



Special Olympics

Alaska

Be a fan™

ACCREDITATION
POLICY AND PROCEDURES

POLICY AND PROCUDURES FOR COMMUNITY ACCREDITATION

Purpose

Community accreditation simply means that an individual, the Volunteer Community Director, or a sponsoring organization/agency is approved to act as an official Special Olympics entity. This should also ensure that certain levels of program quality will be maintained.

Commitments

On issuance of accreditation to an organization or the Volunteer Community Director, Special Olympics Alaska invests trust, belief, and authority in said organization or person to carry out the planning and implementation of the program in a proper and legal manner. The acceptance of the accreditation demonstrated that the Community accepts the responsibility that is mandated. The Volunteer Community Director is the person that will ultimately be responsible for the proper administration of the Community Sub-Program.

Issuance of Accreditation

- 1 The Volunteer Community Director will renew the accreditation process annually.
- 2 Special Olympics Alaska reserves the right to review the accredited organizations and Volunteer Community Director whenever the President/CEO deems necessary.
- 3 Accreditation shall be issued to each Community that has the following:
 - a An active Volunteer Community Director and at least the following positions on the Community Management Team filled. 1)Family Services 2)Outreach 3)Volunteers 4)Sports & Training 5)Competition 6)Fundraising 7)Finance.
 - b Communities must submit appropriate forms (Local Games Sanction Form) for approval two weeks (14 days) prior to all Community competitions.
 - c Communities must submit appropriate forms for approval 30 days prior to all Community training schools and workshops. More advanced notice is if required materials for training are needed.
 - d Communities must submit appropriate forms for approval for all fundraising activities with their projected budget. Exception: If a Community has the opportunity to host or benefit from an event a fundraising form is allowed to be submitted 30 days prior to an event but the Community must obtain approval before the event can take place.
 - e Communities must raise adequate funds to operate the Community Sub-Program.
 - f Communities must conduct two (2) competitions per year in accordance with Special Olympics rules and guidelines.
 - g Community must conduct general orientation trainings for volunteer and provide opportunities to participate in sanctioned Special Olympics Alaska coaches training.
 - h Communities must work from a Community Budget approved by Special Olympics Alaska.
 - i Before an athlete can train or compete they must be registered with Special Olympics Alaska: Communities must have copies of the medical/release forms for every training or competition. Before a partner can train or compete, Communities must have copies of the unified sports participation/release forms. The Special Olympics Alaska office will maintain the original copy of the medical/release forms.
 - j The Community Management Team will meet on a regular basis (at least quarterly). Minutes must be taken and submitted with the Accreditation or prior.
 - k Communities must have evidence that people in each community have been (or are being) contacted to tell them of Special Olympics opportunities.
 - l Communities will meet all published deadlines for accreditation, registrations, etc. These will be communicated from the Special Olympics Alaska Office in a timely manner.
 - m Communities agree to send the Special Olympics Alaska Office an updated report that will advise the staff of any changes in dates, times, locations, etc., for any competition, volunteer training or event.
 - n Communities agree to remain debt free.

- o Communities agree to establish and maintain phone numbers, addresses and files.
 - p Communities will establish both short and long term goals and objectives via the accreditation.
 - q Communities agree to furnish the Special Olympics Alaska Office with a copy of all newsletters, minutes and Community Committee Reports.
- 4 The official name of the Community shall be Special Olympics Alaska Community Name
(Ex: Special Olympics Alaska Nome Community)

Non-Issuance or Revoked Community Accreditation

The President/CEO may revoke a Community Accreditation or not issue a Community Accreditation to any previously accredited Community or Volunteer Community Director who has failed to comply with the "Policies and Procedures for Community Accreditation." The Community assets shall immediately be transferred to the Special Olympics Alaska Office or to the new sponsoring organization and Volunteer Community Director who has received accreditation. Any Special Olympics Alaska member from within the Community or the individual who was accredited as the Volunteer Community Director, but lost the accreditation through non-issuance or had it revoked, may appeal his/her case in writing to the Board Chairman within seven (7) days. The Board Chairman may 1) uphold the decision of the President/CEO; 2) revise the decision; or 3) bring the matter before the whole Board at the next scheduled meeting.



