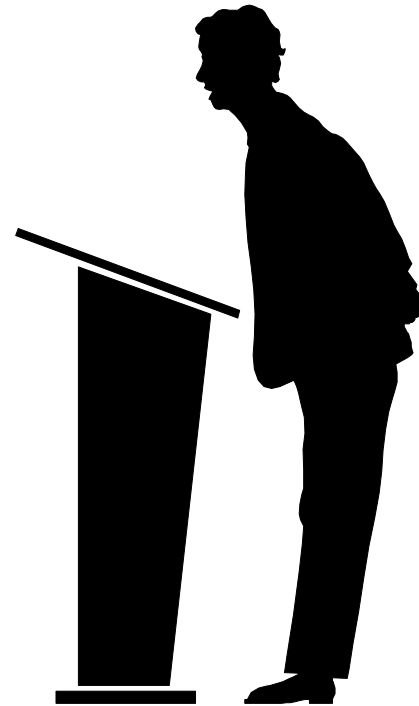


Welcome to . . . The Global Messenger Training

An Overview

The Global Messenger Program is a vital part of Special Olympics Idaho. Global Messengers are perhaps one of the most important groups we can have. With the responsibility of communicating a single message to hundreds of potential donors, volunteers and athletes every year, each presentation must leave a clear and motivating impression with the audience. Through the Global Messenger Program, Special Olympics reaches the public in a very special way--live, in person and interactively, and speaking engagements present Special Olympics with a unique opportunity to share its special story.



As an athlete, you are the ideal and most compelling source of information to the audience. These men and women you are speaking to are just like you; many with families, all hard working individuals who would like to get involved and help their community. The key is to explain to these supporters how and why *you* became involved with Special Olympics and how it has changed your life. Only athletes can effectively relate the impact that Special Olympics has had on their lives and the lives of their families. As donors, volunteers, families and potential athletes make decisions about whether to join, support or endorse Special Olympics, they will be impressed by the athletes that surprise them with their ability to express their opinions about participation in the program.

Global Messengers are responsible for conducting presentations to various groups in Idaho. The situations vary. Audiences many include service groups (Kiwanis, Rotary, Women's Clubs, etc.), schools, clubs, corporate boards, youth organizations and government agencies. Presentations will vary depending on the size and type of organization. Generally, presentations include a short speech, video (if desired), distribution of literature and a question and answer session. Some settings and speeches are relatively formal; others, particularly those for small groups, are quite informal. But no matter how different the audience, location and tone, good Special Olympic speeches have several things in common:

- * They give solid information about Special Olympics.
- * They're well organized and honest.
- * They give their audiences a chance to ask questions.

Global Messenger Training will give you much information about the organization, and this manual will serve as a reference as you plan your speeches.

Tips for Social Situations

Grooming

- ? You should always make sure to shower, use deodorant, and brush and floss your teeth.
- ? Do not wear too much perfume or cologne.
- ? If you are wearing makeup, do not apply too much.
- ? Check your appearance in the mirror just before your speech.
- ? Make sure your hair is clean and cut and styled nicely. Make sure you carry a comb or brush with you.
- ? Check your fingernails for dirt, and make sure you wash your hands before eating, and after using the restroom.
- ? Do not chew gum or suck on candy when in a social situation or giving a speech. A breath mint right before an event is OK.

Attire

- ? Make sure your clothes are clean and pressed, even if it is a casual event.
- ? Make sure your shoes and belt match, and that your shoes are clean and polished.
- ? Make sure your clothes match, ask someone's advice if you are unsure.

Dress appropriately for the occasion. If you are unsure of what to wear, it is OK to ask. If in doubt, dress up. It is better to be slightly overdressed than underdressed. Many times a formal invitation will tell you how to dress.

Here are some terms that are used:

Black Tie –Men need to wear a tuxedo. Women need to wear a long formal gown.

Formal- Men need to wear a suit or tuxedo, women a formal gown.

Semi-formal- Men need to wear a suit or nice slacks and a jacket. Women can wear a nice dress, or short cocktail dress.

