

Global Messengers



Special Olympics

Georgia

Be a fan™

*A Handbook for
Public Speaking*

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JOB DESCRIPTION

Job Title: Global Messenger

Purpose: To promote, educate and inform about the mission, philosophy and benefits of Special Olympics through public speaking.

Responsibilities:

- attend Global Messenger training workshop
- work with speech coach in preparation for each presentation
- maintain contact with speech coach
- attend scheduled speeches and appearances
- represent Special Olympics in a professional manner

Time Requirements: approximately 10 - 15 hours per month

Qualifications:

- commitment to the mission and philosophy Special Olympics
- participation in Special Olympics
- knowledge of public speaking
- ability to travel
- can express self verbally
- enthusiasm for Special Olympics
- ability to be understood when speaking
- time to prepare and make presentations
- sufficient communication skills

Supervisor: Global Messenger Speech Coach

Training Provided: Global Messengers Training Workshop

JOB DESCRIPTION

Job Title: Global Messenger Speech Coach

Purpose: To provide support to their respective Global Messenger in the preparation of a presentation and the arrangement of speaking opportunities.

Responsibilities:

- attend Global Messenger Training workshop
- work with Global Messenger in preparation for each presentation
- arrange minimum number of presentations annually for Global Messenger
- ensure completion of Global Messenger report forms
- supply Global Messenger Coordinator with suggestions for improvement of the program.

Time Requirements: approximately 5 - 10 hours per month

Qualifications:

- commitment to the mission and philosophy of Special Olympics
- ability to work with Special Olympics athletes
- good organizational skills
- good oral and written skills
- time to help Global Messenger prepare for presentations

Supervisor: Global Messenger Program Coordinator

Training Provided: Global Messenger Training Workshop

What is the goal of Athlete Leadership Programs (ALPs)?

- Allowing athletes **to choose for themselves** HOW and in what role they participate in Special Olympics.
- Supporting athletes in meaningful **positions of influence and leadership** throughout the organization to help determine policy and set direction.
- Providing training for existing leadership as they welcome athletes in their new roles.

Athlete Leadership Programs

Traditional Sports Programs	Unified Sports®	Athletes as Volunteers
Athletes as Officials	Athletes as Coaches	Athletes on Boards and Committees
Sargent Shriver Global Messenger	Athlete Congress/ Leadership Workshops	Athlete Input Councils

What to say to STAFF or VOLUNTEERS about Athlete Leadership Programming

- Be sure that you respect athletes as partners in your Special Olympics experience.
- Value athlete opinions and preferences.
- Listen! Take the time to be sure you understand when athletes speak to you.
- Whenever possible, involve athletes in your work via leadership positions that are meaningful.

What to say to SPONSORS about Athlete Leadership Programs

- Special Olympics is working to give athletes a say in how the program grows and how money is spent.
- Special Olympics athletes make great motivational speakers when we talk about our experiences.
- Thank you for giving the money that keeps Special Olympics running and growing.

*What to say to TEACHERS and
EMPLOYERS about
Athlete Leadership Programs*

- Special Olympics teaches LEADERSHIP, not just sports.
- Be ready to give us more responsibility as we get more leadership experience.
- Let us help you at school/work - we are ready to LEAD!
- Listen to us! Take the time to understand us - we have lots to add.

What to say to FAMILIES about Athlete Leadership Programming

- Talk to your family member about new ways of being involved in Special Olympics.
- Help them research training requirements for various roles in which they express interest.
- Talk to Special Olympics Georgia about ALPs opportunities locally.
- Never ASSUME you know what anyone thinks! Ask “What” and then “Why”!

What to say to ATHLETES about Athlete Leadership Programming

- Look around at Special Olympics and see what people are doing. Are there things YOU would like to do?
- Talk to Special Olympics Georgia about new or different ways you can be involved in Special Olympics.
- Prepare to work hard and study for your new role.
- Push yourself to try new things!

