

**Special Olympics**  
Georgia



To: All Special Olympics Georgia agencies  
Re: Accreditation Policy  
From: Special Olympics Georgia

Dear Agency:

It is required that all agencies that participate in any Special Olympics Georgia training and competition must be accredited every 2 years. Below are few items to take note of as you apply for accreditation:

1. Accreditation is valid for two (2) years. For example, if you send in accreditation paperwork on November 3, 2014 you are accredited until November 3, 2016.
2. While you must still turn in a calendar for the two-year time period, we understand that dates are tentative since they must be set so far in advance. However, please make every effort to plan and attempt to uphold the dates as best you can.
3. Since accreditations lasts for two years, you no longer have to turn in Competition Sanctioning Forms or Fundraising Authorization Forms along with the accreditation paperwork, although you may continue to do so if you prefer. However, **Competition Sanctioning Forms and Fundraising Authorization Forms must be completed and returned to SOGA at least 30 days prior to any event.**
4. It is preferred to have ALL management team positions filled, however, it is MANDATORY that there are at least seven management team members. Within those seven required positions, the positions of Chairperson, Treasurer (if you have a SOGA bank account) and Athlete MUST be filled.
5. All management team members must have a volunteer profile form on file as well as have taken and passed the protective behaviors online quiz. Please check with your Regional Manager to find out if these two items are on file with each of your management team members.
6. All articles of this accreditation must completed and approved before the accreditation is valid.
7. **Please note the deadline: November 3, 2014. Existing accreditations expired on November 3, 2014. Existing agencies who did not turn in their accreditation paperwork by November 3<sup>rd</sup> will not be allowed to participate in any Special Olympics Georgia related activities until new accreditation is accepted and approved.**
8. New agencies cannot begin participation in any Special Olympics Georgia activities until their accreditation has been submitted and approved.

Thank you for your continued support of Special Olympics Georgia. Please take note of these items and keep them in mind for future accreditations.

Sincerely,  
Special Olympics Georgia Staff

## Special Olympics Georgia Agency Accreditation

Agency Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Area/County: \_\_\_\_\_  
Local Coordinator Name: \_\_\_\_\_  
Local Coordinator Phone/E-Mail: \_\_\_\_\_  
Signature of Local Coordinator: \_\_\_\_\_  
\_\_\_\_\_

### ACCREDITATION CHECKLIST

**Required (EACH requirement below must be completed in order for your accreditation to be complete. Anything not completed will result in your accreditation to not be accepted):**

- Management Team List with at least seven of the positions filled. Of the seven, these positions MUST be filled: Chairperson, Athlete, and Treasurer. (Treasurer can only be omitted if you do not have a SOGA bank account). (Local Coordinators can only serve in one of these three positions: Competition, Training, or Family Chairperson).
  - Signed Job Descriptions for each Management Team Members (Job descriptions for EACH management team member must be signed and dated for this accreditation).
  - Completed Volunteer/Coach Profile forms for EACH Management Team Member
  - Completed Protective Behaviors Training for EACH Management Team Member. Go to [www.specialolympics.org/protectivebehaviors](http://www.specialolympics.org/protectivebehaviors) to complete the training.
- Submit Goals and Objectives for upcoming TWO years. Please include:
  - Goals must include: annual athlete participation increase of at least 1.5% (i.e. Growth Proposal-how your agency will expand during the next two years).
  - At least FIVE goals must be included.
- Submit evaluation of previous years goals.
  - Each goal from the previous years must be listed and reviewed with an explanation of how goal was reached or why goal was not met. Simply stating "met" and "not met" is NOT acceptable.
- Submit Tentative Calendar of Events including:
  - Dates and locations of meetings
  - Dates and locations of competitions (i.e. Area Fall Games, State Summer Games)
  - Dates of Fundraising Projects (applicable only if you have a SOGA bank account)
- If you have a SOGA Bank Account:
  - Submit a copy of the current Signature Card, which must include signatures of the CEO, COO or the Senior Sports and Program Manager, and necessary members of the management team. The name of the bank account must also be Special Olympics Georgia- Area # or Agency Name
  - Submit an annual budget including ALL projected revenues and expenditures
  - PLEASE NOTE: You are not allowed to fundraise using the name, logo or any items that are the property of Special Olympics Georgia unless you have a SOGA bank account.
- Signed copy of the Policy Concerning the Prohibition of Charging Fees – Must be signed by Management Team Chairperson
- Signed copy of the Policy Concerning Fundraising Without a Special Olympics Georgia Bank Account – Must be signed by Management Team Chairperson

#### **Other:**

- A Competition Sanctioning Form must be submitted to SOGA at least ONE MONTH prior to each competition you are hosting.
- A Fundraising Authorization Form must be submitted to SOGA at least ONE MONTH prior to each fundraising event
- If another agency participates under your accreditation, please list that organization:

