



TO: Local Coordinators
FROM: Special Olympics Ohio
DATE: September 21, 2017
RE: 2017/2018 General Mailing #1

As the new Program Year gets underway, we wanted to distribute some general information. In addition to this general mailing letter, the following items are included in this mailing:

- √ 2017 State Swim Meet Quota Form
- √ 2017 Flag Football Interest Survey
- √ 2018 State Basketball Tournament Information
- √ 2017/2018 State Event Schedule
- √ 2017/2018 Sports Directory will be sent by mail
- √ 2017/2018 Local Coordinator's Handbook will be sent by mail

UPCOMING STATE EVENTS AND DEADLINES

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|---------------------|--|
| September 28 | State Team Bowling – Entry Deadline |
| October 18 | State Swim Meet – Quota Deadline |
| October 21-22 | State Team Bowling Tournament – Columbus |
| November 15 | State Swim Meet – Entry Deadline |
| December 9-10 | State Swim Meet – Columbus *** Please note this is event date has changed*** |

Special Olympics Ohio

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LOCAL FINANCE UPDATE

The 3rd Quarter (July – September 2017) financial report is due on or before **October 25, 2017**. If you have outstanding information from previous quarters, please submit as soon as possible. All reports must include documentation to validate revenue and expenses. To validate revenue/deposits include the deposit slips and copies of checks being deposited. If you are depositing money from a fundraiser, indicate the type of fund raiser. Do not just list “deposit”. All expense transactions (check and debit) have to be backed with an invoice or receipt. Please continue to work with Dena concerning any requests or concerns you may receive from her.

Petty Cash withdrawals must include copies of the receipts for the expenses paid from the PC amount.

Credit Card – All expenses paid via credit card and listed on the monthly statement have to include receipt/invoice for every transaction listed. The transactions posted are validated by the corresponding receipt. Transactions listed but that do not include a receipt to cross-reference may be requested to be reimbursed. All Credit cards have to be paid in full monthly.

Local Tax ID Update - Currently, SOOH is the only state that has individual id numbers for each affiliate and the only state that files an annual 990 tax return that solely includes its local programs.

As we move forward to be viewed as a consolidated entity, SOOH programs at all levels will be falling under the same tax id number. SOOH is currently working with Schneider Downs and the IRS to eliminate all local tax numbers and consolidate all SOOH programs under the single id number. We are aware that several organizations have concerns about the “all fall under one number”. We are working with Schneider Downs on a Corporate Resolution to address and resolve any concerns. Please let Joanne know of any comments or questions you have.

Tax ID Number all programs will fall under 51-0183468.

Bank Account Updates – SOOH is requiring the following two updates to all bank accounts where SOOH funds reside.

1. All accounts need to be set up under the tax id number 51-0183468
2. All accounts need to include the following State signee:
Joanne M. Carmody, Admin/Accounting
3. Please contact Joanne to let her know when you will be making these changes. She will be able to provide you the documents the bank may request and can also speak directly with the bank to assist in updating your account(s) or address any concerns.

- * Copy of 501C3 Determination Letter
- * Copy of W9
- * Letter authorizing the local program has permission to open an account(s) under the 51-0183468 tax id number
- * Provide the required documentation to add the state signer
- * We want to have all the accounts transitioned by December 31, 2017



MARKETING & DEVELOPMENT

2018 Polar Plunge Dates (subject to change)

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|--------------|-------------------------------|
| January 20, | Mosquito Lake, Cortland |
| January 27, | Thirsty Pony, Sandusky |
| February 3, | Greater Cincinnati |
| February 18, | Columbus |
| February 24, | Cleveland |
| March 3, | Grand Lake St. Mary's, Celina |
| March 10, | Caesar's Creek, Waynesville |
| March 17, | 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.

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 Greater Cincinnati 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.soo.org.