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Go to: www.nctorchrun.com for additional forms and logos.
Go to: www.sonc.net for Special Olympics NC local coordinator information.



NC Law Enforcement Torch Run® for Special Olympics Manual



Forms

Go to: www.nctorchrun.com for additional copies of the forms.

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2017 Torch Run Deposit Form
DEPOSIT - FAX COVER SHEET and/or MAILING FORM

Today's Date: _____ Date of Actual Deposit: _____

Agency Name: _____

Amount Deposited: \$ _____

Officer Name: _____

Phone Number: (____) _____

Fax Number: (____) _____

Email: _____

Please list the amount raised by event – **for this deposit only**

Merchandise sales \$ _____ Tip-A-Cop \$ _____ Polar Plunge \$ _____

Cops-on-Top \$ _____ Over the Edge \$ _____ Walks/Runs \$ _____

Publix Campaign \$ _____ Plane Pull \$ _____ Golf Tournament \$ _____

Motorcycle Ride \$ _____ General Donation \$ _____ Other \$ _____

If other, please explain _____

FILL THIS FORM OUT IN ORDER TO RECEIVE CREDIT

*THE DEPOSIT SLIP COPY MUST BE **LEGIBLE** AND ALSO **ACCOMPANY THIS FORM** TO ENSURE CREDIT TO YOUR AGENCY.

Fax /email this form WITH YOUR DEPOSIT SLIP to the SONC office

Special Olympics North Carolina
Fax 919-719-7663
Email nctorchrun@sonc.net



2017 Torch Run Material Return/Order Form

Name: _____

Department: _____

Shipping Address (*cannot be a PO Box): _____

City: _____ Zip: _____

Phone: _____ Date needed by: _____

Merchandise Items:
Please check the following:

I am ordering _____ I am returning _____

If returning: # of boxes: _____ Weight of boxes: _____

Please list the quantity of each item:

Tech Shirts:

S _____ M _____ L _____ XL _____ XXL _____ XXXL _____

Cotton Shirts:

S _____ M _____ L _____ XL _____ XXL _____ XXXL _____

Torch Run Hat _____

Fundraising Materials:

<u>Item</u>	<u>Quantity</u>
Wells Fargo deposit slips	_____
Blank Appreciation Certificates (for participating officer or donor)	_____
Torch Run Posters	_____
Torch Run Brochures	_____
Banner Torch Run General _____ Cops on Top _____	_____
Tablecloth	_____
Torch	_____

(Include Event _____ Include Date Needed: _____)

PLEASE READ AND SIGN:

I, _____ as Torch Run Coordinator for my department, accept responsibility for the Torch Run T-shirts ordered. I understand that we must receive a \$15 donation for each cotton shirt, \$20 for each tech shirt and \$15 for each hat. I will be responsible for depositing all funds from T-shirt donations as soon as possible and will return any extra T-shirts to SONC when requested to do so.

Signature _____

Fax, or email order form to
Fax 919-719-7663
Email
nctorchrun@sonc.net

2017 Torch Run Event Notification Form

All local and area fund raising projects must be pre-approved by the SONC state office 60 days prior to the beginning of the project. Please fill out the following form completely, submit the original copy to the SONC state office, and retain a copy for your records. Special Olympics NC will notify you with an approval within 2 weeks of receipt of this application. When this application is approved, applicant is granted permission to use the SONC logo, which must be used in association with the event's promotion.

- **Pre-approval must be obtained to determine if SONC insurance coverage of the event will apply without additional premium**
- **All contracts required to organize the event must be sign by the President of SONC**
- **All volunteers must have current SONC Volunteer Application forms on file with the SONC state office**

Name of person submitting form: _____

Law Enforcement Agency: _____

Event Agency Coordinator Name: _____

Name of Event: _____

Event Address: _____

Phone Number to Contact: () _____ FAX: () _____

Date(s) of Event: _____

Registration Time: _____ Time Event Begins: _____ Time Event Ends: _____

Entry fee: _____ Cost for spectators: _____

Entry fee can be raised Yes _____ No _____

Please describe the event **with as much detail as possible:**

- I would like SONC to make my agency an online fundraising page. Yes _____ No _____
- Have you reached out to your SONC local program for volunteers and athlete support? Yes _____ No _____
(If no, check SONC website for local program information.)
- Are alcoholic beverages being served at this event? Yes _____ No _____
- If yes, is there a charge for the alcoholic beverages? Yes _____ No _____
- Will hazardous activities take place at the event? Yes _____ No _____
- (for example, fireworks, bungee jumping, aviation or watercraft) List _____
- Is additional insurance required? Yes _____ No _____
- Is a contract required? Yes _____ No _____
(if yes, please attach contract for approval by SONC.)

Please attach a copy of all promotional material.

This application does not grant standing approval for fundraising projects. A separate application of approval must be submitted each time a project is planned.

Approved by: _____ Title: _____ Date: _____
(SONC Staff)

Please email or fax a copy of this form to
Leslie Moyar, Director of Development
Email nctorchrun@sonc.net
Fax 919-719-7663

2017 State Level Event Participation Form

Please make sure to fill out if your agency will have any individuals participate in our State Level Events so that we can make sure to credit your department for any funds raised.

Agency Name: _____

Person Submitting Form: _____

_____ I will have individuals participate in the 2017 Plane Pull.

Team Name: - _____

Team Captain: _____

Team Members: (please note that there must be 5 team members to participate.)

_____ I will have individuals participate in the 2017 Over the Edge.

Team Name: _____

Team Captain: _____

Participant(s) Name(s):

Please Email or Fax to: Leslie Moyer
lmoyar@sonc.net
Fax: 919-719-7663

2017 Torch Run Relay Form

Please be sure all runners are running in the 2017 Torch Run T-shirt. If you have a photographer for your relay, please forward all pictures to Leslie Moyer at lmoyar@sonc.net. For pictures to be eligible for the International or State Conference Competition, the *torch flame must be lit*.

County: _____ Agency Hosting Relay: _____

Contact Person: _____ Phone Number: (____) _____

Additional Agencies participating in run:

Agency	Coordinator Name	Email Address

Relay Date: _____ Reporting Time: _____

Start Time: _____ Approximate End Time: _____

We will receive the torch from: _____ We will pass along the torch to: _____

Your Relays Starting Location Address: _____

Your Relays Ending Location Address: _____

Parking Information: _____

Will transportation be provided from end location back to start location? Yes _____ No _____

Route: (Street name by street name): _____

Please check if you would like SONC to send you a banner or a torch for your relay.

_____ Please provide a banner

_____ Please provide a Torch

Date banner/torch needed by _____

Shipping Address to send banner and/or torch: _____

Will use enclosed UPS return label on this date to return items. Yes ___ No ___ Date Returning _____

*Please be sure torch bag is zipped closed and roll banners, don't fold for shipping.

We would like to participate in the 2017 Special Olympics Final Leg and Opening Ceremonies for Summer Games. _____ Yes _____ No

If yes, Email to send invitation to: _____

Please Return Forms to

Leslie Moyer, Director of Development
lmoyar@sonc.net
919-719-7662 ext. 123
Fax: 919-719-7663

2017 Torch Run Donor Recognition Form

Email or Fax:
 E-mail nctorchrun@sonc.net
 Fax: (919) 719-7663

Department: _____ Coordinator: _____ Phone _____

Shipping Address: _____

Please send the items directly to the donor: _____ Please send the items to me and I will deliver them: _____

Recognition Levels – below

Torch Run donors are eligible for recognition items based upon the amount of money or product they donate. Please **type or print neatly** to ensure accuracy of donor names on certificates and plaques. **PLEASE NOTE: If your form is illegible, it will be returned to you for correction. The company contact name and address must be included regardless of where they are to be mailed.**

Company Name	Company Contact	Address <u>MUST be included</u>	City	State	Zip	Donation/Value

- \$50 – Personalized thank you letter from SONC
- \$100 – Certificate and thank you letter
- \$500 – Framed recognition certificate and thank you letter
- \$1000 – Silver Law Enforcement Torch Run donor plaque and thank you letter
- \$2,500 - Gold Law Enforcement Torch Run donor plaque and thank you letter
- \$6,000+ - Name and company logo on next year's Torch Run T-shirt, a gold plaque and thank you letter

2017 Officer Recognition Award Form

Department: _____

Submitted by: _____

Shipping Address: _____

Officer Incentive Order Form

All Torch Run participants are eligible to receive recognition items based upon the amount of money they raise each year. It is not necessary to wait until the end of the Torch Run year to order items, we encourage you to order items throughout the year as the participants achieve a new fundraising level. The incentive level is based on the Officers individual fundraising efforts/contribution.

Fundraising Level

\$500
\$1,000
\$2,500
\$5,000

Incentive Item

A pen **OR** a Torch Run challenge coin
A Stainless Steel Coffee Tumbler **OR** a Medium Padfolio
Embroidered Golf Shirt
Embroidered Jacket

Name	Item	Size (if applicable)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Office Recognition Plaque Order Form

Fundraising Level

\$1,000
\$2,500
\$5,000

Plaque Level

Bronze plaque
Silver plaque
Gold plaque

Name	Bronze, silver or gold plaque
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Email or Fax this form to:
Email: nctorchrun@sonc.net
Fax: 919-719-7663

Event Participation Waiver

SPECIAL OLYMPICS NORTH CAROLINA RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY, AND PARENTAL CONSENT AGREEMENT ("AGREEMENT")

In consideration of participating in the Special Olympics North Carolina Name of Activity___ ("Activity"), I represent that I understand the nature of ___type of activity_____ and that I and/or my minor child am qualified, in good health, and in proper physical condition to participate in such Activities. I further acknowledge that the Activity will be conducted over public roads and facilities open to the public during the Activity and upon which traffic hazards are to be expected. I acknowledge that if I and/or my minor child believe event conditions are unsafe, I and/or my minor child will immediately discontinue participation in the Activity.

I fully understand that _____type of activity_____ events involve risks of serious bodily injury, including permanent disability, paralysis and death, which may be caused by my own actions, or inactions, those of others participating in the event, the conditions in which the event takes place, or the negligence of the "releasees" named below; and that there may be other risks either not known to me or not readily foreseeable at this time; and I fully accept and assume all such risks and all responsibility for losses, costs, and damages I and/or my minor child incur as a result of my and/or my minor child's participation in the Activity.