**Submit Completed Packets to: Special Olympics Georgia, 4000 Dekalb Technology Pkwy., Building 400, Suite 400, Atlanta, GA 30340 or via e-mail to your Regional Manager**

## SPECIAL OLYMPICS GEORGIA MANAGEMENT TEAM MEMBERS

Area/Agency \_\_\_\_\_

Management Team Position	Name & Profession	Address	Phone/Fax/E-Mail *please note which on is which*
*Chairperson			
Secretary			
Volunteers			
Training			
Public Relations			
Competitions			
*Finance/Treasurer (only required if agency has SOGA bank account)			
Fundraising			
*Athlete			
Family			

Contact information for each team member must be filled out completely

\*= Required position

**SPECIAL OLYMPICS GEORGIA  
MANAGEMENT TEAM CHAIRPERSON  
JOB DESCRIPTION**

**JOB TITLE:** Management Team Chairperson

**OBJECTIVE:** The Chairperson oversees the organization of regular meetings, projects, etc. for a Management Team in a specified geographical area. The Chairperson is the liaison to the SOGA state office and staff.

**MANDATORY RESPONSIBILITIES:**

- Adhere to SOGA bylaws and SOI policies regarding Management Teams.
- Organize and lead all Management Team meetings effectively and efficiently.
- Communicate regularly with other Management Team Members and the Local Coordinator.
- Oversee the development and implementation of the annual competition plan.
- Develop the monthly meeting agenda with the input of the Local Coordinator.
- Lead and motivate all Management Team assignments.
- Direct the successful, punctual completion of the Accreditation Process.
- Consistently provide feedback and evaluation to all Management Team members.
- Supervise the orientation and training of Management Team members.
- Supervise the recruitment of new Management Team members.
- Ensure that 1-3 fundraising events are implemented annually.
- Develop a written plan for the Management Team, including outlined annual objectives.
- Adhere to SOGA specific and SOI policies regarding protective behaviors.

**TIME COMMITMENT AND TIME FRAME:**

- This is 2 year committment
- Management Team meetings are to be held at least once every quarter (at least four times per year). Meetings may be held more often if needed. Attendance is mandatory.
- Performance of the Chairperson will be evaluated annually.

**HELPFUL SKILLS:**

- Refined oral and written communication skills.
- Knowledge of the Special Olympics Georgia Program.
- High level organizational skills.

For additional support and resources or if you have questions, call your Regional Manager at the State Office. 1-800-866-4400.

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Signature

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Date

**SPECIAL OLYMPICS GEORGIA  
MANAGEMENT TEAM SECRETARY  
JOB DESCRIPTION**

**JOB TITLE:** Secretary

**OBJECTIVE:** The Secretary is the communication link among the Management Team Members, the Local Coordinator and the SOGA state office and staff.

**MANDATORY RESPONSIBILITIES:**

- Attend and fully participate in Management Team meetings.
- Report the minutes from the previous Management Team meeting.
- Record accurate minutes at meetings; type and distribute minutes to all Team members, Local Coordinator, SOGA Regional Manager, and SOGA Senior Regional Manager (via Intranet if possible).
- Mail meeting notices to ensure meetings are well attended.
- Send special notices for upcoming events (fundraisers, competitions, etc.).
- Adhere to SOGA specific and SOI policies regarding protective behaviors.

**TIME COMMITMENT AND TIME FRAME:**

- This is a 2 year commitment.
- Management Team meetings are held at least once every quarter (at least four times per year). Meetings may be held more often if needed. Attendance is mandatory.
- Performance of the Secretary will be evaluated annually.

**HELPFUL SKILLS:**

- Previous volunteer or paid leadership experience a plus.
- Knowledge of the Special Olympics Georgia Program is helpful.
- Well developed oral and written communication skills.

For additional support and resources or if you have questions, call your Regional Manager at the State Office. 1-800-866-4400.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SPECIAL OLYMPICS GEORGIA  
MANAGEMENT TEAM VOLUNTEER CHAIRPERSON  
JOB DESCRIPTION**

**JOB TITLE:** Volunteer Chairperson

**OBJECTIVE:** The Volunteer Chairperson establishes and oversees the volunteer management system (recruits, screens, places, trains, supervises, and evaluates); secures a sufficient number of volunteers for staffing all Management Team and coaching needs.