Business- Men need to wear a suit and tie, and women need to wear a nice pantsuit, suit, or dress.

Business Casual- Men need to wear dress slacks and a business type shirt or casual blazer. Women need to wear slacks and a nice top, or a slightly more casual dress.

Casual- Men or women can wear casual pants, jeans, or shorts in the summer. Women can also wear a more casual sundress or outfit. You may want to wear something slightly nicer than a T-shirt, and make sure your clothes are clean, and go together. Don't look sloppy.

Dining in Public

- ? Do not sit at the table until invited to do so, unless it is a large banquet or buffet.
- ? Do not start eating until everyone at your table is seated and has received their food.
- ? Do not put your arms or elbows on the table, keep your hands in your lap when not using them to eat or pass food.
- ? Take small bites, and chew with your mouth shut. Leave time to chew your food between bites. Do not talk with food in your mouth, people find it offensive.
- ? Do not smoke or chew gum at the dinner table. If you have gum in your mouth, excuse yourself to discard it in the restroom.
- ? Talk in a low voice, and keep your conversations pleasant and friendly. Do not talk about things that are unappetizing.
- ? If in a buffet, do not load your plate too full of food. Take only one serving. If you need to get more food, you can do that later.
- ? Pass food to the right, or the same direction that the rest of the food is being passed.
- ? If you are going to someone's home for a small dinner party, it is polite to bring a gift as a gesture. Sometimes you can ask if there is anything you should bring. Flowers, a bottle of wine, or other thoughtful gifts are appropriate.

Conversations at Social Events

Be relaxed. Some people are shy in social situations and feel awkward. This is normal, so just think good thoughts, and try to meet some friendly people who will make you feel more comfortable.

Introduce yourself. When you walk up to someone, you can extend your right hand to shake and say, "Hello, my name is _____" then you can tell them something about yourself, for example where you are from, that you are a Global Messenger, or something else very brief. Usually the other person or persons will then introduce themselves. Then you can say, "Very nice to meet you" or "Good to see you." Then you can ask a question, or make a polite comment to get a conversation started. In some cultures they hug or kiss each other on the cheeks or even bow. If unsure, look around the room to see what other people are doing, but a handshake is generally acceptable.

Use your manners. Remember to use polite words, and say "please" and "thank you". With people you do not know, it is wise to be respectful and use Sir and Ma'am. When someone asks you a question, respond with a clear "Yes" or "No" not a "Yeah" or "Nope" or other casual term. If you need to get by someone, say "Pardon Me" or "Excuse Me."

Think before you speak. Try to talk about things that other people may be interested. Do not talk too long on any one subject. Do not talk about things that may offend someone, or be inconsiderate. You don't want to be hurtful or rude.

Ask good questions. Most people like to talk about things they know about. You can ask them questions about their jobs, their hobbies, or another subject that you think they may be interested in. Make sure you do not ask them questions that may be too personal or private.

Compliment someone. One good way to meet someone is to give a sincere compliment. Maybe you like their suit, or the way their hair is styled. Comment on their nice smile or personality. Just don't say something that you don't mean, or people will figure it out. If you are given a compliment, simply say "Thank You" or "Aren't you nice to say that". Do not put yourself down.

Be positive. Do not talk bad about someone or something. The old advice "If you don't have anything good to say, say nothing at all" is a good rule of thumb. If someone is talking badly about something, try to change the subject, or think of something positive to say.

Don't Brag. People don't like to hear someone bragging about himself or herself. It is OK to talk about things that you have accomplished, so long as it fits into a conversation, and you don't do it too often or for too long. Don't "name drop" either.

Don't Interrupt. When someone else is talking, wait until they have finished their sentence or thought before you try to speak. If you have to cut into a conversation, always say "Excuse me for interrupting, but..." Sometimes you will find yourself in a conversation and need to leave, if you do, excuse yourself, and give a polite reason for leaving.

Non-Verbal Tips

Have good posture. Make sure you stand up straight, and sit up straight. Walk with your head up and arms at your side. This makes you appear more confident.

