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TO: Local Coordinators and Coaches
FROM: Special Olympics Ohio
DATE: November 2, 2015
RE: General Mailing #2

The staff of Special Olympics Ohio would like to wish everyone a Happy Thanksgiving. In addition to this general information letter, the following items are included in this mailing:

- √ 2016 State Winter Games Information
- √ 2016 Sports Directory

UPCOMING STATE EVENTS AND DEADLINES

November 18 State Aquatics Meet – Entry Deadline
December 5-6 State Aquatics Meet – Columbus
December 15 State Winter Games – Figure Skating only Entry Deadline
January 7 State Team Basketball – Team Roster Deadline
January 15 State Winter Games – Entry Deadline
February 3-4 State Winter Games – Cuyahoga Valley National Park

VOLUNTEER LEVEL “A” FORMS

Starting this fall, we will need a signed Disclosure and Authorization Form to be completed and turned in with the completed Volunteer Level “A” form. This additional authorization form keeps us in compliance with the Fair Credit Reporting Act (FCRA). We basically have the same wording on the back of our Level “A” forms, but it now needs to be a completely separate form. We are sorry for the duplication of some of the information, but it’s the way it has to be in order to run a background check on any individual.

Before submitting a Volunteer Level “A” form make sure you have the following:

1. The Volunteer Level “A” Form completed and signed with social security number included.
2. A signed Disclosure & Authorization Form.
3. You have included a check or purchase order for proper payment.

If you have any questions, please contact our office at (614) 239-7050. An additional copy of these forms will be coming in the Local Coordinator’s Handbook.

FINANCE

The 3rd Quarter finance report was due October 25, 2015. If you have not yet submitted the report, please do so as soon as possible. We have over 170 reports to validate and post each quarter. Please refer to the Local Coordinators Handbook that states the policy and procedures. In order to remain in compliance with the IRS and State of Ohio, we need to have these reports in by the deadline. Organizations that cannot abide by the policy may be required to turn the funds over to Special Olympics Ohio due to lack of accountability. Thank you to all those programs that have submitted their 3rd quarter reports and are up to date.

I know everyone gets tired of the reminder that all reports must include documentation, but we continually receive reports that are incomplete and do not include documentation.

- Undocumented transactions are “red flags” to fraud. Copies of bank statements, ledger printouts, deposits and invoices/receipts for expenses must be included.
- If you use a credit card, invoices/receipts for the transactions listed must be attached to the credit card statement. The invoices validate the transactions on the credit card statement.
- If a check is written for petty cash, receipts must be included to verify the expenses for which the cash was used. You cannot just write a check for petty cash and not account for expenses.
- These rules are standard accounting practices to eliminate questionable and fraudulent activity.

The end of the year is quickly approaching. The 4th Quarter report (October – December 2015) is due by **January 25, 2016**. It is really important that by **January 25, 2016** we have all the financial information from all local affiliates. We have 170 (+) organizations to validate and post for the quarter, as well as, prepare all audit information. We cannot schedule the audit until we have all files consolidated and all our adjustments and variances completed.

MARKETING & DEVELOPMENT

Plane Pulls

The 6th Annual Plane Pull at Cleveland Hopkins Airport took place on July 11, 2015. The event doubled in size in the amount of teams and the amount of money raised from 2014. The Plane Pull grossed over \$68,000 and included 56 teams who participated. The 2016 Cleveland Plane Pull will be held on July 9, 2016.

The 4th Annual Dayton Plane Pull took place on September 12, 2015. The event raised nearly \$22,000. The event sponsors included Booz, Allen, Hamilton, Dayton International Airport, and Delta. The Director of the Airport is very interested in moving this event to the same weekend as the Dayton Airshow which would boost attendance and participation for this fundraiser.

2016 Polar Plunge Dates

January 23, Mosquito Lake, Cortland

January 30, Thirsty Pony, Sandusky

February 6, OH/KY, Belleville

February 13, Ohio University, Athens

February 20, Columbus Zoo & Aquarium, Powell

February 27, LETR, Geneva-on-the-Lake

March 5, Grand Lake St. Mary's, Celina

March 12, Caesar's Creek, Waynesville

March 19, Indian Lake, Lakeview

We may add a plunge in Ravenna on March 5, 2016.