**MANDATORY RESPONSIBILITIES:**

- Adhere to SOGA specific and SOI policies regarding volunteer screening.
- Attend and actively participate in Management Team meetings.
- Communicate with other Management Team Members on a regular basis.
- Ensure proper files and forms are completed for each volunteer.
- Assist with relieving volunteers of their duties when necessary or requested.
- Obtain a list of the types of volunteers needed from Local Coordinator and other Chairpersons.
- Develop a recruitment calendar that lists names of events, number of volunteers needed, and recruitment deadlines.
- Prepare volunteer recruitment public service announcements (PSA's) and articles in conjunction with the Public Relations committee.
- Use the Volunteer & Coach Profile form required by SOGA (which adheres to the US Chapters General Rules Volunteers Screening Policy).
- Maintain central listing or database of all volunteers.
- Follow-up with referrals from local volunteer agencies (i.e.RSVP).
- Develop and maintain a Volunteer Recognition program.
- **Adhere to SOGA specific and SOI policies regarding protective behaviors and make sure all volunteers are familiar with this policy.**

**TIME COMMITMENT AND TIME FRAME:**

- This is a 2 year commitment.
- Management Team meetings are held at least once every quarter (at least four times per year). Meetings may be held more often if needed. Attendance is mandatory.
- Performance of the Volunteer Chairperson will be evaluated annually.

**HELPFUL SKILLS:**

- Commitment to the philosophy, needs, and rewards of volunteerism.
- Well developed organizational and communication skills
- Database knowledge or commitment to learn.
- Desire to work with people from diverse backgrounds.

For additional support and resources or if you have questions, please call your Regional Manager at the State Office. 1-800-866-4400.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SPECIAL OLYMPICS GEORGIA  
MANAGEMENT TEAM TRAINING CHAIRPERSON  
JOB DESCRIPTION**

**JOB TITLE:** Training Chairperson

**OBJECTIVE:** The Training Chairperson provides training clinics for coaches, officials, athletes, Games Management Teams and Competition Directors; and oversees the development of sports programs for all athletes.

**MANDATORY RESPONSIBILITIES:**

- Adhere to SOGA specific and SOI policies.
- Attend and actively participate in Management Team meetings.
- Organize and conduct approved coach's clinics and GMS trainings for coaches in conjunction with the SOGA Senior Sports Manager.
- Ensure an application for the Special Olympics Sports Training Certificate is completed by each participant attending a coach's clinic.
- Ensure that each local coach that is training athletes submits a Coach's registration form to the state office.
- Compile a resource list of professionals in the fields of athletics, sports, celebrities, university professors, sports officials, and coaches who would be able to assist with the sports training program.
- Develop a system to thank coaches, clinicians, Sports Directors, and facility and equipment lenders on an on-going basis.
- Assist the SOGA Senior Sports Manager in notifying coaches, prospective coaches, teachers, and Special Olympics athletes of all upcoming training opportunities.
- Assist with securing facilities for training and competitions free of charge.
- Adhere to SOGA specific and SOI policies regarding protective behaviors.

**TIME COMMITMENT AND TIME FRAME:**

- This is a 2 year commitment.
- Management Team meetings are held at least once every quarter (at least four times per year). Meetings may be held more often if needed. Attendance is mandatory.
- Performance of the Training Chairperson will be evaluated annually.

**HELPFUL SKILLS:**

- Know a variety of sports contacts for recruiting volunteer coaches and clinicians.
- Well developed organizational and communications skills
- Well developed management and supervision skills.
- Former experience with Special Olympics (a certified Special Olympics coach, official, or Games Director is preferred).

For additional support and resources or if you have questions, please call your Regional Manager at the State Office. 1-800-866-4400.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **MANAGEMENT TEAM PUBLIC RELATIONS CHAIRPERSON JOB DESCRIPTION**

**JOB TITLE:** Public Relations Chairperson

**OBJECTIVE:** The Public Relations Chairperson develops and implements on-going activities, materials, and media opportunities to increase community awareness of Special Olympics.

**MANDATORY RESPONSIBILITIES:**

- Adhere to SOGA specific and SOI policies regarding language guidelines, use of logo, and credit line.
- Attend and actively participate in Management Team meetings.
- Communicate with Management Team members on a regular basis.
- Develop a year-round Public Relations/Education plan and implement PR activities.
- Compile a media and PR directory of all newspapers, PR agencies, publications, radio and TV stations in the area.
- Inventory all PR materials annually.
- Establish and utilize a Speakers Bureau that includes Global Messenger athletes and youth.
- Promote Fundraising, Quality Growth, Families, Sports, & Volunteer needs.
- Prepare press releases for public release on radio, TV and print.
- Compile a mailing list of local programs, school districts, schools, universities, institutions, community organizations, local businesses, sponsors, and radio and TV stations who should receive copies of memos/newsletters.
- Prepare all official communications directed by the Local Coordinator (Invitations, PR statements, advertisements, etc...).
- Utilize business' marquees, billboards, business cards, movie advertisements, and cable community calendars for promotions.
- Develop a Program Fact Sheet.
- Write a proclamation for the Mayor to establish a Special Olympics Week or Day. Arrange a press conference for the signing of the proclamation for radio or TV.
- Adhere to SOGA specific and SOI policies regarding protective behaviors.