Special Olympics

Alaska

Be a fan™

2012 Community Sub-Program Accreditation Packet

2011 Community Report
2012 Community Business Plan and Sports Plan

Community Program: _____

Due: October 1, 2011

Date Submitted: _____

Return completed form to: Special Olympics Alaska
3200 Mountain View Drive
Anchorage, Alaska 99501
907-222-7625 or Fax 907-222-6200

POLICY AND PROCEDURES FOR COMMUNITY ACCREDITATION

- I. Purpose: Community accreditation simply means that an individual, the Volunteer Community Director, or a sponsoring organization/agency is approved to act as an official Special Olympics entity. This should also ensure that certain levels of program quality will be maintained.
- II. Commitments: On issuance of accreditation to an organization or the Volunteer Community Director, Special Olympics Alaska invests trust, belief, and authority in said organization or person to carry out the planning and implementation of the program in a proper and legal manner. The acceptance of the accreditation demonstrated that the Volunteer Community accepts the responsibility that is mandated. The Volunteer Community Director is the person that will ultimately be responsible for the proper administration of the Community Sub-Program.
- III. Issuance of Accreditation:
 1. The Volunteer Community Director will renew the accreditation process annually.
 2. Special Olympics Alaska reserves the right to review the accredited organizations and Volunteer Community Director whenever the President/CEO deems necessary.
 3. Accreditation shall be issued to each Community that has the following:
 - a. An active Volunteer Community Director and at least the following positions on the Community Management Team filled. 1) Families Outreach and Volunteers; 2) Training and Competition; 3) Fundraising; 4) Finance.
 - b. Communities must submit appropriate forms (Community Games Sanction Form) for approval two weeks (14 days) prior to all Community competitions.
 - c. Communities must submit appropriate forms for approval 30 days prior to all Community training schools and workshops. More advanced notice is required if materials for training are needed.
 - d. Communities must submit appropriate forms for approval for all fundraising activities with their projected budget. Exception: If a Community has the opportunity to host or benefit from an event a fundraising form is allowed to be submitted 30 days prior to an event but the Community must obtain approval before the event can take place.
 - e. Communities must raise adequate funds to operate the Community program.
 - f. Communities must conduct two (2) competitions per year in accordance with Special Olympics rules and guidelines.
 - g. Community must conduct training schools for volunteer orientation, and provide opportunities to participate in sanctioned Special Olympics Alaska coaches training.
 - h. Communities must work from a Community Budget approved by the Special Olympics Alaska office.

- i. Before an athlete can train or compete, Communities must have copies of the medical/release forms for every training or competition. Before a partner can train or compete, Communities must have copies of the unified sports participation/release forms. The Special Olympics Alaska office will maintain the original copy of the medical/release forms.
 - j. The Community Management Team will meet on a regular basis (at least quarterly). Minutes must be taken and submitted with the Accreditation or prior.
 - k. Communities must have evidence that people in each community have been (or are being) contacted to tell them of Special Olympics opportunities.
 - l. Communities will meet all published deadlines for accreditation, registrations, etc. These will be communicated from the Special Olympics Alaska office in a timely manner.
 - m. Communities agree to send the Special Olympics Alaska office an updated report that will advise the staff of any changes in dates, times, locations, etc., for any competition, volunteer training or event.
 - n. Communities agree to remain debt free.
 - o. Communities agree to establish and maintain phone numbers, addresses and files.
 - p. Communities will establish both short and long term goals and objectives via the Accreditation.
 - q. Communities agree to furnish the Special Olympics Alaska office with a copy of all newsletters, minutes and Community Committee Reports.
4. The official name of the Community shall be Special Olympics Alaska Community Name. (Special Olympics Alaska Nome Community)

IV. Non-Issuance or Revoked Community Accreditation: The President/CEO may revoke a Community Accreditation or not issue a Community Accreditation to any previously accredited Community or Volunteer Community Director who has failed to comply with the "Policies and Procedures for Community Accreditation." The Community assets shall immediately be transferred to the Special Olympics Alaska office or to the new sponsoring organization and Volunteer Community Director who has received accreditation. Any Special Olympics Alaska member from within the Community or the individual who was accredited as the Volunteer Community Director, but lost the accreditation through non-issuance or had it revoked, may appeal his/her case in writing to the Board Chair within seven (7) days. The Board Chair may 1) uphold the decision of the President/CEO; 2) revise the decision; or 3) bring the matter before the Special Olympics Alaska Board of Directors at the next scheduled meeting.

GENERAL INFORMATION

	PRIOR (2010)	CURRENT (2011) Include estimates for bowling	PROJECTED (2012)
<i>Athlete and Partner Numbers</i>			
Total number of athletes who trained and competed.			
Total number of athletes who trained only.			
Total number of partners who trained and competed.			
Total number of partners who trained only.			
Total number of athletes that are registered but did NOT train or compete in 2011.			
<i>ALPS (Athlete Leadership Programs)</i>			
Total number of athletes who are involved in Governance.			
Total number of athletes who are Global Messengers. (please attach list of names of Global Messengers and their coaches)			
<i>Volunteer Numbers</i>			
Total number of Class A Volunteers			
Total number of Class B Volunteers			
Number of Coaches.			
Number of Certified Coaches.			
Number of Athletes as Coaches			
<i>Sports</i>			
Number of Sports offered			
Number of competition opportunities offered (same number as sports if you offered competition in each)			

