

Kansas Law Enforcement Torch Run Manual



“First to Carry the Torch”

www.kansastorchrun.org

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INTRODUCTION

Thank you for your interest in the Kansas Law Enforcement Torch Run® (LETR) for Special Olympics Kansas. The LETR is a Special Olympics activity designed to mobilize a fraternal group of volunteers, the law enforcement community, to produce events, raise funds and awareness for Special Olympics at the grass roots level.

HISTORY

The Torch Run began right here in Kansas! In 1981, Wichita Police Chief Richard LaMunyon saw a need to raise funds for and awareness of Special Olympics Kansas. After three years of successful runs in Kansas, LaMunyon presented the program to the International Association of Chiefs of Police (IACP). With the IACP's enthusiastic support and leadership, the Torch Run expanded into seven states by 1985, 43 states by 1986 and today includes all 50 states and the District of Columbia. The Torch Run is not just a national event, though. In 1987, the program went international and today involves over 50 countries including Torch Runs in Canada, Europe, South America, the Caribbean and the Pacific Rim. And, Kansas can be proud to proclaim that it all started here. We were **"FIRST TO CARRY THE TORCH!"**

MISSION OF THE LAW ENFORCEMENT TORCH RUN® FOR SPECIAL OLYMPICS

The mission of the Law Enforcement Torch Run® for Special Olympics is to raise funds for and the awareness of the Special Olympics movement worldwide. Special Olympics is a program that daily reaffirms our beliefs that with hope, love, and dedication we can see achievement and self-worth realized by any individual. It is our belief that persons with intellectual disabilities, by their involvement with Special Olympics, show the community at large the true meaning of sport and a pure joy towards life.

To further the Special Olympics philosophy, law enforcement will carry the torch, representing the "Flame of Hope," and dedicate itself to the goals of continually increasing awareness and funds for Special Olympics athletes worldwide.

PURPOSE

The Kansas Law Enforcement Torch Run Executive Council is authorized by the Special Olympics Kansas (SOKS) for the purpose of encouraging, promoting, supporting and providing technical guidance to Torch Run volunteers in planning and coordinating Torch Run events and activities worldwide, facilitating the expansion of existing Torch Run activities and programs, and planning for the development of new Torch Run initiatives and events.

The Executive Council shall conduct its business in accordance with these policies and procedures, as approved by Special Olympics Kansas, and consistent with the Special Olympics Kansas Policies and Procedures.

REASONS FOR SUCCESS

The Law Enforcement Torch Run empowers this specific group of volunteers to be creative, take ownership of event ideas and feel pride and accomplishment when the project is followed through to completion.

The events take place at the local, grass-roots level and are therefore customized and structured to reflect the local culture.

The law enforcement community has a built-in worldwide network, communications network within agencies, and hierarchy of command that may be tapped to support Special Olympics.

Incentive programs create competition between police departments and are a good motivation for success.

BENEFITS TO THE LAW ENFORCEMENT COMMUNITY

- The image of law enforcement in many communities has been improved due to involvement with the Torch Run and Special Olympics. Officers are seen as friends and people rather than uniform.
- The Torch Run provides a common cause and bond for members of a department working shifts at various locations and times.
- Working with the Torch Run and for Special Olympics provides personal fulfillment as well as departmental team achievements.

BENEFITS TO THE SPECIAL OLYMPICS PROGRAM

- By empowering volunteers to work on local fundraising events, staff members have more time to work on other projects such as athlete recruitment, coaches training, competition staging, etc.
- The law enforcement community is also a volunteer base for coaching and/or Games.
- Awareness of Special Olympics is increased at the least within the law enforcement network.

The key to the success of a Torch Run program is to work together. The Special Olympics Program and the law enforcement community must work hand-in-hand to:

- Ensure maximum efficiency in event promotion and planning logistics.
- Ensure proper accounting procedures are followed.
- Provide consistency in messaging, athlete involvement and focus on the mission and message of Special Olympics.

WHAT IS SPECIAL OLYMPICS?

Special Olympics is an international year-round program of sports training, education and athletic competition for more than one million children and adults with intellectual disabilities.

LAW ENFORCEMENT TORCH RUN® FOR SPECIAL OLYMPICS FACT SHEET

The Law Enforcement Torch Run® is Special Olympics' largest grass-roots fundraiser and public awareness vehicle. More than 85,000 law enforcement officers carried the "Flame of Hope" around 50 states and 35 nations, and raised awareness and funds for Special Olympics.

At its most basic level, the Torch Run is an actual running event where officers and athletes run the Special Olympics "Flame of Hope" to the Opening Ceremonies of local Special Olympics tournaments or State, Provincial or National Summer or Winter Games. At its more extensive, the Torch Run program encompasses a variety of fundraising vehicles in addition to the actual Torch Run, such as T-shirt or merchandise

sales, donations or pledges for runners in the Torch Run, corporate donations, and special events such as Polar Plunges, golf tournaments or other events that have local appeal.

Every two years, law enforcement officers representing their state, province or nation's Torch Run program, comprise a "Final Leg Team" which carries the "Flame of Hope" to the Opening Ceremonies of the Special Olympics World Games.

The Law Enforcement Torch Run® began in 1981 when Wichita, Kansas Police Chief Richard LaMunyon saw an urgent need to raise funds for and increase awareness of Special Olympics. He conceived of the idea of a Torch Run as a way to involve local law enforcement personnel in the community and in support of Special Olympics Kansas. After three years of successful Torch Runs in Kansas, LaMunyon presented the program to the International Association of Chiefs of Police (IACP). With IACP's enthusiastic support and leadership, as well as the involvement of all facets of the law enforcement community - Sheriff's associations, college and university police, police unions, state, county, municipal, military, and federal law enforcement and corrections officers - the Torch Run expanded into seven states by 1985; 43 states by 1986, and 50 states and 25 nations by 1997.

The International Association of Chiefs of Police is the founding law enforcement organization of the Law Enforcement Torch Run® for Special Olympics. For more information about the Law Enforcement Torch Run® for Special Olympics, please visit our website at www.specialolympics.org.

SPECIAL OLYMPICS KANSAS MISSION

Special Olympics Kansas is dedicated to empowering individuals with intellectual disabilities to become physically fit, productive and respected members of society through sports competitions, health and nutrition programs and leadership development. Offering year-round initiatives to children and adults with intellectual disabilities, Special Olympics Kansas is a platform for acceptance and inclusion as well as one of the largest advocates for healthy lifestyles in the state – regardless of race, religion, ethnicity or cultural differences.

THE OFFICIAL MISSION OF SPECIAL OLYMPICS, INC.

The mission of Special Olympics is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community.

SPECIAL OLYMPICS ATHLETE OATH

“Let me win. But if I cannot win, let me be brave in the attempt.”

SPECIAL OLYMPICS FACTS

Special Olympics Began... in 1968 when Eunice Kennedy Shriver organized the First International Special Olympics Games at Soldier Field, Chicago, Illinois, USA. The concept was born in the early 1960s when Mrs. Shriver started a day camp for people with intellectual disabilities. She saw that people with intellectual disabilities were far more capable in sports and physical activities than many experts thought. Since 1968, millions of children and adults with intellectual disabilities have participated in Special Olympics.

Special Olympics Kansas began in 1970, growing to include more than 100 local programs and teams across the state.

Today Special Olympics Kansas... touches the lives of over 5,000 athletes who train and compete year-round in 22 sports, including Unified Sports®. Through our organization, the athletes improve physical fitness, acquire new skills, develop lifelong friendships and encourage widespread community understanding and acceptance.

Our Goal... for all persons with intellectual disabilities to have the chance to become useful and productive citizens who are accepted and respected in their communities.

The Benefits... of participation in Special Olympics for people with intellectual disabilities include improved physical fitness and motor skills, greater self-confidence, a more positive self-image, friendships, and increased family support. Special Olympics athletes carry these benefits with them into their daily lives at home, in the classroom, on the job, and in the community. Families who participate become stronger as they learn a greater appreciation of their athletes' talents. Community volunteers find out what good friends the athletes can be. And everyone learns more about the capabilities of people with intellectual disabilities. Special Olympics believes that competition

among those of equal abilities is the best way to test its athletes' skills, measure their progress, and inspire them to grow. Special Olympics believes that its program of sports and training and competition helps people with intellectual disabilities become physically fit and grow mentally, socially, and spiritually. Special Olympics believes that consistent training is required to develop sports skills. The Spirit of Special Olympics skill, courage, sharing, and joy transcends boundaries of geography, nationally, political philosophy, gender, age, race or religion.

Around The World... there are accredited Special Olympics programs in nearly 150 countries. Special Olympics programs are continually being developed around the world. In The United States...Special Olympics Chapters are established in all 50 states, the District of Columbia, Guam, the Virgin Islands, and American Samoa. About 25,000 communities in the United States have Special Olympics programs. Through the Special Olympics Model School District programs, public school districts include Special Olympics in their physical education curriculum and provide extracurricular and interscholastic sports to elementary and secondary students with intellectual disabilities. The Special Olympics Mega-Cities program coordinates Special Olympics training and competition in schools, community recreation programs, group homes, and institutions in 11 large metropolitan areas.