**TIME COMMITMENT AND TIME FRAME:**

- This is a 2 year commitment.
- Management Team meetings are held at least once every quarter (at least four times per year). Meetings may be held more often if needed. Attendance is mandatory.
- Performance of the Public Relations Chairperson will be evaluated annually.

**HELPFUL SKILLS:**

- Public Relations experience a plus.
- Knowledge of media outlets in the community.
- Refined oral and written communication skills
- Interview experience: Prepare to be interviewed on radio and TV programs and by reporters.

For additional support and resources or if you have questions, please call your Regional Manager at the State Office. 1-800-866-4400.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**SPECIAL OLYMPICS GEORGIA  
MANAGEMENT TEAM COMPETITION CHAIRPERSON  
JOB DESCRIPTION**

**JOB TITLE:** Competition Chairperson

**OBJECTIVE:** The Competition Chairperson recruits and manages a team of volunteers for each competitive event conducted to ensure the availability of quality, Olympic-type competitions in a safe environment for Special Olympics athletes.

**MANDATORY RESPONSIBILITIES:**

- Adhere to SOGA specific and SOI policies regarding training, competition, eligibility, and safety.
- Attend and actively participate in Management Team meetings.
- Communicate with Management Teams, Officials, and Coaches on a regular basis.
- Ensure the development and implementation of an annual competition plan.
- Submit a Competition Sanctioning Form to SOGA for all competitions.
- Publish a calendar of competitions.
- Develop a competition budget.
- Secure quality facilities and equipment.
- Monitor competitions for adherence to Special Olympics sports rules.
- Ensures that medical and safety requirements are met.
- Conduct evaluations of each competition.
- Conduct annual evaluations of competition plans, goals, and objectives.
- Adhere to SOGA specific and SOI policies regarding protective behaviors.

**TIME COMMITMENT AND TIME FRAME:**

- This is a 2 year commitment.
- Management Team meetings are held at least once every quarter (at least four times per year). Meetings may be held more often if needed. Attendance is mandatory.
- Performance of the Competition Chairperson will be evaluated annually.

**HELPFUL SKILLS:**

- Pre-established relationships with sports and other contacts in the community helpful.
- Ability to stimulate community involvement in competitions.
- Prior experience conducting sports events and working with individuals with intellectual disabilities (preferably, the Competition Chairperson will have prior experience as a member of at least one Games Evaluation Team or Games Management Team).
- Well developed organizational and communication skills.

For additional support and resources or if you have questions, please call your Regional Manager at the State Office. 1-800-866-4400.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SPECIAL OLYMPICS GEORGIA  
MANAGEMENT TEAM FINANCE CHAIRPERSON  
JOB DESCRIPTION**

**JOB TITLE:** Finance Chairperson (NOT REQUIRED IF YOU DO NOT HAVE A SOGA BANK ACCOUNT)

**OBJECTIVE:** The Finance Chairperson Identifies the Program's financial needs and manages funds raised by the local Special Olympics program throughout the year.

**MANDATORY RESPONSIBILITIES:**

- Adhere to SOGA specific and SOI policies regarding finance and fundraising. (See Financial Management Guide)
- Attend and fully participate in Management Team Meetings.
- Communicate regularly with other Management Team Members.
- Ensure that an annual budget is developed based upon the Program's needs.
- Forward the budget to the Management Team for approval and submit to SOGA as part of Accreditation.
- Send required financial reports & bank statements to the SOGA state office monthly.
- Keep accurate records of all income and expenditures.
- Analyze outcome of fundraising projects.
- Establish checking (and savings) account under direction of SOGA Office.
- Adhere to SOGA specific and SOI policies regarding protective behaviors.
- Coordinate with the Regional Manager/Local Coordinator a planned budget of expenditures and revenue
- Present a financial statement at each called or regular meeting of the Management Team for approval.

**TIME COMMITMENT AND TIME FRAME:**

- This is a 2 year commitment.
- Management Team meetings are held at least once every quarter (at least four times per year). Meetings may be held more often if needed. Attendance is mandatory.
- Performance of the Finance Chairperson will be evaluated annually.

**HELPFUL SKILLS:**

- Experienced in finance and/or accounting.
- Well developed organizational and communication skills.

For additional support and resources or if you have questions, call your Regional Manager at the State Office. 1-800-866-4400.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*REMINDER: No Accredited Program may require Special Olympics athletes or their families to pay or promise to pay any type of admission, registration, training, participation, or competition fee, or any other fee or charge of any type as a condition for admission to any Special Olympics event or activity, or as a fee for the athletes' participation in any Special Olympics training or competition.

