



SOGA Agency Accreditation Policy

ACCREDITATION DUE DATES & PENALTIES

- Agency Accreditations are due October 1st of the year that their current Accreditation expires (For example, if an agency is accredited 2025-2026, the new accreditation packet for the 2027-2028 period will be due on **October 1st, 2026**).

- Rolling an accreditation over year to year isn't allowed. Accreditations **MUST** be completed every 2 years by the October 1st deadline to participate in Special Olympics Georgia, without exception. (Example: 2025-2026 Accreditation packet **cannot** be turned in again for the **2027-2028 Accreditation year, you must turn in a new completed packet**)

- Agencies that do not submit a correct & complete Accreditation Packet by the above-stated October 1st deadline will receive a **90-day grace period** before being penalized. To avoid being penalized, all required documents must be completed and in the SOGA office **NO LATER THAN December 31, 2026**.

- If an agency's Accreditation is not complete and approved by SOGA on or before **December 31, 2026**, of the due date year, the agency will be put on a 3-month suspension. This suspension will begin on the date when the late Accreditation is submitted and approved. (For example, if an agency is past due and is approved on January 10, 2027, then the suspension will be complete on April 10, 2027). Suspended agencies are not eligible to:

- Submit Athlete Medical Forms or Volunteer & Unified Partner Profile Forms
- Participate in medical incentive periods
- Submit games wish lists or registration paperwork for any Special Olympics sanctioned events at the Local, Area, or State level
- Participate in any Special Olympics sanctioned events at the Local, Area, or State level
- Organize or host any Special Olympics sanctioned events at the Local, Area, or State level (including any previously approved events)

- Fundraise using the Special Olympics brand, including previously approved events (even if you have a Special Olympics bank account)
- Spend any money from or contribute any money to your Special Olympics bank account
- Participate in any other capacity permitted solely to accredited Special Olympics agencies

- Agencies that do not submit a complete and approved packet by February 1st of the following year are subject to having their bank accounts frozen until the end of suspension.

-If an agency does not submit a complete and approved Accreditation by March 31st of the following year, SOGA reserves the right to prohibit participation for the remainder of the calendar year.

-Any agency caught out of compliance with the SOGA Accreditation Policy will be subject to disciplinary action as deemed appropriate by the SOGA CEO.

Please contact SOGA anytime with questions and concerns and thank you for all that you do to support the athletes and the organization.



Policy Concerning Umbrella Agencies

What is a UMBRELLA AGENCY?

- An Umbrella Agency is any SOGA Agency that is unable to acquire enough individuals to form a full volunteer Management Team. For this reason, the agency can be considered an Umbrella Agency through the approval of an already existing Accredited Agency or Area. As an approved Umbrella Agency, you are entitled to all the benefits and justifications that go along with accreditation. Special Olympics Georgia trusts that you recognize the responsibilities associated with this standing, and expects all policies, procedures and guidelines set forth by SOGA through such accreditation to be followed accordingly.

UMBRELLA AGENCY REQUIREMENTS

- In order for an agency to be considered an official Umbrella Agency, that agency must have the following documents on file with SOGA:

- Signed Local Coordinator Agreement.
- Agency Umbrella Agreement signed by the Umbrella Agency's Local Coordinator.
- Agency Umbrella Agreement signed by the Chairperson or Local Coordinator of the Accredited Agency approving such Umbrella.
- Policy Concerning the Prohibition of Charging Fee
- Policy Concerning Fundraising

- If the agency that has approved an Umbrella Agency has an expired accreditation and therefore is no longer accredited, then that Umbrella Agency is also no longer considered accredited.

-Any changes made to an Umbrella Agency Agreement must be communicated to the SOGA State office immediately.

Please contact SOGA anytime with your questions. Thank you.