I hereby release, discharge, and covenant not to sue Special Olympics, Inc., Special Olympics North Carolina its respective administrators, directors, agents, officers, volunteers, and employees, other participants, any sponsors, advertisers, and, if applicable, owners and lessors of premises on which the Activity takes place, (each considered one of the "RELEASEES" herein) from all liability, claims, demands, losses, or damages on my account caused or alleged to be caused in whole or in part by the negligence of the "releasees" or otherwise, including negligent rescue operations; and I further agree that if, despite this release, waiver of liability, and assumption of risk I, or anyone on my and/or my minor child's behalf, makes a claim against any of the Releasees, I will indemnify, save, and hold harmless each of the releasees from any loss, liability, damage, or cost which any may incur as the result of such claim.

I have read this RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT, AND PARENTAL CONSENT AGREEMENT, understand that I have given up substantial rights by signing it and have signed it freely and without any inducement or assurance of any nature and intend it be a complete and unconditional release of all liability to the greatest extent allowed by law and agree that if any portion of this agreement is held to be invalid the balance, notwithstanding, shall continue in full force and effect.

Printed name of participant

Signature of Participant (only if age 18 or over)

Date: _____

Signature of Parent/Legal Guardian
(if participant under age 18)



SPECIAL OLYMPICS

FIRST REPORT OF ACCIDENT / INCIDENT



U.S. Program/Area: Special Olympics North Carolina Date of Incident: _____

Injured Person/Party Information Date of Birth: ___/___/___ Age: _____
Name: _____
(Last) (First) (MI)
Address: _____
(Street) (City) (State) (Zip)
Home Phone: (____) _____ - _____ Work Phone: (____) _____ - _____
Gender: Male Female Social Security Number: _____ - _____ - _____

Type of Injury/ Accident:
 Bodily Injury
 Property Damage
 Automobile
 Other: _____

Injured Party:
 Athlete
 Volunteer
 Coach
 Employee
 Spectator
 Unified Partner
 Property Owner
 Other: _____

Description of Accident (If automobile accident occurred, please attach a copy of the police report).

Describe how the accident occurred (Attach a separate sheet if necessary): _____

Site / event where accident occurred: _____

Accident Occurred During:
 Training/Practice
 Competition
 Traveling to or from SO event
 Other: _____

Type of Injury:
 Severe cut w/ bleeding
 Less serious bruise or cut
 Break/fracture
 Concussion
 Paralysis
 Other: _____

Disposition:
 Released to parent
 Refusal of care
 Refer to doctor
 Refer to hospital or clinic
 Medical attention
 EMS transport
 Patient requested EMS transport
 Released to personal vehicle
 Police
 Ambulance
 Report only
 Other: _____

Sport
 Alpine Skiing
 Aquatics
 Athletics
 Badminton
 Baseball
 Basketball
 Bocce
 Bowling
 Cheerleading
 Cross Country
 Ski
 Cycling
 Equestrian
 Figure Skating
 Floor Hockey
 Golf
 Gymnastics
 Kickball
 Power Lifting
 Relay Game
 Roller Skating
 Sailing
 Snowboarding
 Snowshoe
 Soccer
 Softball
 Speed Skating
 Swimming
 Table Tennis
 Team Handball
 Tennis
 Track & Field
 Volleyball
 Other: _____

Body Part Injured:
 Head
 Neck
 Torso
 Back
 Hand (L / R)
 Finger (L / R)
 Elbow (L / R)
 Shoulder (L / R)
 Leg (L / R)
 Knee (L / R)
 Thigh (L / R)
 Shin (L / R)
 Toe (L / R)
 Other: _____

Contact / Care Provider Information If an athlete or underage volunteer was injured, please identify the care provider and/or responsible party (e.g. parent, legal guardian).

Relationship to the injured person: _____
Name: _____
Address: _____
Home Phone: (____) _____ - _____

Employer Name: _____
Employer Address: _____
Work Phone: (____) _____ - _____

Does the injured person have medical insurance? Yes No
If yes, insurance is provided by: Injured Person Care Provider/Responsible Party
Please provide name of Company and Policy Number: _____

Witness Information (Please provide names and phone numbers of any witnesses to the incident)

Witness #1 Name: _____ Daytime Phone: (____) _____ - _____
Witness #2 Name: _____ Daytime Phone: (____) _____ - _____

FOR OFFICE USE ONLY: Special Olympics Staff or Local Program Coordinator

Name: _____ Daytime Phone: (919) 719 - 7662
Signature: _____

Send completed form to:
If injury was serious or a fatality:

American Specialty Insurance Services, Inc., P.O. Box 459, Roanoke, IN 46783-0309; Fax: (260) 673-1291
IMMEDIATELY notify American Specialty Insurance Services, Inc.
Telephone: (800) 566-7941 (24 hours a day / 7 days a week)

Special Olympics North Carolina Volunteer Screening Form (Bold fields are required)

Select One: **Mr./Mrs./Ms.** _____
First Name Middle Name Last Name

Mailing Address _____
Number Street Parent/Guardian Signature Apt.
City County State Zip

Phone: Home (____) _____ Mobile (____) _____ Work (____) _____

Date of birth*: ____/____/____ **Social Security #*** ____-____-____ **Shirt Size** _____
**This form cannot be accepted unless date of birth and social security number are provided. If you are not comfortable with providing this information on this form, you may call our office at (919) 719-7662, ext 122 to provide it verbally.*

Email _____ **Occupation** _____

Employer Name/Address: _____

Are you a family member of a Special Olympics athlete? Yes ___ No ___ If yes, what relation? _____

In the event of an emergency, contact _____
Name Relationship Phone Number

If you are volunteering as part of a company or other group, specify the group _____

Check yes or no to the following questions:

- | | | |
|--|-------------------------------|-----------------|
| 1. Do you use illegal drugs? | yes [†] _____ | no _____ |
| 2. Have you ever been convicted of a criminal offense? | yes [†] _____ | no _____ |
| 3. Have you ever been charged with neglect, abuse or assault? | yes [†] _____ | no _____ |
| 4. Has your driver's license ever been suspended or revoked in any state? | yes [†] _____ | no _____ |

[†]If you answered "yes" to any question, attach an explanation giving date, location and nature of disposition for any offense. A conviction will not necessarily disqualify you from volunteering with Special Olympics North Carolina.

If you have volunteered with Special Olympics previously, please note your most recent assignment and city/state. If not, please indicate what position(s) you are interested in (e.g. coach, games management team, chaperone).

List two references: a non-family member and current employer (or a school reference if under 18 years old)

1.	Name _____	relationship _____	address _____	phone _____
2.	Name _____	relationship _____	address _____	phone _____

Please read before signing

I understand the following:
 some of the information that I have provided may be verified, and I give permission to Special Olympics to check my references and to make inquiry of others including without limitation my employer concerning my background and suitability to act as a Special Olympics volunteer; in the course of volunteering for Special Olympics, I may be dealing with confidential information and I agree to keep said information in the strictest confidence;
 The relationship between Special Olympics volunteers is an 'at will' arrangement, and that it may be terminated at any time without cause by either the volunteer or Special Olympics;
 I grant Special Olympics permission to use my likeness, voice and words in television, radio, film or in any form to promote activities of Special Olympics;
 I hereby agree to release, discharge and hold harmless Special Olympics North Carolina, its officers, agents, its directors and employees of and from all causes, liabilities, damages, claims or demands on account of any injury or accident arising out of my attendance and participation as a volunteer in Special Olympics North Carolina;
 I understand that the activities and/or competitions held at and in connection with Special Olympics and my attendance and participation as a volunteer may involve risks of injury to which I will be exposed;
 I acknowledge that I am in good physical condition and that I am unaware of any existing medical condition(s) which would prevent me from participating as a volunteer with Special Olympics North Carolina;
 I grant permission to Special Olympics North Carolina and its employees and agents to take whatever measures are necessary to provide medical care and treatment that is deemed advisable and to obtain any necessary emergency treatment that is deemed advisable.

I affirm that I have read the above and that the information I have given is true and complete

Print name _____ **Signature** _____ **Date** _____

Initial One:

Volunteer is at least eighteen (18) years of age and executes this release on his/her own behalf _____

Volunteer is less than eighteen (18) years of age. The undersigned is the ____ parent ____ legal guardian (initial one) of the volunteer and executes this Release on behalf of the volunteer.

Print name _____ **Signature** _____ **Date** _____
Parent Guardian Name Parent/Guardian Signature



Facts about LETR and Special Olympics

The North Carolina Law Enforcement Torch Run® Mission

The North Carolina Law Enforcement Torch Run conducts year-round fundraising and public awareness events in support of Special Olympics North Carolina by managing, promoting, and coordinating North Carolina Law Enforcement Torch Run activities throughout North Carolina. Those involved in the North Carolina Law Enforcement Torch Run serve as the guardians of the eternal 'Flame of Hope' and dedicate themselves to the purpose of supporting North Carolina's Special Olympics athletes, who through their involvement in Special Olympics, show the community the true meaning of sport and that there are no limits to human potential.

What is LETR?

The Law Enforcement Torch Run® (LETR) for Special Olympics is the Special Olympics movement's largest grass-roots fundraiser and public awareness vehicle in the world. In 2015, dedicated law enforcement volunteers raised right at US\$55 million for Special Olympics Programs around the world and surpassed US\$619 million raised since the inception of the LETR.

The Law Enforcement Torch Run began in 1981 when Wichita, Kansas (USA) Police Chief Richard LaMunyon saw an urgent need to raise funds for and increase awareness of Special Olympics. The LETR was quickly endorsed by Special Olympics, Inc. and the International Association of Chiefs of Police (IACP), now recognized as the Founding Law Enforcement Organization of the Law Enforcement Torch Run for Special Olympics.

Over the past 35 years, the Law Enforcement Torch Run has evolved from a symbolic awareness run to a very significant, annual fundraising effort conducted by the law enforcement community. From Torch Run T-shirt and hat sales and to a wide variety and multitude of special events, such as golf tournaments, Over the Edge, "Tip-A-Cop" events, Polar Plunges®, the World's Largest Truck Convoy® and Cops on Doughnut Shops® fundraisers, the LETR raises funds so that more Special Olympics athletes can benefit in many areas of their lives through sports training and competition.

