



### **Third Party Event Form and Information**

Thank you for your interest in supporting the athletes of Special Olympics Pennsylvania (SOPA) as the beneficiary of your upcoming event. We truly appreciate your efforts, which will allow SOPA to continue executing the mission of providing year-round sports training and 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.

#### **What is a Third Party Event?**

Third party events are implemented by an outside organization, group or an individual for the benefit of supporting SOPA, with minimum or no assistance from SOPA.

The sponsoring organization, group or individual must be aware that they are representing SOPA and, as such, should ensure that they are representing SOPA and its athletes in a positive manner.

All of the donations received will be utilized by SOPA to help further its mission and provide all training and competition opportunities free of charge to nearly 20,000 Pennsylvania athletes.

If you are a participant in a State and/or Local fundraising event, you may request that funds raised from the 3<sup>rd</sup> party event count towards a team and or individual fundraising goal set for a specific event. While the donations are ultimately used to support SOPA athletes, they will also help contribute towards the overall financial success of the specific event being supported.

We are fortunate to have so many companies, teams and individuals willing to support SOPA through third party events, but please note that while our staff and volunteers wish they could attend every event, due to the size of both our staff and volunteer resources, we are unable to be fully involved in all of the events that are hosted.

Completing the third party event form will ensure that we have the information needed to help promote your event and possibly fulfil any special requests. We request that you submit the information at least 4 weeks prior to your event to ensure we have time to fulfil our end of the relationship. However, we understand that unexpected opportunities can present themselves at the last second – please do not be discouraged. We still want to help make your event a success.

Many Thanks,

Special Olympics Pennsylvania and the Law Enforcement Torch Run for Special Olympics  
Pennsylvania



**The following will apply to all third party events conducted on behalf of SOPA:**

- The third party host is responsible for all sales, expenses, marketing and promotion of the event.
- SOPA is unable to guarantee volunteer support for your event. If support is requested, please submit a “volunteer request form”, with your application. If support is available, the local program in your area will contact you. Due to competitions, training, school and job responsibilities, and transportation limitations, volunteers may not be available.
- Special Olympics PA Athletes must always be painted in a positive light by the organizer of the event.
- Any use of SOPA’s name and/or logos is prohibited unless SOPA approves the third party use of the mark. All print and collateral materials must be reviewed by SOPA or the SOPA Law Enforcement Torch Run State Director, prior to use.
- Event organizers are responsible for obtaining all permits, especially those for raffles and/or games of chance.
- If needed, event organizers must obtain their own liability insurance to cover the event. SOPA is not financially liable for the promotion and/or staging of third-party events.
- SOPA does not share donor lists or contacts.
- SOPA is unable to solicit sponsorship revenue for third party events. The third party event organizers must submit a list of potential sponsors prior to soliciting. SOPA reserves the right to deny any requests to solicit current corporate and individual partners.
- SOPA is unable to guarantee volunteer, LETR Committee, Board or staff attendance at the event or support in the planning or execution of your event.
- Donations should be mailed to one of the following SOPA State Office locations:
  - Eastern Office (Main) Special Olympics Pennsylvania  
2570 Boulevard of the Generals, Suite 124  
Norristown, PA 19403
  - Western Office Special Olympics Pennsylvania  
Cedar Ridge Business Park  
200 Cedar Ridge Drive, Suite 214  
Pittsburgh, PA 15205
- Please note the third party event name in the memo line and include any specific requests for donations to support a specific team/individual or event.



### **Third party event ideas:**

Athletic Tournament (golf, volleyball, tennis, softball, bowling)

Event at a local restaurant - % of sales donated

5K, 10K or marathon (charge entry fee)

Birthday party

Carnival

Pet Wash

Car Wash

Bake Sale

Casual/Dress Down Day (pay \$X to wear jeans to work)

Holiday Party (replace gifts with a donation)

Concession Stands

Loose change jar at work, school or home

Dunk Tank

Host a product party and request a portion of sales be donated

Garage/Neighbourhood Sale