The Unified Sports® Program... brings persons without intellectual disabilities together on the same team with persons with intellectual disabilities of comparable age and athletic ability. Founded in 1987, Unified Sports fosters the integration of persons with intellectual disabilities into school and community sports programs.

Special Olympics is the only organization authorized by the International Olympics Committee to use "Olympics" worldwide.

Special Olympics Kansas offers year-round sports training and athletic competition in 22 Olympic-type sports to children and adults with intellectual disabilities.

Participation is open to anyone ages 8 and older, and programs are designed to serve all ability levels. There are 20 official sports offered in Kansas:

- | | |
|----------------------|---------------|
| Alpine Skiing | Floor Hockey |
| Athletics | Golf |
| Basketball | Powerlifting |
| Bocce | Snowshoeing |
| Bowling | Soccer |
| Cheerleading | Softball |
| Cross Country Skiing | Speed Skating |
| Cycling | Swimming |
| Figure Skating | Tennis |
| Flag Football | Volleyball |

Special Olympics also offers the Motor Activities Training Program (MATP) for persons with severe limitations who do not yet possess the physical and/or behavioral skills necessary to participate in official Special Olympics Sports.

ATHLETE INITIATIVES

- Athlete Leadership Programs
- Healthy Athletes
- Young Athletes

SPECIAL OLYMPICS FUNDING IN KANSAS

Special Olympics is a 501 (c) (3) organization as determined by the IRS. All funds raised to benefit Special Olympics Kansas are from individuals, businesses, foundation and special event fundraisers such as the Torch Run.

ROLES, RESPONSIBILITIES AND COMMITTEE STRUCTURE

The Kansas Law Enforcement Torch Run has a coordinating body of law enforcement and Special Olympics representatives, who assist, advise and support the Torch Run development.

The purpose of the Torch Run is to activate a group of volunteers to help support Special Olympics Kansas through the Torch Run, signature awareness event, and additional grass-roots fundraising events. The law enforcement volunteer leaders should work closely with Special Olympics Kansas staff to plan events and ensure the Special Olympics message is consistently relayed to the community.

SPECIAL OLYMPICS PROGRAM RESPONSIBILITIES

The Special Olympics Program office should maintain oversight of certain aspects of the Torch Run.

- **Banking and Cash Handling Procedures** – Recommendations for these procedures are covered in the next section.
- **Contracts** – The local Special Olympics Program office will review and sign all contracts so that legal responsibility for the execution of the contract falls upon the Special Olympics entity and not the individual volunteer.
- **Sponsorship Review** – The Special Olympics Program office will work with the Torch Run volunteers to secure event sponsors from categories that do not conflict with existing Special Olympics sponsors. Alcohol and tobacco companies shall not be approached to sponsor Special Olympics or Torch Run events.
- **Media Messaging Review** – The Special Olympics Kansas office should work in conjunction with the law enforcement community to craft messaging that relays the Special Olympics athlete-focused message in addition to event-specific information and law enforcement community involvement messages.
- **Volunteer Registration** – Torch Run volunteers must register as Class B or Class C volunteers with the Special Olympics Program.
 - In the U.S. this allows for insurance coverage of volunteers when working on Torch Run activities. Insurance policies and standards will vary by country and should be researched locally.
 - In the U.S., event participants (Torch Runners, Polar Plungers, etc.) must sign participant waiver forms indemnifying Special Olympics from legal action based on incidents occurring during the course of the event.

ORGANIZATION & STRUCTURE OF EXECUTIVE COUNCIL

The Law Enforcement Torch Run Executive Council is authorized by Special Olympics Kansas for the purpose of managing, promoting, planning, expanding and coordinating Torch Run activities statewide. The Kansas Law Enforcement Torch Run Executive Council is organized according to the guidelines set forth by the International Torch Run Council.

The Executive Council shall be composed of the members listed below, each of whom shall have full membership and voting privileges as an Executive Council member:

- One State Director,
- Eight Regional coordinators,
- Five At Large positions,
- One SOKS Athlete Ambassador
- Immediate Past State Director

SOKS Vice President of Development & LETR (non-voting member)

RESPONSIBILITIES OF THE KANSAS LAW ENFORCEMENT TORCH RUN EXECUTIVE COUNCIL

The Executive Council shall:

- Further the mission and purpose of the Law Enforcement Torch Run.
- Set goals and objectives for the Executive Council that are reviewed and updated annually.
- Schedule and attend meetings and conference calls as necessary to carry out the mission, purpose and business of the Law Enforcement Torch Run.
- Engage in Torch Run activities in his/her area.
- Implement and comply with the Executive Council and Special Olympics Kansas policies and procedures.
- Provide regular reports and updates to their designated regional agencies.
- Communicate with SOKS on a regular basis.
- Ensure that financial responsibility and accountability and stewardship are hallmarks of LETR operations and participate in fundraising efforts.
- Ensure the future success of the Torch Run through effective strategic planning and risk management.

EXECUTIVE COUNCIL - TERMS & SELECTION PROCESS

Terms: All elected positions will serve a term of three (3) Years.

Candidacy: Qualified persons interested in seeking election to the Executive Council shall submit the Nomination Form for the LETR Executive Council available on www.kansastorchrun.org/ to the SOKS Office.

Majority Vote: All elections to the Executive Council shall be by majority vote of those present and voting, including absentee votes.

STATE DIRECTOR SELECTION PROCESS

Elected by Executive Council

1. Any individual presently serving on the LETR Executive Council interested in the job should express his/her interest to the current State Director. Note: The State Director must be an active or retired member of law enforcement.
2. The State Director will forward to the Executive Council the interest of the individual during the selection process for the next State Director.
3. The new State Director will begin his/her term in January of the term year. (The LETR year is January 1 – December 31)

REGIONAL COORDINATORS AND AT-LARGE MEMBERS

Elected by Executive Council.

1. The eight (8) Regional Coordinators positions and the five (5) At-Large Positions will be elected to the Executive Council.
2. The elected positions will begin their duty January 1 unless position is currently vacant. If position is vacant, term begins immediately following vote approval.

PAST STATE DIRECTOR

After serving as the State Director, he/she will become the Past State Director and is encouraged to remain active on the Executive Council and will be extended full voting rights. After the third year, he/she can continue to serve as an Honorary Member on the Executive Council offering support and guidance to the Torch Run movement. If a Past

State Director would like to continue as a full voting member, he/she may seek candidacy as a Regional Coordinator or as an At-Large Council Member.

ELIGIBILITY FOR EXECUTIVE COUNCIL

To be eligible for a position on the Executive Council, a person must have been an active participant in their local program for a minimum of two years before they run for election.

Open Executive Council positions will be posted in the E-News and on www.kansastorchrun.org until position is filled. LETR members who are interested in serving on the Executive Council will complete a nomination form and provide a letter of support and endorsement from the Law Enforcement agency they represent. The Executive Council will vote on candidates and election results will be announced on www.kansastorchrun.org.

RESIGNATIONS FROM THE EXECUTIVE COUNCIL

Resignations from the Executive Council shall be directed to the State Director and a copy to the SOKS VP of Development & LETR. The Executive Council will seek LETR members to fill vacant positions and will follow the terms and selection process.

REPRESENTATION OF TORCH RUN ON SPECIAL OLYMPICS BOARD OF DIRECTORS

The LETR Executive Council will include a position within the Council for a liaison to the Special Olympics Kansas Board of Directors. The individual elected by the Council to fill the role, will serve a 3 year term to coincide with a SOKS Board term. The LETR liaison to the SOKS Board of Directors must be a current member of the LETR Executive Council.

REPRESENTATION AT THE INTERNATIONAL LAW ENFORCEMENT TORCH RUN CONFERENCE

All LETR members are eligible to attend the International Law Enforcement Torch Run Conference. Only individuals (including Executive Council members) who reach the incentives goals set by the Executive Council will receive reimbursements as established in the annual incentives program.

STATE DIRECTOR JOB DESCRIPTION

Qualifications:

A career law enforcement individual who has clearance from their superior; the knowledge, time and resources to coordinate and manage a large special project; a solid team player; experience in handling committees, deadlines, projects and managing and leading other individuals. Only Law Enforcement Members of the Executive Council who have been active in the Torch Run for at least five (5) years are eligible to be elected Chair.

Responsibilities:

- Serve as the Chair of the Executive Council, providing strong leadership and direction to the other Council members. Preside at and manage all meetings of the Executive Council.
- Maintain communication with Special Olympics staff.
- Be the spokesperson for the Executive Council.
- Work with Special Olympics development staff in soliciting state sponsorships.
- Work with Special Olympics staff to ensure proper accounting and timely forwarding of reports as needed.
- Work with the Executive Council to formulate the annual goals and objectives for the Torch Run.
- Work with the Executive Council in selecting an annual honorary chairperson and ensuring his/her inclusion in special events, publicity, etc.
- Coordinate and schedule Executive Council meetings and ensure the communication between Council members and others is timely and complete.
- Attend all Kansas LETR conferences, meetings, etc. and if appropriate funds are raised attend the annual International Torch Run Conference.
- Oversee overall planning for Torch Run activities including meeting schedules, Torch Run schedule, ceremonies and special events, and Torch Run calendar of events.