More than 97,000 law enforcement members in all 50 U.S. States, 12 Canadian provinces/territories, and 47 other countries contribute to LETR efforts annually as Guardians of the Flame®, ensuring the delivery of the Special Olympics Flame of Hope™ to the Opening Ceremonies of local Special Olympics competitions, state/provincial Games, and national/regional Games.

The NC Torch Run is one of the top Torch Runs in the world!

Since 1987, law enforcement officers from around the world have gathered to carry the Flame of Hope in a Law Enforcement Torch Run Final Leg in conjunction with Special Olympics World Summer and World Winter Games. Since 2001, Special Olympics athletes have participated as members of the Unified Final Leg Team. The LETR was instrumental in planning and executing the Unified Relay

Across America from May 26—July 10, 2015, a 46-day event that touched every state. The most recent World Games Final Leg took place in July 2015, when an international team of law enforcement officers and Special Olympics athletes conducted runs and ceremonies in communities throughout California to heighten awareness of Special Olympics and the World Summer Games held in Los Angeles.

For more information about the Law Enforcement Torch Run® for Special Olympics, please visit www.nctorchrun.com.

In North Carolina

The North Carolina Law Enforcement Torch Run for Special Olympics raises over \$1 million each year. It began in 1987 and has raised more than \$20 million for Special Olympics North Carolina (SONC) since.

Over 2,500 law enforcement officers from more than 200 agencies volunteer their time and efforts to raise the funds used to provide Special Olympics North Carolina athletes with equipment, uniforms, training facilities, housing and meals at local, area and state-level competitions. The funds are also used to recruit, train and certify more than 5,000 volunteer coaches statewide. Thanks to Torch Run support and other successful fundraising efforts, Special Olympics athletes are never charged a fee to participate.



Torch Run Relay and Final Leg

Each spring Law Enforcement officers from all over the state take part in the Torch Run relay. As Guardians of the Flame, officers carry the torch in a relay spanning over 2,000 miles in a 30-leg relay to pass the Flame of Hope throughout the state. All of the torches converge in Raleigh at the State Capitol for the Final Leg, where officers and athletes carry the Flame of Hope to the Opening Ceremonies to the state-level SONC Summer Games. The Final Leg culminates with a Circle of Honor and the lighting of the cauldron to signify the opening of the Games.

Why Get Involved?

- Improve your departments image in your community.
- Fulfill community service goals for your department.
- Gain positive media exposure.
- Achieve personal fulfillment.
- Improve leadership and organizational skills.
- Bond and team build as a department.
- Change the lives of nearly 40,000 Special Olympics North Carolina athletes, their families and communities!***



Fundraising

RAISING MONEY FOR SPECIAL OLYMPICS

Why Raise Funds?

Special Olympics North Carolina is dependent upon donations to support its program. **Athletes never pay a fee to participate in Special Olympics.** Our goal is to reach out and increase the number of participants each year, while maintaining the quality training programs and competitions already benefiting so many North Carolinians with intellectual disabilities. Like any team, we cannot do it alone.

Where Does the Money Go?

The majority of the funds raised by the Torch Run are used to pay for all of SONC's qualifiers and state-level competitions including Summer Games.

Fifteen percent of the net proceeds of the Torch Run are designated to the SONC accredited local program in the county where the funds are raised. Continuing in 2017, a portion of the net proceeds of the Torch Run will be designated to the Torch Run grant program. The grant program allows local programs to apply for funds to develop new programming opportunities such as the introduction of new sports.

Continuing in 2017...

- A department must raise a minimum of \$6,000 during the 2017 Torch Run year to place its name on the back of the 2017 Torch Run T-shirt and to receive a plaque of appreciation. These departments will have the plaque presented at the conference in January 2018.
- Incentive plaques for individual officers: Bronze - \$1,000; Silver - \$2,500; Gold - \$5,000.
- Newly designed Torch Run Posters are available to publicize the Torch Run.
- Cotton T-shirts will be \$15, technical shirts will be \$20 and hats will be \$15.

Some tips to help you get started:

1. Form a Committee — Distributing responsibilities can increase communication and agency involvement.

- One person to take charge of fundraising — ordering/distributing T-shirts, collecting and depositing money, etc.
- One person to take charge of logistics.
- One person to take charge of events.

2. Set a Fundraising Goal for Your Agency

- Goals should be ambitious yet realistic.
- Try to increase goals each year.
- Inform everyone in the agency concerning the progress of the goal.

3. Ensure Upper Management Support

- Explain your goal and why the committee set that goal, i.e. you want to be on the back of the T-shirt, would like a plaque to hang in the office, positive community PR, etc.
- Educate everyone in the agency about Special Olympics and the Torch Run.

4. Invite an athlete to come speak to your agency

Fundraising

The 2017 Torch Run fundraising efforts begin January 1, 2017 and will end on December 15, 2017.

Raising funds for Special Olympics is the main theme of the Torch Run, but we must be careful where/how funds are raised. Do not be so focused on fundraising that we forget about protecting the image and reputation of Special Olympics.

SONC uses 85% of every dollar raised to directly benefit the athletes

Fundraising Ideas

The Law Enforcement Torch Run® is successful because of you – the law enforcement officer – who is willing to do unique things to raise funds and awareness to help ensure that individuals with intellectual disabilities have the opportunity to participate in Special Olympics. There are a number of “signature” Torch Run fundraising events that are duplicated across the globe, but the most effective fundraising event for you and your community is the one in which you and your community wants to participate. Below are a few suggestions, but we encourage your committee to “think outside the box” about what is exciting to you and your community. A brief description of some of the more popular and successful events are below. You can find detailed information and timelines to guide your planning on the Torch Run website at www.nctorchrun.com.

Publix Torch Icon Campaign



This new campaign for SONC is filled with opportunities to receive community support by visiting Publix. The idea of this campaign is for Publix Stores to ask for donations from customers in exchange for paper Torch icons. During this campaign, SONC staff, athletes and LETR volunteers must visit Publix Stores each week to express gratitude for their support and build strong relationships with Publix employees and management. With these visits contributing to the campaign success, all LETR volunteers who visit will receive credit.

Polar Plunges

Polar Plunges continue to be one of the top fundraising opportunities for LETR. Polar Plunges take place in lakes, rivers, swimming pools or the ocean in winter months or early spring months. A polar plunge is an exciting way to raise funds and to get your local schools, businesses, community organizations, city councils and key media/radio personalities involved in raising money for Special Olympics.

Parking Lot Polar Plunges

This event is the same as a regular polar plunge except that you use a portable pool set up in a parking lot, on a lawn or any level place that is at least 100 feet square. SONC has a pool that can be used for this event that is four feet deep and can be set up and filled prior to the event. The pool should be reserved well in advance to ensure that it is available. Contact Leslie Moyar at lmoyar@sonc.net to reserve. Many businesses, such as Walmart and fitness centers, have shown interest in hosting this event and can provide the location and perhaps volunteers.





Cops-on-Top (a.k.a. Building Sits)

This is a very successful fundraising idea that originated in North Carolina. Officers sit on a building to raise awareness and funds for SONC. Through effective interaction with the media, and counting on the charity and sympathy of the general public, thousands of dollars can be raised! Cops-on-Top can be held at your local Chick-Fil-A, Krispy Kreme, or any community fast food chain.



Tip-A-Cop

Law Enforcement Officers "serve" as celebrity Waiters/Greeters at any local restaurant. For their efforts, customers will hopefully leave a donation. Numerous agencies have hosted successful events at various restaurants across the state including Ruby Tuesday, Texas Roadhouse and other local favorites.



Red Robin Tip-A-Cop is a nationwide event which occurs every October. SONC will provide you with the date of the 2017 Tip-A-Cop 60 days prior to the event date. SONC will then provide general manager information for your local Red Robin so you may begin to plan your Tip-A-Cop. You will be provided with a specific order form and handbook.



RUN WITH THE LAW
LAW ENFORCEMENT TORCH RUN
FOR
SPECIAL OLYMPICS NORTH CAROLINA

Run WITH the Law

School Resource Officers work with students at their schools to stage a one to two mile torch run where the students raise money to run WITH the officers. This event includes a ceremony with the student body and school officials which highlights students at the school with intellectual disabilities. This event can be part of a student's senior project or can be linked to Unified Champion Schools, formerly known as Project UNIFY.

Golf Tournaments

There are several successful golf tournaments held to benefit the NC Torch Run annually. Please contact SONC staff who can direct you to agencies with successful golf tournaments. The key to a profitable golf tournament is having green fees and food/beverage sponsors. Make sure your expenses are at no more than 25% of your event revenue.

Tie In With Your UNITED WAY Campaign

Even though Special Olympics is not a United Way agency, many United Ways have a program called "donor choice" for which Special Olympics is eligible to receive funds. The first step is to contact your local United Way to see if the "donor option program" is available. If it is not, ask if your United Way will make an exception for your department.

Pick up your United Way brochure and look for the pledge card and designation form, if needed. Then follow the instructions to designate the agency of your choice. To support Special Olympics North Carolina through the United Way, fill in this information:

Special Olympics North Carolina
2200 Gateway Centre Blvd. Suite 201
Morrisville, NC 27560-9122

Please make sure to notify Leslie Moyer at lmoyer@sonc.net if you plan to participate.

Your generosity will make it possible for some very important people in North Carolina to discover their abilities and grow as individuals as well as athletes. This year when your United Way fund drive comes around, please select Special Olympics North Carolina and designate something special.

Elk's Lodges and Fraternal Order of Police Lodges

Both the Elk's and FOP have shown a strong tendency to contribute to local Torch Run efforts. Find out who the president is for your local lodge and approach them about the possibility of supporting your local Torch Run event.

Statewide events to get excited about raising funds for and get credit for your department

2017 Plane Pull for Special Olympics UPS Tarmac, RDU International Airport, Raleigh - April 29



The Plane Pull has been a staple of the SONC calendar since 1999 and is one of the largest single event fundraisers for SONC. Teams of 5 make a minimum donation of \$800 for the opportunity to pull a plane 25 feet as quickly as possible. Prizes are awarded for the team and individual that raises the most money. Torch Run departments that enter and/or recruit teams will receive credit for all of the money the team raises.

2017 World's Largest Truck Convoy Charlotte



This is a national event with Torch Run departments in 35 states participating. How can your department get involved? Do you know truck drivers, trucking companies or companies with trucks? The minimum donation to participate is \$100 per truck. SONC will credit your department with all of the funds raised by the truck drivers you recruit to participate.