**SPECIAL OLYMPICS GEORGIA  
MANAGEMENT TEAM FUNDRAISING CHAIRPERSON  
JOB DESCRIPTION**

**JOB TITLE:** Fundraising Chairperson (REMINDER: YOU MUST HAVE A SPECIAL OLYMPICS GEORGIA BANK ACCOUNT IN ORDER TO FUNDRAISE IN THE NAME OF SPECIAL OLYMPICS GEORGIA)

**OBJECTIVE:** The Fundraising Chairperson develops and implements projects and activities throughout the year to raise funds that support the needs and growth of the local Special Olympics Program.

**MANDATORY RESPONSIBILITIES:**

- Adhere to SOGA and SOI policies and guidelines regarding sponsors, fundraising, language guidelines, use of logo, and credit line.
- Attend and actively participate in all Management Team meetings.
- Communicate with other Team Members on a regular basis.
- Coordinate fundraising activities.
- Evaluate fundraising plans and set goals annually.
- Adhere to SOGA specific and SOI policies regarding protective behaviors.
- Recognize and thank volunteers who staff the various fundraising special events, with the help of the Volunteer Chairperson.
- Identify prospective donors and develop a strategy for engaging them.
- Maintain a current file on sponsors and donors.
- Ensure proper donor and sponsor recognition
- Conduct diversified fundraising:
  1. Special events
  2. Individual and corporate gifts and sponsorships – cash and in-kind
  3. Sponsor an athlete or team
  4. Civic and fraternal service projects
  5. Piggyback on SOI/SOGA promotions
- Analyze all fundraisers for gross and net results as well as public relations value.
- **Submit fundraising project authorization form to the SOGA Office 30 days prior to the start date of each project.**
- **Submit In-Kind Donation Forms to SOGA.**

**TIME COMMITMENT AND TIME FRAME:**

- This is a 2 year commitment.
- Management Team meetings are held at least once every quarter (at least four times per year). Meetings may be held more often if needed. Attendance is mandatory.
- Performance of the Fundraising Chairperson will be evaluated annually.

**HELPFUL SKILLS:**

- Experience with fundraising
- Well developed oral and written communication skills

For additional support and resources or if you have questions, please call your Regional Manager at the State Office. 1-800-866-4400.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SPECIAL OLYMPICS GEORGIA**

**MANAGEMENT TEAM ATHLETE CHAIRPERSON  
JOB DESCRIPTION**

**JOB TITLE:** Athlete Chairperson

**OBJECTIVE:** To work as part of the Area/Local Management Team to improve Special Olympics on the Area/Local level by giving valuable input from an athlete's perspective. To give feedback to the Management Team from other Special Olympics athletes concerning any changes that needs to be implemented on a Local/Area level.

**MANDATORY RESPONSIBILITIES:**

- Adhere to SOGA specific and SOI policies.
- Attend and actively participate in Management Team meetings.
- Communicate with Management team Members on a regular basis.
- Encourage and refer potential athletes to the Special Olympics Georgia program.
- Promote Family Action Network to other athletes and their families.
- Serve as a liaison between the Area/Local Management Team and Special Olympics athletes.
- Adhere to SOGA specific and SOI policies regarding protective behaviors.

**TIME COMMITMENT AND TIME FRAME:**

- This is a 2 year commitment.
- Management Team meetings are held once every quarter (at least four times per year). Meetings may be held more often if needed. Attendance is mandatory.
- Performance of the Athlete Chairperson will be evaluated annually.

**HELPFUL SKILLS:**

- Must be a registered athlete.
- Ability to communicate effectively with Management Team members and give input.
- Ability to speak in front of targeted audiences.

For additional support and resources or if you have questions, call your Regional Manager at the State Office. 1-800-866-4400.

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Signature

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Date

**SPECIAL OLYMPICS GEORGIA  
MANAGEMENT TEAM FAMILY CHAIRPERSON  
JOB DESCRIPTION**

**JOB TITLE:** Family Chairperson

**OBJECTIVE:** The family Chairperson will increase family involvement with Special Olympics athletes to strengthen family ties, promote awareness of people with intellectual disabilities and to assure the continuing quality of the Program.

**MANDATORY RESPONSIBILITIES:**

- Adhere to SOGA specific and SOI policies.
- Attend and actively participate in Management Team meetings.
- Communicate with Management Team Members on a regular basis.
- Develop a Family Plan which incorporates the following: recruits additional Special Olympics athletes and their families, encourages family members to show support and play a major role in educating the public about Special Olympics, encourages family members to promote Special Olympics within the school system, other organizations and the community.
- Create a Program-wide mailing list of interested families.
- Develop a mechanism for disseminating information to families (i.e., newsletters or family section in existing newsletter).
- Refer family members to the Family Action Network and other committees and volunteer assignments at competitions and events.
- Develop a referral system for families who wish to attend coaches clinics, special events, family seminars and competitions.
- Coordinate efforts with the Outreach Chairperson to recruit more families and athletes.
- Arrange for a registration/hospitality tent for families at competitions.
- Adhere to SOGA specific and SOI policies regarding protective behaviors.

