Local Program Marketing & Communications



Marketing & Communications Intent & Purpose



Our Brand



Our brand is our reputation, a reputation shared by all of the programs within Special Olympics. This reputation exists in the hearts and minds of the public and our stakeholders. Our reputation is informed primarily by what we do but it is also influenced by what and how we communicate.

Brands:

- Are symbols
- Have personality
- Have an associated story
- Are consistent
- Are experiences
- Are what we do
- Make an keep promises to constituents
- Create perceived value
- Are more than just logos
- Require continuous care and support

Communication audiences

When communicating the Special Olympics brand there are broadly three main audiences: the general public, our members & supporters, and our sponsors & partners. Each of these audiences will have differing informational requirements based on their levels of sophistication and understanding of the issues we address and the work we do.



Your specific target audience will affect the approach you take to the quantity and detail of information presented, the directness or nuance of the message, and the degree to which Special Olympics will need to be explained and contextualized.



Take the time to identify the specific audience with whom you wish to communicate. If you have multiple audiences try to list them and their particular characteristics.



General public

We cannot assume that members of the general public know who Special Olympics is and what we do. Communications with the general public need to be simple and direct in order to establish recognition and the right associations with our brand.



Members & supporters

Communications with members and supporters focus on deepening the nature of the relationship through relevant information delivered over time. Although these communications may contain more information than for the general public, they will still need to be simple and focused.



Sponsors & partners

This audience includes other programs within the Special Olympics Movement, government bodies, policy-makers, operational and existing sponsorship partners. Communications reflect a more professional relationship with Special Olympics and contain a greater degree of detail and nuance.



The Special Olympics story is rooted by our mission.

Our mission



What we do

Who* we do it for

Why we do it

* families and the wider community also benefit from what we do.

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.

And our mission explains us in three parts – what we do, who we do it for, and why we do it. Our mission will always be our foundation.



But just as we have had one woman's story, each of us has a story.

There are millions of stories that make up Special Olympics. So rather than it being about one woman's story. Our brand is about <u>all of our stories</u>.

Marketing and communications is a planning process designed to assure that all brand elements received by our constituents are relevant to them and consistent over time.

Marketing & Communications Manual



Manual's Intent & Purpose



- Serves as a guide to assist you in portraying a clear and consistent message
- Provides tips and tools on how to communicate in a variety of areas (print, TV, PSA, online)
- Benefits your program by being a guide for any volunteer (not just a PR Coordinator) and helps to strengthen your communications pieces.

Minimum Standard of PR & Communications



4 Key Minimum Standards



- SOPA Crisis Plan communicated and reinforced by all volunteers
- Program completes transition to new SOPA branding guidelines
- 3) Program uses media, brochures, fliers and/or newsletters to educate/inform the public.
- 4) Program maintains an updated website and/or local program page on the SOPA website

Crisis Communications



#1 - SOPA Crisis Plan communicated and reinforced by all volunteers

IN CASE OF AN EMERGENCY



SOPA Crisis Card

Follow the steps below...

- 1. Survey the situation
- 2. Contact the proper authorities or emergency personnel (Ex. 911)
- 3. Assure the safety of those around
- Notify program manager or SOPA contact based on the level of emergency
- 5. Complete an Incident Report Form

*If the situation has the potential to damage SOPA's reputation, you must contact the state office's Crisis Communications Coordinator at **855-701-9030**, who will serve as the single designated spokesperson for media inquiries.

WHAT IS AN EMERGENCY?

- Level 1 Emergency: is a localized emergency, minor incident which city/county volunteers can manage. (Ex. Delayed Event, Injured Participant not requiring hospitalization.)
- Level 2 Emergency: is a moderate to serious emergency, incident, accident or situation that may extend beyond the city/county program's response capability.

 (Ex. Missing Coach/Athlete, Cancelled Event, Behavioral Crisis .)
- Level 3 Emergency: is a critical incident affecting beyond the immediate area, where extensive aid assistance is required. (Ex. Fire, Bomb Threat, Fatal Accident, Contagious Health Threat, Criminal Activity.)

IMPORTANT NUMBERS:

Local Program Manager - ______
Crisis Communications Coordinator - 855-701-9030

NOTE: Some Level 2 and ALL Level 3 Emergencies Require Notifying The State Office!
If in doubt, contact the Crisis Communications Coordinator.

- Crisis Communications Management in an easy wallet sized card.
- More Crisis materials can be found in the Marketing & Communications
 Manual on pgs. 29 31
- Crisis Cards, pictured above, can be requested through your Field Director.