- Select state representative to attend the International Final Leg every two years and the National Final Leg every four years with approval from the Executive Committee. The State Director may seek recommendations and/or advice from local programs. NOTE: State Director should attend once during his/her term.
- Serve on the Elections Committee for the Executive Council.
- Ensure the overall success of the Torch Run through public awareness, proper inter-law enforcement Torch Run training and communication, Torch Run planning, Torch Run goal-setting, Torch Run needs assessment, and enhanced law enforcement volunteer management.
- Provide articles to the LETR Torch Runner Newsletter.
- Appoint committees as needed to further the Law Enforcement Torch Run Program.

AT-LARGE POSITIONS (5) JOB DESCRIPTION

Five (5) At-Large Positions will be elected to the Executive Council, at least three of which must be law enforcement personnel.

Responsibilities:

- Communicate regularly with the State Director and Special Olympics staff.
- One At-Large Position member shall assist SC Regional Coordinator, as needed, for the LETR Final Leg held prior to Summer Games.
- Assist in reviewing forms to ensure changes if needed.
- Assist the State Director in establishing the annual LETR Budget for proposal to the Executive Council.
- Assist in reviewing financial procedures and protocols.
- Identify, nominate, train and support the volunteer Torch Run coordinator for each county, area or department.
- Work with SOKS staff to identify and cultivate potential LETR sponsors. Conduct presentations with SOKS staff, when needed.
- Assist in developing fundraising strategies to meet the financial goals of the LETR.
- Assist programs at local levels to implement new events.
- Evaluate fundraising projects to ensure that they are productive and worthwhile.
- Assist in organizing, promoting, and facilitating new Torch Run programs in areas where no program currently exists.
- Promote the Kansas Law Enforcement Torch Run with articles in the different law enforcement magazines and at the KLEO Conferences around the state.
- Provide articles to the LETR Torch Runner Newsletter.
- State Director may assign responsibilities at his/her discretion.

Qualifications:

Individual(s) must have the knowledge, time and resources to serve on the Executive Council in this position; be a solid team player; have experience in proposal

presentations; experience in managing, motivating and leading volunteers; must be very organized and detail oriented; must have knowledge of budgets and financial procedures; must have the ability to work within the Council structure and have an excellent rapport with law enforcement agencies and the ability to “make the ask” to businesses & corporations for monetary support.

REGIONAL COORDINATOR JOB DESCRIPTION

A Regional Coordinator is a law enforcement individual who is responsible for the logistical needs of the LETR in his/her respective region.

Responsibilities:

- Communicate regularly with the State Director and Special Olympics staff.
- Work with the Special Olympics staff to maximize media coverage for events in his/her region.
- Provide orientation meetings in his/her region to ensure that all tasks are completed in a timely fashion and to ensure members have a clear understanding of the current LETR policies and procedures.
- Identify, nominate, train and support the volunteer Torch Run coordinator for each county, area or department.
- Provide operational and consulting assistance to the Torch Run programs in their region.
- Have direct and regular contact with the Area Coordinators for the programs in their region.
- Report to the Executive Council on the goals and objectives for each program within their region.
- Report to the Executive Council on concerns, issues, accomplishments, strengths and weaknesses of the programs within their region.
- Assist in organizing, promoting, and facilitating new Torch Run programs in areas where no program currently exists.
- Ensure that forms from the region are submitted to the Special Olympics office by the deadlines.
- Provide the State Director and SOKS staff information and times of Torch Run legs in his/her region prior to the cut-off date for the final media kit release.
- Communicate with the State Director prior to the runs in his/her region to ensure all needs have been met.
- Ensure that all t-shirt orders from Region are placed by established deadline.
- Ensure that all funds from t-shirts sales are turned in by established deadline.
- Ensure that all extra t-shirts are returned by established deadline.

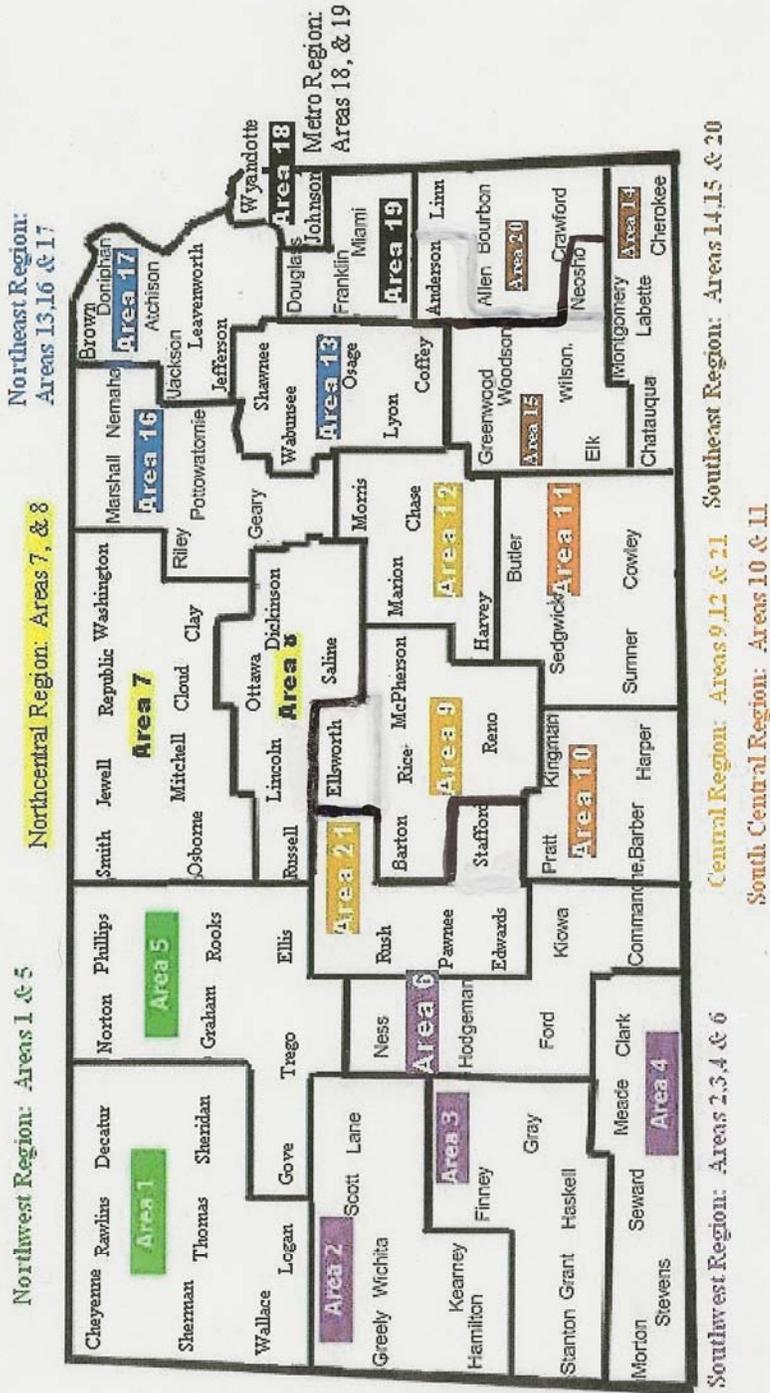
- Work with SOKS staff on distribution of forms in Region.
- Communicate with SOKS staff on assignment changes of Area and/or County Coordinator contacts.
- Provide articles to the LETR Torch Runner Newsletter.

Qualifications:

Regional Coordinators must be very organized, have the ability to coordinate, manage and motivate people. They must have the ability to work within the Council structure and have an excellent rapport with law enforcement agencies within his/her geographic region of the state.



Area Map



AREA COORDINATOR JOB DESCRIPTION

The Area Coordinator is a law enforcement individual who is responsible for the logistical LETR needs in his/her area. Area Coordinators are not voting members of the Executive Council but may attend Executive Council Meetings.

Responsibilities:

- Communicate regularly with their Regional Coordinator and/or State Director.
- Oversee the distribution of forms, materials and LETR information to runners in his/her area.
- Work with the Regional Coordinator to maximize media coverage for events in his/her area.
- Provide orientation meetings in his/her area to ensure that all tasks are completed in a timely fashion.
- Identify, nominate, train and support the Torch Run County Coordinators in your area.
- Ensure that all forms are submitted to the Regional Coordinator by the established deadline.
- Oversee the arrangement of meals, drinks, medical supplies, police escorts or any other needed resources for the area Torch Run.
- Provide the Regional Coordinator with information and the times of legs in his/her area prior to the established media deadline.
- Communicate with the Regional Coordinator prior to the runs in his/her area to ensure all needs have been met.

