



Eastern Athletic Trainers' Association Inc.

Athletic Training Student Delegate Manual

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Section 1

Welcome Letter

Dear Athletic Training Student Delegate,

Congratulations on taking your first steps towards becoming a future leader in the profession of athletic training. By applying and being appointed to the position of EATA Student Delegate, you are beginning your trek down the road of professional involvement and influence. You are a member of an elite group of athletic training students that will be part of the oldest athletic training organization in the United States. The EATA is steeped in tradition and professional vision regarding the profession of Athletic Training and the promotion of research and scholarships. Its leaders have shaped the profession of athletic training for over 5 decades and will continue to do so in the future. The EATA has consistently been a hallmark for other athletic training organizations to follow. Whether it is meeting management or providing scholarships and funding for research, you will quickly see the influence and honor associated with this great association.

You must also be informed that in serving your professional organization, you are committing to a time obligation. This position is not only a resume builder, but a character builder. You must be committed to it and have a passion for its goals. Only the EATA and District IV offers this level of service and involvement for their students. While the EATA Student Delegation should not be first on your priority list, you must be willing to work a few hours per week on the various projects assigned to you during your term. Your reward from this experience will be dependent on the efforts that you put into it. Make the most of your time as a member of this delegation.

In the pages that follow, you will find guidelines to assist you with your duties as an EATA Student Delegate. While it is not all inclusive, this Handbook should give you information on the structure of the Delegation and the procedures for the EATA Student Government. You will find information as to the chain of command and how to contact the right person when you have questions. You are encouraged to read through it and ask any questions that you may have. Good luck in this endeavor and remember that you are a leader of the athletic training students in this profession and that this opportunity will prepare you to lead the Athletic Trainers of tomorrow.

"The ultimate leader is one who is willing to develop people to the point that they eventually surpass him or her in knowledge and ability."

-Fred A. Manske, Jr.