What can YOU do to...

- Promote athlete Choice?
- Involve athletes in positions of leadership?
- Help existing leaders to find ways to promote athlete leadership?

TOOLS YOU CAN TAKE WITH YOU

Photographs/Banners of Special Olympics:

Phone Special Olympics Georgia to pre-arrange.

Brochures/Handouts:

Bring materials to pass out.

A sample of these are in the resource kit that will be handed out. These can be ordered from Special Olympics Georgia.

Registration Cards:

Bring registration form or form for interested volunteers to sign.

Videos:

Special Olympics Georgia has 1- and 3-minute videos for you to use. Please call Special Olympics Georgia to request one.

Medals, Ribbons:

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

Checklist:

A reminder of things to bring and do.

*Global Messenger
Presentation Outline*

Thank you and purpose:

Thank the person who introduced you and tell the audience you are glad to be with them.

(Example: Thank you, Mrs. Smith, for your kind introduction. I am happy and honored to be here to talk with you about a very important program, Special Olympics, and how you can make a difference.)

Facts About Special Olympics:

Tell them the facts:

- It is a year-round sports training and competition program.
- Special Olympics in Georgia offers 24 team and individual sports.
- It is for people with an intellectual disability 8 years and older.
- It is international.

(Example: Special Olympics is a year-round sports training and competition program for people with an intellectual disability. There are 24 team and individual sports. You must be 8 years old to compete in Special Olympics, but there is no upper age limit. Money to run the program is raised by volunteers.)

Facts About You:

Tell them about your involvement:

- What sports you are in.
- What medals you have won.
- Where you have travelled to.
- Who helps you.
- How often you practice.
- Why you participate in Special Olympics.
- What you like about Special Olympics.

“Sell” to your target market:

Sell the target market on why they should get involved. Use the selling points. Tell them how they can make a difference if they get involved.

Tell them what you want them to do as a result of hearing you speak.

Show Special Olympics Video:

Show Special Olympics Georgia video highlighting Special Olympics events.

Questions:

Ask for questions about your personal experience or about Special Olympics.

Closing:

Tell audience how they can get involved in Special Olympics. Hand out general information about Special Olympics and pass around a sign-up sheet and/or a Registration Form.

Thank You:

Thank the people and tell them again how much you enjoyed talking with them about Special Olympics and how much you want them to “Be a Fan!”

Getting Ready for a Presentation Checklist

Date: _____

Time: _____

Location: _____

How many people will be in the audience: _____

What has this group done with Special Olympics? What do I want them to do as a result of my speech?

I have been given _____ minutes for my presentation.

Person going with me: _____

My presentation notes

_____ Program brochures and fact sheets

_____ Video (how many minutes does it last)

_____ Business cards

_____ Registration forms

_____ Special Olympics banner or posters

_____ Special Olympics medal or ribbon

_____ Appropriate dress (sports clothes, uniforms, dress clothes, casual clothes)

_____ Grooming

_____ clean hair

_____ shoes shined

_____ clean nails

_____ clothes pressed

_____ no body odor

_____ fresh breath

_____ clean teeth

_____ other

PARENT OR GUARDIAN AUTHORIZATION

On my own behalf or as the undersigned parent I represent and warrant to you that the athlete is I understand that if the athlete has Down Syndrome upper spine unless a full radiological examination equestrian sports, artistic gymnastics, diving, pentathlon, tennis, table tennis, basketball, volleyball, the athlete will be using facilities at his/her own property of myself and the athlete. In permitting television, radio, films, newspapers, magazines, of Special Olympics and in appealing for funds If I am not personally present at Special Olympics such measures and arrange for such medical and and/or its agents to make an independent investigation below I consent to participate in the Special Olympics oral health possibly to include placement stand there is no obligation to participate in the

I, THE UNDERSIGNED ADULT ATHLETE

provisions of the above release and/or have I will be bound thereby and shall defend Special from disaffirmation thereof. I acknowledge accurate.