Eye Contact. When talking with someone, you should look at them, but not stare. You can look away for short periods of time, but not for long.

Don't stand too close! Make sure that you stand far enough away from the person you are talking to. A good rule of thumb is to be an arm's length away.

Don't fidget or shift. Before you go into public, make sure your shirt is tucked in, and your clothes are adjusted properly. Don't play with your jewelry or objects in your pockets. Have your hands down at your side, or clasped in front of you. Stand fairly still, shifting makes people nervous.

Smile! Make sure that you smile and have positive facial expressions.

Hugs and Kisses. Unless you know someone really well, shake their hand rather than give them a hug or kiss on the cheek, unless the other person is from a culture where it is acceptable. Many people feel uncomfortable with people touching them, especially someone they do not know well.

A word of advice: In order to speak about Special Olympics, speakers should familiarize themselves with as many facts and information about Special Olympics as possible. A well-informed speaker is an effective speaker! The more you know, the better off you'll be.

If you need further information on any aspect of Special Olympics , don't hesitate to call the office. We'll always be happy to provide you with the information you need to give the best possible speech.

As a Global Messenger you're helping Special Olympics to accomplish one of its major goals--to make sure that every child or adult who qualifies to participate in Special Olympics knows about the organization.

Important Messages and Speaking Guidelines

There are a number of other points to be remembered when speaking about Special Olympics, which are listed below.

- ? Your purpose is to increase community awareness, cultivate future donors and volunteers.
- ? Speakers should always focus on how Special Olympics has impacted their lives and the lives of their families and friends.
- ? For us to achieve the growth necessary to fulfill our athlete growth potential, we need to depend on our volunteers and the community in general. We truly could not function without them.
- ? The Idaho community is integral to the success of our organization. We rely solely upon donations from individuals, corporations, special events and outside fund-raisers. We do not receive any federal funding nor are we a designated charity of United Way, although individuals can still designate Special Olympics by filling in the Agency of Choice Section on the solicitation card. We are a Combined Federal Campaign agency.
- ? We have many different ways that individuals and companies can help, volunteering, financial gifts, or by donating goods and/or services.

Talking Points

- ? The Mission- Special Olympics is a nonprofit organization whose mission is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for persons eight years of age and older with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in the sharing of gifts, skills and friendship with their families, other Special Olympic athletes and the community.
- ? Special Olympics is a global movement and is in 150 countries. Special Olympics was founded by Eunice Kennedy Shriver in 1968.
- ? In order to participate in Special Olympics, individuals must be 8 years of age or older who have been identified by an agency or professional as having an intellectual disability or a

cognitive delay or significant learning or vocational problem due to a cognitive delay, which require specially designed instruction. Athletes can participate in Special Olympics for as long as they desire. In fact, we have an athlete who is 90 years old!

- ? Right now, there are over 2.5 million athletes in Special Olympics and over 1.5 million volunteers worldwide. In Idaho, we have 20000 athletes and 3000 volunteers. Special Olympics Idaho is a statewide organization with Special Olympic athletes and volunteers in almost every county in Idaho!
- ? Special Olympics Idaho's chapter office is located at 450 S. 8th St., Suite 201 Boise, Idaho 83702.
- ? The Special Olympics Idaho website address is www.idso.org.
- ? The Special Olympics Idaho phone number is 208-323-0482.
- ? All funds raised in Idaho, stay in Idaho and goes to fund our program for Idaho athletes.
- ? Please share your experiences (why you got involved, why Special Olympics is important to you).
- ? The Special Olympics World Winter Games will be coming to Idaho in 2009.

Frequently Asked Questions

How did Special Olympics Begin?

It began at the Maryland home of Eunice Kennedy Shriver as a summer day camp for children with intellectual disabilities. Frustrated by a world that kept telling them "you can't do it," Mrs. Shriver decided to show the world just what they could do if they were given a chance. Her summer day camp quickly grew into a program of organized sports training and athletic competition for children and adults with intellectual disabilities, based on the Olympic tradition and spirit.