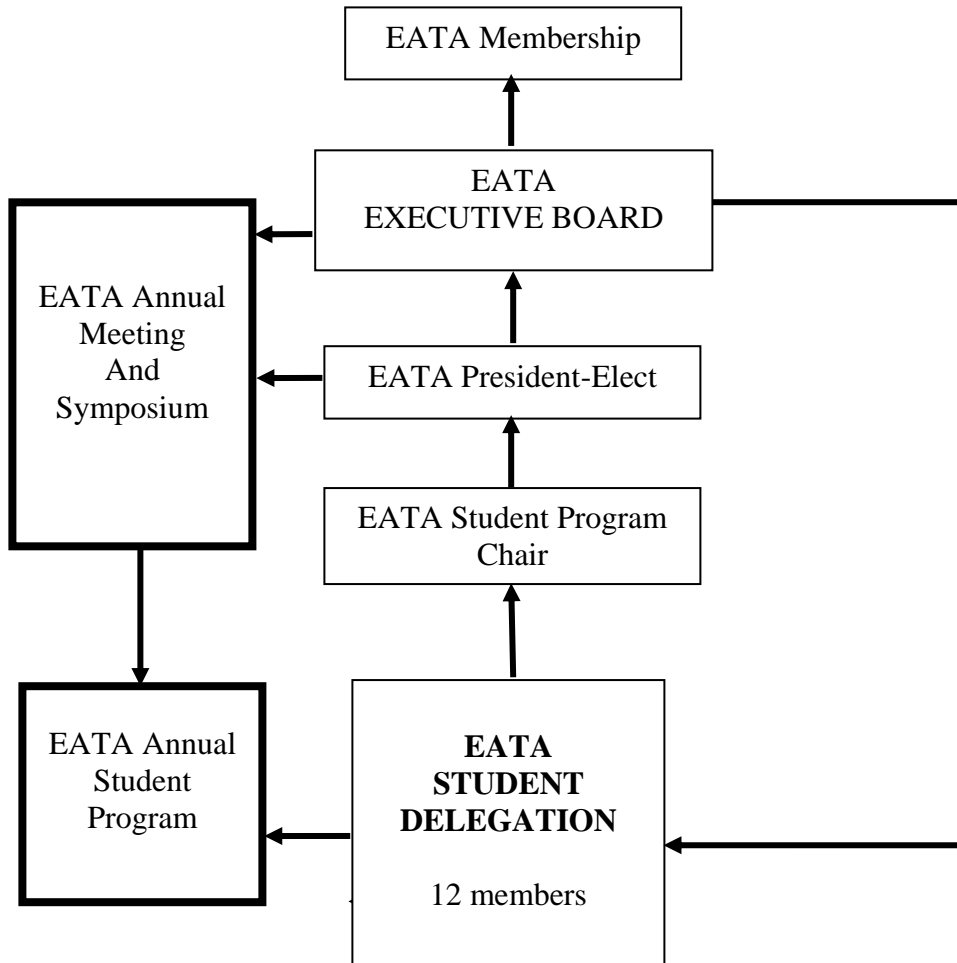
Student Delegation Attributes

- ❖ Must be Trustworthy
- ❖ Must Serve with Integrity
- ❖ Must be honest in all transactions
- ❖ Must be Compassionate
- ❖ Must be Passionate about the Profession of Athletic Training
- ❖ Must be Professional
- ❖ Must be Loyal to the Profession, advisors and other Delegate Members
- ❖ Must be Respectful of the Profession, advisors and other Delegate Members
- ❖ Must have a positive attitude

Student Delegation Expectations

- ❖ Learn the Roles and Responsibilities of the EATA Leadership
- ❖ Know your chain of command and who to contact with questions
- ❖ Display a desire to participate and contribute
- ❖ Represent the athletic training students of your respective State and District
- ❖ Encourage other athletic training students to become involved in the profession at any level
- ❖ Be informed on issues in the profession that may effect athletic training students
- ❖ Reply to communiqués in acceptable amount of time
- ❖ Participate in all conference calls and meetings
- ❖ Assist in the planning of the EATA Athletic Training Student Education Program (ATSEP)
 - Develop ideas for the ATSEP
 - Develop a program schedule
 - Identify and invite speakers
 - Regular communication with individuals in line of authority for planning of meeting. ie. Athletic Training Student Delegation President, EATA Athletic Training Student Program Chair, and EATA President-Elect
- ❖ Attend the EATA Annual Meeting and Symposium
 - Attend the EATA Executive Board Meeting (if appropriate)
 - Attend the EATA Business Meeting
 - Attend District Business Meeting
 - Attend State Business Meeting
 - Attend ATSEP sessions unless helping with its organization or management
 - Dress in appropriate professional attire
 - Exhibit behavior and attitude expected of a leader
- ❖ Encourage fellow athletic training students to attend the EATA Annual Meeting and Symposium

EATA Student Delegation Organization



Eastern Athletic Trainers' Association
Student Delegation
(Delegates in 2016-2017)

District 1

Connecticut Delegate

Bailey, Jaeger (2017)
baileyj18@southernct.edu

Massachusetts Delegate

Thorburn, Brianna (2018)
briannathorburn@gmail.com

Maine Delegate

Dow, Katlyn (2017)
katlyn.dow@maine.edu

New Hampshire Delegate

Ferullo, Briana "Bri" (2018)
blf1@plymouth.edu

Rhode Island Delegate

Wagner, Dolci (2017)
wagnerd3@southernct.edu

Vermont Delegate

Meister, Andrew (2018)
pam11010@castleton.edu

District 2

Delaware Delegate

Hatfield, Taylor (2017)
tayhat@udel.edu

New Jersey Delegate

DiBona, Madalyn (2018)
dibonam8@students.rowan.edu

New York Delegate

Winshman, Lynette (2017)
lwinshm1@ithaca.edu

New York Delegate

Cieszko, Elizabeth (2018)
Elizabeth.cieszko1@marist.edu

Pennsylvania Delegate

McHenry, Paige (2018)
tuf69256@temple.edu

Pennsylvania Delegate

Pazik, Marissa (2017)
pazikm@duq.edu

2016-2017 Student Delegation Executive Board

President

Hatfield, Taylor

Secretary

Thorburn, Brianna

Treasurer

Pazik, Marissa

Student Delegation Webmaster

Meister, Andrew

Student Program Chair

Dow, Katlyn

EATA Chair of the Student Delegation:

