Law Enforcement Torch Run for Special Olympics Georgia
Event Notification Form

Name of person submitting form: ________________________________

Law Enforcement Agency: _______________________________________

Address: _____________________________________________________

City/State/Zip: ___________________________ Best Time to Call: ___________

Work Phone: (___) ___________________________ Date(s) of Event: ___________

FAX: (___) ___________________________ Email: ________________________________

Location/City 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?
  (For example, fireworks, bungee jumping, aviation or watercraft)
  Yes _____ No _____

- Do you know your Local Coordinator or SOGA Program Manager?
  Yes _____ No _____

- Do you request the LETR Liaison or SOGA staff to be present at event?
  Yes _____ No _____

- Do you request a Program Manager or SOGA athlete(s) to be present?
  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 Email/FAX this form at least four weeks prior to the event to Kaitlin Henderson:

Kaitlin.Henderson@specialolympicsga.org or (404) 393-2929 or mail it to:

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