New Brand Transition



#2 - Program completes transition to new SOPA branding guidelines







Standard Logo:

Are you using the correct brand mark artwork? Use only official master artwork files that are found in the New SOPA Brand Marks and Tools Dropbox file. *Do not photocopy, scan or attempt to re-draw your own version of the mark.* Resources can be found at www.tinyurl.com/SOPADropbox

Color references: When printing the mark in spot color, the symbol is printed in Special Olympics Red (Pantone® 186) and the type in printed in Special Olympics (Grey Pantone® 418) or Black.

Lock-up options: There are a number of lockups of the mark that provide flexibility for different layout situations.

Visual identity

Brand markArtwork versions



Specific artworks are available for each of the lock-ups in two color, single color and white.

Two Color: These versions of the mark are for use against white backgrounds. The preferred version uses Special Olympics Grey for the logotype – putting greater emphasis on the symbol.

Single Color: This version of the mark is for use in single color. Ideally when using a single color the mark should be printed in Special Olympics Red, Special Olympics Grey or Black against a light, low-contrast background. Ensure there is sufficient contrast between the Mark color and background color.

White: This version of the mark is for use against dark solid colors and appropriate photographic images.

Two Color (with type in Grey)



Two Color (with type in Black)





Single Color (Black)





Single Color (Red)





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File formats

PNG artworks have been generated for Office use in software applications such as Microsoft Word and Microsoft Powerpoint.

EPS artworks have been generated for use by Professional Designers and can be scaled to any size without losing quality.

Single Color (Grey)



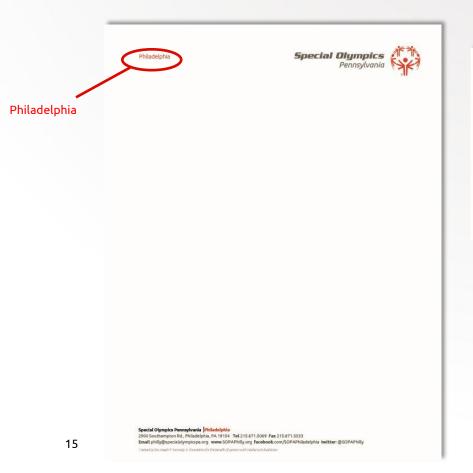


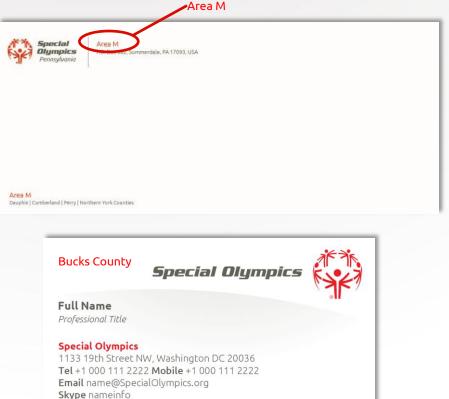
Stationary:

Letterhead/Envelopes/Business Cards



 In general, the new logo lock-up structure for print materials follow an icon on the right and program name to the left structure (except for the envelope)





www.SpecialOlympics.org

The Dynamic Curve: Brochure Styles



What is the Dynamic Curve?

The dynamic curve is a graphic device that can be used to give our communications
a recognizable house style. The curve device also protects the mark from other
graphic elements on the page, giving it greater recognition.



SOPA Brochure Cover



Philadelphia Brochure Cover



General Program Brochure Cover (Template)

Banners & Signs





Additional Banner
Examples from Canada's
Sub-Programs
Team Visual and
Corporate Partnership









Banner Example



Sports Sign

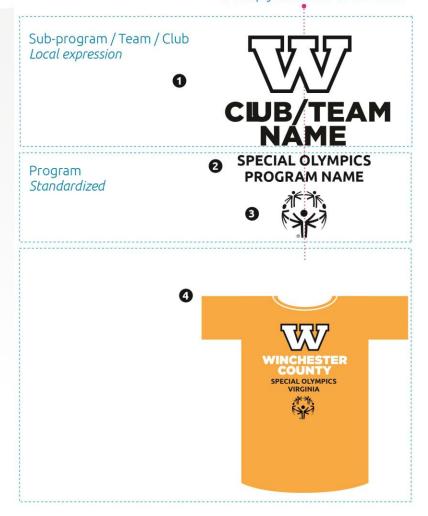




Changes for Local Program Team Identity



The icon can be a letter, a motif, or simply the name of the team



Simple Steps

- 1. Decide with your team on the name of the team, choose what represents you and empowers you!
- 2. Choose the way you will write the name, use large bold fonts to get your name visible.
- 3. You can choose to represent your team through a letter, an icon, or a motif. You can also simply write out the name of the team. Choose whatever feels empowering for you.
- 4. Use your team mark on your t-shirts and as an identifier for the team.





#3 - Program uses media, brochures, fliers and/or newsletters to educate/inform the public.