Special Olympics
Georgia

New or Update

Social Security Number (Athlete)

Athlete's Name (last name, space, first name)

Agency Name

Athlete's Mailing Address

Athlete's City

State Zip Code P

HEALTH INSURANCE & EMERGENCY

Medicaid Number _____

Athlete _____

Witness (Family member, coach, teacher, friend, etc.) _____

* A HEALTH SCREENING

VOLUNTEER / COACH / BUS DRIVER / NURSE / ETC. PROFILE FORM



PLEASE FILL OUT FORM COMPLETELY. INCOMPLETE FORMS WILL NOT BE PROCESSED.
Please return to Volunteer & Event Manager via fax: 770-216-8339.
Or mail to: 4000 Dekalb Technology Parkway, Suite 400, Building 400, Atlanta GA 30340
SOGA phone: 770-414-9390 x 120
Visit us on the web: www.specialolympicsga.org

Check if you are a Volunteer Coach Unified Partner Bus Driver
 GMT/Committee Member Other (please list) _____

FULL NAME _____ Date: _____ Gender: Male Female
First Middle Last

Address: _____ Apt. #: _____

City: _____ State: _____ Zip: _____ County: _____

Business Phone: _____ Home Phone: _____

Cell Phone: _____ Fax Number: _____

Email address: _____ Date of Birth: _____

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

Employer & Occupation: _____ Business/School/Civic Club Affiliation: _____

Special Olympic Agency: _____ Area: _____

PHOTO ID CHECK – Please complete one of the following photo ID checks prior to sending your Profile Form to SOGA

Enclosed is a photo copy of my driver's license

I, _____ verify that the person on this Profile Form has represented his/her
(* Full name of representing Volunteer) identity to the best of my knowledge: _____
Signature of Class A Volunteer Date

*** Only the following volunteers can complete a photo ID check**

Please circle your volunteer status: • Local Coordinator • Local Management Team • Area Management Team •
• State Games Management Team • SOGA Staff

Please visit www.SpecialOlympics.org/ProtectiveBehaviors to complete Protective Behaviors Training.

Please list the date that the Protective Behaviors Training was completed: _____

How did you hear about Special Olympics Georgia? _____

- 1) Do you use illegal drugs Yes ___ No ___
- 2) Have you ever been convicted of a criminal offense? Yes ___ No ___
- 3) Have you ever been criminally charged with neglect, abuse or assault? Yes ___ No ___
- 4) Has your driver's license ever been suspended or revoked in any state? Yes ___ No ___
- 5) Have you ever been adjudged liable for civil penalties or damages involving sexual or physical abuse? Yes ___ No ___

If you answered "Yes" to any of the above questions, please explain below; giving date, charge, state, etc.

**If you answered yes to any of the above questions, it does not automatically mean you will be ineligible to volunteer.*

List 2 non-family references:

Name: Relationship: Address or Phone Number:

- 1) _____
- 2) _____

In the event of an emergency, contact: _____
Name Relationship Phone

PLEASE READ BEFORE SIGNING: I understand that:

- By signing this form I authorize Special Olympics and/or its agents to make an independent investigation of my background, references, character, past employment, education, credit history, criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my application and/or obtaining other information which may be material to my qualifications for volunteerism now and, if applicable, during the tenure of my volunteer service with Special Olympics.
- By signing this form I release Special Olympics and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regards to the information obtained from any and all of the above referenced sources used.
- 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 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.
- 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.

The following is my true and complete legal name and all information is true and correct to the best of my knowledge (this information may be used for screening purposes). Please Print All Information:

Full Legal Name: _____
Maiden Name or other names used: _____
Present Address: _____
City/State/Zip: _____
How long? _____
Former Address: _____
City/State/Zip: _____
How Long? _____
Date of Birth: _____
Social Security Number: _____
Driver's License Number: _____
State of License: _____

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 (770) 414-9390 or 1 800 866-4400 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.

