

Inclusion Team Building Opportunity

You Are Invited to Apply!

Dear Colleague,

The All of Us Together... Moving to Inclusion project is designed to support teams working together to provide appropriate and effective services to children ages 3-5 years with disabilities and other special needs in early care and education settings. Given the vital role you play in serving young children in your community, we encourage you to apply for participation in this training and technical assistance project.



An All of Us Together facilitator, trained in relationship-based process, will support each team as they prepare for participation in the April 2008 statewide Institute. Over the course of the project, teams will:

- Assess specific community needs
- Examine effective practices in inclusive settings
- Apply relationship-based problem-solving strategies
- Network with other teams
- Develop or revise a plan for inclusive practice

The registration fee of \$150 per person includes:

- Two on-site facilitated meetings in your community
- The two-day Institute, including hotel accommodations, some meals, materials, and presentations
- Follow-up training and technical assistance

STATEWIDE INSTITUTE
DoubleTree Hotel
Anaheim/Orange Co.
April 21-22, 2008

Teams are typically comprised of 6 - 10 individuals who play different and essential roles in the development and implementation of inclusive practice in community early care and education settings. Space is limited to 100 participants (i.e. approximately 10 teams).

Please see the enclosed Team Application Form and Frequently Asked Questions for additional information. If you have any other questions, please do not hesitate to contact me. I hope to receive a team application from your community!

Sincerely,

Sue Bollig

Project Coordinator, All of Us Together... Moving to Inclusion
WestEd Center for Prevention and Early Intervention
916-492-4009 or mbollig@wested.org

TEAM APPLICATION FORM

Please submit one application form per team by mail to the *WestEd Center for Prevention and Early Intervention, Attn: Sue Bollig, 1107 9th Street, 4th Floor, Sacramento, CA 95814* or fax to *916-492-4002, Attn: Sue Bollig* by the *October 31, 2007 deadline*. Print clearly so that names will be spelled correctly on nametags and certificates. Make copies as needed. Additional applications are available at www.wested.org/cpei.

Team Name: _____

County: _____

TEAM CONTACT

Please select a member of your team who will be the primary contact person to the project. This needs to be someone who can be available to answer any application questions that WestEd may have, provide updates to the team, and coordinate scheduling of training and technical assistance.

Name: _____

(Please include contact information under TEAM MEMBERS on the back of this application)

TEAM TYPE (Please check the category that best describes your team)

- Agency/program team
- School district team
- Community/county team
- Other (specify) _____

TEAM HISTORY

How has your team been including children with disabilities and other special needs? This may include funding, administration and/or direct services.

Please list any plans that have been, or are being developed in your community related to inclusion of children with disabilities and other special needs in early care and education settings.

TEAM OBJECTIVES

What does the team hope to gain by participating in this training and technical assistance (T&TA) project? WestEd may do a follow-up to clarify the T&TA for each team.

What are the top three questions or issues that your team would like to have answered during the course of the facilitated team meetings and the Institute? Please be specific.

1.

2.

3.

— OVER —

TEAM MEMBERS Team Name _____

Name	Agency/Program	Contact Information	Primary Role/Title
1.		Street Address City State Phone E-mail <div style="text-align: right;"> Zip Code Fax </div>	
2.		Street Address City State Phone E-mail <div style="text-align: right;"> Zip Code Fax </div>	
3.		Street Address City State Phone E-mail <div style="text-align: right;"> Zip Code Fax </div>	
4.		Street Address City State Phone E-mail <div style="text-align: right;"> Zip Code Fax </div>	
5.		Street Address City State Phone E-mail <div style="text-align: right;"> Zip Code Fax </div>	
6.		Street Address City State Phone E-mail <div style="text-align: right;"> Zip Code Fax </div>	
7.		Street Address City State Phone E-mail <div style="text-align: right;"> Zip Code Fax </div>	
8.		Street Address City State Phone E-mail <div style="text-align: right;"> Zip Code Fax </div>	
9.		Street Address City State Phone E-mail <div style="text-align: right;"> Zip Code Fax </div>	
10.		Street Address City State Phone E-mail <div style="text-align: right;"> Zip Code Fax </div>	

Can I apply to participate in All of Us Together... Moving to Inclusion as an individual?

