



INFORMATION HANDBOOK

Included in this “Tip-A-Cop” Handbook

- “Tip-A-Cop” Fact Sheet
- “Tip-A-Cop” Tips for Success
- Sample Script & Sequence of Events for Law Enforcement “Celebrity Waiters”
- Suggested Script for Greeters
- “Tip-A-Cop” Media Tips
- Special Olympics Fact Sheet
- Law Enforcement Torch Run® for Special Olympics Fact Sheet
- What to Emphasize When Writing or Speaking About Special Olympics
- Job Description for Athletes
- Tip-A-Cop Event Reporting Form
- Sample Event Flyer

“Tip-A-Cop” Fact Sheet

What:

An annual fund-raising event organized by *The Law Enforcement Torch Run® for Special Olympics* and restaurants in which law enforcement officers volunteer their time as “celebrity waiters” in restaurants and receive tips to raise funds for Special Olympics.

When:

During Torch Run calendar year
Lunch and Dinner shift(s) mutually determined by the restaurant manager and local law enforcement organizers.

Where:

Any restaurant willing to host the event

How:

1. Contact the Restaurant Manager
2. Pick dates and shifts (e.g., lunch/dinner) during Torch Run season
3. Recruit 6 - 12 officers to volunteer for each shift
4. The restaurants food servers introduce Law Enforcement “Celebrity Waiters” at each table and the officers assist the servers with water service,
5. setting tables, etc.
6. Staff and law enforcement volunteers explain “Tip-A-Cop” and ask customers to support the event by placing a special “tip” for Special Olympics in the envelope on their table (if cash or check) or by adding to their food bill (if by credit card).

Why:

“Tip-A-Cop” is an easy and fun way to raise funds for your Special Olympics Program and support the expansion of the Law Enforcement Torch Run®.

“Tip-A-Cop” generates tremendous community goodwill and public awareness for Special Olympics and law enforcement.

“Tip-A-Cop”

Tips for Success

(Based on ideas from law enforcement who conducted successful events)

- ⇒ Identify a police officer at each restaurant location to be responsible for all necessary “Tip-A-Cop” components, including volunteers, shift assignments, liaison with restaurant management and the Special Olympics office, handling media, counting money. That designated officer in charge can delegate out these duties if need be.
- ⇒ Planning is critical to the success of the event. Contact the restaurant managers immediately to determine possible dates for “Tip-A-Cop”. Meet with the manager prior to the event dates to ensure both of you are prepared.

RECRUITING VOLUNTEER “SERVERS”

- ⇒ Begin recruitment of law enforcement “celebrity waiters” as soon as the event dates are determined. You will need 6 to 12 officers for each shift, but recruit one or two extra in case someone is unable to attend.
- ⇒ Keep in mind when recruiting that this is a great opportunity to involve retired officers and those officers who do not participate in the Torch Run because they do not “run”.
- ⇒ One proven method of promoting within the agency is to announce that you are recruiting volunteers at meetings and pass out newspaper articles from previous events on your program.

RECRUITING CUSTOMERS

- ⇒ Encourage the volunteer “servers” to have their friends, families, and co-workers attend the event. A lot of fun comes from having the officers serve their own families or the supervisors serve their subordinates. In addition, the restaurant manager will remember how busy his restaurant was that evening.
- ⇒ Ask your local restaurant to advertise the upcoming “Tip-A-Cop” event on the reader boards (if they have them) in front of the restaurant. Advertise the event on the bulletin boards and newsletters in police agencies as well as in your Special Olympics newsletter.
- ⇒ Contact your Public Information Officer in advance and explain the event to ensure maximum media exposure. See enclosed sample press releases.
- ⇒ Programs that held their event on Thursday, Friday, and Saturday nights often saw larger crowds.

BRINGING IN THE BUCKS

- ⇒ Experience shows that the most successful restaurants are those that had multiple shifts of “Tip-A-Cop”-- more than one lunch or dinner shift.
- ⇒ Create a competition between the restaurants in your geographic area - bragging rights can go to the restaurant and/or agency that raises the most.
- ⇒ Experience shows that your chances of success are dramatically improved if you have a high profile person (Chief, Sheriff, local celebrity, pro-athlete) or Special Olympics athletes at the door greeting and explaining the purpose of the evening.
- ⇒ Some programs had success playing up the law enforcement angle. For example, a department mascot such as “Trooper Bear” could greet customers. One police department did fingerprinting on site. Badges, handcuffs, uniforms, police cars, and other law enforcement items add to the gimmick and keep customers’ interest.
- ⇒ The officers should be prepared to explain the “Tip-A-Cop” program and answer any questions about the Torch Run or Special Olympics. We have attached a “script” for the officers and fact sheets about the Torch Run and Special Olympics.
- ⇒ You may want to give Torch Run hats or t-shirts for very large donations as a thank you.