I HAVE READ AND UNDERSTAND THIS DISCLOSURE AND AUTHORIZATION TO OBTAIN INFORMATION.

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

Updated March 2010

Global Messenger Presentation Checklist

* Call **Andrea Mosley** when you run out of materials.

Name: Andrea Mosley

Phone: 770.414.9390 ext.102 or 1.800.866.4400

Email: andrea.mosley@specialolympicsga.org

Fax: 770-216-8339

I need:

_____ business cards

_____ brochures

_____ fact sheets

_____ newsletters

_____ Athlete Registration Forms

_____ Volunteer Registration Forms

_____ a different video/slide show

What To Do When You Go Back Home*

1. Call your speech coach to fill them in on what happened.
 2. Ask to meet with your speech coach and/or Global Messenger Coordinator (Andrea Mosley) to discuss the following:
 - A) The Year's Plan
 - How many presentations should you do?
 - Where should you do them? In your Area? State conferences? Both?
 - Should you focus on a specific outreach market, such as schools, group homes, work sites?
 - Who is your contact on the Local level?
 - What are the priorities for our local program? What do we need to make that happen?
 - B) Presentation Materials
 - What Program materials (both video and printed) should you use in your presentation? How can you get a supply?
 - Is the sample "Athlete Registration Form" given to you at the ALP workshop okay to use? Who should you send the completed forms to?
 - C) The Goal
 - What is your goal? What issues do you feel most strongly about and want to give more speech about?
- Summary:
1. Know the State and Local contact person.
 2. Know the number of presentations you should do, and where and when you should do them.
 3. Know your local program's goals for the year and for your speech.
 4. Know what resources you want to recruit (money, volunteers)
3. Mail in reports to Special Olympics Georgia office - see attached form. Be sure to keep a copy for your records.

Global Messenger

* To be given to each athlete attending the workshop.

Back Home Checklist

Instructions: Complete as much of this checklist as possible *before* you leave this workshop.
Complete the rest as soon as you get home.

Global Messenger Coordinator Name: **Andrea Mosley**

GM Coordinator Address: **Special Olympics Georgia**
4000 Dekalb Technology Parkway, Suite 400 Building 400,
Atlanta, GA 30340

GM Coordinator Phone Number: **770.414.9390 ext. 102**

GM Coordinator E-mail: **andrea.mosley@specialolympicsga.org**

Meeting Date with Speech Coach: _____

Your Global Messenger Action Plan:

Number of presentations for the next 12 months: _____

My Two Target Markets or key issues:

1. _____

2. _____

***Local committees related to my interests* Meetings Dates and Times:**

Date: _____ Time: _____

Date: _____ Time: _____

Date: _____ Time: _____

Global Messenger Materials:

I will use the GM order form to call my GM Coordinator and order materials: _____

Recruitment Goal: _____

My Local Coordinator's Name is: _____

My Local Coordinator's Phone Number: _____ e-mail: _____

Mail or fax reports to SOGA office after each presentation: Special Olympics Georgia,
4000 Dekalb Technology Parkway, Suite 400, Building 400, Atlanta, Ga 30340

Fax: 770.216.8339

Global Messenger Presentation Request Form

Person Making Request: _____

Event Date/Time: _____

Event Location: _____

Event Description: _____

Special Instructions (transportation arrangements, meeting notes, etc.): _____

Please specify duties of Global Messenger (greeter, speaker, Q&A, etc.): _____

Requested/Assigned Global Messenger: _____

Global Messenger Chaperone contact info to be given to caregiver/parent: _____

***Global Messenger
Presentation Report Form***

Global Messenger Name: _____

Area: _____ Date of Presentation: _____ Presentation Site: _____

Reason for Presentation: _____

Group Presenting to: _____

How many people attended? _____

Was the presentation done with someone else? Yes _____ No _____
If yes, with whom? _____