Then, in 1968, the First International Special Olympics Games were held in Chicago's Soldier Field with 1000 athletes from the United States, Canada and France competing in track and field and swimming events. The Special Olympics Torch lit in Chicago has truly kindled a flame that today burns brightly throughout the world.

Who can participate in Special Olympics?

In order to participate in Special Olympics, individuals must be 8 years of age or older who have been identified by an agency or professional as having an intellectual disability or a cognitive delay or significant learning or vocational problem due to a cognitive delay, which require specially designed instruction. Athletes can participate in Special Olympics for as long as they desire. In fact, we have an athlete who is 90 years old!

How is Special Olympics unique?

- ? Free of Charge
- ? Divisioning
- ? Everyone is a winner
- ? Variety of sports
- ? All ability levels
- ? Ability to advance to higher levels of competition

How many sports do you offer?

Special Olympics Idaho currently offers both team and individual sports.

Summer Sports- Athletics * Aquatics * Basketball * Cycling * Golf * Power Lifting * Softball * Equestrian

Winter Sports- Alpine Skiing * Snowshoeing * Snowboarding * Cross Country * Floor Hockey

Fall Tournament- Bowling * Volleyball

When and where are your competitions?

Competitions in each sport take place at local, regional and statewide events. Individuals and teams compete in divisions according to age, gender and ability.

Do you need my help?

Yes! Volunteers are the foundation of our organization and volunteers do the majority of our work. Many volunteers are needed. Volunteers to help increase public awareness, work with our athletes as coaches, sports officials, committee members and on-site volunteers at competitions and events, and organize fundraisers.

What are the sources of your funding?

Most contributions come from individuals, corporations, and grants. We also do a large amount of fundraising events.

Is my contribution tax-deductible?

Yes! Special Olympics Idaho is a 501(c)(3) tax-exempt organization. As such, all contributions are deductible for income tax purposes.

Preparing Your Presentation

Personal Reasons & Benefits for Participation in the Global Messenger Program

Sometimes it is frustrating not to speak. You have probably been in a situation where you “knew just what needed to be said,” but you held back. Later you thought, “Why didn’t I just say . . . ,”

Not saying what you feel should be said is frustrating – particularly when the reason for not speaking is the fear of public speaking. Those who keep quiet when the situation calls for speech are basically left with two alternatives: to label yourself inadequate in communication or to rationalize that your ideas aren't really important.

Some avoid speaking because of stage fright. While a few persons have extreme stage fright –they faint or lose their voices – most of us are nervous and afraid of performing poorly in public. Training can help you develop the skills so you won't perform poorly in public. Practice in a relatively low risk environment, like in front of family and/or friends, can help you learn to control nervousness. The act of speaking might well serve to enhance your self-concept. Regardless of the outcome of your speech, the fact that you stood and spoke is in itself gratifying.

Studies show that athletes who participate in the Global Messenger Program have:

- ? Enhanced self-confidence and social competency
- ? Greater readiness for employment
- ? Better preparation for independent living
- ? Increased ability to make personal decisions
- ? Improved friendships and family relationships

Essential Skills in Preparing and Presenting Public Messages

In presenting a message to any audience, the message sender (you) carries the burden of the communication. The speaker has the responsibility to gain the attention of the audience, to retain its interest, to read the feedback from the audience, and to adjust the message appropriately to the listeners. Each speaker must develop skills in audience assessment, organizing a message, and effective delivery.

Definition of an Audience

First, we must remember that audiences are groups of individual persons, and those persons respond individually to the message being presented. It is important for the speaker to regard the audience as many **separate** persons.

Audience Analysis

Perhaps one of the most obvious features of an audience is their purpose for being together in the first place, since most audiences are composed of people who have come together because of some commonality. In addition to determining the purpose of the group gathered to hear your message (service group, etc.), the speaker should determine which characteristics are commonly held by a majority of the listeners (age group, etc.) The following are some questions for audience analysis:

- ? What age groups are represented in my audience?
- ? Are there both children, working adults, and retired?
- ? Is most of the audience within one age group, for example, college students?
- ? Are both sexes present?