**TIME COMMITMENT AND TIME FRAME:**

- This is a 2 year commitment.
- Management Team meetings are held at least once every quarter (at least four times per year). Meetings may be held more often if needed. Attendance is mandatory.
- Performance of the Family Chairperson will be evaluated annually.

**HELPFUL SKILLS:**

- Family member of a Special Olympics athlete.
- Well developed organizational and communication skills.
- Ability to motivate and communicate.
- Ability to delegate responsibilities to committee members.
- Ability to speak in front of a large targeted audiences.

For additional support and resources or if you have questions, please call your Regional Manager at the State Office. 1-800-866-4400.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Special Olympics**

**Goals for 2015-2016**  
**(at least FOUR more goals must be included below)**

1. Annual athlete participation increase of at least 1.5% (Mandatory Goal)

**Special Olympics  
Review of 2013-2014 Goals**

**\*\*\* Please write a review of ALL your goals from 2013-2014 and write which ones were met with an explanation and which ones were not met and why. Simply stating “met” and/or “not met” for goals is not acceptable.**

\*\*\*If you are a new agency, please write “We are a new agency and therefore have no previous goals to review” below.

\*\*\*Your Regional Manager has a copy of your prior goals and accreditation if you should require that information.

Special Olympics  
2015-2016 Calendar of Events

**: 2015-2016 CALENDAR**

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(Agency)

\*This calendar should represent dates for the whole two years in which you are accredited. We do understand that planning for such a long period is not always accurate, but we urge you to be as specific as possible when planning your dates and locations for any and all events pertaining to Special Olympics Georgia.



Special Olympics  
Proposed Budget 2015-2016

**Revenues**


**Expenses**


\*A budget is no longer required if you do not have a Special Olympics Georgia bank account.

**\*Reminder: No agency accredited by Special Olympics Georgia may fundraise using the name, logo, or any property belonging to Special Olympics Georgia without a Special Olympics Georgia bank account**



# **POLICY CONCERNING THE PROHIBITION OF CHARGING FEES**

## **PROHIBITION ON CHARGING FEES**

- Article 7, Section 7.02 of the Special Olympics, Inc. General Rules states the following concerning the charging of fees for athletes or their families:
- “No Accredited Program may require Special Olympics athletes or their families to pay or promise to pay any type of admission, registration, training, participation, or competition fee, or any other fee or charge of any type as a condition for admission to any Special Olympics event of activity, or as a fee for the athletes’ participation in any Special Olympics or competition (collectively, “Prohibited Fees”).

By signing below I acknowledge that I, the Management Team Chairperson, have read and understand this policy prohibiting the charging of fees to any Special Olympics Georgia athletes or their families as stated above and that I and anyone affiliated with my agency will abide by this policy as an accredited agency of Special Olympics Georgia:

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Signature of Chairperson

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Printed Name



## Policy Concerning Fundraising

No agency may fundraise using the name, logo, or any property belonging to Special Olympics, Inc. or Special Olympics Georgia unless they are an accredited agency of Special Olympics Georgia.

No agency accredited by Special Olympics Georgia may fundraise using the name, logo, or any property belonging to Special Olympics, Inc. or Special Olympics Georgia without a Special Olympics Georgia bank account.

A Special Olympics Georgia bank account must be named in the following manner: Special Olympics Georgia – (Area # or Agency Name)

A Special Olympics Georgia bank account must list as authorized signers for the account: CEO of Special Olympics Georgia; COO or Senior Sports and Program Manager of Special Olympics Georgia; Financial Chairperson of the local management team; any other necessary members of the local management team.

A Special Olympics Georgia bank account must be reported on monthly to the state office of Special Olympics Georgia using the appropriate financial reporting paperwork, which will be provided to you from the state office. Special Olympics Georgia reserves the right to close any Special Olympics Georgia bank account which falls 3 months behind in reporting.

No agency accredited by Special Olympics Georgia may hold any fundraiser using the name, logo, or any property belonging to Special Olympics, Inc. or Special Olympics Georgia without the approval of Special Olympics Georgia. A Fundraising Authorization Form must be submitted to Special Olympics Georgia at least ONE MONTH prior to each fundraising event.