Mary Mundrane-Zweiacher

marymz2@att.net

Eastern Athletic Trainers' Association

2016 EATA Executive Board

President

Jennifer L. Brodeur (end 1/2019)
20 Boyden Building
131 Commonwealth Avenue
Amherst, MA. 01003
jbrodeur@admin.umass.edu

Work: (413) 577-2901
Cell: (413) 658-8944
Fax: (413) 545-3150

Past-President

John Davis
Montclair State University
Montclair, NJ 07043
W: (973) 655-5250
C: (973) 699-7491
Fax: (973) 655-5436

davisj@mail.montclair.edu

President - Elect

Greg Janik
Kings College
gregjanik@kings.edu
570-208-5900 5684

Treasurer

Ron Laham (6/2014)
eatatreasurer@gmail.com

Work: (617) 735-9847
Cell: (413) 427-4251

Secretary

Michele Monaco
55 Sugar Hill Circle
Collegeville, PA. 19426
Monaco-m@comcast.net

610-662-7303

District Officers

District 1

Director

Tim Weston (6/2014)
Garrison-Foster Health Center
Colby College

4461 Mayflower Hill Drive
Waterville, Maine 04901

Cell: (207) 649-6967
Work: (207) 859-4970

Fax: (207) 859-4971
tsweston@colby.edu

Secretary

Vicki Graham (begin 6/2016)

Vicky Graham, ATC, LAT
Sport Safety Consulting
34-3 Shunpike Rd.
PMB 107
Cromwell, CT 06416

(860) 397-1704
vgrahan7atc@gmail.com

Treasurer

Diane Sartanowicz (6/2014 start)
Diane Sartanowicz
Director-Mass. Concussion Management Coalition
Boston Children's Hospital
20 Hope Avenue, Suite G 10
Waltham, MA 02453
Diane.Sartanowicz@childrens.harvard.edu

(781) 216-3083

District 2

Director

A.J. Duffy III (incoming 6/2012)
Head Athletic Trainer & Physical Therapist
Widener University
One University Place
Chester, PA. 19013
director@natad2.org

607 Delaware Avenue
Norwood, PA. 19017
Work: (610) 499-4445
Fax: (610) 499-1313
Cell: (484) 716-0430

Secretary

David Csillan (in 6/2014)

Ewing High School
900 Parkway Avenue
Ewing, NJ. 08618

dcsillan@ewingboe.org

Use: njatc5@gmail.com
Work: (609) 538-9800 ext
2165
Cell: (609) 651-3053

Treasurer

Robb Rehberg

William Paterson University
Wightman Gymnasium #123 300 Pompton Road
Wayne, NJ 07470

201-535-4477
treasurer@natad2.org

Section 2

Mission Statement

The Mission of the EATA Athletic Training Student Delegation is to develop and take advantage of leadership opportunities by assisting the EATA Athletic Training Student Program Chair and the EATA President-Elect in planning, hosting and management of the EATA Athletic Training Student Education Program during the EATA Annual Meeting and Symposium.

By-Laws

Article 1

1.0 Athletic Training Student

- A. An Athletic Training Student is defined as a current EATA member (Student member of NATA District I or II) who has been accepted to or has graduated from an accredited Athletic Training Education Program and is currently attending an institute of higher education on a full time basis.
- B. The Athletic Training Student definition includes graduate or undergraduate students currently enrolled at an institution within the geographic boundaries of the Eastern Athletic Trainers' Association (NATA Districts I and II).
- C. An Athletic Training Student may not be employed as a full-time Certified Athletic Trainer (ATC).

