



SPECIAL OLYMPICS GEORGIA, INC.  
LOCAL COORDINATOR VOLUNTEER AGREEMENT

Local Coordinators are volunteer affiliates from schools, associations, institutions and other registered agencies. Local Coordinators are responsible for the following:

- All games wish lists, Athlete Medical Forms and games fees (for all eligible athletes in the area), and agency accreditation
- Establishing and developing year-round training programs at the local level
- Securing game entry requirements (times, scores, distance, and team assessments) and submitting them to appropriate games personnel
- Submitting the Fundraising Project Authorization form for all local fundraising projects
- Submitting the Competition Sanctioning form for all local competitions
- Publicize objectives and accomplishments of the local program to encourage public cooperation and assistance
- Attending all local and area organizational meetings
- Having Athlete Medical Forms at all local, area and state competitions and training sessions
- Gathering and submitting Volunteer/Unified Partner profile forms, Coach Code of Conduct form, Protective Behaviors trainings, and Concussion trainings
- Providing a year-round training program for Special Olympics athletes in the community
- Recruiting volunteers to help with training sessions and games
- Encouraging parents to work with their athletes
- Understanding and enforcing the housing policy set forth by Special Olympics Georgia at any Special Olympics Georgia sanctioned event – a copy of this policy can be found on the back of the athlete participation form

I am aware that the position of Local Coordinator is a volunteer position. However, in some circumstances if the Local Management Team agrees to pay a stipend from their program's bank account for services rendered:

- Stipend requests must be submitted to and approved by the Special Olympics Georgia CEO
- Payment received for the performance of the above duties cannot exceed \$1,500.00 annually
- Payment from which no deductions will be withheld, including Federal and State tax, F.I.C.A. tax, retirement, and employee insurance
- Accumulated amounts of \$600.00 or more for a year beginning January 1 through December 31 will be reported on a 1099 form (Miscellaneous Income) to be included on your income tax returns
- Special Olympics Georgia, Inc. will file the 1099 with both the Internal Revenue Service and State of Georgia Income Tax Division

I do hereby agree to run the Special Olympics Georgia program in my area or for my agency and to abide by the terms of agreement listed above. I will perform the duties listed above to the best of my ability:

Special Olympics Georgia, Incorporated employs the Affirmative Action plan which gives equal employment/volunteer opportunities to all applicants regarding race, color, religion, sex, or national origin.

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

Signature of Local Coordinator \_\_\_\_\_ Signature of SOGA Representative \_\_\_\_\_

Print your name \_\_\_\_\_

E-Mail \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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Phone (Business)

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Phone (Home)

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Fax