Over the Edge for Special Olympics Raleigh, September 29 - 30



This state-level event is a huge opportunity for your agency to raise funds and awareness for SONC. Build a team within your department or recruit participants and you will receive credit for all funds raised. Individuals must raise \$1,000 to rappel.

Hosting a Torch Run Fundraising Event

Hosting a Torch Run fundraising event is not difficult, it just takes some planning and preparation. This check list will help guide your planning of any event that you can imagine.

Organize a committee

- Identify a few people in your agency and/or your community you think would enjoy doing a fundraiser and ask them in person to sit on an event planning committee.
- Arrange a meeting at a convenient time to discuss what events you might like to do.
- Contact Leslie Moyer for help with your first planning meeting.

Decide which event you want to host

- Have your committee discuss which events you would like to host.
- What event would best suit your community?
- Choose an event that will draw attention or involve doing something new and out of the ordinary. The media loves to cover different/unusual events.
- Are there facilities for a certain type of event in the area like golf courses or ballparks?
- Are there local groups that might want to assist you like the Knights of Columbus, the Fraternal Order of Police, or other civic organizations?
- Do you have an appropriate location for a building sit or polar plunge?
- What do the officers in your agency enjoy doing that might be channeled into a fundraiser like a S.W.A.T. team or K-9 competition?
- Do you have the support of local businesses that could sponsor the event, or provide a location for the event?

Getting Officers Involved

- Check officer work schedules to see who can be available to help.
- Check to make sure there is no conflict with another department's activity or training.
- Limit the use of broad email messages and ask officers in person to help.
- Set time limits or shifts to avoid asking a commitment of too many hours in one day.
- Get officers and athletes together as much as possible.
- Look for people with skills such as web and flyer design, logistical experience, and training that can add to the event like K-9, motorcycle officers and S.W.A.T. members.

Planning the event

- Start planning the event at least sixty days in advance.
- Develop a general game plan of how the event should go.
- Mentally go through the event and make a list of the items you will need.
- Create and follow a timeline to ensure that you don't wait until the last minute to make the proper arrangements.
- Give each member of your committee an assignment and follow up regularly to see if each person is moving toward the completion of that assignment.
- Begin early to recruit sponsors for your event.
- Start the process of getting all applicable permits.
- Meet with your supervisors and present them with a basic event plan to ensure they are on board, and that you have their approval to hold the event.
- Contact your local Special Olympics coordinator to arrange for athlete involvement.

- Make registration forms and waivers available in advance if pre-registration is required.
- Contact Leslie Moyar if you plan to use online registration for the participants.
- Send an Event Notification form to SONC.

Locating the event site

- Locate a site for your event that meets the needs of the event.
- Get permission to use the site and decide for how long you will need it.
- For liability insurance and other legal protection, have any and all contracts signed by SONC President Keith Fishburne. **Do not** sign any contracts yourself.
- If it is a public site, ask for assistance from whomever is responsible for that site, such as a school gym, public park, etc.
- Confirm that the site has plenty of nearby parking, if needed.
- Confirm that the site has utilities you will require such as water, electricity, and restrooms.
- Determine if you will need to alter the site for the event, such as blocking part of a parking lot, placing equipment on top of a building, or changing traffic flow.

Advertising the event

- Contact the local media and make them aware of the event's date, time, and purpose at sixty, thirty, fourteen, and one day prior to the event date.
- Contact Leslie Moyar with the event details to ensure it is posted on the SONC website and Event Calendar.
- Offer to do on site interviews, or supply a press packet of information about the event.
- Create flyers to post in the community — contact Leslie Moyar for assistance.
- Place the event on the department's website, and on all social networks you use, such as Facebook and Twitter.
- Get local businesses to help promote the event with their local advertising.
- Place signage at the event site announcing the event and recognizing sponsors.
- Place banners at intersections announcing the event.

Obtaining Sponsors

1. Identify Potential Targets for Sponsors for the event.
 - Who do you know?
 - Who has supported you in the past?
 - Who might have interest or benefit from associating with the Law Enforcement Torch Run?
2. Create a sponsorship packet that identifies what benefits will be given at each giving level. Contact Leslie Moyar for assistance in creating appropriate benefits and levels.
3. Meet with potential sponsors and ask for their support.
4. Follow up with all potential sponsors in an appropriate time frame.

Two weeks prior to the event

- Make sure that you have arranged for all the equipment you will need.
- Confirm your volunteers and train them on what they will be doing.
- Issue another press release.
- Arrange for all banners and printed signs.
- Confirm all donated items such as water, food, and prizes.
- Confirm that T-shirts have been ordered.

Day before the event

- Pick up any last minute items you need.
- Set up any equipment at the site that can stay overnight.
- Make sure all volunteers know when and where to arrive.
- Go over your equipment list one more time.
- Confirm everyone has carried out his/her assigned pre-event responsibilities.
- Make sure you have plenty of registration forms and waivers if needed.

Day of the event

- Get there early. Give yourself plenty of time to set things up.
- Put up banners and signage.
- Set traffic control devices in place, if needed.
- Set up the registration area, if needed.
- Make sure everyone knows their jobs and are in place.
- On day-long events rotate your volunteers every one to two hours, if necessary.
- Make sure volunteers have plenty of food, beverages, and breaks.
- Do not try to do everything yourself. Let the volunteers do their jobs.

After the event

- Clean up the area, and leave it as you found it.
- Thank all of your volunteers.
- Sponsor should receive a thank you letter on department letterhead, Torch Run letterhead or a handwritten note.
- Hold a debriefing to discuss ways to improve the event next year.
- Count and deposit all money as soon as possible. Put your department's name and the type of event on one copy and mail or fax it to SONC.
- Contact SONC for any Thank You plaques and officer incentive items.
- Keep all registration forms and make a mailing list with this information for next year.
- Mail all waivers to SONC.
- Give yourself a big pat on the back for a job well done!

Online Fundraising with Firstgiving

Online fundraising to increase the amount of money you raise for any event!

We are once again using an online fundraising platform called Firstgiving. Contact Leslie Moyer at lmoyer@sonc.net to get a page set up for your event. Event Notifications need to be provided with detailed information for an effective fundraising page.

Once you have a page set up, be sure to promote and share your fundraising link provided by SONC. Your supporters can then click to make a donation by credit card or register for your event. Once they make a donation or register, an acknowledgment and thank you will follow. You will receive credit for all the money raised online through your page and it will be added to your departmental total. If you have an event you would like listed on Firstgiving, contact Leslie Moyer.

Firstgiving is a quick and easy way to reach numerous potential donors.

You can now use Square Reader for event sign up!

We are now using a new credit card reader which works with the free Square Register App to allow your agency to take payments on your smartphone or tablet. The Square Reader plugs into the standard head-set jack of your smartphone or tablet and works with iOS and Android. The card information is encrypted at the moment of the swipe, and no data is stored after the payment has been processed. Find out how you can start collecting Square payments for Special Olympics North Carolina by contacting Leslie Moyer at lmoyer@sonc.net and receive your free Square Reader.



Handling Money

DEPOSITS

How to Deposit your Torch Run Funds

As you receive donations please deposit those funds immediately at any **Wells Fargo** bank. SONC will provide deposit slips to all departments. If you run out of deposit slips, contact Leslie Moyar to order more.

HOW TO MAKE A DEPOSIT:

- Go to any **Wells Fargo** bank – Visit www.wellsfargo.com to find a location near you.
- Fill out the deposit slip. **Write your name and department's name on the slip!**
- Fill out the deposit form. **No deposit form, no credit!**

Fax 919-719-7663 or email ntorchrun@sonc.net a copy of the deposit slip to Leslie Moyar using the fax cover sheet from the forms section of the manual. Please note on the sheet how the money was raised.

Each time you make a deposit, please keep a copy of your deposit slip for yourself and send the other copy to SONC. This allows us to keep an up-to-date accounting of where all donations originated.

If you do not send in copies of deposit slips or do not write your agency name on the slip, your agency WILL NOT RECEIVE CREDIT. SONC has no way to track which department made a deposit unless we receive copies of the slips!

You may use any Wells Fargo branch in North Carolina. If Wells Fargo does not have a branch in your area, please convert all cash donations to a money order. Send it along with any checks to:

Special Olympics North Carolina
ATTN: Leslie Moyar
2200 Gateway Centre Blvd. Suite 201
Morrisville, NC 27560-9122

Call Leslie Moyar at 919-719-7662, ext. 123 if you have any questions about depositing funds.

If you do not send in a deposit form with your deposit slip, your agency **WILL NOT RECEIVE** credit.

WHERE TO FIND DEPOSIT SLIPS:

Contact Leslie Moyar to order more or use Material Order Form and fax it to 919-719-7663.

WHERE TO FIND DEPOSIT FORMS:

- Go to www.ntorchrun.com, click the Torch Run Forms tab, click Deposit Form
 - Go to the Forms tab in the manual

Getting Expenses Paid

Why it is important to process expenses and donations promptly?

As you conduct events to raise money for the Torch Run, you may find that you incur expenses. Before you decide to hold a special event requiring funds to be spent, do your best to get the services donated or fees waived. If this not possible, ask for the best discounted price available. Remember that every dollar spent on fundraising, is a dollar that does not directly benefit the athletes. However, SONC also recognizes that sometimes you need to spend money to make money.

Special Olympics North Carolina must process all expenses associated with the Law Enforcement Torch Run® through its financial management system for the organization to adhere to the appropriate accounting practices required by regulatory groups such as the IRS and the State of North Carolina. **No expenses should be paid from cash raised directly on-site during a Torch Run event** because doing so would prevent the proper accounting of funds raised and spent in the name of the Torch Run and Special Olympics.

When you schedule an event, you should complete an Event Notification Form to turn in to Leslie Moyar to be reviewed for risk management and fiduciary purposes. Any document that obligates the Torch Run or Special Olympics to liability responsibilities, financial payment terms, or other legally binding terms, must be approved and signed by SONC President/CEO Keith Fishburne before an event can be held. Examples of this type of document include contracts/agreements with polar plunge facilities and golf courses for tournaments, with facility owners releasing the ownership from liability for an event, or with vendors concerning payment for an event.

