Law Enforcement Torch Run for Special Olympics Georgia
Event Notification Form

Name of person submitting form: 

Law Enforcement Agency: 

Address: 

City/State: Zip: 

Work Phone: ( ) 

FAX: ( ) Email: 

Location/City of Event: 

Date(s) of Event: 

- Are alcoholic beverages being served at this event? Yes ____ No ____
  If yes, is there a charge for the alcoholic beverages? Yes ____ No ____
- Will hazardous activities take place at the event? Yes ____ No ____
  (For example, fireworks, bungee jumping, aviation or watercraft)
- Do you know your Local Coordinator or Regional Manager? Yes ____ No ____
- Do you request the LETR Liaison or SOGA staff to be present at event? Yes ____ No ____
- Do you request a Global Messenger or SOGA athletes to be present at event? Yes ____ No ____

*The Special Olympics Regional Manager/Local Coordinator is not the same as the Route Director. Most local Special Olympics programs are organized at the county level and each program has a coordinator in charge of all the training and competitions in their county. It is not mandatory for you to notify your local Special Olympics coordinator. However, they would appreciate it. They can also provide you with athletes at your event if you give them enough notice.

Please describe the event including any expenses i.e. T-Shirts, Rentals, etc. (Please list any expenses that this event may incur and how much these may cost. Please remember that SOGA does have the right to refuse payment of expenses that are not authorized prior to the event, leaving the department liable for these expenses):

Please mail or FAX this form at least **four weeks prior to the event** to Kaitlin Henderson at kaitlin.henderson@specialolympicsga.org or (404) 393-2929.

Special Olympics Georgia
Attn: Kaitlin Henderson
6046 Financial Drive
Norcross, GA 30071