Qualifications:

The Area Coordinator must be very organized, have the ability to coordinate, manage and motivate people. He/she must have the ability to work within the committee structure and should have an excellent rapport with the law enforcement agencies within his/her geographic area of the state.

COUNTY COORDINATOR JOB DESCRIPTION

The County Coordinator is a law enforcement individual who is responsible for the logistical LETR needs in his/her county. County Coordinators are not voting members of the Executive Council but may attend Executive Council Meetings.

Responsibilities:

- Communicate regularly with Area Coordinator.
- Oversee the distribution of forms, materials and LETR information to runners in his/her county.
- Work with the Area Coordinator to maximize media coverage in his/her county.
- Provide orientation meetings in his/her county to ensure that all tasks are completed in a timely fashion and that there are a sufficient number of runners on all routes.
- Identify, nominate, train and support the Torch Run Agency Coordinators in your county.
- Ensure that all forms are submitted to the Area Coordinator by the established deadline and that all runners have completed their release forms.
- Oversee the arrangement of drinks, medical supplies, police escort and any other resources needed for the county Torch Run.
- Provide the Area Coordinator with information and the times of legs in his/her area prior to the established media deadline
- Communicate with the Area Coordinator, prior to the run in his/her county, that all needs have been met.

Qualifications:

A County Coordinator must be very organized; have the ability to coordinate, manage and motivate people. He/she must have the ability to work within the council structure and have an excellent rapport with law enforcement agencies within his/her county.

AGENCY COORDINATOR JOB DESCRIPTION

The Agency Coordinator is a law enforcement individual who is responsible for the logistical LETR needs within his/her agency. Agency Coordinators are not voting members of the Executive Council but may attend Executive Council Meetings.

Responsibilities:

- Communicate regularly with County Coordinator.
- Secure parade permit if required for your community.
- Provide SOKS office with LETR event information prior to the event.
- Promote the mission of the Law Enforcement Torch Run within department seeking volunteers for the Torch Run and for fundraising events.
- Oversee the distribution and collection of forms, t-shirts and other materials within department.
- Recruit and assign runners to route.
- Deposit agency fundraising monies to the closest Bank of America within one week of a fundraising event or at least monthly for shirt/hat funds.
- Turn in appropriate forms to SOKS by established deadlines.
- Provide LETR event information to your agency media specialist and work with the County Coordinator to maximize media coverage.
- Provide communications to your Chief/Sheriff/Superintendent regarding LETR activities within your department and area.
- Supply statistics and paperwork to SOKS office as basis of recognition.
- Organize, participate in and support in fundraising efforts in your department.
- Ensure that all forms are submitted to the County Coordinator by the established deadline and that all runners have completed their release forms.
- Acknowledge and send thank you to sponsors, administration, media, volunteers, runners, etc. for their involvement in LETR events within one month of event.
- Oversee the arrangement of drinks, meals, fruit, snacks, medical supplies, coolers, police escort and any other resources needed for your agencies involvement in the Torch Run.

- Provide the County Coordinator with information and the times of legs in his/her area prior to the established media deadline.
- Communicate with the County Coordinator, prior to the run in his/her county, that all needs have been met.

Qualifications:

An Agency Coordinator must be very organized; have the ability to coordinate, manage and motivate people. He/she must have the ability to work within the council structure and have an excellent rapport with his/her fellow officers within the department.

HONORARY CHAIRPERSON

Annually an Honorary Chairperson will be selected by the Executive Council. The Honorary Chairperson is not a voting member of the Executive Council.

Roles & Responsibilities:

- Deliver short speech to members of the LETR and any VIP attendees at Wichita City Hall commending the members of the LETR for all the hard work they do year-round.
- Optional: Run the torch into the Opening Ceremonies at Cessna Stadium with members of the LETR.
- Deliver short speech to over 3,000 athletes, coaches and parents at the Opening Ceremony of the Special Olympics Summer Games.
- Attend the Final Leg post-party immediately following Opening Ceremonies.
- Attend the Annual Awards Banquet, deliver a short speech and hand out awards to top individuals – date and location to be determined.
- Work with Special Olympics Kansas Vice President of Development & LETR on Release announcing position.
- Work with Special Olympics Kansas Vice President of Development & LETR to send a letter from Honorary Chairperson to all Law Enforcement Agencies asking for support of program.

Not required but encouraged:

- Attend one fundraising event during the year.
- Attend one local torch run leg, location of your choice, with the option to run or speak.
- Assist in spreading awareness of the LETR by recommending/obtaining sponsorships.
- Assist with recruitment of law enforcement agencies/individuals.
- Promote the LETR year-round to your constituents.
- Attend one of the quarterly Executive Council Meetings.

**SPECIAL OLYMPICS KANSAS VICE PRESIDENT OF DEVELOPMENT & LETR
SPECIAL OLYMPICS KANSAS STAFF JOB DESCRIPTION**

Special Olympics Kansas staff will be designated to support the Kansas Law Enforcement Torch Run.

LETR Responsibilities:

- Assist in the administration, implementation and directing of all aspects of the LETR.
- Ensure the proper use of the official Special Olympics Kansas and the Kansas Law Enforcement Torch Run name and logo on all materials.
- Act as the contact person for information on Special Olympics Kansas.
- Communicate with other Special Olympics Kansas staff about goals, concerns, and assistance needed for the Torch Run.
- Communicate to the LETR Executive Council about goals, concerns and assistance needed for Special Olympic events.
- Work with LETR Sponsors representatives to ensure sponsor benefit management.
- Ensure proper handling of funds and timely forwarding of reports to Special Olympics Kansas and Special Olympics, Inc.

- Direct the LETR t-shirt portion of the program.
- Provide agendas and record and distribute minutes of all Council meetings.
- Work with the Council to host and conduct meetings essential to conducting the business of the LETR.
- Attend the annual International LETR Conference and Regional or other designated LETR functions/training.
- Work with media to promote LETR.
- Establish and communicate deadlines for all forms and for the final media kit release for the Torch Run.

Provide support to members of the Executive Council in the execution of their responsibilities.

- Promote Special Olympics athletes at Torch Run events.
- Promote the involvement of the law enforcement and their families in Special Olympics throughout the year.
- Serve as the Liaison with the International Executive Council, Special Olympics International, sponsors and law enforcement associations.
- Assist established committees as needed.
- Assist in completing all paperwork and other such requirements as requested/required by SOI, IACP, the International Torch Run Executive Council and/or the Kansas Torch Run Executive Council.
- Ensure that effective risk management procedures are applied in the execution of the Torch Run and all associated events.

NOTIFICATION OF MEETINGS

Notice: One meeting per quarter will be held by the Executive Council. Quarterly meetings will be set in advance by the State Director and all LETR members will be notified of the meeting dates via LETR communications. All Executive Council members will receive notification by email, phone, fax or mail of any regularly scheduled or special meeting or conference call no less than seven (7) calendar days prior to a meeting.

Special Meetings: Six (6) members of the Executive Council may request, by email, fax or in writing, that the State Director call a special meeting of the Executive Council for any appropriate purpose. Within five (5) days after receiving such a request, the State

Director shall call a meeting to be held within thirty (30) days following the State Director's receipt of such request.

AMENDMENT OF THE POLICIES AND PROCEDURES

- Any member of the Law Enforcement Torch Run may propose amendments to these Policies and Procedures.
- A two-thirds affirmative vote of the Executive Council is required to approve a proposed amendment to these Policies and Procedures for submission to Special Olympics Kansas.
- Each proposed amendment approved the Executive Council shall be submitted to SOKS' Legal Department for review and approval and shall not take effect until approved by the Legal Department.

REMOVAL OF A MEMBER OF THE EXECUTIVE COUNCIL

- An Executive Council member may be removed for cause, which may include, but is not limited to, termination from employment by a Law Enforcement Agency, being arrested for, charged with or convicted of a crime, conduct involving moral turpitude, or malfeasance and/or if termination reasons impair or might reasonably impair Executive Council member's responsibilities to the Kansas Law Enforcement Torch Run and Special Olympics Kansas.
- A member of the Executive Council may be removed upon petition to the Chair by another Executive Council member, a Torch Run Member, or by Special Olympics. Once a petition is received, the State Director will appoint, from the members of the Executive Council, a person to investigate the charges and present their findings to the Executive Council. Upon recommendation of the Executive Council, the State Director may suspend a member of the Executive Council pending completion of investigation. Suspension of a member of the Executive Council requires a majority vote.
- Removal of a member of the Executive Council requires a three-fourths affirmative vote of the other members of the Executive Council.
- It will be the responsibility of the Executive Council to determine any discipline measures for any LETR members not adhering to the approved policies,

procedures and/or codes of conduct working with the Special Olympics Kansas Board of Directors as necessary.

FINANCIAL PROCEDURES

Special Olympics Kansas is the only legal entity authorized to administer the Special Olympics Program. Law Enforcement Torch Run for Special Olympics is an extension of the Special Olympics Program.

Clean, clear, transparent financial management of the Torch Run through the Special Olympics Kansas office is important because Special Olympics must be able to show its donors, corporate partners, governmental regulators and other nonprofit evaluation groups that all funds are accounted for in a prudent and professional manner and are being properly used to support the mission.

Based on SOI General Rules, operating policies require that all funds are raised in the name of the state Special Olympics Program (i.e. Special Olympics Kansas). All funds must be deposited into a bank account opened and maintained solely in the name of the state Special Olympics Program.

HOW TO DEPOSIT YOUR TORCH RUN FUNDS

As you receive LETR funds deposit the funds into the area bank designated by Special Olympics. The SOKS office can provide you with the necessary deposit slips. Make sure your department's name and the fundraising event is noted on the deposit slip. Make a copy of the deposit slip for your records and send the original deposit slip to the SOKS office on the same day you make the deposit. Remember, if you do not send the original deposit slip to Special Olympics Kansas, we do not have any way of tracking your funds to receive credit for your agency. All credit card slips must be sent directly to the SOKS office – do not take them to the bank.

If you are not able to deposit the funds into a designated bank account, convert all cash to a money order and send the money order, checks and credit card slips to the SOKS office.

Special Olympics Kansas will be the only entity that has bank accounts related to the Torch Run. This allows all funds and accounts to be properly audited at year-end and maintain the integrity of the law enforcement members raising funds.

Deposits must be made in a timely manner. Funds not deposited in a timely manner could be misplaced and/or stolen. If the funds are from an event such as Tip A Cop, Cops on Top, Polar Plunges, Truck Convoy, etc. these funds must be deposited within 5 business days of the event. Funds collected from t-shirts and hats should be deposited within 30 days of collection.

It is recommended to have at least 2 people count funds before leaving an event.

Always remember to keep a copy of the deposit slip for your own records. Each departmental coordinator is responsible to keep his/her own records of accounting activity.

EXPENSES

Always discuss vendor and expense payment options with the SOKS office prior to the event to ensure the most efficient process is followed. SOKS is a sales tax exempt organization and vendors should be notified when placing an order. They will require you to submit a copy of our tax exempt certificate.

If you need a check cut to cover an expense, you must remit the original receipts and/or invoices to SOKS. You must specify to whom and where the reimbursement is to be sent. Please submit these expenses in a timely fashion to ensure bills are paid on time.

All expenses will be approved by the SOKS office prior to the event.

CONTRACTS

The President/CEO of Special Olympics Kansas must review and sign all contracts to that legal responsibility for the execution of the contract falls upon the organizational entity and not the individual volunteer. This includes agreements to allow companies the right to use the Torch Run and Special Olympics logos.

IN-KIND DONATIONS

It is always good to get items and services donated to reduce expenses. In-kind donations help our bottom line!

There are two different types of in-kind donations that must be accounted for:

- 1) Non-cash donations of goods, and
- 2) Donation of services by specialists and professionals

All in-kind donations should be documented on an "In-kind Donation" form and a copy sent in to the Special Olympics Kansas office. In-kind contributions can only be recognized if the asset is used internally, or for program purposes by the not for profit organization, or the goods can be sold by the organization and/or would be purchased by the organization if they had not been provided by contribution. For example, a donation of softballs and bats is considered in-kind since the organization would have had to purchase the equipment to conduct a softball tournament. To record the contribution, ask the donor to report the wholesale price of the goods donated on an "In-Kind Donation" form.

Generally, volunteer time is not an in-kind deductible gift. One exception might be the time of a professional nurse or doctor who covers one of your events, and you have determined you must have this professional coverage.

If the donor gives \$500 to you to support a golf tournament, and you give him a free slot valued at \$50, you must deduct the \$50 on the proper line on the form as a service received in return for the contribution.

Please make sure that all your in-kind donors receive a donation form and a thank you note. Send a copy of the donation form to the SOKS Office immediately after sending to your donor.

All financial forms can be found at www.kansastorchrun.org/resources. If you need assistance locating a form, please contact the SOKS office.

Please make sure you understand the rules and complete the required form when appropriate. If you have any questions regarding in-kind donations, please contact the Special Olympics Program finance department for clarification.

RAISING FUNDS FOR SPECIAL OLYMPICS KANSAS

Some of you may be new to fundraising but you will be amazed at how easy it is to secure donations for Special Olympics Kansas. Don't be scared, all you have to do is ask. We also have lots of great fundraising ideas on www.kansastorchrun.org and the SOKS office and LETR Executive Council will assist you in organizing fundraising events.

Note: All fundraising for Special Olympics Kansas through the Kansas Law Enforcement Torch Run must follow Special Olympics Kansas fundraising policies. Please contact SOKS staff for a current copy of that policy.

Why Raise Funds?

The love in a hug. The sweat of courage. The tears of joy and disappointment. No one knows these feelings better than Special Olympics athletes and volunteers. The athletes of Special Olympics have a unique view of winning. To them, a ribbon earned simply for participating may mean as much as a gold medal. Special Olympics Kansas helps individuals with intellectual disabilities discover their potential. Special Olympics helps equip them with real world skills that benefit them at home, in school and in the work place.

Our athletes run and jump, swim and bowl, lift and hit, somersault and vault, skate and more. They compete with more love and passion than you can imagine. And they develop deep pride and self-esteem which carries over into their everyday life. Still not sure why you would want to help raise funds? Attend a Special Olympics event as a spectator, volunteer or medal presenter. You will understand then!

Special Olympics Kansas receives no government funding nor is it a United Way Agency (you can however designate Special Olympics Kansas as your charity to receive your United Way contributions – ask the SOKS office for details). Special Olympics Kansas is entirely dependent on donations to support its programs. Our goal is to reach out and increase the number of participants each year while maintaining quality programs and competitions already benefiting many Kansans with intellectual disabilities. Like any team, we can't do it alone.

Where does your money go?

Money generated through fundraising efforts on behalf of the Law Enforcement Torch Run benefit all athletes in the state of Kansas and the overall Special Olympics Kansas program. The fundraising money is not specifically allocated toward one program but contributes to the overall operating budget of our programs for our athletes providing them with enhanced training, competition and personal opportunities including competitions like Summer Games.

When fundraising on behalf of the Law Enforcement Torch Run you can feel confident that your efforts and the monies you raise are being used efficiently by Special Olympics Kansas in support of our athletes to provide them with positive training and competition experiences enhancing their potential and quality of life.

For a copy of the Special Olympics Kansas Annual Report view <http://www.kssso.org/annual.html>.

SOKS AND LETR FUNDRAISING POLICY

Fundraising and events conducted through the Kansas Law Enforcement Torch Run event benefit Special Olympics Kansas athletes. The funds generated through the Kansas Law Enforcement Torch Run fundraising and events are utilized to expand and improve the growing year-round health and physical fitness program consisting of sports training, education and athletic competition for more than 5,000 individuals with intellectual disabilities.

These funds directly and indirectly benefit the more than one hundred Local Programs or teams. Benefits are provided to the Local Programs through: training clinics (athletes), training schools (coaches, officials, family members, volunteers), awards, equipment, ceremonies, meals, public education materials, some uniform expenses, telephone, postage, printing, area development, partial travel expenses, volunteer support services, insurance (liability and medical), games/competitions expenses and National and World Games expenses. In addition a minimum of \$45,000.00 is annually returned to support the Special Olympics Programs within the area.

Utilizing these funds to provide services throughout the state reduces the local program costs. This use of funds creates the environment for the program to grow and expand, provide a variety of challenges and opportunities and make Special Olympics available and obtainable to all individuals with intellectual disabilities regardless of race, religion, ethnicity or cultural differences.

The listing of direct/indirect support provided to the local programs does not include the cost of the staff that plan, implement, coordinate, provide technical assistance, serve as a resource and further develop the Special Olympics Kansas program to remain of the highest quality for all participants. The importance of these funds is vital to the support of the overall program. Without the financial assistance of these fundraisers, costs to the local programs would be astronomical. Special Olympics Kansas works diligently to coordinate the fundraising efforts throughout the organization so that similar and/or competitive fundraising does not occur.

In addition, Special Olympics Kansas, Inc. pays an assessment fee (royalty fees) to Special Olympics, Inc. for the privilege of using the marks and name of Special Olympics within the confines of Kansas. This amounts to \$30,000+ per year. Further, 78% of expended funds are in direct support of the programs.

HOW TO RAISE MONEY FOR SPECIAL OLYMPICS

The best way is to just ask. Ask everybody! Ask friends, family, co-workers. Ask your doctors, car mechanic, neighbor, dentists, or barber. Members of a club or group that you belong to are also prospective donors. Remember you are not asking for yourself, but to provide the opportunity for an individual athlete with intellectual disabilities to discover his or her potential.

If they ask you how much they should give, it may be helpful to provide a range. You could say "Some people give me \$10 and some give \$1,000.00. I'd like for you to give what you are comfortable with."

LAW ENFORCEMENT TORCH RUN SPONSORS

Sponsorship is a cash or in-kind fee paid to Special Olympics in return for marketing benefits received at Law Enforcement Torch Run related events. Do not confuse sponsorship with philanthropy. When a philanthropic donation is made there is no expectation of commercial return. A company sponsors a Special Olympics event to fulfill part of their business and marketing objectives and expects marketing benefits in return.

The Special Olympics Kansas office has developed marketing benefits for businesses/organizations who would like to donate cash or necessary in-kind donations

to our organization. If you would like additional information/brochures on the LETR Sponsor benefits, please contact the Special Olympics office.

Why Companies Sponsor/What They Value

- Benefit from the positive association and image of Special Olympics.
- Have access to a targeted group of individuals.
- Cost-effectively increase sales, business and marketing objectives.
- To heighten their brand visibility in the community.
- To differentiate their product(s) from competitors.
- To improve their image.
- Business-to-business marketing benefits such as cross-promoting products with other companies.
- Provide inspirational and rewarding volunteer activities for their own employees.
- Identification/logo on merchandise, mailings or coupons.
- To stimulate sales either on-site or in retail.
- Product demonstrations or sampling at event site.

What are Law Enforcement Torch Run's Marketing Strengths

- Grass-roots Reach/Relevancy
- Participatory Events for Sponsor Interaction
- Loyal Volunteer and Participant Network
- Current National & Local Sponsors
- Ties with Law Enforcement Officers
- Association with Special Olympics

Sponsors can be individuals, businesses, corporations, civic clubs, foundations, FOPs, etc. It is highly encouraged that you contact the VP of Development & LETR before approaching a potential sponsor to ensure that a relationship does not already exist with them and Special Olympics and the SOKS office can provide you with brochures,

sample letters and other valuable tools to make your ask easier for you. A staff member can also attend any meetings with you to the potential sponsor to make the presentation. You must notify the VP of Development & LETR if a sponsor commits to ensure that marketing benefits are delivered as promised.

SPECIAL EVENTS

The following is an overview of some of the annual Law Enforcement Torch Run events held annually. Some of these events are held state-wide while others are held only in certain communities. You may think of something totally new that will work in your community. Additional fundraising ideas can be found at www.kansastorchrun.org. If you would like to start a new event or an event that is new for your department, work with the SOKS office. They may be able to provide you with event checklists or other tools to help you in your planning. They will also help with event promotions.

Polar Plunge® - Our largest fundraising event held in various locations across the state is our Polar Plunge®. Law Enforcement coordinate these events encouraging the community (individuals, teams and organizations) to raise pledges so they can jump into the Kansas chilly winter waters! Contact the SOKS office for more information on how your agency can get involved as plungers or on a committee.

Merchandise - Our chief statewide mechanism for raising funds and awareness continues to be our LETR shirts. Annually a new design and/or color is selected for the shirts. Agencies are provided with a quantity of merchandise and ask for donations. T-shirts are given for a donation of \$20 or more (add \$5 for 2x and above sizes). Occasionally, other merchandise may be offered. The merchandise order form is under the resources page at www.kansastorchrun.org. SOKS does pay for the merchandise so it is important to only order what you can sell and that all unsold merchandise is returned to the SOKS office. Collect all donations up front, we will not bill anyone. We ask everyone to start with a small order and order more frequently rather than starting with a huge inventory. Our vendor can usually turn around an order within a week. Departmental Coordinators are responsible for ordering the shirts, ensuring funds are deposited quickly and unsold merchandise is returned to the SOKS office. A hold may be placed on your order if funds from the previous year are not accounted for.

Cops on Top – Officers sit on top of Krispy Kreme, your local donut shop, McDonald's, Wal-Mart or wherever a high traffic area is in your community asking for donations. Through effective interaction with media and counting on the charity interest of the public, thousands of dollars can be raised.

Tournaments of any kind – Golf, fishing, dodge ball, volleyball, softball, flag football, etc.

Quarter Marathon – Have your School Resource Officer get the schools involved by collecting change.

Tip A Cop – officers act as celebrity waiters/greeters. For their efforts customers leave a “tip” for the offices with all donations going to Special Olympics Kansas. Customers can also donate by credit card. You can utilize any local restaurant!

These are just a few fundraising ideas; feel free to have an event that works well in your community. Just remember that it is important to keep expenses minimal to optimize your fundraising efforts. Planning resources are available for many events, contact the SOKS office.

Receipts are available at www.kansastorchrun.org for donors so be sure to have some available at all your fundraisers and with your merchandise.

DEPARTMENT FUNDRAISING

The first step in a successful Torch Run effort is setting a fundraising goal for your agency. For new departments, goals should be ambitious but realistic. For departments that have been involved before, try to increase your revenue from the previous year. Whatever your goal is make sure you periodically inform everyone in your department on the progress.

The second step is to make sure your agency’s upper management is behind the Torch Run effort and everyone in your department knows the goal and can easily get involved. Also, make sure each person knows about Special Olympics and the Torch Run.

Next, form a committee. This will be helpful in terms of organization and relieving you from all the responsibilities. If your department is large, by forming a committee consisting of representatives from all areas of your agency, communication lines will be greatly improved to officers working different shifts and/or in different buildings. Effective lines of communication will increase t-shirt and hat sales tremendously!

One idea is to separate your department’s responsibility for the run and the fundraising aspect of the Torch Run. Have one person in charge of the logistics of the run and one

person in charge of fundraising. You can even break down the fundraising to one person in charge of the Polar Plunge team, one in charge of t-shirts and hats and one in charge of a Tip A Cop. Committee members and volunteer officers can help each of those people.

Delegating responsibility to committed officers within your agency will help your operation run smoothly. Officers can be assigned anything from ceremony set up, to handling a specific fundraising event. Determine your department's priorities and use your committee to see your needs are filled. This will also allow for the development of others to step up to leadership roles and allow you to move up in other Torch Run leadership roles!

INCENTIVES AND RECOGNITION

While we realize that you are participating to help the Special Olympics, individuals and Departments can receive incentives and/or recognition for their efforts in the Law Enforcement Torch Run at the state level. Many departments develop their own incentive and competition programs. Recognition goes a long way in saying "thank you" for the effort and the help. Whatever you do, make sure all incentives or contests are advertised to the entire department well in advance. Here are some departmental recognition ideas:

- Let top fundraisers carry the torch during your run while the media is there. Get their names mentioned in the department newsletter.
- Have a plaque made for the unit that raises the most money. Do the same for the individual that raises the most money.
- Ask local businesses to donate a gift certificate and offer a chance to win the gift certificate in a drawing for everyone that participates in a fundraiser.

Kansas Law Enforcement Torch Run incentives are offered on an annual basis. Funds raised between January 1 – December 31 count towards your total. The cost of incentives to the Torch Run program will not exceed more than 15% of individuals' total funds raised. **The most important thing to remember is that each Agency Coordinator is responsible for tracking all funds raised and how the incentives will be designated within the department.** Make sure to reward those who help you meet your fundraising goals.

Fundraising Contribution Forms must be submitted to the SOKS Office by January 15th. The incentives and levels change annually and are posted at www.kansastorchrun.org. The Fundraising Contribution Forms can also be found at www.kansastorchrun.org under Resources.

The incentives will also include the opportunity to attend the International Law Enforcement Torch Run Conference. The conference location changes annually but is usually held early November. These incentives will provide you with an easy way to increase the awareness of the Torch Run throughout your agency and is a great way to help motivate your officers!

Departments that raise a minimum of \$3500 for the year are recognized on the LETR Merchandise Shirts printed for the following year. To receive this recognition, **we must have all deposit slips from your department.**

The Top Ten Fundraising Agencies for the year will have their names printed on the back of the Runners' Shirts for the following year. Again, this is only if a Fundraising Contribution Form & deposit slips are submitted.

Please note that funds raised will be credited to the individual/department in the following manner and is the responsibility of the Agency Coordinator to track individual officer fundraising and to submit the Fundraising Contribution Forms and deposit slips:

- Merchandise sales – total sales will be credited to the individual/department
- Special Events – net proceeds (will not include in-kind donations) from the event will be credited to the department hosting the event. The individual credit should be divided between the department officers who assisted. If the event has participants from other police agencies (such as the Polar Plunge) the funds that agency raised will be credited to their agency and individuals and will be deducted from the host agency. A Special Event Form must be submitted after every event. Designate on Page 2 of the form who will receive event credit. Work with the SOKS staff to determine other participating agencies that raised funds for the event. The Special Event Form is located at www.kansastorchrun.org/resources.
- Sponsorships – total sponsorships will be credited to the individual/department.
- Donations – total donations will be credited to the individual/department.

Remember, it is important to give credit where credit is due! This includes your participating officers and your donors. Recognition certificates are also available at www.kansastorchrun.org/resouces.

Any police organization such as your local FOP, KACP, KNOA, KPOA, KSA, etc. who donates \$1,000 or more will be recognized with their logo printed on the back of the runners' shirts. Please work with the VP of Development & LETR when approaching state organizations as someone may have already contacted them.