Article 2

2.0 Number of EATA Athletic Training Student Delegates

- A. The "EATA Athletic Training Student Delegation" will be comprised of a 12 member rotating "EATA Student Delegation."
- B. Student Delegates will be distributed as follows:
 - 2 Students from Pennsylvania (East and West)
 - 2 Students from New York (East and West)
 - 1 Student from New Jersey
 - 1 Student from Delaware
 - 1 Student from each of the states of, Connecticut, Massachusetts, Vermont, New Hampshire and Maine (Rhode Island has no accredited athletic training program)
 - 1 Student to be voted on by the District I Executive Council from applicant pool from New England States possessing accredited athletic training programs. This process is necessary to equalize the numbers of students represented from each District for continuity of leadership, structure and changeover.
- C. Each Athletic Training Student Delegate will serve a two-year term and is expected to fall under the definition of an Athletic Training Student during their two-year term.
- D. Athletic Training Student Delegates may serve no more than one term.

2.1 Selection of Athletic Training Student Delegates

- A. Each year six athletic training student delegates will complete their term and shall be replaced by six new athletic training students. The remaining six delegates are available for leadership continuity and mentorship for the incoming Athletic Training Student Delegates. At initiation of the Athletic Training Student Delegation, there were suppose to be three juniors and three seniors picked from each district. However, a Graduate Athletic Training Student was considered for the initiation of this delegation to ensure representation from all states. While it is preferred by the delegates and Executive Council that the delegates be in undergraduate study, Rhode Island does not have an undergraduate program at this time. At the end of the first year, the three seniors will go off the delegation and three upcoming juniors shall be selected. The candidates for delegates must be anticipated to fulfill the entire two year term and it is preferred that they be undergraduate students. This will ensure that there is a changeover of six Delegates each year there after.
- B. Athletic Training Student Delegate Nominees are to be interviewed and recommended by the State President of their respective state
- C. The State President will call for and receive applications from the 1st of December to the 20th of January
- D. The Application process shall be a letter of recommendation received from the Student's Athletic Training Education Program Director and completion of the EATA Athletic Training Student Delegate Application
- E. State President shall forward his/her Nominee choice for consideration to the EATA President postmarked by February 1st
- F. Nominee approval by the EATA Executive Board shall take place during the February Board conference call
- G. The EATA Executive Board must approve all Athletic Training Student Delegate Nominees
- H. New Delegates that have been approved by the EATA Executive Board before January, should attend the EATA Annual Meeting and Symposium following their nomination and approval, but will not vote or have expenses reimbursed until their term begins following the Annual Meeting
- I. Athletic Training Students chosen to be EATA Athletic Training Student Delegates shall be mentored and advised by their individual Program Director
- J. A copy of the Student Delegation Manual shall be provided to the Program Directors of all Athletic Training Student Delegates
- K. Athletic Training Student Delegates must reside in the state they represent for at least the first 12 months of their term and must be a member of their state organization for the entirety of their term.
- L. Athletic Training Student Delegates must establish NATA membership within the boundaries of EATA.
- M. Student Delegates must reside in the boundaries of the EATA and must be a member of the NATA and in good standing for the entirety of their term
- N. If for any reason a Student Delegate does not fulfill his or her complete term, the State President will present another Athletic Training Student Nominee to the EATA Board for approval to complete the remainder of the vacated term. The EATA Athletic Training Student Delegate President will be responsible for communicating any vacancies to the respective State President
- O. Replacement Delegate for vacated position shall be considered an interim Delegate. At the end of the interim term, the Delegate may apply for a full two year term of service

Article 3

3.0 Delegation Officers

The EATA Athletic Training Student Delegation will consist of a Student Delegation President, Student Delegation Secretary, and Student Delegation Treasurer

3.1 Election of Officers

Officers shall be elected by the Delegation at the EATA Annual Meeting and Symposium. Delegates will be allowed to nominate themselves or someone else on the Delegation for office followed by a balloted vote. The Delegate receiving the most votes shall be declared the winner.