- Marketing & Communications Manual for Local Programs
- 45th Anniversary Logo (applicable for 2015)
- Marketing Toolkit (containing athlete and volunteer recruitment materials)
- Messaging (brochure copy, talking points, style guide)
- New Brand Guidelines (PowerPoint slides explaining our changes)
 - New Brand Design Files can be found in each local program folder
- Play Unified Campaign (artwork and supporting files for marketing)
- Professional Business Card InDesign Folder (files for professional printing)
- Professional Business Card Microsoft Word (files for in-house printing)
- Professional Letterhead, envelopes (files for professional printing)
- Social Media Policy & Guide (policy and guidance documents)
- SOPA Logo 1-Line, SOPA Logo 2-Line, SOPA Logo Centered
- Special Olympics Sports Icons (stick figure icons for each sport)





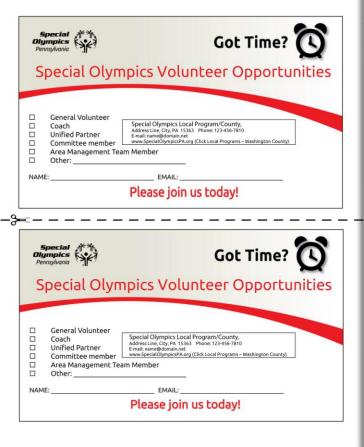


Volunteer Recruitment

Find the above resources and more at <u>www.tinyurl.com/SOPADropbox</u>.







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A Word About How to Become A **Special Olympics Volunteer**

Volunteers are the backbone of our Special Olympics local programs. The program is administered by a volunteer management team and all of our coaches are also volunteers

There is a place for everyone in our organization to play a wide variety of roles. For example, the sports-minded can find a place as a dedicated coach. The business person can lend their talents as an event organizer. The retiree can offer support as a coordinator and the student may want to invest their enthusiasm as a fundraiser.

Many Volunteer Opportunities Exist Including:

Managers, Coaches and Assistant Coaches, Public Relations and Fundraising Coordinators, Training and Competition Coordinators, Outreach and Medical Coordinators, Special Events and Family Coordinators, just to name a few.

Want More Information?

Visit www.SpecialOlympicsPA.org and click the "Volunteer" button at the top of the page.

Our History Continuing the Legacy

The movement known worldwide as Special Olympics began simply as an idea of one extraordinary woman with vision. Eunice Kennedy Shriver believed that people with intellectual disabilities were far more capable in sports and physical activities than many experts thought. And so, the world's largest amateur sports organization began in 1962 as a day camp in the backyard of Eunice and Sargent Shriver, with the first International Games taking place in 1968.

Today the movement thrives in more than 170 countries throughout the world. Special Olympics Pennsylvania (SOPA) soon followed suite continuing Shriver's legacy in May 1970 when 135 brace athletes participated in the first official Pennsylvania event - a small track and field competition at West Chester University. Currently, SOPA trains more than 20,000 athletes who compete annually in 21 Olympics-type sports at over 300 local, sectional and state level competitions.



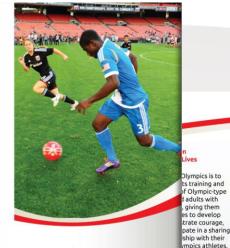
{Your County }

P. O. Box 14 Strabane PA 15363

www.specialolympicspa.org Click Local Program s- Washington County

> 724-745-9434 E-mail -cmazutis@comcast.net

Created by the Josepeh P Kennedy Jr Foundation for the benefit of persons with intellectual disabilities



Special Olympics Pennsylvania

{County Name }

Volunteer Opportunities





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· Fuel our movement and make our athletes' dreams a reality.

· Make a genuine impact by promoting inclusion, respect and acceptance on and off the playing field.

Volunteer Interest Form

COACHES

Our Special Olympics athletes need proper training from devoted coaches and assistant coaches, Coaches go through a short training/certification sessions that will explain what is expected and what to expect from participates.

Time Commitment: 1-2 times per week for 8-12 weeks prior to competitions.

Skills: You DO NOT need to be an expert in the sport you coach. You only need a desire to work closely with the athletes.

Sports Offered

Aquatics, Basketball, Bowling, Golf, Softball

LOCAL MANAGEMENT TEAM MEMBERS: The State is divided into 56 local Programs. We need volunteers who are interested in providing leadership through service on management teams. These teams organize and efficiently run the local or area Special Olympics program.

Time Commitment: 2-3 days per month

Skills: Desire to lead and be creative!

Team Members Needed:

{List Open Volunteer Positions} Coordinator, Coach, Family Coordinator, etc.

VOLUNTEERS NEEDED

- ☐ General Volunteer
- ☐ Coach ☐ Unified Partner
- ☐ Committee member
- ☐ Area Management Team Member

Other:

NAME: FMAII . ADDRESS:

STATE: CITY: CELL: PHONE

COUNTY: Your information will be

processed and you will be contacted within 2 weeks.