To have expenses paid, send invoices for services or products to Leslie Moyar at SONC as soon as they are received. SONC pays all invoices on a NET 30-day payment schedule. If security deposits or cash advances are needed leading up to an event, contact Leslie Moyar. Please note that all expenses must have proper documentation from the entity requiring payment – no funds will be issued without an invoice for services.

Special Olympics North Carolina pays all North Carolina sales taxes when it pays expenses. Since SONC is a nonprofit organization, the NC Department of Revenue refunds the sales tax to SONC twice a year. Therefore, it is important that any sales taxes paid for the State of North Carolina be properly listed on invoices. Without the sales tax recorded properly, SONC cannot seek a refund. When we record the expenses “against” your department we do not include the tax as an expense since SONC will get that money back.

Once you have collected all funds raised by an event, it is important to deposit these funds in the SONC Torch Run account at any Wells Fargo location in North Carolina using the deposit slips provided as soon as possible. **Please do not order deposit slips directly from Wells Fargo, they are available upon request from Leslie Moyar.**

SONC uses funds raised from the Torch Run to pay for the many Special Olympics activities taking place throughout the state on a daily basis. It is important to deposit all funds raised in a timely manner so that SONC can pay expenses, whether associated with a Torch Run fundraiser or a Special Olympics competition, as soon as possible. Depositing funds quickly decreases the risk of lost or stolen funds and checks bouncing due to insufficient funds. It also allows SONC to use the revenue as needed for its athlete programs.



Recognition

Fundraising Recognition

Individual Officer/Official Recogni

The officer incentive program will continue in 2017. Individual Torch Run participants are eligible for recognition items based upon the amount of money they raise. See the Forms tab for incentive order forms.

Incentives are based on net fundraising totals

There is an incentive program for fundraising participants, which is a way to say thank you to those that go above and beyond the call of duty. This is also an effective recognition method for your agency. **Please send all incentive request forms to Leslie Moyar at SONC as soon as officers reach each level.** As you complete fundraisers, you can order incentives right away so that officers can receive an immediate thank you. Plaques will only be awarded to officers' highest level of fundraising at the end of the year.

Departmental Recognition

Torch Run T-Shirts & Poster

Any department that raises more than \$6,000, in net revenue, will earn its department's name on the back of the 2017 Torch Run T-shirt and a gold medal plaque which will be presented at that next year's conference.

The amount of money considered for any incentive award is the net revenue amount raised by that department. "Net revenue" is defined as the revenue total after cost-of-fundraising expenses have been subtracted from the total funds raised.

Most Improved Agency

- The Most Improved Agency Award honors the Agency that has increased their Net Revenue the most since the previous year. This award is in recognition and appreciation of the agencies dedication to grow their fundraising efforts. All nominees will be selected by the Special Olympics NC LETR Staff by reviewing their accounting fundraising report.

Guardian of the Flame Award

- The Guardian of the Flame award is open to any individual who is involved in the Law Enforcement Torch Run for Special Olympics North Carolina. This award is based on the nominee's ingenuity, motivation, commitment and dedication to the Torch Run, which directly impact the lives of the nearly 40,000 athletes across the state of North Carolina. The Torch Run Council will nominate all individuals for each category and selections will be made by the Torch Run Council Director(s) and the Special Olympics NC LETR Staff. To nominate an individual, Council Members must fill out the Guardian of the Flame Nomination Form. To nominate an individual, please complete the nomination form and submit it to Leslie Moyar no later than November 15th.

Top New Agency Award

- The Top New Agency Award honors the agency that has raised the most funds their first year. For agencies to be eligible, it must be the agencies first year being active with the Law Enforcement Torch Run for Special Olympics NC. All nominees will be selected by the Special Olympics NC LETR Staff by reviewing their accounting fundraising report.

Best New Fundraiser

- The Best New Fundraiser Award is dedicated to the agency that has developed a new successful fundraising idea or a new approach to an existing idea to revitalize it. All nominees will be selected by the Special Olympics NC Staff.

Chief of the Year

- The Chief of the Year Award is presented to the Chief of Police who demonstrates a strong example, leadership, dedication and commitment to the NC Law Enforcement Torch Run. The Chief of the Year encourages his/her department's involvement in fundraising, local/state games, relay/Final Leg, and the mission of public awareness for the NC Law Enforcement Torch Run in his/her community. All nominees will be selected by the Torch Run Council and the Special Olympics NC LETR Staff.

Sheriff of the Year

- The Sheriff of the Year Award is presented to the Sheriff who demonstrates a strong example, leadership, dedication and commitment to the NC Law Enforcement Torch Run. The Sheriff of the Year encourages his/her department's involvement in fundraising, local/state games, relay/Final Leg, and the mission of public awareness for the NC Law Enforcement Torch Run in his/her county. All nominees will be selected by the Torch Run Council and the Special Olympics NC LETR Staff.

Directors Award

- The Directors Award is dedicated to a Law Enforcement Torch Run Coordinator who stands out to the Torch Run Council Director(s). The Director(s) chose this individual by looking at their leadership, dedication and outstanding commitment to achieving the goals of their agency in raising funds to support Special Olympics North Carolina. All nominees will be selected by the Torch Run Council Director(s).

Torch Run Photo Contest

- The Torch Run Photo Contest is an opportunity for all LETR agencies to submit their Torch Run photos to show the immeasurable benefits that their agency offers to the athletes, officers and the community they serve. All photos must be from the 2016 or 2017 fundraising year. All programs may submit a maximum of 12 photos total. Please send in photos after your events throughout the year. All entries must be sent to Leslie Moyar at lmoyar@sonc.net and include the following information:
 - Submitting person's name
 - Agency
 - Phone Number
 - Email Address
 - Photographers Name
 - Date of Photo
 - Description of the photo
- All agencies are encouraged to send in photo nominations for this contest and the winning photo will be selected by the NC Law Enforcement Torch Run Council. Any photos sent in may also have the opportunity of being sent by the Special Olympics NC Staff to the LETR International Conference I.A.C.P. Photo Contest if received by August 1st.

International Law Enforcement Torch Run Conference



The Torch Run Council recognizes the efforts that are made each year within our state by each department. Each year an International Law Enforcement Torch Run Conference is held and any member may attend at their own expense. The 2017 International Conference will be held at in Nashville, Tennessee on September 20-23, 2017.

**Celebrate Our Passion
2017 LETR International Conference
Nashville, TN
September 20-23**

The North Carolina Torch Run program takes great pride in sending a delegation of officers/ agents to the conference to learn about new fundraising ideas and connect with others who participate nationally and internationally. This is an educational and mentoring opportunity for new coordinators to fully understand the true meaning of the Torch Run.

Sliding Scale

SONC has set up a system that will allow our state program to learn and grow each year. If any department raises \$20,000, they are eligible to send one delegate to the conference at SONC's expense. The number of additional delegates will be determined by the current year's budget and consultation with SONC and the Torch Run State Director.

Any department that raises more than \$20,000, in net revenue, is eligible to send one delegate to the International Torch Run Conference in Nashville, TN, September 20-23 with all conference expenses, including travel, paid by SONC. Note: The invitation to attend **is initially extended to the department's Torch Run Coordinator**, but may be transferred to another participant with the approval of SONC. Contact Leslie Moyar to discuss the approval process.

A sliding scale is available at two other net revenue levels. Any department that reaches the fundraising levels will be able to send a delegate who has been an active and important part of the Torch Run effort and have part of the cost of attending the conference paid by SONC.

- Any department that raises between \$10,000 and \$14,999, in net revenue, SONC will pay the conference registration fee. The delegate will be responsible for travel costs to the conference and the cost of a hotel room or 1/2 cost of the hotel room - with a roommate.
- Any department that raises between \$15,000 and \$19,999, in net revenue, SONC will pay the conference fee and 1/2 cost of the hotel room - with a roommate. The delegate is responsible for travel costs to the conference.
- Any department that would like to send more than one delegate and raises greater than \$20,000, in net revenue, is also eligible to receive the sliding scale benefits for the incremental amount above \$20,000.

Regardless of funds raised, any Torch Run participant is welcome to attend the conference at his/her own expense. Please contact Leslie Moyar for details on conference registration, hotel, travel and payment if you are interested.

Sponsor Donor Recognition

Recognition of Torch Run supporters is important to help them understand how they made a difference. It is also critical to maintaining support year after year. Below you will find the recognition SONC staff will provide to donors at each level of giving. Simply complete the Donor Recognition Sheet included in the Forms tab of the manual and send it to Leslie Moyar.

<u>Donation</u>	<u>Recognition</u>
\$ 50	Personalized thank you letter from SONC
\$ 100	Certificate and thank you letter
\$ 500	Framed Certificate of Appreciation and thank you letter
\$ 1,000	Silver Law Enforcement Torch Run sponsor plaque and thank you letter
\$ 2,500	Gold Law Enforcement Torch Run sponsor plaque and thank you letter
\$ 6,000+	Name or company logo on next year's Torch Run T-shirt, a gold sponsor plaque and thank you letter



Law Enforcement Torch Run for Special Olympics North Carolina

Guardian of the Flame Award

Purpose: The Guardian of the Flame Award is recognition given by Special Olympics North Carolina, presented to one individual in each Law Enforcement Division (Police Department, Sheriff's Office, Department of Public Safety and NC LETR Council) for their dedicated involvement in the Torch Run.

Criteria: The Guardian of the Flame award is open to any individual who is involved in the Law Enforcement Torch Run for Special Olympics North Carolina. This award is based on the nominee's ingenuity, motivation, commitment and dedication to the Torch Run, which directly impact the lives of the nearly 40,000 athletes across the state of North Carolina.

- Ingenuity
 - Nominee has developed new fundraising ideas or a new approach to an existing idea to revitalize it
- Motivation
 - Nominee takes initiative to implement new ideas and continually aims to improve the Torch Run and strives to be a top fundraiser
- Commitment
 - Nominee's dedication of involvement
- Dedication
 - Nominee has been involved with the Torch Run for a minimum of two years; continues to be an active and encouraging member of the Torch Run; gives freely of their time

Process: To nominate an individual, please complete the nomination form and submit it to Leslie Moyar no later than November 15th. It is very important to include supporting materials such as stories, photos, videos, newspaper clippings, etc. about the nominee. All nominations will remain active for *three* years.

