



TO: Local Coordinators
FROM: Special Olympics Ohio
DATE: October 4, 2016
RE: 2016/2017 General Mailing #1

As the new Program Year gets underway, we wanted to distribute some general information. You will note that the general mailings are being sent via e-mail almost exclusively.

- √ 2016 State Aquatics Quota Form
- √ 2017 State Basketball Tournament Information
- √ 2017 National Unified Bowling Tournament Quota Form
- √ 2016/2017 State Event Schedule
- √ 2016/2017 Sports Directory will be sent by mail
- √ 2016/2017 Local Coordinator's Handbook will be sent by mail
- √ Updated Level "A" Volunteer Roster will be sent by e-mail per request
- √ Copy of the Level "A" Volunteer Disclosure & Authorization Form

UPCOMING STATE EVENTS AND DEADLINES

October 19 State Aquatics Meet – Quota Deadline
October 22-23 State Team Bowling Tournament – Columbus
November 3 National Unified Bowling – Quota Deadline
November 16 State Aquatics Meet – Entry Deadline
December 3-4 State Aquatics Meet – Columbus



VOLUNTEER LEVEL “A” FORMS

We continue to 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.

MARKETING & DEVELOPMENT

2017 Polar Plunge Dates

January 21,	Mosquito Lake, Cortland
January 28,	Thirsty Pony, Sandusky
February 4,	OH/KY, Belleville
February 11,	Ohio University, Athens
February 18,	Columbus Zoo & Aquarium, Powell
February 25,	LETR, Cleveland
March 4,	Grand Lake St. Mary’s, Celina
March 11,	Caesar’s Creek, Waynesville
March 18,	Indian Lake, Lakeview

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. Last year, Special Olympics Ohio shared over \$20,000 to local programs who participated in the 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. Registration will be open online in mid-October for all plunges at www.sooh.org



2016 LOCAL FINANCIAL REPORTING

Thank you to all the organizations that have submitted their financial information through the 2nd Quarter. Those with outstanding items, please get them in as soon as possible.

The 3rd Quarter reports (July – September) are due in to the State Office on or before October 25, 2016. As always, include all documentation and bank statements. Documentation is needed to validate transactions and ensure the accounts are reconciled.

AFFILIATES WITH CHECKING AND SAVINGS ACCOUNTS

As many of you are aware, as of June our new CEO is Kraig Makohus. Due to this transaction, all signature cards need to be updated. The new cards need to be updated to include the following two (2) State Level signatures:

Kraig Makohus, CEO
Joanne M. Carmody, Admin/Accounting

Requiring two State level signatures is a change from previous years. Due to the need for Joanne to work with the banks on concerns that may arise and for us to work with the bank on audit issues, having Joanne as a signee will improve the process. We will always contact the Local Coordinator before any contact is made with the bank concerning your account(s).

Along with two state level signatures, every local affiliate should have at least two additional (or 3) individuals associated with their entity. One of the signatures has to be the Local Coordinator. We appreciate your efforts to get these updated as soon as you can. Do not hesitate to have the bank contact Joanne directly with any questions and concerns. Secondly, if the bank requires the signatures to be notarized, we have a notary on staff that can do this for us.