OTHER LOGISTICS OF THE EVENT

- ⇒ Have your law enforcement volunteers arrive at the restaurant 45 minutes prior to the event to be briefed on their duties. Dress for the event can be full uniform, or a Torch Run t-shirt with uniform pants. An agency or Torch Run cap can also be worn. Senior law enforcement officials in full uniform as greeters can have a strong impact on results.
- ⇒ Keep the server duties for the officers simple. We suggest limiting the duties to drink refills and condiment delivery.
- ⇒ After the guests have been seated and their orders taken, the officers will present an envelope for a “Tip-A-Cop” donation to Special Olympics; however, it must be stressed that the “Tip-A-Cop” donation is *in addition* to the “real” server’s tip. The envelopes will be used for cash or check donations. Please note that you can also accept donations by credit card with the assistance of your server.
- ⇒ Keep careful track of the donation envelopes. Establish a central drop point to secure the cash. It is also good to determine partial totals during the course of the event to keep the officers pumped up and motivated.
- ⇒ Servers and officers collect envelopes and give to designated person in charge. The law enforcement officer in charge should complete the remittance form and forward all donations to Special Olympics Florida to do accounting for the entire event.

Sample Script & Sequence of Events for Law Enforcement “Celebrity Waiters”

⇒ Officer greets customers at the table with restaurant server and explains why he/she is there.

SAMPLE SCRIPT:

“Hello, I’m (name) and this is (server’s name). I will be assisting (server’s name) as part of the Tip-A-Cop program occurring throughout the United States. The law enforcement community supports Special Olympics all over the world through the Law Enforcement Torch Run. Tip-A-Cop is an event we hold in conjunction with restaurants to raise money for Special Olympics. The general idea is that you are going to be so pleased with the service you receive today because of the assistance I am giving (server’s name), you will leave an extra tip for Special Olympics.”

⇒ The order is taken by the restaurant server and the officer assists server with the water/bread service. This is a good opportunity for chit-chat with the customers and to answer any questions they may have.

⇒ Once the customer is finished with the meal, about the time they would order dessert/coffee if they are having any, the officer returns and gives the envelope and asks for a donation. The officers thank the guests.

SAMPLE SCRIPT:

“I hope you had a great meal. On behalf of all of the law enforcement officers volunteering their time for Special Olympics during this national event, I hope that you will make a donation to help Special Olympics to continue providing opportunities to children and adults with intellectual disabilities. Here is an envelope if you care to make a donation. If you would like to make the donation by credit card, we can assist you with that as well. Your generosity is greatly appreciated. On behalf of (local Sheriff’s Office, Police Department, etc.) and Special Olympics, thank you.”

Suggested Script for Greeters

Greeters are a wonderful way to involve local celebrities, top law enforcement officials, professional athletes, and Special Olympics athletes. Their purpose is to welcome customers to the “Tip-A-Cop” event and set the tone for a fun evening to benefit a great cause.

CHIEF/SHERIFF GREETER: Greet guests as they arrive and explain that local law enforcement and restaurant servers are working together to benefit Special Olympics.

SAMPLE SCRIPT: “Welcome, I’m (Sheriff/Chief). Thanks for coming to the restaurant tonight; you’re in for a real treat. You’re going to experience some service like you’ve never seen! Tonight, restaurant servers will be assisted by your local (Sheriff’s Office/Police Department, etc.) all to benefit Special Olympics.”

ATHLETE GREETER: Greet guests as they arrive, tell them that you are a Special Olympics athlete and explain that local law enforcement and the servers are working together to benefit Special Olympics.

SAMPLE SCRIPT: “Welcome, I’m (name) and I am a Special Olympics athlete from (town/county). I am proud to welcome you the Tip-A-Cop event for Special Olympics. Tonight you’re in for a real treat. The Restaurant servers will be assisted by our local law enforcement from (Sheriff’s Office/Police Department) all to benefit Special Olympics!”

LOCAL CELEBRITY/PRO-ATHLETE: Greet guests as they arrive and explain that local law enforcement and servers are working together to benefit Special Olympics.

SAMPLE SCRIPT: “Welcome, I’m (name). Thanks for coming to the restaurant tonight; you’re in for a real treat. I am proud to welcome you the Tip-A-Cop event for Special Olympics. You’re going to experience some service like you’ve never seen! Tonight, the restaurant servers will be assisted by your local (Sheriff’s Office/Police Department, etc.) all to benefit Special Olympics.”