Who Can Nominate?: Any Law Enforcement Torch Run Council Member and Special Olympics NC LETR Staff may submit a nomination.

Law Enforcement Torch Run for Special Olympics North Carolina **Guardian of the Flame Nomination Form**

Please complete the form below to nominate an individual for the Law Enforcement Torch Run for Special Olympics North Carolina Guardian of the Flame award. Completed forms and all supporting materials, should be submitted to Leslie Moyar at lmoyar@sonc.net or faxed to 919-719-7663. All nominations are due by November 15th.

Date: _____

Individual Submitting Form: _____

Nominee Name: _____ Nominee Agency: _____

Nominee email : _____ Nominee phone number: _____

Address: _____ City: _____ State: _____

Zip Code: _____ Years involved in the Torch Run: _____

Summary of Torch Run Involvement - why should this nominee be considered for this award? Please make sure to be as detailed as possible.



State Employees Combined Campaign (SECC)

State Employees Combined Campaign (SECC)

The Law Enforcement Torch Run is recognized by the SECC through the Torch Run's partnership with Special Olympics North Carolina. The LETR and SONC abide by all rules and regulations set forth by the State of North Carolina through the SECC for fundraising among State of North Carolina employees. Questions about SONC/LETR fundraising through the SECC should be directed to Leslie Moyar at lmoyar@sonc.net or 919-719-7662 x 123.

The following instructions have been approved by the SECC and must be followed by State of North Carolina employees when fundraising:

- The sign on the subsequent page must be displayed in a visible place at the location where any fundraising takes place on state property or by state employees.
- The sign also must stay in a visible place for the duration of the fundraising event. Whether the event is one day or lasts for the entire Torch Run year, the SECC sign must be displayed until your fundraising efforts have concluded.
- **SECC will not permit any fundraising by state employees on state property unless the attached sign is displayed. See next page for sign.**

State Employees Combined Campaign Code: 1520

The SECC needs your support!



Please participate in this
special event for the
North Carolina Law Enforcement





Media

Media Relation Summary

Special Olympics NC Media Relations Contacts

Rachel McQuiston, VP Communications, rmcquiston@sonc.net, 919-719-7662, ext. 110
Katie McGhee, Mgr. Comm. & Social Media, kmcghee@sonc.net, 919-719-7662, ext. 112

Social Media Information

Special Olympics North Carolina (SONC) Website	www.specialolympicsnc.com or www.sonc.net
North Carolina Torch Run	www.nctorchrun.com
NC LETR Facebook	www.facebook.com/NCTorchRun
SONC Facebook	www.facebook.com/SpecialOlympicsNC
SONC YouTube	www.youtube.com/BeAFanSONC
SONC Twitter	www.twitter.com/SONC_BeaFan
SONC Instagram	www.instagram.com/specialolympics_NC
SONC Smugmug	www.specialolympicsnc.smugmug.com/

The Special Olympics North Carolina communications department works with the leaders of the Torch Run with the primary purpose of promoting Torch Run events and the Torch Run Relay.

Torch Run Relay

A media alert is sent to television stations, newspapers and posted on the SONC website prior to the start of the month-long Relay that culminates in Raleigh at the SONC Summer Games Opening Ceremonies. The alert contains:

- Description of each leg route including any photo opportunities
- Date and time of each leg route
- Names of leg leaders and their phone numbers

Event Coverage

Be sure and contact the media outlets in your area with a media alert about your department's Torch Run fundraisers and Relay Leg. Your department's public information officer may be able to assist you with the alerts and have a list of local media contacts already established in your area. To ensure the media receives your alerts, be sure and follow up with them at least 3 days prior to the event. Contact the SONC Communications team if you need assistance with contact information for media outlets in your area.

Coverage of your event

Call your media contacts **three to five days prior** to the event to make sure it is on their coverage calendar and to inform them of any changes.

Radio Promotions Involvement

- Contact the station's promotions director and/or news director to ask for live coverage at the event or an interview prior to the event.
- Make your request for live coverage **at least 12 weeks prior to the event.**

Returning Phone Calls

- If a reporter calls, return his/her call immediately.
- Contact the SONC communications team if you need help providing information, especially for comments on the statewide Torch Run or Special Olympics North Carolina.

Photos

Media often request photos, be sure and follow the tips below for close-up and group photos:

- Close up shots of officers with athletes:
 - Officer(s) in uniform or a 2017 Torch Run T-shirt
 - Athlete(s) wearing athletic clothing or a 2017 Torch Run T-shirt
 - If someone is holding a torch, **the torch needs to be lit!**
- Group running photos:
 - Runner carrying the torch is in front and you can see his/her face clearly
 - All runners wearing the 2017 Torch Run T-shirt
 - The torch **is lit and has a visible flame!**

SONC would like to collect your **hi-resolution** photos from the events. Please send any photos that meet the above criteria to the SONC communications team.

Language Guidelines

Words matter. The following language guidelines have been developed for use by anyone writing or speaking about persons with intellectual disabilities to ensure all people are portrayed with individuality and dignity.

- **DO NOT** use the word **“the”** in front of Special Olympics.
- Refer to participants in Special Olympics as **Special Olympics athletes**, not “Special Olympians” or “Special Olympic athletes”.
 - Special Olympics doesn’t have permission to use the word “Olympian”!
 - Refer to Special Olympics athletes as **athletes**. In no case, should the word appear in quotation marks.
- People First Language
 - **People with intellectual disabilities**, not people who are intellectually disabled.
- **A person has intellectual disabilities**, rather than is suffering from, is afflicted with, or is a victim of intellectual disabilities.
 - **A person uses a wheelchair**, rather than is confined or restricted to a wheelchair.
 - **A person has physical challenges** or **has disabilities**, rather than is disabled or crippled.
- Distinguish between adults and children with intellectual disabilities. Use **adults** or **children**, or **older** or **younger athletes**.
 - **“Kids” does not apply to Special Olympics athletes as a whole.** Adults are an important part of the Special Olympics movement.

Key Messages and Special Olympics Facts

Mission

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.

Global Movement

- 5.3 million athletes worldwide
- 170 countries worldwide
- Nearly 40,000 athletes in North Carolina
- 100 local programs throughout the state

Sports Organization

- Special Olympics is a sports organization.
- Special Olympics NC offers training and competition in 19 Olympic-type sports.
- More than 20,000 sports competitions are held throughout the world in a single year.
- North Carolina holds more than 500 sports competitions in the state each year.

Year-round program

Almost every day of the year, Special Olympics NC athletes train in 19 Olympic-type sports for local, area, state, regional, national and international competitions.

More than 45 Years of Heroes

- Special Olympics began in 1968 when Eunice Kennedy Shriver organized the first International Special Olympics Games at Soldier Field in Chicago, Illinois.
- The concept was born out of Camp Shriver, a day camp for people with intellectual disabilities held by Mrs. Shriver in her backyard.
- In August 2009, Mrs. Shriver passed away at age 88. Each year on the fourth Saturday of every September, the legacy of Eunice Kennedy Shriver is celebrated around the world as EKS Day.

National and International Competition

- The inaugural Special Olympics USA Games was held in July 2006. The USA Games take place every four years.
- Special Olympics World Games are held every four years, alternating every two years between Summer and Winter Games.

All Ability Levels, All Ages

- Through divisioning, Special Olympics athletes compete against other athletes of similar age and skill level.
- Participation in Special Olympics **is free** and open to all people with intellectual disabilities ages 8 and up.

New Roles – Athlete Leadership

Special Olympics has placed increased emphasis on our athletes' ability to contribute to society through leadership roles both on and off the playing field.

Athletes serve on the Boards of Directors of all U.S. Special Olympics Programs, the highest level of responsibility in our Programs. Also, through Special Olympics Athlete Leadership Programs, athletes are working as certified sports officials, coaching other athletes, documenting history as reporters and photographers, and speaking publicly in powerful ways around the globe

Inclusion

Special Olympics Unified Sports® programs bring together athletes with and without intellectual disabilities of similar age and ability to train and compete on the same teams. Special Olympics Unified Sports® programs are now offered in nearly all official sports.

Volunteer-Driven

- Special Olympics is one of the world's largest volunteer organizations.
- More than one million volunteers work with Special Olympics worldwide.
- Every year, more than 20,000 volunteers donate their time to Special Olympics NC.

Lighting the Way

Special Olympics is grateful for the dedication and commitment of law enforcement officers in all U.S. states, Canadian provinces, and more than 35 other countries worldwide. Their efforts make the Law Enforcement Torch Run the largest grassroots fundraiser and public awareness campaign in support of Special Olympics athletes.

Unified Champion Schools

Special Olympics Unified Champion Schools (formerly known as Project UNIFYYY Schools) bring youth with and without intellectual disabilities together through sports and education to create school communities of acceptance and respect. Unified Champion Schools are seen through every level of education (Pre-K/Head Start through college) and are driven by youth and staff leaders. Special Olympics North Carolina has over 260 official Unified Champion Schools across the state.

Special Olympics Health Programs

The Special Olympics Healthy Athletes program, made possible by the Golisano Foundation, offers health services and information to athletes in dire need. In all, more than 1.7 million free health examinations have been conducted in more than 130 countries. In the process, Special Olympics has become the largest global public health organization dedicated to serving people with intellectual disabilities.

In 2015-2016, Special Olympics North Carolina conducted 1,518 exams in 8 Healthy Athlete disciplines.



Risk Management

Risk Management and Safety Issues

Introduction

The Law Enforcement Torch Run for Special Olympics has grown tremendously during the past decade to the point where it is the largest fundraising initiative for Special Olympics. Special Olympics event organizers would like to share some basic risk management techniques to ensure a safer environment for runners and those participating in special events.

The most important things to remember, in summary, are:

1. Register as a Special Olympics volunteer by filling out the Volunteer Screening Form (included in this section). This will allow you to be covered under the Special Olympics insurance policy for related activities.
2. Ensure your event is covered by sending in an event notification form (included in the forms tab).
3. Require that all special event participants sign waivers (included in the forms tab).

Coverage for Registered Volunteers

Special Olympics has a corporate insurance policy that protects all Special Olympics athletes and registered volunteers from third-party claims of bodily injury, property damage or personal injury due to alleged negligence arising from the conduct of a Special Olympics activity by Special Olympics. In order for there to be an obligation to pay a claimant, negligence must be proven.

Make sure an event notification form is submitted 60 days in advance to each event.