- ? What socioeconomic levels are represented?
- ? What religious preferences or values have influenced this group?
- ? What geographic areas or experiences have influenced this group?
- ? How much information does the audience already have on this topic?
- ? What kinds of information about this audience can you use in the selection of content?

Knowing as much as possible about the audience enhances the speaker's opportunity to relate to the listeners in words they will understand and appreciate in addition to giving a far more successful presentation.

Target Markets

The Special Olympics message can be delivered to anyone in any setting. Some of the target markets include:

- ? Potential New Athletes
- ? Current Athletes
- ? Families
- ? Teachers/Employers
- ? Torch Runners
- ? Volunteers
- ? Civic Groups/General Public
- ? Donors
- ? Advice to Special Olympics leadership

Purpose of the Speech

Generally, speeches are classified using the labels “informative,” or “persuasive” to indicate their purposes:

INFORMATIVE: The purpose of the informative speech is to increase the audience’s knowledge and understanding of a subject. The speaker wants the audience to learn and remember the information presented.

PERSUASIVE: The main function of this type of speech is to encourage the audience to *think, feel or act* in a manner selected and advocated by the speaker. The speaker may want you to vote for a particular issue, change your behavior (buy more of the same or buy a different brand), or select new ideas or concepts, a call to action (we need money, we need volunteers!).

Once you have selected the general purpose, you should be ready to formulate the specific purpose of the speech. The specific purpose consists of a brief purpose of what an audience should know, believe, and/or be able to do after hearing the speech. Human beings speak because they want some specific responses or reactions from their listeners. Therefore, it is important that you, the speaker, establish a very specific, measurable purpose for your message. Some examples follow:

GENERAL AND SPECIFIC PURPOSES

Informative Speech

General Purpose: To inform the audience about the mission of Special Olympics.

Specific Purpose: After hearing my speech, the audience should understand who Special Olympics serves and how the program changes the lives of the athletes and families.

GENERAL AND SPECIFIC PURPOSES

Persuasive Speech

General Purpose: To convince the audience to financially support Special Olympics Idaho.

Specific Purpose: After hearing my speech, the audience will know the importance and value of their financial support in fulfilling our mission.

Although it is not necessary to tell the audience what your specific purpose is, it is essential that the speaker has stated the purpose to at least him/herself. Many beginning speakers pass over this requirement only to discover when analyzing the effectiveness of the presentation that, in fact, they could not state the specific purpose of at all. In summary, each speaker must be able to state what he or she wants the audience to do, know, etc., at the end of the speech; if the speaker doesn't know, the audience certainly won't!

Organizing the Speech

A speech is composed of three major parts: **introduction, body, and conclusion**. Contrary to what one might believe, beginning with the introduction when preparing a speech will be an exercise in futility. It is difficult to form a good introduction when the speaker isn't sure yet what is being introduced. Therefore, the correct starting place is with the main idea, followed by the development of the body, then the introduction and conclusion.

Main Idea

The main idea is a short, simple sentence that presents the main topic of the speech. It acts as a contract between the speaker and the listener. The main idea should occur early in the body of the speech. "Special Olympics helps athletes to develop physical fitness and demonstrate courage and make new friends," or "Special Olympics is a great charity to support," or "Special Olympics Idaho is a volunteer-driven organization that needs your help."

Main Points

Main points are the organized blocks of information that deliver what the main idea has announced or promised. A speech on “how computers work” might have two main points: “What hardware does” and “what software does.” All the detailed information and explanations would likely fall under one of the two main points. Most topics, especially Special Olympics, offer a wealth of possible main points.

Arranging the Order of the Main Points

The key to organizing the information that supports the main idea is finding all the possible relationships among ideas, then selecting one path to focus the speech.

Outlining

Once the main idea is established and several main points tentatively are selected, the speech must be developed in detail and the ideas recorded. Outlining is the traditional method of recording speech organization. Outlining uses different levels to show how claims are developed. Roman numerals refer to the main parts of the speech: I. Introduction; II. Body; III. Conclusion. The structure under each Roman numeral shows development of that part of the speech. With the Body (section II), main points would be represented by major headings (A, B, C); support of main headings would be shown in the substructure of each major letter (A is developed with 1, 2, 3, etc.). A sample outline follows on the next page.