3.2 Delegation President

The President shall provide leadership through communication of information and delegation of responsibilities. The President will be responsible for identifying appropriate times for conference calls and will coordinate Athletic Training Student Delegate travel to the EATA Annual Meeting and Symposium. The President will assign duties to Delegates as needed. The President will report to the EATA Athletic Training Student Program Chair. The President shall give a report of Athletic Training Student Delegation activities and events at the EATA Executive Board Meeting during the EATA Annual Meeting and Symposium and at other times at the request of the EATA President. In addition, other duties as specified in section 3 of this document.

3.3 Delegation Secretary

The Secretary will be responsible for keeping the meeting minutes during conference calls and on site meetings. The secretary will be responsible for communicating announcements to the Secretaries of Districts I and II for e-blasts and web postings as well as setting up conference calls. The Secretary will also be responsible for keeping a current contact list and distributing it to the Athletic Training Student Senate and the EATA Secretary as changes occur. The Secretary shall assist the President with duties as assigned at the annual meeting. In addition, other duties as specified in section 3 of this document.

3.4 Delegation Treasurer

The Treasurer shall coordinate and maintain a budget as outlined by the EATA Treasurer. The Delegation Treasurer will report to the Athletic Training Student Delegation President of the status of the Budget. The Treasurer will coordinate financial issues surrounding any fund raising initiatives with the EATA Treasurer. The Treasurer will give a budget report to the EATA Executive Board at the EATA Annual Meeting and Symposium. In addition, other duties as specified in section 3 of this document.

ADDENDUM 01/07/14 The EATA Delegation Board Treasurer will be arranging travel of Delegates to the EATA Conference, with the EATA Past-President.

Article 4

4.0 Amendments

The Student Delegation will present amendments to the By-Laws or policy and procedures to the EATA Executive Board following consultation with EATA Athletic Training Student Program Chair and the EATA President-Elect. The EATA Executive Board shall approve all amendments.

Article 5

5.0 James L. Thornton Keynote Address

The Student Delegation would like to honor James L. Thornton, who while District Director, was pivotal in the establishment and success of the EATA Student Delegation. As a result, there is the “James L. Thornton Keynote Address” that is to be held during the Annual EATA Conference – Student Program. The criteria of the recipient is “an individual who fosters education of students, as well as the public, and represents the athletic training profession in a positive manner”

6.0 The Jeffrey “Stoney” Stone Service Award

The Student Delegation would like to honor Jeffrey “Stoney” Stone, who while District Director, was also pivotal in the establishment and success of the EATA Student Delegation. He is also known for his “Service over self” philosophy. As a result, there is the “Jeffrey “Stoney” Stone Service Award” that is to be held during the Annual EATA Conference – Student Program. The criteria of the recipient is “an individual who has dedicated their life to the service of students, the community, and our association, and represents the athletic training profession in a positive manner”. (ADDENDUM 08/11/2016)

SECTION 3

EATA Student Delegation Officers Roles and Responsibilities

Delegate President

Reports directly to the EATA Athletic Training Student Program Chair

- Responsible for the organization and leadership of the Athletic Training Student Delegation
- Responsible for assisting in the organization of the Athletic Training Student Education Program
- Communicates desires of Athletic Training Student Delegation regarding programming and speakers for Athletic Training Student Education Program
- Presents annual report of Athletic Training Student Delegation activities to the EATA Executive Board
- Seeks approval of fund raising activities from EATA Executive Board
- Responsible for communication of relative information to the Athletic Training Student Delegates
- Sets up agenda and leads conference calls
- Sets up agenda and leads meetings
- Recommends to the EATA Treasurer issues concerning the Athletic Training Student Delegation budget
- Approves all communication information sent for publication to EATA membership

- Communicates Delegation wishes regarding menu and budget for Athletic Training Student Program Luncheon EATA Athletic Training Student Program Chair
- Presents for approval all aspects of the EATA Athletic Training Student Education Program to the EATA Athletic Training Student Program Chair
- Responsible for the delegation of tasks as necessary
- Assists the EATA Athletic Training Student Program Chair in management of the EATA Athletic Training Student Education Program
- Other tasks that may be necessary as assigned by the EATA Athletic Training Student Program Chair, EATA President-Elect or EATA Executive Board