Only REGISTERED Torch Run participants are considered Special Olympics volunteers for the purposes of Special Olympics insurance coverage.

Unrelated to the Torch Run is the issue of liability insurance coverage for police coverage at Special Olympics events. Special Olympics does not provide Police Professional Liability insurance coverage for police officers (on or off duty) for regular duties of a police officer, such as crowd control, directing traffic or monitoring fund raising activities where alcoholic beverages are served.

If an organization would like to see written proof of Special Olympics' insurance, contact Leslie Moyer 919-719-7662 ext. 123 or lmoyar@sonc.net.

Special Olympics Sponsorship or Co-Sponsorship of a Torch Run Event

It is important to note that for the Special Olympics Corporate Insurance Policy to provide coverage for the Torch Run and Torch Run-related events, Special Olympics must sponsor or co-sponsor all events. Organizers simply informing Special Olympics about any events being planned and ensuring that all risk management guidelines are followed can meet this obligation.

The Event Notification Form should be submitted 60 days prior to every Torch Run event scheduled to ensure that SONC can review it for any risk management concerns.

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 to the organization. When planning special events on behalf of the Torch Run for Special Olympics, several risk reduction techniques should be used to manage these risks.

Coverage for Special Olympics

Runners in a road race, polar plunge, or motorcycle ride that is a special event fundraiser are not considered volunteers for Special Olympics or the Torch Run. Therefore, Special Olympics has a waiver of release of liability for participants to sign. It is very important that every participant (or guardian in the case of minors) signs this form, as it releases liability for the Organization for that person's participation.

Special Olympics does not have liquor liability coverage. Special coverage must be arranged for events where alcoholic beverages are served. Special Olympics should assist in determining the appropriate way to handle this insurance coverage. Regardless of the special event, as long as it is associated with the Torch Run, Special Olympics must be notified when alcoholic beverages are served at an event.

Special Olympics has limited coverage for property of others 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. If not, alternative arrangements will be necessary.

Torch Run Relay/Final Leg Risk Management and Safety

Recruiting Runners

- Use experienced runners for long stretches.
- Schedule 10-12 minutes per mile for the entire leg.
- Do not assume celebrity runners are experienced at running very long distances. Ask them how far they would like to run.
- Ask Special Olympics athletes from the local program to participate in the event. Be sure to confirm with their local coordinator/parent/coach that they are able to run the distance.

Safety and Security

1. All areas selected for the start and stop points for a relay should be off the road in a secure area, clear of all traffic.
2. Proper parking should be arranged in an area away from where the runners are warming up.
3. Media coverage areas should be arranged so that the media have unlimited access.
4. Arrangements should be made to cover intersections until all runners have passed.
5. Place escort vehicles in a position to maximize runner safety.
6. Any incident involving injury should be reported to appropriate emergency personnel. All law enforcement runners and registered volunteers are

covered under Special Olympics accident medical insurance in excess of any other collectible insurance while participating in a Special Olympics event.

Emergency Preparedness

1. Each support or escort vehicle should carry a basic first aid kit.
2. Each support vehicle should have two-way radio capabilities.
3. Organizers should be aware of potential medical problems inherent in running and should recognize symptoms of distress.
4. Be prepared to deal with weather (extreme heat, rain, etc.).
5. Have sunscreen available.
6. Leg organizer should have an emergency plan ready to implement in case one occurs.
7. Make sure plenty of liquids (water) are available for all runners.

The Day of the Torch Run

1. The entourage should consist of one or two support vehicles and two escort vehicles.
2. Runners should stay to the side of the road or on the shoulder if it is suitable.
3. The escort vehicle should follow the runners with emergency lights on.
4. The exchange of the torch should be made in an area that is safely away from traffic and clear of obstacles.
5. During the exchange, the support vehicle should park out of traffic and wait until the exchange is made. When using one support vehicle, it should move ahead of the runner and escort vehicle to the next exchange point after it has picked up the previous runner.
6. If two support vehicles are available, one can leave runners off and proceed ahead. The second vehicle can stay behind and pick up runners as they finish.

What if an emergency occurs?

Prior to any event, the Leg Leader should assemble a complete list of participant's names, who to contact in case of an emergency and officials to contact to handle an emergency. 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...

- 1 Get medical help for the injured person(s).
- 2 Notify SONC President Keith Fishburne at 1-800-843-6276, ext. 102 or Leslie Moyar at 919-210-0966.
- 3 Complete a Special Olympics Incident Report form and send/FAX to the SONC office in Morrisville. FAX 919-719-7663
- 4 Allow emergency personnel to handle questions from the media regarding the status of the situation.
- 5 The SONC president should handle all other questions regarding the incident.

Guidelines and Standards When Serving Alcohol at an Event

When attending a Torch Run event as a volunteer, participant or observer, please remember that your actions reflect not only on yourself and your department, but all law enforcement and the Special Olympics movement worldwide.

When alcohol is involved in a Torch Run event, organizers must:

- Obtain a liquor license
- Shut down the alcohol site 30 min to 1 hour prior to the conclusion of the event.
- Make sure a designated driver, call-a-cab, or similar program is in force (provide shuttles, or post cab numbers)
- Post rules and regulations concerning alcohol consumption
- Control the number of drinks an individual is allowed to take at one time and throughout the entire event (drink tickets and a one-at-a-time limit are standard)
- Train the servers in alcohol awareness (local alcohol bureau will have classes and/or tapes available)
- Make sure security personnel are located throughout the event (alcohol site(s), entrance, main area, exit, parking lot)
- Check each patron's I.D. and provide wristbands for those who are of age
- Patrol parking areas

Liability

Host Liquor Liability - This is liability coverage, usually provided under a general liability policy, for liability resulting from serving alcoholic beverages **WITHOUT CHARGE**. This is the type of coverage also provided under a homeowner's policy for liability from the overindulgence of guests.

Liquor Liability - This is liability coverage for alcoholic beverages provided for a fee. The "sale" of alcohol could result from charging a fee per drink, selling tickets for drinks, or by mandating a cover charge, or a door fee.

Special Olympics general liability policy only extends **HOST LIQUOR LIABILITY**. It is critical to identify events at which alcoholic beverages will be available. Once the events are identified, determine whether:

- The alcoholic beverages are being sold, e.g. cash bar, or
- Could be construed as being sold, e.g. event that charges one price for admittance in return for all you can eat and drink - including alcoholic beverages,
- Require a permit or license to serve the alcoholic beverages, and
- Who is providing/serving the alcoholic beverages.

If you determine that your event includes at least one of the above referenced scenarios, you may have a Liquor Liability exposure. Please contact Leslie Moyar at 919-719-7662 ext 123 to discuss your particular situation and find out if you can obtain coverage for your event.



Torch Run Relay/ Final Leg

2017 Torch Run Relay/ Final Leg



Torch Run Relay

Each spring Law Enforcement officers from all over the state take part in the Torch Run relay. As Guardians of the Flame, officers carry the torch in a relay spanning over 2,000 miles to pass the Flame of Hope throughout the state.

Your agency is invited to hold its own relay by filling out a Torch Run Relay Form, included in this section or participate in an established local/county relay. It is our goal to have the information about the routes for the 2017 NC Torch Relay on the SONC website in early April.

Torch Run Final Leg and Opening Ceremony

The involvement of Law Enforcement at the Opening Ceremony is vital to the continuation of the project and is an important addition to the pageantry of the Opening Ceremony. The mission of the Final Leg, like the rest of the Torch Run, is to create awareness and excitement for Special Olympics and to encourage support and attendance of the Games. Look for a formal invitation to participate in the Final Leg, Circle of Honor and Summer Games Awards.

Torch and Banner Logistics:

Passing the Torch & Banner

When it comes time to run the Flame of Hope from agency to agency, we need to make sure that all the materials are passed along so that everybody has what they need for a successful run.

If you are passing the Flame of Hope to another agency, please contact that agency to confirm their need for the torch and banner you are carrying.

Tools needed for your relay:

- Request a torch and banner from Leslie Moyar. Contact Leslie at lmoyar@sonc.net
- Be sure you have a good inventory of 2017 Torch Run t-shirts to provide to runners. If you need to order any shirts, please fill out a materials order form.
- Be sure you have planned a support vehicle for runners safety and relief.

Only smokeless lamp oil should be used for the Torches! Please do not use tiki torch oil!

How to use the torch:

1. Be sure the wick is soaked in smokeless/odorless lamp oil.
2. DO NOT USE TIKI TORCH OIL!
3. Screw wick into the top of torch.
4. Wick should be just level with top of insert.
5. Extinguish flame using the snuff can provided for your safety.
6. Lamp oil can be applied while the wick is on torch. **Be sure the flame is completely snuffed out.**
7. Be sure to carry extra lamp oil and lighters.

We recommend you have a fire extinguisher handy in case of an emergency!

Banner:

1. Make sure you remember to get the banner when the torch is passed on to you if you do not already have one.
2. Use rope or bungees to tie the banner to the lead vehicle or the back of the trail vehicle. Please **DO NOT USE TAPE**. You will need to provide your own rope or bungee cords to attach the banner to the vehicle.
3. Remember to give the banner to the next department along with the torch.
4. Roll the banner – please do not fold it.
5. Contact Leslie Moyer - lmoyer@sonc.net - for banners.

Media:

- The media prefers to use pictures where there is **a visible name**.
- Please make sure that the flame is lit when any pictures are being taken or whenever there are spectators.
- We encourage you to take pictures during your event. Email copies to Leslie Moyer -lmoyer@sonc.net



Athlete Ambassadors



Athlete Ambassador Criteria and Job Description

Responsibilities:

Athlete must:

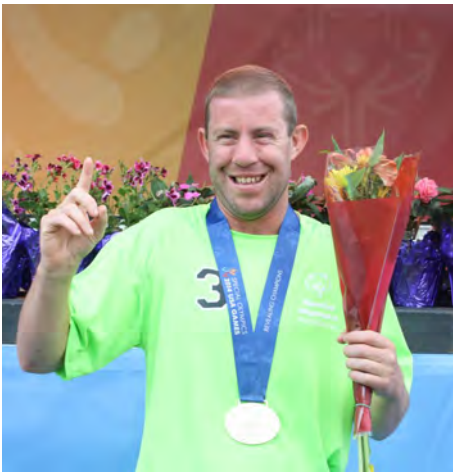
- Be actively involved with Special Olympics and have all required registration documents up-to-date.
- Exhibit enthusiasm and willingness to be an athlete ambassador for the North Carolina Law Enforcement Torch Run.
- Be a “voice” for the NC LETR at events and with the media.
- Be willing to commit to a 2-year term (January to January)
- Have Global Messenger training or be willing to take the next scheduled Global Messenger training course.
- Be willing and able to travel. Travel may possibly include attendance at the annual LETR International Conference. (All expenses will be handled by SONC.)
- Be available to attend at least two of the quarterly Torch Run Council meetings and/or conference calls. There are at least four Torch Run Council meetings a year.
- Be available to participate in the LETR Kickoff Conference in January each year.
- Agree that during their second year of service to assist in mentoring the incoming first year athlete(s).



