



Greetings!

Every day, Special Olympics Pennsylvania (SOPA) helps change the way people perceive individuals with an Intellectual Disability (ID). We are an organization dedicated to promoting social inclusion through sports and competition. Special Olympics is dedicated to breaking down stereotypes, mainly through sport.

What many people do not realize is that competitions happen year-round. Here in Pennsylvania, we have more than 300 local competitions, and most athletes compete in multiple sports.

AND...The best part is that EVERY ASPECT of participation is FREE to our athletes!

The only way we can achieve this goal is through the generous support & commitment of our friends in the community, friends like you, who share our passion for inclusion and acceptance. Therefore, we thank you for your interest in hosting an event to benefit the athletes of Special Olympics Pennsylvania. We are deeply grateful for your kindness.

Special Olympics PA has a set of policies & procedures that we ask all individuals and organizations to follow when fundraising on our behalf. Please review the information below and contact us with any questions you may have.

**How we can help:**

Special Olympics PA's ability to offer services for third-party fundraising events will be limited by staff size and internal obligations. We are able to provide the following:

- A letter of authorization to validate the authenticity of the fundraising event
- Informal brochures or fact sheets about our programs and services
- Attendance at the event to receive proceeds by a member of our staff, based on availability
- Use of our logo and name upon review and approval of event and materials

- Written tax receipts to donors who make checks payable to Special Olympics PA
- Support with promoting the event

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

We understand that this is the boring part of planning your event, the rules and regulations. We have made an effort to keep the following as simple as possible and want to make sure that you know you are welcome to reach out to us with any questions or concerns you may have.

- We ask that you do not organize a third-party fundraiser that violates policies regarding the association of the Special Olympics name and logo with tobacco products or alcoholic beverages. Please contact us for these policies.
- All events held should complement the mission and image of Special Olympics PA.
- Special Olympics PA must review and approve all promotional materials including, but not limited to, advertising, letters, brochures, flyers, and press releases before the production or distribution.
- Special Olympics PA does not provide financial support to third-party fundraising. The third-party host is responsible for all sales, expenses, marketing, and promotion of the event.
- You must obtain your own liability insurance to cover the event. Special Olympics PA will not insure your event and requires that you obtain all insurance, including premises, liability, and worker's compensation.
- You are responsible for obtaining all permits and licenses, especially those for raffles or games of chance. State and Local Governments control all charitable gaming activities, and you must acquire the proper documents from them and abide by all the rules and regulations pertaining to such activity.
- Events must comply with all federal, state, and local laws governing charitable fundraising and gift reporting.
- Special Olympics PA must be notified in writing if there are any significant changes to the event once it has been approved. If circumstances warrant, Special Olympics PA may at any time direct you to cancel the event.
- In order to better coordinate fundraising activities, we ask that you provide us with a list of targeted sponsors for your event before they are approached. Please remember that many individuals and businesses already support us and may not wish to make additional donations. SOPA reserves the right to deny any requests to solicit current corporate and individual partners.
- SOPA is not able to solicit sponsorship revenue for third party events; nor will the organization share donor lists or contacts.

- Events that compete or conflict with an already established or scheduled event to benefit Special Olympics PA will not be approved.
- While all efforts will be made to ensure participation, SOPA is unable to guarantee volunteers, LETR committee, Board or Staff attendance at the event.
- You may use the Special Olympics PA logo once your event has been approved. Our official logo should be appropriately used for your event and may not be altered in any way. We will provide the logo to you.

To get started, complete a Third Party Event Application here:

<http://bit.ly/SOPA3rdPartyEvent>.

Once again, thank you for considering Special Olympics a worthy cause and for your willingness to extend your time and effort on our behalf. We wish you the best of luck with your event. Please know that you are free to contact us should there be anything we can do to support your efforts.

We look forward to working with you.

With Regard,

Events Task Force, Special Olympics PA