By signing below I acknowledge that I, the Management Team Chairperson, have read and understand this policy concerning fundraising as stated above and that I and anyone affiliated with my agency will abide by this policy as an accredited agency of Special Olympics Georgia:

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Signature of Chairperson

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Printed Name



**COMPETITION SANCTIONING FORM**

Special Olympics Incorporated (SOI) requires that all Competitions be sanctioned. In order to hold an *Official* Special Olympics competition, you must submit this form to the Special Olympics Georgia State Office with your Accreditation packet in January. Notify the SOGA Office of any changes in date / location of event. **ALL information must be completed for approval.**

AREA / LOCAL PROGRAM: \_\_\_\_\_

NAME OF COMPETITION: \_\_\_\_\_  
(Example: Rockdale County Summer Games, Area 6 Softball Tournament, etc.)

COMPETITION SITE & CITY: \_\_\_\_\_

COMPETITION DIRECTOR'S NAME: \_\_\_\_\_

PHONE #: (\_\_\_\_) \_\_\_\_\_ FAX # (\_\_\_\_) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

COMPETITION DATE: \_\_\_\_\_ RAIN DATE: \_\_\_\_\_

What Official Special Olympics sports will be offered?

- 1. \_\_\_\_\_ 2. \_\_\_\_\_
- 3. \_\_\_\_\_ 4. \_\_\_\_\_

List any other events / activities that will be offered:

Will a Special Olympics Georgia approved torch be used during this event?

Name the volunteer responsible for the use of the said torch:

I verify all information given is accurate and true for the competition:

Local Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Regional Manager: \_\_\_\_\_ Date: \_\_\_\_\_

**SOGA OFFICE USE ONLY:**

DATE RECEIVED: \_\_\_\_\_  
APPROVED: \_\_\_\_\_  
DENIED: \_\_\_\_\_

REASON: \_\_\_\_\_

**RETURN FORM TO:**

Senior Sports and Program Manager  
Special Olympics Georgia  
4000 Dekalb Technology Pkway  
Suite 400, Building 400  
Atlanta, GA 30340  
Fax #: 770-216-8339

SENIOR SPORTS AND PROGRAM MANAGER SIGNATURE: \_\_\_\_\_

Updated: 9/10/2013

# VOLUNTEER PROFILE FORM



**PLEASE FILL OUT FORM COMPLETELY. INCOMPLETE FORMS WILL NOT BE PROCESSED AND WILL BE RETURNED.**

Please return to Volunteer & Event Manager via fax: 404-745-0550.

Or mail to: 1601 N. Ashley St., Suite 88, Valdosta, GA 31602

Or scan and email to: [stephen.sparks@specialolympicsga.org](mailto:stephen.sparks@specialolympicsga.org)

SOGA phone: 229-292-6955

Visit us on the web: [www.specialolympicsga.org](http://www.specialolympicsga.org)

Check if you are a  General Volunteer  Coach  Unified Partner  Bus Driver  
 GOC/Committee Member  Local/Area Management Team  Other (please list) \_\_\_\_\_

**FULL NAME** \_\_\_\_\_ **Date of Birth (Required):** \_\_\_\_\_ **Male**  **Female**

*First*                      *Middle*                      *Last*

**Address:** \_\_\_\_\_ **Apt. #:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **County:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_ **Business Phone:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_ **Email address (Required):** \_\_\_\_\_

**Race (optional):** Caucasian  African American  Hispanic/Latino  Asian  Other

**Special Olympics Georgia Agency:** \_\_\_\_\_ **Area (1-18):** \_\_\_\_\_

Please visit [www.SpecialOlympics.org/ProtectiveBehaviors](http://www.SpecialOlympics.org/ProtectiveBehaviors) to complete Protective Behaviors Training. Date completed: \_\_\_\_\_

Do you use illegal drugs? \_\_\_\_\_ Have you ever been convicted of a criminal offense? \_\_\_\_\_  
 Have you ever been charged with and/or convicted of neglect, abuse, or assault? \_\_\_\_\_  
 Has your driver's license ever been suspended or revoked in any state or other jurisdiction? \_\_\_\_\_

Special Olympics Georgia requires all Class A volunteers to have a background screening performed. A list of volunteer positions that are required to be Class A status can be found on our website. If the position you are volunteering for requires you being a Class A volunteer, you will be notified via email and invited to submit your background screening through Verified Volunteers, Inc. As of January 1, 2015, we will require a cost share with all background screenings, and you will be required to pay \$3.00 for your background screening to be processed at the time of submission on the Verified Volunteers, Inc. website.

- PLEASE READ BEFORE SIGNING:** I understand that:
- In the course of volunteering for Special Olympics, I may be dealing with confidential information and I agree to keep said information in the strictest confidence.
  - The relationship between Special Olympics Georgia and volunteers is an "at will" arrangement, and that it may be terminated at any time without cause by either the volunteer or Special Olympics Georgia.
  - I grant Special Olympics Georgia and Special Olympics, Inc. permission to use my likeness, voice, and words in or on television, radio, film, and on Special Olympics Georgia's and Special Olympics, Inc.'s Website, or in any other form, format or media to promote activities of Special Olympics.
  - I understand that the Protective Behaviors training must be completed every 3 years in order to be considered a Class A volunteer.
  - If I am required by Special Olympics Georgia to perform a background screening, I agree to pay \$3.00 for my background screening through Verified Volunteers, Inc. and I give permission for Special Olympics Georgia to view my background screening.