Thank you!

Please send interest form to:

{Your County | Contact Information

Address line City, PA 15363 724-745-9434



Volunteer Recruitment

Find the above resources and more at www.tinyurl.com/SOPADropbox.



BECOME A SPECIAL OLYMPICS **ATHLETE TODAY!**

Nearly 20,000 athletes from 56 area and county programs across Pennsylvania train and compete in Special Olympics Pennsylvania (SOPA) each year.

Participation in Special Olympics training and competitive events is open to ALL people with intellectual disabilities regardless of their degree of challenge.

Athletes age 8 and older may participate in Special Olympics training programs and competitions. There is no cap on the age limit for participation and athletes can continue to compete for the rest of their lives.

Athlete Eligibility

If you are interested in becoming an athlete, please complete the online registration form.

Please note that before an athlete can begin Special Olympics sports training, the athlete's parent/guardian must complete an application.

Visit www.SpecialOlympicsPA.org

For More Information Contact: Specia I Olympics Local Program/County

Address Line, City, PA 15363 Phone: 123-456-7810 www.SpecialOlympicsPA.org (Click Local Programs - Washington County)

Special Olympics 🗐

Join the Dignity Revolution, Volunteer Today!



A Word About **Our Volunteers and Families** team and all of our coaches are also volunteers.

Athletes are required to have 8 weeks of

training in a sport before they are eligible to

Training is provided by certified

Special Olympics coaches

Competitions are offered at the local, sectional and state level. Opportunities available to compete at National and World competitions

There is a place for everyone in our organization to play a wide variety of roles. For example, the sports-minded can find a place as a dedicated coach. The business

Family members are often the greatest

Our local county program is always looking for new volunteers and we encourage you to contact us to learn more about volunteer opportunities in our program and how you can



Strabane, PA 15363

E-mail -cmazutis@comcast.net

Volunteers are the backbone of our Special Olympics local programs. The program is administered by a volunteer management

person can lend their talents an an event organizer. The retiree can offer support as a coordinator and the student may want to invest their enthusiasm as a fundraise

supporters of our athletes and are essential to the success of our program.

become involved.





Special Olympics Pennsylvania

{County Name }

· Experience friendship on and off the field

· Are perceived as competent by their families.

coaches and event spectators

Enjoy being part of the large Special Olympics

social network Receive much needed health

screenings free of charge

· Are more physically active even outside Special Olympics activities

Are more likely to hold jobs, go to school and

· Are more likely to socialize with non-disabled

become active members in their communities

Athlete Participation Information

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Athlete Recruitment

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Your Marketing & Communications Manual will also serve as a guide on how to educate and inform the public using media (TV, radio, newspaper) brochures, newsletters, etc.



Updated Website Content



#4 - Program maintains an updated website and/or local program page on the SOPA website

A page for your program has already been established. To keep information up-to-date, make sure the information loaded into the SOPA database is accurate.





The Banner Design is Used Again for Website Identity Only



Above Minimum Standards



Social Media

Social media includes social networking sites (Facebook/Twitter), video and photo sharing websites (Flickr, YouTube, etc.), blogs, discussion boards/forums (Google groups, Yahoo! Groups, etc.), bookmark sites, and Linklog sites.







Social Media Avatar Only





Global Initiatives



Held the 4th Saturday every
September, Special Olympics
commemorates *Eunice Kennedy*Shriver Day (EKS Day), and has a
global call to action for people to live
in a more unified society. For more
information and resources, visit
www.eksday.org.



Held the 1st Wednesday every
March, Spread the Word to End the
Word™ raises the consciousness of
society about the dehumanizing and
hurtful effects of the word
"retard(ed)" and encourage people to
pledge to stop using the R-word. Visit
www.r-word.org to learn more.



Play Unified Campaign



The Play Unified campaign is a fully integrated, multi-faceted marketing campaign targeting young people age 14 to 25 throughout the world.









Staying Well Informed



The Monthly Update is a tool to enhance communication between Special Olympics Pennsylvania's state office and its volunteer program management team members. Around the beginning of each month, an email update will inform volunteers of the latest news available and accessed via our SOPA website. Just visit our Volunteer Center and click on Monthly Update!

Use the Monthly Update to stay "in-the-know" about any additional resources or general organizational information. As tools are added to the SOPA Dropbox, they will be announced in the Monthly Update.



(http://www.specialolympicspa.org/monthly-update).

Thank You

Further Questions? Please feel free to contact us:

Nicole L. Jones, SOPA Sr. Director of Marketing & Communications njones@specialolympicspa.org

Wenona Sutton, Marketing Communications Coordinator wsutton@specialolympicspa.org

