



Special Olympics Kansas has from time to time received questions from Local Programs asking for a clarification of acceptable expenses for their local team.

Remember, all funds raised in the name of Special Olympics Kansas are solely to be spent in direct support of your Local Program's participation in Special Olympics events and activities.

In addition, the following expenses are examples of expense considered to be acceptable and non-acceptable:

ACCEPTABLE LOCAL PROGRAM EXPENSES
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- Uniforms for athletes/coaches shirts
- Snack & meals for athletes – related to participation in Regional/State events
- Cost associated with actual training or competition
- Awards of a reasonable amount to show volunteer appreciation (make sure to list the name of the recipient)
- Bus/Van rental
- Purchase of sporting equipment used during training for Special Olympics events
- Costs associated with recruiting new athletes or increasing athlete participation
- Costs associated with promoting Special Olympics in your community
- Administrative costs such as postage or paper
- Phone call can be reimbursed but not phone service
- Storage for sporting equipment
- Attendance at Local Program Conference/Regional Meetings fees (please have recipient and complete SOKS IRS Reporting Form)
- First aid/medical supplies
- Reasonable acknowledgement for death of athlete, coach, volunteer or other significant person to the program

NON-ACCEPTABLE EXPENSES

- Cash donations (memorials or cash gifts)
- Gasoline purchases (unless refueling rented vehicle to transport athletes to Special Olympics event)
- Gift cards purchased to put gas in volunteers personal vehicles
- Cell phone service or land line phone service
- Loans
- Vehicle purchases
- Stock purchases
- Salaries or stipends for any Local Program

A Local Program must obtain prior written approval by the SOKS President/CEO in advance for any expenses not listed above.