Delegate Secretary

Reports directly to the EATA Athletic Training Student Delegation President

- Responsible for organization and leadership of the Athletic Training Student Delegation
- Responsible for assisting in the organization of the Athletic Training Student Education Program
- Responsible for keeping meeting and conference call minutes and agendas
- Responsible for the distribution of minutes to the Athletic Training Student Delegation
- Responsible for the publication (e-blast, newsletter, web site) of communications materials and relevant information
- Responsible for keeping a current contact list and distributing it to the Athletic Training Student Delegation and the EATA Secretary as changes occur
- Other tasks that may be necessary, as assigned by the Delegation President, EATA Athletic Training Student Program Chair, or EATA President-Elect

Delegate Treasurer

Reports directly to the EATA Treasurer and Athletic Training Student Delegation President

- Responsible for organization and leadership of the Athletic Training Student Delegation
- Responsible for assisting in the organization of the Athletic Training Student Education Program
- Responsible for keeping financial records for the Athletic Training Student Delegation in conjunction with the EATA Treasurer
- Responsible for development and categorizing budget line items as per instruction by EATA Treasurer and EATA Executive Board
- Presents Budget Report to EATA Executive Board at the EATA Annual Meeting and Symposium
- Reports status of the budget to the Athletic Training Delegation President
- Coordinates financial issues surrounding any fund raising activities of the Athletic Training Student Delegation with the EATA Treasurer
- Other tasks that may be necessary, as assigned by the Athletic Training Delegation President, EATA Athletic Training Student Program Chair or President-Elect
- All expenditures must be approved by the EATA Treasurer

EATA Athletic Training Student Delegation Chair

Reports to EATA President-Elect

- Responsible for advising the Athletic Training Student Delegation in the development and organization of the Athletic Training Student Education Program, including Breakout Sessions and General Sessions
- Participates in Athletic Training Student Delegation Conference Calls and On-Site Meetings
- Assists Athletic Training Student Delegation in identification of appropriate Speakers and Presenters
- Assigns hotel room placement for attending Delegates (double occupancy preferred)

Student Program Chair

- A non-Board member Delegate who is elected by the Delegation in June
- Supervised by the EATA Student President and the EATA Student Delegation Chair
- Reports to the EATA Student Delegation Chair and the EATA President-elect, and submits outgoing correspondence to the Chair prior to sending
- Responsible for initial contact with Speakers and Presenters
- Explain general structure, timeframe, topic and session expectations to speakers
- May assign a non-Board member Delegate to be responsible for coordinating Registration times and staffing
- May assign a non-Board member Delegate to be responsible for determining the speaker's audio-visual needs and communicating those to the EATA President-Elect
- May assign a non-Board member Delegate to be responsible for communicating catering needs to EATA Catering Chair
- May assign a non-Board member Delegate to be responsible for coordinating the Student Social Activities during the EATA Conference
- Responsible for forwarding speaker contact information to EATA President-Elect for speaker contracts and releases
- Responsible for assigning Athletic Training Delegate Moderators
 - Moderator Duties
 - Meet and greet the speaker
 - Pick up speakers check (if applicable) and gift
 - Thank any session sponsor(s)
 - Introduce the speaker
 - Moderate the session and solicit questions if time allows
 - Thank the speaker

SECTION 4

DistrictI/II/EATA Reimbursement Guidelines For the Student Delegation

Procedures for reimbursement (to whom as indicated below)

- Obtain your District or EATA Expense Form from the District or EATA Treasurer
- Complete Expense Form upon return home
- Send Expense Form, along with receipts in addressed envelope to the District or EATA Treasurer
- Expense Report must be accompanied with receipts for reimbursement

EATA Annual Meeting and Symposium

EATA Registration Fee: Comped by EATA

Travel Procedures:

- Generally, when choosing between driving and air travel, choose the one that will be the most cost effective
- All travel information and arrangements shall be made independently by the delegate (the District will provide reimbursement) **ADDENDUM per 01/07/2014) (EATA will provide reimbursement for travel)**
- Reimbursement will be given for driving mileage at current District/EATA approved rates. This must be for mileage actually incurred by the delegate (if you share rides, the cost should be split).
- Amendment per 2/25/10 EATA Board Meeting: \$200.00 will be the maximum reimbursement for travel by a Delegate (3/01/11 - MMZ)

Hotel rooms for Student Delegates:

- Will be paid for through EATA on the master bill. A credit card may have to be given to the hotel to cover incidentals (i.e. movies, etc) since these are not covered by EATA
- EATA will be reimbursed by the respective District
- Hotel reimbursement shall be ½ room cost per Delegate per night for the required stay (delegates may be paired up for cost-effectiveness). The District will pay for four three nights hotel maximum.

Food (**reimbursed by EATA**)

- Each individual is budgeted \$35/day for meals. This does not include alcoholic beverages.
- Gratuities include any service expenses (i.e. tips, taxi, bellman, etc.)
- **Receipts and reimbursement form must be submitted to EATA Treasurer (amended 01/28/2015)**

SECTION 5

EATA Athletic Training Student Education Program Timeline

JANUARY

12 months prior

- Curriculum Directors will submit names for Student Delegation nominees by the 20th to State Presidents
- Athletic Training Student Delegates
 - Meet and discuss ideas for Athletic Training Student Education Program structure, lectures, workshops, and breakouts
 - Elect Athletic Training Student Delegate Officers when applicable

FEBRUARY

11 months prior

- State Presidents will submit their choice for Student Delegate by the 1st
- The EATA Board will approve the Delegate nominees at the February Board meeting
- Athletic Training Student Delegates
 - Must have submit reimbursement forms to District/EATA Treasurer
- Delegation President
 - Send thank you notes to speakers, sponsors, donators and other appropriate individuals
 - Communicate with Athletic Training Student Delegation as is necessary
- Delegation Secretary
 - Submit articles for District Newsletters regarding Athletic Training Student Delegate and program activities from EATA Annual Meeting and Symposium
 - New Delegates
 - Report on the program
 - Next years potential program highlights

MARCH

10 months prior

- Athletic Training Student Delegation
 - Finalize potential topic selections, speakers, and make preliminary schedule
 - Discuss Budget items and projected expenditures
 - Contact and welcome new members of Athletic Training Student Delegation
- Delegation President
 - Works with EATA Student Program Chair, Delegate Treasurer and EATA Treasurer on setting preliminary budget
 - Issue list and contact information of new members of Athletic Training Student Delegation
 - Communicate with Athletic Training Student Delegation as is necessary
 - Agenda for Conference Call
 - Communicate with Secretary concerning agenda for Conference Call
 - Draft of preliminary program format with potential topics and Speakers should be submitted to EATA Athletic Training Student Program Chair and President-Elect for review
- Delegation Secretary
 - Set-up Conference Call using EATA Conference Call Guidelines
- Delegation Treasurer
 - Distributes Budget previous to Conference Call
- EATA Athletic Training Student Program Chair
 - Begin compilation and contact of Speakers and Presenters

Conference Call at End of the March

May

8 months prior

Call for Nominations for the Student Delegation Board

JUNE

6 months prior

- Athletic Training Student Delegation

- Communicate with Officers as is needed for planning of Athletic Training Student Education Program
- Voting by the Delegation for vacated Board positions before NATA Conference
- Delegation President
 - Finalize budget and submit to EATA President-Elect and EATA Treasurer for review
 - Communicate with Athletic Training Student Delegation as is necessary
- Delegation Secretary
 - Submit articles for Post-NATA Convention District Newsletters regarding Student Delegation activities
 - Preliminary Annual Student Education Program
 - Student Delegate vacancies and needs
 - Timeline for application process
- Delegation Treasurer
 - Works with EATA Treasurer and Delegation President to finalize Budget
- EATA Athletic Training Student Program Chair
 - Contact EATA President-Elect to develop timeline and discuss how much space the Athletic Training Student Education Program will be allotted
 - Continue to compile and contact speakers
- EATA Athletic Training Student Program Chair
 - Continue to compile and contact speakers and finalize program
 - Compile possibilities for the “James L. Thornton Keynote Address”