All information contained in this application is true and complete and correct to the best of my knowledge. I will contact the Special Olympics Georgia office at (229) 292-6955 if any of my information changes. In signing this application, I have read the forgoing information, and I agree to comply with the volunteer or coach code of conduct and all Special Olympics rules and regulations of the organization. **By signing below I am acknowledging that I have read and understand this disclosure and agree to abide by all SOGA guidelines.**

**Volunteer's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Signature of Parent or Guardian if Volunteer is a Minor** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Print Full Name of Parent or Guardian** \_\_\_\_\_

# Special Olympics Georgia Fundraising Project Authorization Form

Permission to conduct any fundraiser project to benefit Special Olympics in the State of Georgia must be requested at least **30 days** prior to the project's start date. It is anticipated that any/all fundraising projects will be limited to special events (e.g. car washes, dinners, softball tournaments, road races, etc.) and occasional requests to locally owned businesses for in-kind gifts of products/services to support games and competitions. A comprehensive list of all prospects to be solicited must be submitted to the State Office for approval. In almost all cases, direct approaches to 1) large corporations, 2) businesses that are not specifically locally owned and operated, and/or 3) any company or business that sponsors SOGA or SOI events should not be planned. SOGA will not assume responsibility for any expenses incurred from your event.

**Please note: before any solicitations in your community can start or any publicity announcing your event begins, approval must be granted by Special Olympics Georgia State Office, even if you have completed this form for the same event in past years, you must fill it out for the current year.**

AREA: LOCAL PROGRAM/COUNTY:

PROJECT/EVENT NAME:

DESCRIPTION (including location, target population, cost per person, and event details):

HOW DO YOU INTEND TO RAISE MONEY WITH THIS FUNDRAISER (check all that apply to this fundraiser)?

Sale of Merchandise/Goods     Sponsorship/Direct Donations Requests     Event

PROJECTED INCOME: PROJECTED EXPENSES OF FUNDRAISER:

DATE OF EVENT/PROJECT: # OF PARTICIPANTS:

WILL YOU NEED LIABILITY INSURANCE COVERAGE FOR YOUR EVENT? YES NO  
(fees for insurance coverage must be paid by your local/area program)

COORDINATOR'S NAME/TITLE:

EMAIL: PHONE #:

COORDINATOR'S ADDRESS:

ITEMS/ASSISTED NEEDED FROM STATE OFFICE (this could include listing on the SOGA website if desired):

LIST OF BUSINESSES TO BE CONTACTED (attach a separate sheet if necessary):

**Please fill out this form completely and mail to Special Olympics Georgia, 4000 DeKalb Technology Pkwy, Bldg 400, Suite 400, Atlanta, GA 30340; or fax to 770-216-8339; or e-mail to [susan.skolnick@specialolympicsga.org](mailto:susan.skolnick@specialolympicsga.org). If you have any questions, please don't hesitate to contact Susan Skolnick, Director of Development and Major Gifts at 770-414-9390 x 111 or [susan.skolnick@specialolympicsga.org](mailto:susan.skolnick@specialolympicsga.org).**

FOR STATE OFFICE USE

APPROVED:

DATE:

ACTION:

Updated 9/9/13

## 2015 Value-In-Kind Contribution Form

(Product/ Services Donation Form)

(Check one) State \_\_\_\_\_ Area \_\_\_\_\_ Local \_\_\_\_\_ Booked \_\_\_\_\_ Unbooked \_\_\_\_\_

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Individual/ Company Name RE Id # if applicable

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Contact Name email Address

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Address City State Zip

( ) ( )

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Telephone Fax

/ /

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Contribution Date of Product or Service Dollar Value Stated by Donor\*

**Contribution Consisted of: (BE VERY SPECIFIC, i.e. quantities/values)**

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Contribution was used for (event, fundraiser, area, general, etc.):

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Form completed by: \_\_\_\_\_

*\*Receipt needed if dollar value is \$5,000 or more*

**By Mail: Special Olympics Georgia**  
4000 DeKalb Technology Parkway  
Building 400, Suite 400  
Atlanta, Georgia 30340-4270

**By Fax:** (770) 216-8339

**FOR SOGA STAFF USE ONLY:**

Would you like to add a personal note to the acknowledgement (state office employees only)?  
No    Yes

Entered into Notebook \_\_\_\_\_ Entered into Spreadsheets \_\_\_\_\_