Sponsors will be recognized based on the sponsorship levels and marketing benefits as presented to them. Please refer to the Sponsor section of this manual and work closely with the SOKS staff when approaching sponsors.

Agency Fundraising Levels of Excellence Awards

Level of Excellence Awards are presented to top agencies to recognize their fundraising efforts on behalf of our Special Olympics Athletes. There are 4 categories in the Level of Excellence Awards:

- *Sapphire Award of Excellence* – agencies that raise between \$3,500 - \$6,999
- *Emerald Award of Excellence* – agencies that raise between \$7,000 - \$10,499
- *Ruby Award of Excellence* – agencies that raise between \$10,500 – \$14,999
- *Diamond Award of Excellence* – agencies that raise \$15,000+

The Kansas Law Enforcement Torch Run Executive Council and Special Olympics Kansas may recognize other individuals and/or departments at their discretion when an agency/individual goes above and beyond.

RICHARD LAMUNYON HALL OF FAME

Purpose:

The Richard LaMunyon Torch Run Hall of fame was created to recognize outstanding individuals who have significantly contributed to the statewide success of the Kansas Law Enforcement Torch Run benefiting Special Olympics Kansas.

Selection:

Nominations may be submitted by individual members of the Kansas Torch Run program. All nominations should include a completed nomination form and provide a minimum one (1) letter of recommendation. The letter of recommendation must be from a person(s) who have worked with the nominee in their LETR efforts.

There may be (1) inductee per year. In the event of a tie, years of service will serve as tie breaker.

Criteria:

The nominee's involvement must demonstrate a sustained and significant contribution to the achievement of the goals of the Kansas Law Enforcement Torch Run. The minimum requirements for this award are at least five (5) years of participation with the Kansas Torch Run, outstanding achievement in program development, organization and fundraising success.

Process:

Nomination forms must be sent in and postmarked by April 1st of each year and sent to:

Special Olympics Kansas
5280 Foxridge Drive
Mission, KS 66202
Phone: (800) 444-9803
Fax: (913) 236-9771

All nomination forms are then sent to the Hall of Fame selection committee. A committee will be appointed with the State Torch Run Director, being the Chair, unless he has not been inducted into the Hall of Fame. In that case, a current Hall of Fame member will be appointed as Committee Chair, by the State Director. The remaining members of the committee will be appointed by the Kansas Executive Council, from past Hall of Fame inductees, still active in the Torch Run. The committee shall consist of at least three (3) Hall of Fame members.

Nominees that are not selected will remain in consideration for three (3) years and will be considered automatically for this time period unless inducted. Supportive nominee information may be supplied each year. At the end of three (3) years, nominees' files will be removed unless re-nominated.

All nominations or inductees will be kept confidential with inductees being announced at the Kansas Torch Run Awards Banquet. All nominees will receive a letter of recognition from the Chair of the Hall of Fame selection committee in honor of their nomination with a copy to the nominees' agency.

For more information and/or a nomination form visit www.kansastorchrun.org and click on the Resources tab.

GUARDIANS OF THE FLAME

The actual Torch Run event preceding a Special Olympics competition is the signature event of the Law Enforcement Torch Run® for Special Olympics. A Torch Run may be a short distance event with all participants running together, or it may cover a long distance with the "Flame of Hope" being handed off to different runners and departments through various towns. The decision to do a run or a relay should be based on your Torch Run goals.

Goals of Event:

The first step in planning your Torch Run is to define the goals for your event. This decision should be made collaboratively between the law enforcement leadership and the Special Olympics office to best meet the needs and goals of these two participating organizations. The goals factor into the entire event plan and contribute to route and ceremony decisions. Some goals of a Torch Run may include:

- Maximize fundraising for Special Olympics
- Maximize media exposure in a specific town
- Maximize grass-roots exposure to schools and small communities
- Integrate law enforcement from a particular community
- Recognize and highlight specific sponsor support and retail locations

Establish your committee and delegate responsibilities. It is suggested that Agency Coordinators assign one officer to be the Leg Leader. If involving more than one

agency, make sure all agencies are represented on the committee. Event planning tools are available at www.kansastorchrun.org/resources. Please work with your County Coordinator and with SOKS Staff. SOKS will provide information on runner registration, forms needed from Leg Leaders and deadlines on the website and in the Torch Runner E-News. SOKS staff will also assist in media releases and ensuring you have a torch for your event.

RUNNER RECRUITMENT AND RETENTION

Getting Started:

The idea of starting a Torch Run in a specific area may come from any number of sources: the local Special Olympics Program office a police officer who met someone involved in the Torch Run in another area, or a Chief or Sheriff who heard about the initiative through membership communications of an international association. Regardless of where the thought originated, it will be important to secure buy-in from the right people in both groups so the proper resources and energy may be dedicated to the project.

Securing Law Enforcement Involvement:

Secure support from the highest possible level, the Chief of Police or County Sheriff.

- To respect law enforcement hierarchy, it is usually best to secure approval from the highest person in the agency first, who can then assign the Torch Run as a project to a Captain or Lieutenant. Depending on the culture of the local department, proper channels may need to be followed to approach this high-ranking official:
 - An officer within the agency may be able to speak directly with the Chief, Sheriff, Commissioner, etc. and solicit support of the Torch Run within the department
 - Alternatively, a high-ranking official may need to be approached by a peer according to protocol
- Look for different types of departments that might be able to help:
 - Correctional Facilities
 - Military Police

- Sheriff's Offices
- Local, County, State/Provincial, National Police Departments
- Police Training Academies, etc.
- Once the route is outlined, recruit support from departments located along the route.
- Develop a plan for recruiting officers to participate.
- Find one good leader in each agency, city, town, department, to serve as your contact person and leader in getting people in their department involved. Communication is important.

Who Can Run?

- Everyone can participate, running 100 yards or 100 miles.
- Try to get as many people involved as possible.
- Do not limit yourself to experienced runners, except for longer stretches.
- Law enforcement officers and Special Olympics athletes should be the first people recruited.
- Encourage registered Special Olympics athletes from the local Program to participate in the event or run, ensuring the athlete's medical does not prohibit this type of activity.
- Do not assume celebrity runners are experienced at running very long distances. Ask them exactly how far they would like to run, and schedule their participation appropriately.
- If safe, participants may walk rollerblade, ride horses or bicycles during the event. Keep these people separate from runners with their own escorts.
- All participants in the Torch Run MUST complete and sign a Runner's Form and Waiver either online or hard copy. All hard copy forms must be turned in to the Special Olympics Kansas Office.
- The minimum participation cost to participate in the Torch Run is \$50.00. Torch Run Members may pay the \$50, solicit donations totaling \$50 or sell LETR merchandise, register and sign a waiver prior to the run. Torch Runners who meet these qualifications will receive a Torch Run T-shirt.

TORCH ETIQUETTE

The Torch always leads the run. The person carrying the Torch should be the first person behind the lead car. No one should run ahead of the Torch.

The Torch is generally carried by law enforcement officers or athletes. The only exception is if you have a guest of honor running with the torch. Law enforcement officers should ensure that the person with the Torch is comfortable carrying the torch.

It is not mandatory to keep the flame lit the entire time that you are running, however, remember the media very much prefers to use pictures when there is a visible flame. Be sure that the flame is safely lit when any pictures are being taken or whenever there are many spectators. Be prepared with fluid and a lighter!

TORCH RUN SAFETY

The following information provides guidelines in setting up safe Torch Runs.

BASIC RULE

Safety is the first priority. All the public awareness and fund raising benefit generated by a Torch Run can be threatened or destroyed by one serious accident.

SAFETY AND SECURITY

- All areas selected for the start and stop points for the run and torch exchange should be off the road in a secure area, clear of all traffic.
- Proper parking should be arranged in an area away from where the runners are warming up.
- Arrangements should be made to either close the road completely, or halt traffic at intersections until all runners are safely through.
- Any incident involving injury should be reported to the appropriate emergency personnel and Torch Run event organizers. (Depending on the country, have appropriate insurance or injury report forms on-hand to complete if appropriate.)
- Place escort vehicles in a position to maximize runner safety; in front of the running group and directly behind the group.

EMERGENCY PREPAREDNESS

- Each support or escort vehicle should carry a basic first aid kit and fire extinguisher.
- Each support vehicle, run leader and key event organizer should have two-way radio or cell phone capabilities.
- Organizers and runners should be aware of potential medical problems inherent in running and recognize symptoms of distress. (Signs or flyers/pamphlets with key symptoms should be handed to runners at registration or visible throughout the run.)
- Be prepared to deal with weather (extreme heat, rain, etc.)
- Have sun lotion available.
- Run organizer should have an emergency plan ready to implement in case one occurs.
 - Emergency personnel should always be on hand.
 - An ambulance may be on-site at the event, following the runners.
 - Emergency numbers should be known by all event organizers and support vehicle drivers. Numbers may be printed on a sticker attached to clothing.
- Make sure plenty of liquids (water) are available for all runners and when possible, fruit, sports drinks and energy bars.