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

_____ video _____ brochures _____ posters
_____ banners _____ business cards _____ other (please describe)

Speech Content:

Opening/Body: _____

Closing: _____

What were the results/reaction to this speech? _____

Any other comments: _____

Approximate number of miles to and from speaking location _____

Signature of person completing form: _____

Please send report after each formal presentation to:

***Special Olympics Georgia,
Program Services Manager, Andrea Mosley
4000 Dekalb Technology Parkway
Suite 400 Building 400
Atlanta, GA 30340
770-414-9390 ext. 102 Fax: 770-216-8339***

***Global Messenger
Annual Report Form***

1. Name: _____

2. Area: _____

3. How many formal presentations have you done in the last 12 months (since the GM workshop)? _____

4. Where did you give these presentations? (Please check all that apply.)

_____ school _____ parents group _____ work setting

_____ group homes _____ other (please describe)

5. How many new athletes and volunteers did you recruit as a result of your presentations?

_____ Athletes _____ Volunteers

6. 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/t.v. interview

_____ newspaper article _____ other (please describe)

7. How many new people did you recruit for Special Olympics as a result of the activities listed above? _____ Athletes _____ Volunteers

8. Do you have any suggestion for how Special Olympics Georgia could improve its Global Messengers program?

Please send this report after you have been an Athlete Recruiter for approximately one year to:

Special Olympics Georgia
Program Services Manager, Andrea Mosley
4000 Dekalb Technology Parkway
Suite 400 Building 400
Atlanta, GA 30340
770-414-9390 ext. 102 Fax: 770-216-8339



Special Olympics
Georgia
Be a fan™

The Mission of Special Olympics:

To provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults 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 Olympics athletes and the community.

The Special Olympics Oath:

*LET ME WIN,
BUT, IF I CANNOT WIN,
LET ME BE BRAVE IN THE ATTEMPT*

The Executive Director of Special Olympics Georgia

*Georgia Milton-Sheets
Special Olympics Georgia
4000 Dekalb Technology Parkway
Suite 400 Building 400
Atlanta, GA 30340
Ph: 770.414.9390*

E-mail: georgia.milton-sheets@specialolympicsga.org

Facts about Special Olympics

- Special Olympics provides opportunities in sport for people with an intellectual disability.

- It is a year-round sports training and competition program.
- In Georgia there are 23,078 athletes participating in 24 sports.
- There are team and individual sports.
- You must be 8 years old to compete.
- Special Olympics is an international/worldwide organization that involves over 1 million athletes in nearly 160 countries.
- The focus is on participation and achieving your personal best.
- Volunteers play an important role in all aspects of running the Special Olympics program.

Presentation Outline

- Opening: Thank you
Purpose

- Body:
 - Facts about Special Olympics
 - Facts about you
 - What you want the people to do
 - Selling points/why they should do those things
 - Video
 - Questions

- Closing:
 - How to get involved
 - Sign-up sheets
 - Thank you
 - “You Inspire Greatness!”

PRESENTATION OUTLINE

1. **RESEARCH** - Thinking, planning and deciding;
 - a) Who is the target market?
 - b) What are the selling points?

- c) What plan will you use for presenting those ideas?
- d) What information about Special Olympics do you want to give?
- e) What personal information do you want to share?

2. WRITING - Write a first draft following your plan to put your ideas into sentences and paragraphs. Include new ideas as they occur to you. Your speech should have three main parts:

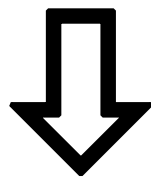
a) **OPENING** - Do you have an opening and is it something that will catch the audience's attention? Do you say why you are speaking?

b) **BODY** - Does the speech have a body? The body of a speech should be the section where the facts about Special Olympics and the selling points are addressed. You should also include information about yourself in this section. If you are showing a video, this would be where you show it.