“Tip-A-Cop” Ideas for Media Coverage

- ⇒ Contact your local Public Information Officer in advance and explain the event to ensure their support for maximum media exposure. The media is usually very receptive to PIO information. Ask your PIO to do media releases for the event.
- ⇒ Invite local television and radio stations to do live remotes from the “Tip-A-Cop” events.
- ⇒ Send information to local papers, television, and radio stations for calendar listings.
- ⇒ Personalize the enclosed press release to include information about your local Torch Run program and local Special Olympics athletes.
- ⇒ If it is possible, all restaurants in the same city should hold “Tip-A-Cop” on the same days to maximize publicity.
- ⇒ Once the news release has been completed, it should be mailed, faxed or sent via email to all key media. The press release should be sent statewide with all local contacts and dates. If possible, follow-up with a phone call or fax to ensure the release was received and to make any clarification if needed.
- ⇒ Ask your Special Olympics Florida Torch Run Liaison for a list of the papers that ran stories on “Tip-A-Cop” last year. These papers should be among the first contacted about this year’s event, since they have supported and covered the event in the past.
- ⇒ Remember, the media will cover stories that they think are interesting and important to their consumers. You want to convince them that Special Olympics, the Law Enforcement Torch Run® and the restaurant’s support of “Tip-A-Cop” matters to the public.
- ⇒ Involve local politicians, celebrities, and top law enforcement officials as greeters and include this in your information to the media.

Special Olympics is an international program of year-round sports training and athletic competition for more than 2.5 million children and adults with intellectual disabilities.

The Special Olympics oath is ... *Let me win. But if I cannot win, let me be brave in the attempt.*

Our mission is ... to provide year-round sports training and athletic competition in a variety of Olympic-type sports for individuals with intellectual disabilities by 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.

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

Our leaders are ... Eunice Kennedy Shriver, Founder and Honorary Chairman, and Timothy Shriver, Chairman of the Board.

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

The spirit of Special Olympics—skill, courage, sharing, and joy—transcends boundaries of geography, nationality, political philosophy, gender, age, race, or religion.

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

Around the world ... there are accredited Special Olympics programs in 180 countries. Special Olympics programs are continually being developed around the world.

In the United States ... Special Olympics Programs are established in all 50 states, the District of Columbia, Guam, the Virgin Islands, and American Samoa. About 25,000 communities in the United States have Special Olympics programs.

To be eligible to participate ... in Special Olympics, you must be at least eight years old and identified by an agency or professional as having one of the following conditions: intellectual disabilities, cognitive delays as measured by formal assessment, or significant learning or vocational problems due to cognitive delay that require or have required specially-designed instruction.

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

Special Olympics provides year-round training ... and competition in 24 sports. Special Olympics has developed and tested training programs that are outlined in a Sports Skills Guide for each sport. More than 140,000 qualified coaches train Special Olympics athletes.

By assigning athletes to divisions ... commensurate with their ability, Special Olympics gives every athlete a reasonable chance to win. Athletes from all divisions may advance to Chapter, National, and World Games.

For athletes with severe handicaps ... Special Olympics created its Motor Activities Training Program, developed by physical educators, physical therapists, and recreation therapists. MATP emphasizes training and participation rather than competition. Field tested in the United States and other countries, MATP is part of the Special Olympics commitment to offer sports training to all individuals with intellectual disabilities.

Special Olympics competitions ... are patterned after the Olympic Games. More than 15,000 Games, meets, and tournaments in both summer and winter sports are held worldwide each year. World Games for selected representatives of all programs are held every two years, alternating between summer and winter.

More than 500,000 volunteers ... organize and run local Special Olympics programs, serving as coaches, Game officials, drivers, and in many other capacities. Anyone can learn how to participate through the many training programs Special Olympics offers for coaches, officials, and volunteers.

Headquartered in Washington, D.C., ... Special Olympics Inc. guides local, area, state, and national programs around the world. A volunteer board of directors determines international policies and is comprised of business and sport leaders, professional athletes, educators, and experts in intellectual disabilities from around the world.

Giving cooperation and support ... to Special Olympics are the national governing bodies and/or international sports federations of each sport played in Special Olympics. Major sports organizations and a host of world leaders also support Special Olympics and its goals.

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



Law Enforcement Torch Run® for Special Olympics Fact Sheet

The Law Enforcement Torch Run® for Special Olympics is an international series of torch relays run by law enforcement officers leading up to each state or nation's Special Olympics Summer Games. Law enforcement officers raise money in conjunction with their respective Torch Runs for their local Special Olympics program.