Don't forget your local Special Olympics programs can benefit from our Polar Plunge events. Local programs will receive 20% of the net that their team raises in a polar plunge. Please note that local programs must adhere to the following set of guidelines to participate. **Online registration is open for all plunges.**

1. Special Olympics local programs must register their team online and include the program name in the team name, i.e. Gahanna Team So Hot Right Now.
2. All team members must be registered online and must be on one team.
3. Plungers may collect pledges online and offline.
4. The plunge team and members must be organic to the local program, i.e. no recruiting existing teams or previous plungers which have no ties to the local program.

5. Recruit plungers and raise money for your local program.
6. The OH/KY plunge is the only plunge exempt from this program.

If you have any questions, please contact Paige Ludwig at (614) 239-7050 or pludwig@sooh.org.

Special Olympics Ohio

Special Olympics Social Network Page Policies

Today, social media encompasses a broad sweep of online activity, and social media can be a valuable tool for local organizations to advance our mission and attract new constituents. We are also aware that there are basic risks involved in online content in that it is immediate, easily viewed and shared by many people at the same time, and all online activities are trackable and traceable.

We believe that it is important to establish an identity online with Facebook and other sites. As the web constantly changes and new tools are introduced, new challenges will emerge and this document will change as needed.

Here are the guidelines we will follow regarding the creation of Facebook and other social network pages representing Special Olympics Ohio and any of its local programs:

1. Each local program coordinator should be the main POC on all social media channels. Volunteers may assist with social media but the local coordinator needs to have access to edit or delete anything posted to social media or web sites.
2. Any images used on the site must be supported by approval from the subject(s) featured in the photograph. Any requests to remove images from the subject(s) must be met promptly. By default, athletes' parents/guardians have given permission to use their athlete's image when they sign their medical release; however, requests to NOT use a particular athlete's photo should ALWAYS be honored.
3. All Special Olympics language guidelines should be followed at all times.
4. All Special Olympics Ohio graphic standards must be used when placing logos on the pages.
5. No profanity shall be allowed on any Special Olympics Ohio pages.
6. For Facebook, the settings should be set up so that others are invited to be "Like" a page, not be added as "Friends".
7. The page should be updated at a minimum of once a week.
8. All content should be spell-checked and edited for proper grammar BEFORE being posted. Any errors should be corrected immediately.
9. Respect the privacy of SOOH staff, volunteers, members and program participants. No private information should be posted to the site for any reason.
10. Comments on the site should be restricted to matters related to Special Olympics, such as reminders about upcoming events or registration dates, announcements about new programs, congratulations of athletes on their performances, etc. Personal commentaries, political discussions or non-Special Olympics matters should be avoided. Any questions regarding the nature or content of a post should be directed to the SOOH Marketing & Development Director for approval BEFORE being posted.
11. Comments on the site should be restricted to matters related to Special Olympics, such as reminders about upcoming events or registration dates, announcements about new programs, congratulations of athletes on their performances, etc. Personal commentaries, political discussions or non-Special Olympics matters should be avoided. Any questions regarding the nature or content of a post should be directed to the SOOH Marketing & Development Director for approval BEFORE being posted.
12. It is entirely appropriate to thank businesses who support our cause and our organization, but we should be careful that sites set up to promote Special Olympics programs don't become overly commercial enterprises. If a business that supports your local program has its own social media site it is also appropriate and allowable to link to, friend, Like or follow their page.

13. Local Program personnel **SHOULD NOT** create Event pages, Fan Pages, Web sites, etc. for **STATE LEVEL** competitive or fundraising events. This will be handled by the State office. All State Event Pages will allow local programs to invite friends to that event.
14. Do not respond to a negative comment, post or email without prior approval from the SOOH Marketing & Development Director.
15. Posts may not include discussions of the use of alcohol and drugs, sexual behavior or bullying.
16. Posts may not contain comments that are derogatory with respect to race, religion, gender, sexual orientation, color or disability. Sexually suggestive, humiliating or demeaning comments are not permitted.
17. Any media requests generated from posts on the site should be directed to the SOOH Marketing & Development Director.
18. SOOH local programs are not allowed to use social media pages or program web sites for local program fundraising. This violates other organization contracts.

Local programs that do not follow these guidelines will be asked to comply. Continued non-compliance will result in the local program being asked to discontinue their on-line presence.