



TO: Local Coordinators and Coaches

FROM: Special Olympics Ohio

DATE: January 5, 2017

RE: General Mailing #4

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 11 State Team Basketball – Team Roster Deadline.

January 12 State Winter Games – Entry Deadline.

February 1-2 State Winter Games – Cuyahoga Valley National Park.

March 7 State Basketball Individual Skills – Entry Deadline.

March 24-25 State Team Basketball & Individual Skills Tournament – Bowling Green



LOCAL FINANCE UPDATE

With the closure of fiscal year 2016, it is very important that we wrap up the local reporting as soon as possible. The 4th Quarter report for the period of October through December 2016 is due in to the State Office on or before **January 25, 2017**. Any outstanding /past due information from previous quarters, needs to be submitted as soon as possible or by the **January 25, 2017** deadline. All reports must include copies of bank statements, ledgers, invoices/receipts, deposits and copies of checks to validate all transactions. Reminders:

1. All expenses (checks and debits) need to be validated with invoices/receipts.
2. Credit Card Statements must include detail of purpose of transaction and associated event. Expense transactions listed on statements must be validated with receipt(s).
3. Revenue/deposits have to be validated with deposit slip(s) and listing/copies of check(s).
4. Receivables of Restricted Grants – SOOH will need a copy of the Grant agreement.
5. Any single check received in the amount of \$5,000 or greater we will need a copy of the check and the Donor Name and Address.
6. Petty Cash has to be reconciled with invoice(s)/receipts to validate expenses.

Account Signature Cards

All local programs with funds that reside in a banking institution need to update their signature cards to include: Mr. Kraig Makohus, CEO and Ms. Joanne Carmody, Admin/Accounting. Please contact Joanne if you have questions.

IRS Notifications

If you receive any notifications from the State of Ohio or the IRS concerning the non-profit status of your program, contact and forward the notice to Joanne at jcarmody@sooh.org

Insurance Certificates

If you need a certificate of insurance for an event, fund raiser or facility, complete the American Specialty Certificate of Insurance or Special Events Form (in the Local Coordinators Handbook) and submit to Joanne along with any contract or agreement associated with the request. To eliminate any potential issues, it is important that your request is submitted 3-4 weeks in advance of the date(s) that it is needed.



Polar Plunge – Plunge for Proceeds

2017 Polar Plunge Dates

January 21, Mosquito Lake, Cortland
January 28, Thirsty Pony, Sandusky
February 4, Greater Cincinnati, Belleville
TBA, Ohio University, Athens
February 18, Columbus Zoo & Aquarium, Powell
February 25, LETR Cleveland, February 25
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 50% 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. **See attached Polar Plunge Update!**

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.

Online registration is open at www.soo.org

SOOH Branding

Thanks to all of the local programs who have embraced the “new” Special Olympics branding . We appreciate the follow-up with your questions, samples, etc. to help the programs be in compliance with the guidelines. Attached is the guidelines for local programs to create their own identity. If anyone is in need of a cd with all of the branding information including logos, templates, etc. please contact Paige Ludwig at pludwig@sooh.org or 614.239.7050.



Cycle Bar Events

There are three CycleBar charity ride events to benefit the Polar Plunges. Dates and registration links are listed below. This is an opportunity to support Special Olympics Ohio as well as get credit for your polar plunge fundraising efforts. Cyclers who want to plunge too will have their entry fee for the ride applied to their registration fee for the Cleveland or Columbus Polar Plunges.

January 14, CycleBar, Beachwood <http://bit.ly/2hwy9Jd>

January 15, CycleBar, Powell <https://powell.cyclebar.com/class-detail/?apptid=1368268>

February 11, CycleBar, Powell
<https://powell.cyclebar.com/class-detail/?apptid=1368288>

For questions or more information contact Paige Ludwig at pludwig@sooh.org

Knights of Columbus Super Cash Bonanza

The Knights of Columbus will be conducting their Super Cash Bonanza again this year which will start in February. The event is a fundraiser for the Knights where they raffle a large pot of money. We have worked with them the last three years on this event and they are again offering local programs the opportunity to sell tickets to the raffle. In exchange the local Special Olympics program will receive \$2.50 for each \$5 ticket sold. Tickets will be available at the end of February. For more information please contact Paige Ludwig at pludwig@sooh.org.