The Law Enforcement Torch Run® is Special Olympics' largest grass-roots fundraiser and public awareness vehicle. In 2007, this international event raised more than US \$30 million for Special Olympics programs. Nearly 85,000 law enforcement officers carried the Flame of Hope around 50 states and 35 nations raising awareness and funds for Special Olympics. Thousands more supported the runners' efforts through "Adopt-A-Cop" runner sponsorships; local fundraising events such as a restaurant program called "Tip-A-Cop"; and Torch Run t-shirt (400,000 t-shirts) and other merchandise sales to fellow law enforcement officers, families, friends and the public.

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

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



For more information about the Law Enforcement Torch Run® for Special Olympics, please call (407) 402-4423 or email lauracollins@sofl.org

What to Emphasize When Writing or Speaking About Special Olympics

- Special Olympics provides year-round sports training and competition for children and adults with intellectual disabilities or closely related developmental disabilities.
- These athletes who may or may not have a physical disability, represent programs from over 150 countries from all the major continents
- Special Olympics operates on funds raised at the international, national, state and local levels from corporations, individuals, special events and grants.
- Special Olympics is sports, competitions and socialization; meaning the benefits include not only fitness, coordination and cardiovascular improvements, but also confidence, discipline, self-esteem and fun.
- From the start, Special Olympics has made training the priority and has established strict guidelines to insure that every athlete receives quality training before competing.
- To improve the quality of training, Special Olympics instituted a program of coaches training and curriculum and certification in 1981
- Every athlete who competes in Special Olympics events will compete against athletes of similar ability. Athletes are placed in competition divisions according to previous times or scores, age and where appropriate, gender.
- Special Olympics serves the needs of athletes of all ability levels, including those with more severe intellectual disabilities or closely related development disabilities, those having physical disabilities in addition to intellectual disabilities, and high-functioning athletes who may be able to move into mainstream sports or participate in Unified Sports® Leagues.
- Special Olympics Outreach is an on-going movement -- the natural evolution of a program that began small and gained momentum rapidly to spread around the world. Worldwide, there are an estimated 190 million people with intellectual disabilities, seven million in the US. Special Olympics currently serves 2.5 million people with intellectual disabilities in 200 programs in more than 180 countries.

Appropriate terminology:

- A person **has an intellectual disability**, rather than is suffering from, afflicted with, or a victim of mental retardation.
- Refer to **individuals, persons or people** with intellectual disabilities, not “the intellectually disabled”
- A person **uses** a wheelchair rather than “is confined” or “restricted” to a wheelchair.
- Distinguish between adults and children with intellectual disability. Use **adults** or **children**, or **older** or **younger athletes**.

Terminology to avoid:

- Do not use the label “**kids**” when referring to Special Olympics athletes. Adult athletes are an integral part of the program.
- Do not use the adjective “**unfortunate**” when talking about persons with intellectual disabilities. Disabling conditions do not have to be life defining in a negative way.
- Refer to participants in Special Olympics as **Special Olympics athletes**, or simply **athletes**. Avoid “Special Olympians” or “Special athletes”. **Never** should the word **athlete** appear in quotation marks.



Job Description for Athletes

- 1. Dress in clean Special Olympics attire. A team uniform would be nice, but a Special Olympics shirt is fine.**
- 2. Make sure you arrive on time – a few minutes early is good!**
- 3. Remember, this is your “job” for the evening-- be ready to help and have fun!**
- 4. Wear 1 or 2 Special Olympics medals or ribbons.**
- 5. You need to be comfortable around, or like, Police Officers. They will be working with you at the Tip a Cop event.**
- 6. You should come with a friendly, positive attitude.**
- 7. You need to have transportation to and from the event.**
- 8. You will be communicating with the guests, so think about great Special Olympics experiences that you can share with them. Talk about your favorite sport, or your most memorable award.**
- 9. You need to cooperate with the Police Officers—they are going to find a way to have you meet guests and have fun.**
- 10. You might be asked to do a job at the Tip A Cop -- like one of these:**
 - i. Open the door and welcome people into the restaurant, or say good night and thank you on their way out.**
 - ii. Say thank you to people who make donations.**
 - iii. Sell T-shirts at the event**
 - iv. Talk to people about your sports**



**Join us as Alachua Sheriff's Office Deputies
volunteer as Celebrity Waiters to raise money to
benefit Special Olympics Florida**

***Friday, March 10th
6:00-9:00 pm***

**Outback Steakhouse on
University Blvd
Gainesville, FL 33143**

For Information, Please Call: 352-555-5555



Special Olympics
Florida