Robin Callaway, of Matthews, NC has been involved in Special Olympics since 2000. She enjoys competing in basketball, bowling, flag football, softball and tennis for Special Olympics Mecklenburg County. Her most memorable Special Olympics experience was meeting Special Olympics Inc. Chairman Tim Shriver. Robin led the group of athletes assigned to welcome Tim Shriver to Charlotte for the 2013 Special Olympics North America Conference.

Callaway is currently employed by Harris Teeter and Bonefish Grill and really enjoys working. Robin also regularly volunteers for Special Olympics. She helps out at the Special Olympics Mecklenburg County office, sorting T-shirts, filing medical forms and making photo copies. She is also very active in her Sunday School Class, Kings Kids at Christ Covenant Church in Matthews. She graduated from East Mecklenburg High School in 2004. She earned her Gold Award from the Girl Scouts in 2004 as well. Callaway also enjoys playing

video games, doing crossword puzzles and word searches and coloring.



Casey Phillips, of Raleigh, has been participating in Special Olympics for 16 years, competing in basketball, soccer and softball. Throughout his competition career, he has won numerous gold and silver medals in several different sports. The highlight of his career came in June, 2014 when Casey's soccer team went undefeated and earned the gold medal at the Special Olympics USA Games in New Jersey! Casey credits Special Olympics with improving his athletic skills and allowing him to make new friends.

Apart from his competition training, Casey works at Home Depot as a Lot Assistant. He enjoys playing video games, dancing, listening to music, jogging and walking his dog.



Dustin Edmondson, of Greensboro, has participated in Special Olympics since 2008. He competes in soccer, basketball, bowling and track & field. Dustin first became a trained Global Messenger in 2011 and has since given numerous speeches on Project UNIFY, Spread the Word to End the Word and the impact of Special Olympics.

Dustin attends Southern Guilford High School. He runs Cross Country and Winter Track for the school and will also run Spring Track. He is also a member of the FFA Club at school. He loves participating in the Guilford County Sheriff's Office Explorer Post. He won the 2013 Peacemaker award for Guilford County Schools for making positive impact against bullying in his middle school. He loves taking care of his dog Buddy, playing with his younger

brother Clay and watching movies and sports on TV. His favorite teams are the Carolina Panthers and the Charlotte Hornets. He won the 2013 Peacemaker award for Guilford County Schools for making positive impact against bullying.

NC Law Enforcement Torch Run[®] for Special Olympics Manual



Directory

NC LETR Council

<p>DK Keith Jones (Retired) Guilford County Sheriff's Office Co-State Director Mobile Phone (336) 314-3240 fishstix199@bellsouth.net</p>	<p>Claudia J Morgan Winston-Salem PD Co-State Director Work Phone (336) 408-8126 Mobile Phone (336) 837-7151 cmorgan@wspd.org</p>
<p>Correctional Assistant Superintendent II, Regional Security Coordinator, Dennis Mecum Department of Public Safety, Prisons, Triangle Region Regional Coordinator – Corrections Work Phone (919) 582-6111 Mobile Phone (919) 327-7887 dennis.mecum@ncdps.gov</p>	<p>Lieutenant. Charles R Lee NC Highway Patrol Relay Coordinator Work Phone (919) 662-4430 Mobile Phone (919) 427-4370 charles.lee@ncshp.org</p>
<p>School Resource Officer Kevan Anderson Garner PD Work Phone (919) 773-9594 Mobile Phone (919) 608-9433 ksanderson@garnernc.gov</p>	<p>Lieutenant Joey Best Apex Police Department Mobile Phone ((919) 909-89088) ioseph.best@apexnc.org</p>
<p>Lt. Bill Davis North Carolina State University Campus Police Mobile Phone (919) 291-0838 wadavis@ncsu.edu</p>	<p>Lee Lanier High Point PD Mobile Phone (336) 309-3165 charles.lanier@highpointnc.gov</p>
<p>Officer Lester Artis Lowe Methodist University Campus Police Work Phone Mobile Phone (910) 630-70988 llowe@methodist.edu (910))224-0153</p>	<p>Detective Bethany Machado Raleigh PD Mobile Phone ((919))946-3856 Bethany.Machado@raleighnc.gov</p>
<p>Sergeant Melanie Martin Cleveland County Sheriff's Office Mobile Phone (704) 484-4953 Melanie.martin@clevelandcounty.com</p>	<p>Officer Al Negron Winston Salem Police Department Mobile Phone (336) 908-7764 anegron@wspd.org</p>
<p>Captain Robert Spatorico Fayetteville PD Mobile Phone ((910) 237-9062) rspatporico@ci.fay.us</p>	<p>Corporal Sherry Bruscinio Greensboro Police Department Mobile Phone ((336))202-2922 Sherry.bruscinio@greensboro.nc.gov roccomakes5@gmail.com</p>
<p>Leslie Moyar Special Olympics NC Director of Development Work Phone (919) 719-7662, x 123 Mobile Phone (919) 210-0966 lmoyar@sonc.net</p>	<p>Keith Fishburne Special Olympics NC President Work Phone (919) 719-7662, x 102 Mobile Phone (919) 818-4455 kfishburne@sonc.net</p>

Janice Feldmann
Special Olympics NC
Donor Development Associate for the
Law Enforcement Torch Run
Work Phone (919) 719-7662 x 107
jfeldmann@sonc.net

NC LETR Athlete Ambassadors

Robin Callaway
Mecklenburg County
Athlete Ambassador
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Rob13in@yahoo.com

Athlete Ambassador Parent

Nancy Callaway
Mobile Phone (704) 904-2538
nscallaway@gmail.com

Casey Phillips
Wake County
Athlete Ambassador
Casey.phillips101@smail.com

Athlete Ambassador Parent

Tim Rhodes
Mobile Phone (919) 332-5357
tmrhodes713@gmail.com

Dustin Edmondson
Guilford County
Athlete Ambassador

Athlete Ambassador Parent
Sherry Edmondson
Mobile Phone (336) 707-1155
edmonds@gcsnc.com

Quick Reference Who to Contact Guide

Leslie Moyar if you need assistance with:

lmoyar@sonc.net
919-719-7662 x 123

- Check Requests
- Deposits
- Event Notification and Insurance
- T-shirt and Hat Orders
- Leg Relay, Banners, Torches
- Incentive items
- Presenting awards at state-level events
- Global Messengers
- Sponsorship and Fundraising - sponsor packet
- Starting Events
- Best Practices with Events
- Conferences
- Athlete Ambassadors
- New Ideas
- Recruiting
- Firstgiving

DK Jones or Claudia Morgan if you need assistance with:

fishstix199@bellsouth.net
336-314-3240

- Recruiting
- Mentoring
- Event appearance/speaker
- Executive Council inquiries
- References
- Direction on fundraising events or ideas

cmorgan@wspd.org
336-837-7151



2017 T-shirts and Hats



Technical Shirt - \$20



Cotton Shirt - \$15



Unstructured Hat - \$15
Tech



2017 Torch Run Sponsors

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- 2 Charlotte-Mecklenburg Police Department
- 3 Chapel Hill Police Department
- 4 Guilford County Sheriff's Office
- 5 Fayetteville Police Department
- 6 Haywood County Sheriff's Office
- 7 Raleigh Police Department
- 8 Kernersville Police Department
- 9 Greensboro Police Department
- 10 New Hanover Sheriff's Office
- 11 North Carolina State Highway Patrol
- 12 Jacksonville Police Department
- 13 Knightdale Police Department
- 14 Pinehurst Police Department
- 15 Hope Mills Police Department
- 16 Mecklenburg County Sheriff's Office
- 17 Hickory Police Department
- 18 Holly Springs Police Department
- 19 Apex Police Department
- 20 Davidson County Sheriff's Office
- 21 Boone Police Department
- 22 North Carolina State University Police Department
- 23 Cumberland County Sheriff's Office
- 24 Butner Police Department
- 25 Garner Police Department
- 26 Burlington Police Department
- 27 Gaston County Sheriff's Office
- 28 High Point Police Department
- 29 Matthews Police Department
- 30 Hillsborough Police Department
- 31 Stanly County Sheriff's Office
- 32 Division of Prisons Triangle Region Office
- 33 Fuquay-Varina Police Department
- 34 Mebane Police Department
- 35 Cary Police Department
- 36 Columbus Correctional Institution
- 37 Gastonia Police Department
- 38 Durham Police Department
- 39 Spring Lake Police Department
- 40 Craven Correctional Institution
- 41 New Bern Police Department
- 42 Morrisville Police Department
- 43 Orange County Sheriff's Office
- 44 Newton Grove Police Department
- 45 Wilkesboro Police Department
- 46 Elon University Police Department
- 47 Lanesboro Correctional Institution
- 48 UNC Hospital Police
- 49 Cleveland County Sheriff's Office
- 50 Wake Forest Police Department

The Law Enforcement Torch Run® for Special Olympics is officially endorsed by the International Association of Chiefs of Police, the North Carolina Association of Chiefs of Police, the National Sheriff's Association, the North Carolina Department of Public Safety, the National Association of School Resource Officers, the North Carolina Association of School Resource Officers and the North Carolina Department of Justice.

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IN RAISING FUNDS FOR SPECIAL OLYMPICS NORTH CAROLINA

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- www.SpecialOlympicsNC.com • www.Twitter.com/SONC_BeAFan



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- North Carolina Association of Chiefs of Police
- North Carolina Sheriff's Association
- North Carolina Department of Public Safety
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- North Carolina Dept. of School Resource Officers

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