



## **Special Olympics Ohio**

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TO: All Staff  
FROM: Marty  
DATE: August 21, 2009

***RE: General & Event related mailings for the 2009/10 Program Year***

To help all of our planning for the upcoming program year, I have put together the State Events schedule for next year and listed proposed general mailing dates, including any event related materials that would be enclosed with them. As always, I will pass along reminders as the mailings approach. Please give me any input you have for the cover letters or separate information you want to include in these mailings. It is our intent this year to send out mailings via e-mail as much as possible. We realize that certain documents such as rule books and the Local Coordinator's handbook will still need to be distributed in a hard copy format. Each of you will receive a copy of the mailing via e-mail as well.

For state events, we will continue to send organizations that entered athletes a second mailing with information and a coach's handbook as soon after the entry deadline as possible. As always, I appreciate your cooperation in trying to organize and consolidate the vast amount of paperwork we send to our local organizations.

## 2009/10 General Mailing Schedule

<b><u>Month</u></b>	<b><u>Mailing Content</u></b>	<b><u>Input Deadline</u></b>	<b><u>Mail Out</u></b>
<b>October 2009</b>	<b>General Cover Letter #1</b> 2009/10 State Event Schedule Local Coordinator's Handbook Aquatics Information Basketball Team Information National Unified Bowling Interest Survey	September 25	September 28
<b>November 2009</b>	<b>General Cover Letter #2</b> Winter Games Information	November 13	November 16
<b>January 2010</b>	<b>General Cover Letter #3</b> Basketball Individual Skills Information	January 5	January 6
<b>February 2010</b>	<b>General Cover Letter #4</b>	February 1	February 2
<b>March 2010</b>	<b>General Cover Letter #5</b> Information & Initial Quotas for Summer Games	March 2	March 4
<b>April 2010</b>	<b>General Cover Letter #6</b> Summer Games Information & Entry Forms	April 1	April 2
<b>May 2010</b>	<b>General Cover Letter #7</b> Chapter Awards	May 3	May 4
<b>June 2010</b>	<b>General Cover Letter #8</b> Golf Tournament Quota Request Softball Tournament Information	June 1	June 2
<b>July 2010</b>	<b>General Cover Letter #9</b> Team Bowling Quota Information	July 6	July 7
<b>August 2010</b>	<b>General Cover Letter #10</b> Local Accreditation Application Sports Directory Survey	August 2	August 3