



Dear LETR Officers:

Thank you so much for all of that you do for Special Olympics Georgia – we are very lucky to have such committed and dedicated volunteers!!

When submitting a Fundraising Authorization Form, please make sure that you are using the attached, most up-to-date form. Please discard any old copies and **only use this form.** I frequently am asked questions regarding the fundraising process, and I want to take this opportunity to address some of those questions, as well as highlight some of the important steps in the process.

The Fundraising Authorization Form **must be completed and submitted to the state office a minimum of 30 days prior to your event and before initiating any fundraising activities** (i.e., sale of merchandise/goods, donation/sponsor requests, events, etc.). The form can be mailed, faxed, or e-mailed to the state office.

Typically, within 2 business days after receipt of the form, you will receive an e-mail response with questions and/or approval. Your Program Manager will be copied on the e-mail.

It is **important for the fundraising authorization form to be completed for several reasons:**

- It prevents overlapping of events, opens communication channels, and builds historical records.
- It enables the state office to **provide assistance/advice on events.**
- It helps to **ensure that we do not make multiple donation requests to the same person or business**, which usually confuses potential donors and leads them to decide not to give on any level. It is important that we continue to build a strong donor base on all levels so that the athlete's fees for games remain as affordable as possible, and so that your local program can function well. **When we confuse donors by making multiple requests, it has a negative impact on the organization as a whole and ultimately impacts the athletes.**
- It helps to **prevent "fake" events.** Local officials or community members often call the state office to verify that a fundraiser is legitimate and that the funds raised are truly being directed to Special Olympics Georgia. The only way we can verify a fundraiser is if we have a completed fundraising authorization form. If there is not a completed form on file when a call is received, then steps will be taken to end the event. This is **necessary in preventing the fraudulent use of the Special Olympics Georgia name to raise monies.**

To help with our record keeping and reporting of all fundraising monies, please **provide complete answers to all questions on the fundraising authorization form.**

Due to changes that the **IRS** has made in how we have to report fundraising revenue and expenses, it is **vital your treasurer write in the name of the fundraiser on the monthly financial report.** This allows us to correctly track and report fundraising revenues and expenses. **If monies are not correctly reported to the IRS, this significantly affects our fundraising ratios and ratings, which in turn can affect whether or not someone chooses to donate to Special Olympics Georgia on a local or state level** (if it looks like we don't put most of our money/donations towards athlete programs and services, people often will choose not to support us).

I hope this clarifies the fundraising process and its importance. If you have any questions, concerns or fundraising ideas, please don't hesitate to contact me at 229-834-8277 or MEC@specialolympicsga.org I look forward to working with you to help you reach your fundraising goals!

Thank you!

Meredith-Elizabeth Crum

Special Olympics Georgia Fundraising Project Authorization Form

Permission to conduct any fundraiser project to benefit Special Olympics in the State of Georgia must be requested at least **30 days** prior to the project's start date. It is anticipated that any/all fundraising projects will be limited to special events (e.g. car washes, dinners, softball tournaments, road races, etc.) and occasional requests to locally owned businesses for in-kind gifts of products/services to support games and competitions. A comprehensive list of all prospects to be solicited must be submitted to the State Office for approval. In almost all cases, direct approaches to 1) large corporations, 2) businesses that are not specifically locally owned and operated, and/or 3) any company or business that sponsors SOGA or SOI events should not be planned. SOGA will not assume responsibility for any expenses incurred from your event.

Please note: before any solicitations in your community can start or any publicity announcing your event begins, approval must be granted by Special Olympics Georgia State Office, even if you have completed this form for the same event in past years, you must fill it out for the current year.

AREA: LOCAL PROGRAM/COUNTY:

PROJECT/EVENT NAME:

DESCRIPTION (including location, target population, cost per person, and event details):

HOW DO YOU INTEND TO RAISE MONEY WITH THIS FUNDRAISER (check all that apply to this fundraiser)?

Sale of Merchandise/Goods Sponsorship/Direct Donations Requests Event

PROJECTED INCOME: PROJECTED EXPENSES OF FUNDRAISER:

DATE OF EVENT/PROJECT: # OF PARTICIPANTS:

WILL YOU NEED LIABILITY INSURANCE COVERAGE FOR YOUR EVENT? YES NO
(fees for insurance coverage must be paid by your local/area program)

COORDINATOR'S NAME/TITLE:

EMAIL: PHONE #:

COORDINATOR'S ADDRESS:

ITEMS/ASSISTANCE NEEDED FROM STATE OFFICE (this could include listing on the SOGA website if desired):

LIST OF BUSINESSES TO BE CONTACTED (attach a separate sheet if necessary):

Please fill out this form completely and **mail** to Special Olympics Georgia, 6046 Financial Drive, Norcross, GA 30071 or 3998 Inner Perimeter Road Suite A Valdosta, GA 31602; **or fax** to 404-393-2929; **or e-mail** to MEC@specialolympicsga.org. If you have any questions, please don't hesitate to contact Meredith-Elizabeth Crum, Events and Torch Run Manager at 229-834-8277 or MEC@specialolympicsga.org

FOR STATE OFFICE USE

APPROVED:

DATE:

ACTION: