



Because fundraising activities are focused around engagement with the general public, **fundraising activity guidelines are different than those outlined in the Special Olympics Pennsylvania (SOPA) Return to Activities plan.** The below guidelines are aligned with the guidelines of the Centers for Disease Control and Prevention (CDC), State of Pennsylvania and Local Governments and Special Olympics International (SOI). All SOPA Local Program and Region fundraising activities must comply.

It is the responsibility of the fundraising activity lead to ensure these guidelines are followed. Additionally there must be an understanding that guidelines can change, possibly impacting the ability to move forward with a fundraising event.

Please refer to the [State of Pennsylvania](#) and [CDC](#) guidelines for the most up-to-date information.

Guidelines for Fundraising Activity

- All fundraising activity must follow the State of Pennsylvania and Local guidelines around group gatherings. Guidelines for indoor and outdoor events differ. The total occupancy number must include participants, volunteers, venue staff and SOPA staff.
- Individuals interested in hosting an event must submit an intent to host a fundraising activity form to SOPA's State Office via the [Fundraising Activity and Mitigation Form](#).
- Fundraising Activity and Mitigation Forms are reviewed every Wednesday by SOPA's State Office. Forms must be submitted by COB Tuesdays to ensure they are reviewed the following day. A decision will be emailed by the close of business Wednesday to the individual submitting the Fundraising Activity and Mitigation Form.
- If a SOPA representative (athletes, athlete leaders, program volunteers, management team, LETR, SOPA staff) wishes to participate in a fundraising activity as a paying entrant/registrant, like any other supporter, they are welcome to do so; however, they will assume all liability for their own health and safety, just as all other event participants/members of the general public.
- For SOPA representatives who are playing a specific role in the fundraising activity, the following requirements must be met:
 - SOPA representatives may not be pressured or made to feel they have to participate on behalf of the Local Program, Region or State;
 - The number of SOPA representatives should be kept to essential participants with specific roles only (e.g. Global Messenger, Key Volunteer Role etc.);
 - Each SOPA representative (or their legal guardian) must sign the **COMMUNICABLE DISEASES PARTICIPANT (ATHLETE AND VOLUNTEER) RISK ASSESSMENT, CODE OF CONDUCT, AND WAIVER**. Access the form here: <https://bit.ly/31zr5S7>
 - Upon arrival, each SOPA representative on-site must be screened for symptoms and exposure by the COVID-19 Coordinator at the fundraising activity;
 - Upon arrival, each SOPA representative will receive education about the expected health and safety behaviors they will need to demonstrate. Additionally, they will be held accountable for adhering to them.



Type of Activity

- Fundraising activity managed by or receiving strong volunteer/staff support from a Local Program, Region or SOPA State Office must submit a [Fundraising Activity and Mitigation Form](#) and receive approval from the State Office. We ask that forms are submitted a minimum of four (4) weeks in advance of the activity.
- Third Party Activities are any events that are NOT managed or strongly supported by the Local Program, Region or State Office but provide financial benefits or proceeds. These activities are required to submit a [Fundraising Activity and Mitigation Form](#) but are not required to be approved from the State Office unless a SOPA representative has been requested to play a specific role.
- If the activity is hosted by a third party and SOPA representatives are being invited to attend, the third party host organization assumes all responsibility. While SOPA would defer to the rules and regulations of the third-party host, it is recommended that SOPA understand the safety and health measures the host will be implementing in order to help participants determine if they would feel safe attending.
- The possibility of high-risk conditions in populations within the Special Olympics movement should be conveyed to leaders/authorities of third-party host.

Food and Beverage

- Participants should bring their own food and beverage if needed. There should be no shared food nor shared water jugs/beverage dispensers – individual bottles and packages only. Additionally, no self-service buffets, salad bars or beverage stations are allowed. Participants should be served prepackaged “grab and go” meals in a bag with disposable utensils, a napkin and hand wipe included. Condiments should be in individual packages -not large bottles for group use. Volunteers distributing food should be wearing gloves and masks (for phases as required by local regulations); there should be a hand-washing station close to the meal area; and there will be marked spaces where the individuals will eat showing 2m/6ft separation. Spacing between each person may need supervision.

Meetings

- It is recommended all planning meetings with a committee or vendor take place virtually.
- If meetings are unable to take place virtually, all social distancing guidelines must be followed.