THE DAY OF THE TORCH RUN

- The escort vehicle entourage should consist of a minimum of two marked law enforcement vehicles: one lead marked vehicle and one tail marked vehicle to travel behind the runners. Two additional support vehicles are recommended to ride behind the runners.
- Runners should stay to the side of the road as much as possible or on the shoulder if it is not too rough.
- The escort vehicle should follow the runners with emergency lights on. The driver should be provided refreshments and be relieved if escorting a long distance.
- The actual exchange of the torch should be made in an area that is safely away from traffic.

- Runners must run as a group and runners lagging behind will be picked up by support vehicles. This is run leader's responsibility.

WHAT IF AN EMERGENCY OCCURS?

In the event of an emergency such as an illness, accident or death, the situation must be dealt with in a calm manner. The following steps should be used in dealing with emergency situations. If an incident occurs, the leg leader should:

- Get medical help from on-site emergency personnel for the injured person(s).
- Notify the Torch Run event leader and Special Olympics Program president.
- Complete an Incident Report form and return it to the Special Olympics office.
- Special Olympics Program media person should work with emergency personnel and law enforcement to handle questions from the media regarding the situation.
- If the media or anyone else asks questions always refer them to the Special Olympics designee assigned to work with the media.

SPECIAL EVENT SITUATIONS

- Runners in a road race that is a special event fundraiser are not considered volunteers for Special Olympics. Therefore, a waiver of release of liability should be signed by participants.
- Special Olympics does not have liquor liability insurance coverage. No alcohol should be served during or in connection with the Torch Run event.
- In the U.S., American Specialty must review all contracts/agreements to ensure Special Olympics Corporate Insurance Program coverage applies. If not, alternative arrangements will be necessary. Outside the U.S., the Special Olympics Program is responsible for understanding insurance and liability laws and ensuring proper coverage, forms and waivers are in place.

TORCH RUN SPECIAL EVENT RISK MANAGEMENT AND SAFETY

Special events, such as fundraisers, sponsored by or co-sponsored by, or held for, Special Olympics bring unique risk exposures in addition to those that may already be present. When planning special events on behalf of the Torch Run for Special Olympics, several risk reduction techniques should be used to manage these risks.

It is not Special Olympics' intention to have volunteers explain the Special Olympics corporate insurance program to groups/individuals involved with Torch Run events. Refer any questions or concerns that groups/individuals may have to SOKS staff.

Some general rules:

- All participants and volunteers should sign a release of liability waiver before the event begins as a part of registration. All signed liability forms must be submitted to the SOKS office to remain on file per insurance requirements.
- Special Olympics does not have liquor liability coverage. No alcohol should be served during or in connection with a Torch Run event.
- The Special Olympics insurance provide must review all contracts/agreements to ensure coverage applies.
- Copies of certificates of insurance should be requested from the SOKS office prior to the event.
- Special Olympics has limited coverage for property of other for a Special Olympics event such as golf carts, sports equipment, tables, chairs, etc.
- Special Olympics must have proof of insurance from the property owner. If this is unavailable, advise Special Olympics. Special Olympics will review the contract/agreement to make sure Special Olympics coverage applies.

Please notify the VP of Development and LETR immediately with any questions regarding insurance, risk management, safety issues and/or emergencies related to LETR activities/events.

Crisis Management Procedure

In the event of a threat or actual crisis situation (weather, medical emergency, or cataclysmic event), before or during a Law Enforcement Torch Run event, the Officer(s) in charge of the event will oversee the on-scene command. The Officer(s) in charge will help coordinate with local emergency first responders. SOKS staff and volunteers will adhere to the protocol and procedures of the Officer(s) in charge. Officer(s) in charge should have operation plans for the event should a crisis situation arise. If possible, the officer in charge should include Special Olympics Kansas staff in the planning so they can assist should a crisis arise.

Should a SOKS staff member learn of a threat or potential crisis event, he or she should communicate such information to the Officer(s) in charge. If a threat or actual crisis event occurs, Special Olympics Kansas staff should notify the Officer(s) in charge of the

event before making any statements to media outlets or other sources. Special Olympics Kansas Staff should direct all questions to the Officer in Charge or in his or her absence the Information Officer of the respective Law Enforcement Agency. If there is a need for Special Olympics Kansas Staff to make a statement, it is imperative that SOKS works jointly with the Officer in Charge before any statements are issued.

PARTICIPATION

Law Enforcement Torch Run volunteers are volunteers of Special Olympics Kansas and are required to abide by the Special Olympics Kansas Participation Policy and Code of Conduct. If you would like a full copy of the Special Olympics Kansas Manual, please contact the SOKS office and a copy will be mailed to you.

PARTICIPATION POLICY

SOKS has adopted the following policy regarding its ability to screen, limit, deny or otherwise control the persons that it allows to participate in SOKS activities.

Participation in SOKS is a privilege and not a right. The participants must obey the rules and Codes of Conduct established by SOKS or may be denied the opportunity to participate in the SOKS program.

PURPOSE: The purpose of enacting this Participation Policy is to ensure the safety and welfare of SOKS's athletes, coaches, volunteers, staff and all others involved with SOKS. This purpose will be achieved by limiting, restricting, and/or banning participation in SOKS by those who fall within the terms of this policy.

POLICY: SOKS has determined that if the following actions have occurred, the Participant may be limited or banned from SOKS activities:

- Any criminal conviction
- Any pending criminal charge until such charge has been favorably resolved
- Use or sale of illegal drugs and/or firearms
- Any violation of the SOKS Code of Conduct
- Any other actions which may harm other participants or reflect negatively on SOKS
- Any known aggressive behavior towards others
- Any Participant who has been permanently banned from participation by another U.S. Special Olympics Program may not participate in any SOKS activity.

All determinations regarding possible limitation, expulsion, restrictions and/or banning from SOKS activities will be determined on a case by case basis by the President/CEO of SOKS. Once SOKS is made aware of a possible violation of the policy, SOKS may take any of the following actions:

1. Verify the violation or charges with the proper state and/or local authorities;
2. SOKS may conduct a background check of a Participant, including criminal, employment, credit or social/rehabilitation services; and
3. Notify the Participant, parent(s) or guardian(s) and the Local Program Coordinator, as required of such action(s) being taken.

A Participant who has been notified of any restriction or ban may appeal to the Executive Committee of the Board of Directors of SOKS. The appealing party may provide additional reasons or justifications to relieve the restriction or ban. The appeal must be made in writing to the Chairman of the Board of Directors within **30 days** after receiving notice of the restriction or ban. If an appeal is made, the Executive Committee shall convene within a reasonable time to further review the matter and recommend the following:

1. Further investigation
2. Support the restriction or ban
3. Relief from the restriction or ban
4. Any other relief that the Executive Committee deems appropriate

The determination of the Executive Committee shall be final. At all times, this policy will be applied to protect the health and safety, and rights of all participants in Special Olympics Kansas.

SOKS CODE OF CONDUCT

The Code of Conduct is designed to ensure that each participant abides by the philosophy and the mission of SOKS. In return for appropriate conduct, individuals will be treated with respect and openness. Athletes will also have access to self-improvement training opportunities and be placed in an environment appropriate to their level of competence. All participants of SOKS are expected to conduct themselves according to the following codes of conduct:

RESPECT FOR OTHERS

- Respect the rights, dignity and worth of all individuals involved in Special Olympics.
- Treat everyone equally regardless of sex, race, ethnic origin, religion or ability.
- Exhibit good sportsmanship at all times.
- Serve as a positive role model for others.

All Participants Shall Act With Dignity and Take Responsibility for His/Her Actions

- The participant's language, manner, punctuality, preparation and presentation will demonstrate the highest standards.
- The participant shall display control, respect and dignity to all involved in Special Olympics.
- The participant shall set a positive example through his/her actions and encourage others to exhibit the same qualities.

- The participant shall not consume alcohol, tobacco or illegal drugs while participating in Special Olympics Kansas events.
- The participant will not engage in any disruptive behavior that interferes with the rights of others or impedes the training or competition of athletes.
- The participant will not make inappropriate or unwanted physical, verbal or sexual advances on others.
- All participants are expected to follow the guidelines and rules as established by SOKS and SOI.

AGREEMENT

- All participants are expected to obey this Code of Conduct.
- This Code of Conduct is a general guide for the conduct of a participant and does not describe all types of good and bad behavior.
- If a participant does not obey this Code of Conduct, the participant will be subject to disciplinary action as outlined in the Special Olympics Kansas Participation Policy.

Thank you for your involvement in the Kansas Law Enforcement Torch Run for Special Olympics! Please review the website at www.kansastorchrun.org for the most current forms and information. Sign up for the monthly Torch Runner E-News on the website. Always feel free to contact the Executive Council or SOKS staff for assistance or questions that you may have. We are a team and want to make you successful in your endeavors.

SOKS Contact Information:

Special Olympics Kansas

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Mission, KS 66202

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