SEPTEMBER

3 months prior

- Athletic Training Student Delegation
 - Communicate with Officers as is needed for planning of Athletic Training Student Education Program
- Delegation President
 - Communicate with Student Delegation as is necessary
- EATA Athletic Training Student Program Chair
 - Finalize speakers
 - Contact speakers to make sure expectations are understood
 - Contact recipient of the “James L. Thornton Keynote Address”
 - Contact speakers regarding audio-visual needs (with consideration of Student Program budget)
 - Contact EATA President-Elect with final program and all speaker contact information and credentials
 - Send information to President-Elect for CD compilation
 - Begin finding donations/sponsors for donation of needed supplies
 - Food and Beverage need to be coordinated with the EATA President-Elect

NOVEMBER

2 months prior

- Delegation President
 - Communicate with Secretary concerning Agenda for Conference Call
- Delegation Secretary
 - Set up Conference Call

- Submit article to District Secretaries for e-blast
 - EATA Athletic Training Student Program
 - Announcement of new Student Delegates
- EATA Athletic Training Student Program Chair
 - Discuss Athletic Training Student Education Program schedule and Delegation responsibilities.
 - Assign moderator duties to Delegates and make a moderator chart
 - Discuss with EATA President-Elect all final items for program planning

Conference Call on Last Sunday of Month if needed

DECEMBER

1 month prior

- Athletic Training Student Delegation
 - Communicate with Officers as is necessary
- Delegation President
 - Communicate with Delegation and EATA Officers as is necessary
- Delegation Secretary
 - Communicate with Delegation President and Delegates as is necessary
- Delegation Treasurer
 - Communicate with Delegation President EATA Athletic Training Student Program Chair and EATA Treasurer as is necessary
- EATA Athletic Training Student Program Chair
 - Purchase necessary supplies if needed

MEETING WEEK

- Arrive at EATA Meeting site previous to EATA Executive Board Meeting
- Check-in hotel room
- Attend EATA Executive Board Meeting
- Attend EATA Athletic Training Student Delegation Meeting
 - Take care of last minute details
 - Take a tour of the facilities
 - Go over roles & responsibilities
 - Go over moderator assignments
- Attend informal meeting of Athletic Training Student Delegates to socialize
- Check and prepare rooms as needed
- Up early to attend educational offerings of EATA
- Attend EATA Business Meeting
- Attend District Meetings
- Attend State Meeting
- Attend Awards Banquet
- Attend EATA Social
- Perform duties as assigned as they pertain to Annual Student Education Program
- Enjoy your opportunity for leadership
- Represent your District, State, and Education Program in a professional manner

SECTION 6

Appendices

EATA Athletic Training Student Delegation
State Representative Application

Name:

School:

Year in School:

Address:

Home Phone:

School Phone:

Cell Phone:

Email Address:

Program Director:

Email Address:

Phone:

List one contact outside of your Program Director we can contact:

Name:

Title:

Phone Number

Email Address

Application Process

Please attach the following:

- Letter of Application
- Essay limited to 300 words stating why you are interested in the EATA Athletic Training Student Delegation and why you believe you would be a positive addition
- Resume' which includes any student government activities or similar experience
- Compile completed materials and send to your State President postmarked before January 20th

EATA Athletic Training Student Delegate
Motion Form

Date:

History:

Motion:

Moved By:

Second By:

Vote: Yea _____ Nay _____ Unanimous _____

Other Action: Died For Lack of Second _____ Tabled Until Next Meeting _____