

Physical Activity Leader (PAL) Training Host Requirements

Overview

Thank you for your interest in hosting a SHAPE America workshop! Securing proper facilities, equipment, and personnel are crucial to a successful professional development day. Listed below are SHAPE America recommended facility, equipment, and other needs for the Physical Activity Leader (PAL) Training. Please note that this information is subject to change. After your workshop is confirmed, your host will confirm any final facility, equipment, or other needs with you.

Registration Needs

The workshop host must facilitate pre-registration for the workshop via their own system or the SHAPE America registration system. The host must provide SHAPE America with:

- A roster of individuals registered 2 weeks in advance of the workshop date
 - Each registrant must provide the following for registration:
 - First and Last name, Email address
 - Complete school name, district, city, state and zip
 - *Note that all participants must be signed up for Let's Move! Active Schools prior to the training day and they will need to provide verification upon checking in for training.*
- A final roster including any additions/changes on the day of the workshop via the sign-in sheet provided.

Facility Needs

- Space to accommodate up to 50 individuals in activity and lecture portions of the workshop.
- Room set up needs to accommodate tables for group work plus room for movement. Classroom style or stadium seating are not conducive to this training.
- Table in rear of room or outside of entry for check-in
- Table in front of room for presenter

General A/V and Workshop Equipment Needs

- Laptop
- Wi-Fi internet access
- Easel w/ chart paper
- Masking tape
- LCD Projector
- Screen
- Sound System
- Optional: Healthy Snacks! (Granola bars, fruit, trail mix etc.)

Personnel Needs

An on-site coordinator is needed for the day of the training. Typically this role is served by the host that is familiar with the facility and the participants. Specific duties for the on-site host coordinator include:

- Discuss in detail with your SHAPE America contact or Trainer: equipment/facility set-up and logistics prior to workshop date
- Transport shipped materials to the workshop site and assist instructor with set-up and break down after training is concluded. Return shipping labels will be provided and on-site coordinator will need to ensure that return shipment is sent out within 48 hours.
- Assist with participant check-in
- Remain on-site throughout the duration of the workshop to assist the trainer as needed

Paperwork Needs

The workshop host will be required to submit the PAL Training Host Form no less than 4 weeks prior to the agreed upon workshop date. This document will provide key information to SHAPE America regarding the planning, scheduling, and facilitation of the workshop. This form includes:

- On-site coordinator contact information
- Basic workshop information
- Shipping information
- Registration information
- Confirmation of equipment/facility needs
- Training Confirmation Form