SAMPLE SPEECH OUTLINE

- I. Introduction
 - A. Tell an interesting story about your involvement with Special Olympics.
 - 1. Describe how your participation has made you a better person.
 - 2. Describe the different kinds of sports you are involved in.
- II. Body
 - A. How Special Olympics Started
 - B. Tell them about Special Olympics Idaho
 - C. (main point) How individuals can help
 - 1. Become a volunteer
 - 2. Donate goods/service
 - 3. Contribute financially
 - 4. Hold a fundraiser for Special Olympics
- III. Conclusion
 - A. Number of athletes and volunteers in Idaho
 - B. Why we need their help.
 - C. Thank them for listening
 - D. Ask if they have any questions to contact the office

Introductions and Conclusions

When the outline is complete, the speaker's attention turns to finishing the speech plan with the addition of a beginning and an ending. The introduction and conclusion of a speech are crucial parts of the speech. If the opening is poorly planned or presented, listeners may become disinterested, prejudiced or unwilling to listen. If the conclusion is poorly planned or presented, the impact of the entire message can be lost or nullified.

Introduction

The introduction is a planned opening statement which accomplishes at least three tasks: (1) it will attract the attention of the listener; (2) it will establish the credibility of the speaker; (3) it will invite the listener to begin to think about the subject.

Conclusion

The final step in preparing a message should be adding an effective close to the outline. Nothing is more awkward for both the speaker and the audience than to have a well-organized presentation end without preparation. We have all experienced sitting in an audience and realizing the speaker was finished only when he or she said “thank you” and walked off the stage. The secret to an effective conclusion is simple – plan final remarks to clinch the entire message. The conclusion may be the only thing the audience remembers.

An effective conclusion does at least three jobs for the speaker: (1) it should redirect the attention of the listener to the central point of the speech; (2) it should put the listener in the frame of mind desired by the speaker at the end; (3) it should give the listener a sense of completeness. Some commonly used conclusion techniques are defined and illustrated below:

SUMMARY:	A brief review of the main points.
QUOTATION:	Using someone else’s words to cap the message presented.
ILLUSTRATION:	A brief narrative which amplifies or punctuates the thrust of the speech.
DECLARATION OF INTENT OR CHALLENGE:	A statement which reiterates the purpose of the message or challenges the audience to pick up a cause.

DELIVERING THE SPEECH TO AN AUDIENCE

A requisite for effective speaking before an audience is that the speaker should expect to enjoy the process. It will be fun, both for the speaker and his/her audience will appreciate the experience.

A speaker must:

BE ALIVE

- ✍ Be willing to exert energy into the planning and delivery.
- ✍ Be eager to tell others.
- ✍ Be eager to listen to your audience and to read the feedback coming from them.

BE INTERESTED

- ✍ Be genuinely interested in your subject, your audience and in your presentation.

BE SELF-CONFIDENT

- ✍ Know that you will succeed in your ideas.
- ✍ Know that your audience wishes success, not failure, for you.
- ✍ Know that nervousness is normal and good.
- ✍ Know that nervousness is a sign that you do care.

Characteristics of Effective Speakers

Think about the behaviors of effective speakers you have witnessed.

SINCERITY: It would be very difficult to rehearse or practice this quality, yet as listeners, we recognize when we perceive that it is there. When a speaker is perceived as sincere, he lends an aura of credibility to his ideas.

PHYSICAL BEHAVIOUR: The goal here appears to call for “naturalness” in body movement, posture and gesture. Listeners do not appreciate rehearsed gestures, stances, and postures and tend to want a speaker to be at ease, but not sloppy, etc.

EYE CONTACT: Our culture requires that communicators look at each other in the eyes as they communicate. Listeners want to see the eyes of the speaker and to feel the contact of the speaker’s eyes. Although it is impossible for a speaker to make eye contact with each listener, the speaker should plan to look in the general areas which include all members of the audience.