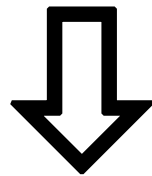
c) **CLOSING** - Did you recap your main points? Did you tell people how to get involved? Did you thank the audience for giving you their time? Did you ask if the audience had any questions? Did you pass out your business cards, brochures and sign-up sheets?

3. EVALUATION - Review your presentation. What were the strengths and weaknesses? How could you improve next time?

Opening



Body



Closing

Writing a Speech

1. RESEARCH

a) Who is the target market? _____

b) What are the selling points? _____

c) What plan will you use for presenting those ideas? _____

d) What information about Special Olympics do you want to give? _____

e) What personal information do you want to share? _____

2. WRITING

a) **Opening:** _____

b) **Body:** _____

c) **Closing:** _____

3. EVALUATION

Reread the draft with your Speech Coach to determine the strengths and weaknesses; making changes to improve it.

4. GIVING THE SPEECH

Make a final copy and share it with the group.

Special Olympics Fundraising Events

Selling Points

- ✓ Volunteering for or sponsoring Special Olympics helps provide the following for the athletes:
 - *Opportunities to participate in sport*
 - *Improve health*
 - *Physical fitness*
 - *Support*
 - *Understanding*
 - *Achieve in other areas of life*
 - *Confidence*
 - *Self esteem*

Workplace Selling Points

- ✓ Helps with social skills that carry over
- ✓ Helps with coordination skills that carry over
- ✓ Helps with learning discipline skills
- ✓ Helps with learning perseverance
- ✓ Gives self-confidence
- ✓ Helps with transfer of competitive skills
- ✓ Helps with learning to function as a team

Families Selling Points

- ✓ New social avenues with the whole family
- ✓ New recreational avenues with the whole family
- ✓ Family pride
- ✓ Brothers and sisters have taken an interest for the first time
- ✓ Gives the whole family self-esteem
- ✓ Chance for the whole family to feel proud
- ✓ Chance for families to meet other families

School Selling Points

- ✓ Increases social interaction between students

- ✓ Increases school spirit
- ✓ Improves physical fitness and sports skills
- ✓ Improves self-esteem
- ✓ Improves competitiveness
- ✓ Can participate in sports with peers
- ✓ Can receive recognition by peers

Service Club Selling Points (State Games)

- ✓ Special Olympics will help promote their public relations in the community
- ✓ The Special Olympics State Games will provide opportunities for people all over Georgia to travel to different parts of Georgia.
- ✓ Your club will become part of the largest worldwide volunteer movement that assists over 1 million athletes

Selling Points to People in Group Homes

- ✓ Learn different sports
- ✓ Have fun
- ✓ Travel out of town
- ✓ Learn to use community facilities
- ✓ Meet sports celebrities
- ✓ Wear uniforms
- ✓ Win medals and ribbons
- ✓ Be part of a team

Sample Presentation by a Global Messenger

1. Thank you for having me here today, Teachers and Coaches. My name is Joe Athlete and I want to talk to your school about Special Olympics.

2. Special Olympics Georgia has 24 events like basketball, swimming, bowling, and track and field. Special Olympics is for people 8 years old and up. Special Olympics is a good program for schools. Special Olympics is all year round.
3. Why do I like being in Special Olympics? To meet new friends. I have been in Special Olympics for 14 years. I have won over 300 medals. I was part of the International team that went to North Carolina in 1999. Our basketball team won a gold medal and I met people from all over the world that were just like me. But boy was it hot!
4. I would like to come to your school to talk to you about Special Olympics. I think that people with an intellectual disability should be given a chance to practice with the regular kids to become one big family. So go back and ask when and where I could come talk about those things to people at your school and then call me.
5. Now I want you to see the 2008 Summer Games video.
6. Do you have any questions?
7. If you want to sign up to join Special Olympics, come and sign up. If you want to read information on Special Olympics, get a brochure.
8. I am glad to have had the chance to be here today to talk to you about Special Olympics and thanks for helping give new athletes a chance to - "Inspire Greatness!"