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TO: Local Coordinators and Coaches  
FROM: Special Olympics Ohio  
DATE: January 4, 2016  
RE: General Mailing #3

The staff of Special Olympics Ohio would like to wish everyone a Happy and Prosperous New Year.

Included in the mailing:

- ✓ General Cover Letter
- ✓ State Basketball Individual Skills Contest Information and Entry Forms

**UPCOMING STATE EVENTS & DEADLINES**

**January 7 State Basketball Team Roster – Entry Deadline**

**January 15 State Winter Games – Entry Deadline**

February 3-4 State Winter Games – Cuyahoga Valley National Park

**March 8 State Basketball Individual Skills – Entry Deadline**

March 18-19 State Team Basketball & Individual Skills – Hilliard

## **FINANCE UPDATE**

The final 2015 finance report (September – December 2015) is due on or before **January 25, 2016**. Remember to include report forms and all documentation (bank statements, invoices, deposits and receipts). Documentation is necessary to validate transactions and reconcile accounts. All transactions (deposits, checks and debit transactions) listed on bank statements have to be backed up with an invoice or receipt. Debit transactions that are listed on the bank statement do not validate the expense – it must be supported with the invoice that lists the detail.

Programs that utilize credit cards must pay the balance in full each month. Credit cards are to be used for convenience not cash flow. All transactions listed on the credit card statement need to include an invoice to support the transaction.

Organizations that have information outstanding from previous quarters need to submit the information as soon as possible. The fiscal year cannot be closed out until we have financial information on file for all accredited programs. Information is reviewed, reconciled and posted in order for us to prepare the necessary audit figures and reports. Information that cannot be validated creates “red flags” for potential fraud and misuse of funds. It is very important that the 4th quarter 2015 reports be submitted by the **January 25, 2016** deadline. Please contact Joanne at [jcarmody@sooh.org](mailto:jcarmody@sooh.org) with questions or concerns.

## **CLASS “A” VOLUNTEER FORMS**

1. As of September 2015, Intellicorp Records, Inc. changed the product they have offered and along with the FCRA, we needed to change the way we ask for authorization to do the background check. We now need the signed authorization form to accompany the Level “A” form and have the payment before we can process the forms. Failure to provide the authorization form or payment will delay the process.
2. Copies of the Class “A” Volunteer Form and the Youth Form can be downloaded from the website: [www.soo.org](http://www.soo.org). These forms are under the “Resource Center” tab. Current volunteer reports can be obtained by calling Cathy Dorion at (614) 239-7050 or emailing her at [cdorion@sooh.org](mailto:cdorion@sooh.org). After you submit these volunteer forms, you will receive notification of those forms that have cleared. We will send out updated volunteer lists quarterly upon request.
3. The process of entering these forms takes a little time. However, the turnaround time to get the reports back can take up to a week. So please, plan ahead. Make sure you turn in the completed forms well in advance of an event.

**CLASS "A" VOLUNTEER FORMS (CONTINUED)**

4. Along with the Class "A" form, all volunteers must also take the on-line Protective Behaviors Course on the website: [www.soo.org](http://www.soo.org) under the "Resource Center" tab. This is a ten-minute process and is about watching for neglect and abuse with our athletes.