No. The project is geared toward teams seeking support for planning and implementing inclusive practice in early care and education settings. Only team applications will be considered.

How do I begin forming a community team?

In the past, various community leaders have taken responsibility for assembling teams. These members include Local Child Care Planning Council Coordinators, preschool teachers and administrators, and others. Teams are typically comprised of 6 - 10 individuals who play different and essential roles in the development and implementation of inclusive practice in early care and education settings.

If you are interested in forming or joining a community team, begin by sharing this application with others in your program, agency, school district, and community. If you would like some assistance developing a team or would like to know if others from your community have expressed interest, please contact Sue Bollig, Project Coordinator, at 916.492.4009 or mbollig@wested.org.

Teams that have participated in past years include those from agencies and programs, school districts, and broader communities.

What is the team contact's role?

The team contact serves as a liaison between the team and All of Us Together project staff. The liaison may be called upon to answer any application questions that project staff may have, coordinate scheduling of training and technical assistance, and provide updates to the team. The team contact is not expected or intended to play a lead role in facilitating team meetings.

Can teams of less than 6, or more than 10 people apply?

Registration is limited to 100 people due to the interactive nature of the All of Us Together Project. We believe, and research supports, that teams of 6-10 people derive the most benefit from intensive, facilitated work like that of the All of Us Together project. However, larger and smaller teams may be considered based on the applications received and available space.

How are teams selected for participation in the project?

Each team application will be reviewed based on the following criteria:

- Team composition: The team is representative of the different roles necessary to successfully implement your inclusion plan.
- Regional representation: Teams are representative of California's diverse communities.
- Community benefit: The team's strengths, needs and goals, and the project's philosophy and offerings are complementary.

A team from my community has already participated in the project. May we apply again?

We recognize that communities and agencies are fluid and change is inevitable. People retire, move, and change jobs. Often, teams have expressed the desire to participate again in the project in order to revisit their inclusion plan in the face of this change. Depending upon the volume and quality of applications, returning teams may be considered and are encouraged to apply.

What is the role of the facilitator who is assigned to our team?

The role of the facilitator is to guide and support the team's self-defined goals and objectives related to the inclusion of young children with disabilities and special needs in early care and education settings. Through the use of relationship-based problem-solving techniques, the facilitator will assist the team in assessing needs and strengths, recognizing roles and contributions of each team member, identifying existing resources and supports, and developing a community plan. The facilitator assigned to your team will provide training and technical assistance via on-site facilitated team meetings in your community and throughout the two-day Institute.

What can I expect from the two-day institute in April 2008?

The goal of the Institute is the development specific take home plans that enhance inclusion. First, by setting aside time for ongoing problem solving in facilitated team meetings and second, by providing opportunities to hear from experts in the field and to interact with other teams. The Institute will focus on team building, community action planning, and the development of new strategies in implementation of inclusive practices.

What does the registration fee include?

A registration fee of \$150 includes pre-Institute training and technical assistance, facilitated on-site meetings, resource materials, and continental breakfast, lunch on both Institute days, and hotel accommodations for one night based on double-occupancy. Team members may request a roommate or the project can assign one. Participants are responsible for dinners and transportation to and from the Institute. Single room accommodations will require an \$85 additional charge.

What are the important dates to remember?

October 31, 2007	Team application deadline
December 1, 2007	Teams will be notified of acceptance
December 2007	Team facilitator to contact team to schedule pre-Institute training and technical assistance
January-March 2008	Team facilitator to provide onsite training and technical assistance
April 21-22, 2008	All of Us Together... Moving to Inclusion Institute, Anaheim
May 2008	Post-Institute debriefing with project staff