Before commencing the submission process, please ensure that the Internet Browser you are using is one of the following:

- Chrome
- Mozilla Firefox
- Safari

DO NOT USE MICROSOFT INTERNET EXPLORER
(Both Google Chrome and Mozilla Firefox are free downloads available on the internet
- Safari is an Apple product that comes pre-installed on Macs and iPads)

Go to the LETR website - [http://www.letr.org](http://www.letr.org)

Scroll down the page and click on the Awards, Elections and Submissions image (shown below):
Click on the LETR YEAR END REPORTING image (shown below):

The recognition of individuals and programs is one of the highlights of the LETR International Conference.

The following awards are presented at various times during the conference:
- "Lieutenant Governor’s Recognition Award"
- "Johns Custom Gear" Award
- "LETR International Executive Council Athlete Award"

Awards, Elections & Submissions

Elections

In 2020, 40 LETR International Executive Council positions are due for election / re-election.

- LETR International Executive Council Appointees (1 position)
- Special Olympics Athlete Representative (1 position)
- Law Enforcement / Law Member (1 position)
- Special Olympics Athlete Large Member (1 position)
- Special Olympics Small Member (1 position)
- LETR Program Coordinator (1 position)
- LETR Program Chair (1 position)
- LETR Program Vice Chair (1 position)

"Step by Step Guide" button will provide you with a copy of this document.

Scroll down until you see the section shown below:

Each year, LETR Programs are asked to respond to the LETR Program Year End Report (previously known as the Program Survey) which details the level of engagement and fundraising conducted during the preceding year.

The data provided in this report is used to determine program growth and the worldwide reach of the Law Enforcement Torch Run movement and to recognize high performing programs for their efforts.

The 'Submit Program Report' button will allow you to commence the on-line submission process.

The 'Download Report Template' button will allow you to download a Microsoft Excel spreadsheet that you will need to complete. Further instructions about the content of that spreadsheet are contained below.

Page 2 of 6
Guidance in the submission of the 2019 LETR Program Year-End Report

The intent of this guide is to help provide assistance while filling out the Law Enforcement Torch Run 2019 year-end report. Please refer back to this document as you are completing all of the parts of the report. If you have any questions or concerns please do not hesitate in reaching out to Kelly Sheehy (ksheehy@specialolympics.org) or Scott Whyte (scott.whyte@letr.org).

GENERAL INFORMATION:

The Year-End Report has been built on a Microsoft Excel platform and is locked down to make navigation easier for the user and to reduce the chance of data loss. Clicking on the TAB button will move the cursor to the next active cell.

This year we have made a change from a drop down YES / NO field to a Check Box for a YES / NO response. The default response is set to NO and nothing is required to be done if that is the case. If the response is YES, click on the Check Box - a Tick will appear and the red area surrounding the box will change to Green to confirm the action.

PROGRAM NAME:

- When you first open the spreadsheet, the cursor will be located in the [ENTER YOUR PROGRAM NAME HERE] cell - please complete this field before proceeding (you’d be surprised how many people have missed this step in the past)

PART 1 CONTACT INFORMATION

- Please provide current contact information for your LETR Director and LETR Liaison. We use this information to update our email distribution lists that are utilized for all International Conference updates.

PART 2 TORCH RUN ACTIVITIES

- Law Enforcement Engagement - please enter total number of participants by sub-category, as those will be automatically reflected in the total number.
- Military Engagement - the new updates in this section are the “Click if Yes” button.
- Special Olympics athletes and Volunteers - please enter the total number of participants
PART 3  FUNDRAISING ACTIVITIES

- Fundraising Activities - Please click yes, if your LETR program conducted fundraising activities. If your program did not you will move on to Part 4.
- Currency - Please enter the currency for the country in which your program is located. Please note that currency will be converted to USD when it is reflected in the program awards package at the International Conference.
- Torch Runs - We are trying to measure two things with this question. Firstly - how many actual Torch Run events were conducted by your Program in 2019 and secondly, if there was a fundraising element attached to any or all of those events, how much was raised.
- Tip-A-Cop Partner List - please provide the name of the restaurant/restaurant chain where you host your top 5 Tip-A-Cops.
- Please differentiate Cops on Top and your Dunkin’ Donut fundraisers. We would like to better identify the total amount raised through the Dunkin’ Donut events.
- Signature Event 1 & 2 - Please add any additional details on Signature Events in the Other Fundraising Activities section.
- A question has been added to gather data on the contribution that LETR activities makes to the Special Olympics Program total revenue stream. It is not a mandatory question as some responding LETR Programs may not be in a position to collect this information. If your Program is willing and able to share this information, please click on the Check Box and then provide the percentage of total SO Revenue that is attributed to LETR (as detailed in this return) in the next field.

PART 4  OTHER INFORMATION

- Volunteer Support is best described as assistance provided by people (Community members, Athlete Family members, Torch Run Family members etc) at LETR or SO Organized events that would likely have to be paid for if not voluntarily supplied.
- Law Enforcement Support is defined as including the supply of physical resources such as vehicles, meeting rooms, aircraft and marine equipment, logistical support such as traffic management, planning public information officers etc.
- Sponsor / Vendor Support includes the provision of meals, accommodation, advertising, transportation and staffing either at no cost or at a significantly reduced cost to LETR.
• Value in Kind Benefits - In this section we are only asking for you to click yes on the lines in which your program received support. In the box you can expand upon the nature of the VIP support received.

• Dedicated LETR Liaison - This year we have changed from asking what percentage of time your LETR Liaison is engaged on LETR related duties to a more specific question - tell us the Full Time Equivalent number of people allocated to LETR Liaison duties - as an example: If a program had one person employed full time plus three people employed for 20 hours each per week, this would equate to a FTE (Full Time Equivalent) number of 2.5.

• Sponsorship Arrangements - Please include your top 5 sponsors, this can be cash or in kind.

When the Program Year-End Report has been completed, return to the Submissions page on the LETR website and click on the ‘Submit Program Report’ button to commence the submission.

You will be taken to a page which looks like that displayed below. Please note that the page is protected by a PIN.

The PIN for this webpage is shown below.

![Enter 4-Digit Pin]

Please note that the on-line submission page for the 2019 LETR Survey is protected by a PIN as shown.

The PIN for this webpage is: 2601

The on-line submission process has been designed to be as easy as possible. You will be required to enter basic details about yourself (Name, Email Address and Program Name) and then add the Program Report as an attachment. Once complete, click on the SUBMIT button. You should receive a pop up message, followed shortly afterwards by a confirmation email.
PROBLEMS WITH ON-LINE SUBMISSION?
If you did not receive either the pop up message or the confirmation email, you should assume that your submission did not go through.

THINGS TO THINK ABOUT
What Browser are you using?
Did you complete all mandatory fields in the form?
Was your email address correctly entered?

NEXT STEPS
Try submitting the form once again.
If that fails, try from a different computer and see what happens.
If you are still having no luck, please contact Scott Whyte by email (he lives in Australia) and he will do his best to troubleshoot the problem with you.

To contact Scott, send an email to:
scott.whyte@letr.org