FACIAL DIRECTNESS: Listeners want to see the face of the speaker. They want to feel the smile, the frown, the general vitality of the speaker as it is reflected through the speaker’s face. When a speaker’s face is turned downward or away, there is significant loss felt by the listener.

VOCAL BEHAVIORS: Probably the most annoying vocal behaviors of a speaker consist of: (1) lack of adequate volume so that all may hear; (2) excessive volume which becomes too loud for comfort; (3) sloppy articulation and pronunciation which cause confusion for listeners as they try to identify words, and (4) the lack-of-luster in the voice. Of these four areas, the last may do the most damage, because a mono-level delivery more often reflects a lack of care, lack of energy, or waning interest on the part of the speaker.

HOW SHOULD I LOOK? Wear clean shoes, dress appropriate for audience, good hygiene, positive attitude, no gum, good hair, no hats.

Tools For Talks
Things You Can Take With You

Business Cards:

Be sure to sign or stamp your name on the card and have your local Special Olympics Area stamp with their address and phone.

Photographs/Banners of Special Olympics:

Bring posters/banners and/or pictures to place around the room.

Brochures/Handouts:

Bring materials to pass out. (Can be Program, Area or International brochures, material, fact sheets, or Games programs.)

Registration Applications:

Bring registration form or sign up sheet for interested person to sign. Then turn into Volunteer Manager for follow up.

Videos:

Use Program videos from past State Games or borrow a Program video produced by Special Olympics International.

Medals or Ribbons:

Show off medals or ribbons you have won in the past.

Checklist:

A reminder of things to bring and do.

Speech Presentation Evaluation

(1 = Poor; 3 = Good; 5 = Excellent)

Good Posture walking to podium

1 2 3 4 5

Dressed appropriately

1 2 3 4 5

Clean

1 2 3 4 5

Smiles

1 2 3 4 5

Speaks clearly

1 2 3 4 5

Looks at audience

1 2 3 4 5

Appropriate hand movements

1 2 3 4 5

Is prepared

1 2 3 4 5

Good Posture during speech

1 2 3 4 5

Presentation Report Form

1. Name: _____

2. Area: _____

3. Where did you do your presentation? _____

4. How many people attended the presentation? _____

5. Did you do the presentation with someone else?

_____ Yes _____ No

a. If yes, with whom did you do it? _____

6. What kinds of materials did you use in your presentation? (Check all that apply.)

_____ video _____ brochures _____ posters

_____ banners _____ business cards _____ other (please describe)

7. How many new athletes or volunteers did you recruit for Special Olympics as a result of these presentations? _____ Athletes _____ Volunteers

8. What will happen because you gave this speech?

9. What other kinds of recruitment activities have you used to involve new people in Special Olympics? (Check all that apply.)

_____ talked to friends _____ gave a radio/TV. interview

_____ newspaper article _____ other (please describe)

10. Do you have any question or concerns about your job as a Global Messenger?

Please send report after each formal presentation to: Shanna Endow at sendow@idso.org, fax 208-323-0486 or Special Olympics Idaho 405 S. 8th St., Suite 201 Boise, ID 83702

Final Notes

It is suggested that virtually all public speeches use extemporaneous style of delivery which lies somewhere between memorized and impromptu speaking. Extemporaneous style of delivery follows carefully planned main points and leaves the choice of words to you as you are speaking. In addition, this style of delivery encourages the speaker to be flexible. You know where you are headed, but you can make changes along the way. You can talk a little longer, eliminate a topic, embellish an idea, or inject a story or humor. **IN OTHER WORDS, BE YOURSELF!**

Hopefully, this manual will be helpful in preparing and presenting the Special Olympics message. The staff will be happy to assist you in any way that we can. We have lots of great videos, literature and testimonials to use in your presentations.

Congratulations for completing Global Messenger Training!
Thank you!

Special Olympics Idaho
405 S. 8th
(208) 323-0482
1-800-234-3658 toll free
www.idso.org