ORGANIZATION AND ADMINISTRATION

Community Management Team

	NAME	Class A Volunteer Application on File
Volunteer Community Director		
Fund Raising		
Finance		
Sports & Training		

Communications/ Public Relations		
Volunteers		
Athlete Representative		
Family Services		
Medical Records		
Competition		
Outreach		
If unable to contact Volunteer Community Director who is 2 nd in command? Please include name, phone number & email		

Community Management Team Detail

How many CMT meetings are held a year? (example monthly, quarterly, annually, by sports season)	
What are the dates set for 2012 CMT meetings?	

Please attach meeting agendas and minutes from meetings held in 2011.

PROVIDERS AND AGENCIES

Please list Providers/Agencies in the community involved the Sub-Program.

Agency/Provider Name	Lead Contact Name and Phone

INVENTORY

Items valued at \$25.00 or more, alone or collectively should be inventoried	
Where is the inventory stored? (provide physical address and phone number)	

Please attach a current inventory list to this accreditation.

INVENTORY ITEM	ESTIMATED VALUE
Uniforms	
Office Furniture	
Audio Visual Equipment	
Sports Equipment	
Copier	
Printer	
Telephones/cell phones/ answer machine	
Postage Machine	
Office Computer	
Laptop	
Digital Camera	
Other	
TOTAL VALUE	

PROPOSED OPERATING BUDGET
January 1 to December 31, 2012

		2010 Actual	2011 Budget	2011 Actual Jan 1 – June 30	2012 (Proposed)
505	Advertising (<i>Ads, promotions ,pubic awareness</i>)				
506	Awards				
507	Auto Rental/Expenses (<i>ground transportation</i>)				
508	Lodging				
510	Travel Expenses (<i>airline tickets</i>)				
511	Seminars/Conferences				
513	Office Supplies & Expenses (<i>paper, ink, etc</i>)				
514	Printing Expenses (<i>business cards thank you cards</i>)				
516	Telephone				
518	Equipment Purchases				
520	Postage – Routine				
523	Registration Fees Expense				
524	Equipment Lease				
525	Dues (<i>membership ie chamber of commerce</i>)				
526	Miscellaneous Expense				
528	Permits/Licenses (<i>noise permit</i>)				
529	Merchandise				
536	Winnings Paid				
539	Food				
540	Gaming				
542	Rental Facilities				
554	Recognition				
567	Training Expense				
568	Athlete Uniform Expense				
	Torch Run Expense				
	Totals				

2012 PROJECTED REVENUE & FUNDRAISING

Cash Available at 1/1/12 \$ _____

	2010 ACTUAL	2011 BUDGET	2011 ACTUAL (Jan 1 - June 30)	2012 Projected
Law Enforcement Torch Run and Pledge Drive				
Local Grants & Foundations				
Service Groups				
General Donation				
Other				
TOTALS				

Total 2012 Projected Revenue - \$ _____ (should match projected expense)

Total 2012 Projected Expenses - \$ _____ (Should match projected revenue)

Projected Cash Available on December 31, 2012 \$ _____

Law Enforcement Torch Run and Pledge Drive Contact information

Community contact name: _____

Phone: _____ Email: _____

LE contact information: Name: _____

Phone: _____ Email: _____

Start place if known _____

Contact information for webpage if known: name _____

Phone: _____ Email: _____

What Fundraisers did the Community hold in 2011?

What and when and where, Please give as much info as possible?

What Fundraisers were held in benefit for your Community Sub-Program in 2011?

Please give as much info as possible.

What Fundraisers are planned for 2012? (What, when where) Please give as much info as possible?

What Fundraisers are planned to be held in benefit for your Community Sub-Program in 2012? Please give as much info as possible.

From the projected expenses you entered in the previous categories, please provide an estimated budget for each of the sports seasons in the community.

Estimated costs below should include facilities, advertising, travel, registration fees, ceremonies/celebration costs, etc.

Category	2010 Actual	2011 Budget	2011 Actual	2012
			(to June 30)	Projected
Winter Sports Training				
Summer Sports Training				
Fall Sports Training				
Bowling Training				
Local Winter Games				
Local Summer Games				
Local Fall Games				
Local Bowling Tournament				
Special Olympics Alaska Winter Games Travel				
Special Olympics Alaska Winter Games Registration Fees				
Special Olympics Alaska Summer Games Travel				
Special Olympics Alaska Summer Games Registration Fees				
Special Olympics Alaska Fall Tournament Travel				
Special Olympics Alaska Fall Tournament Registration Fees				
Special Olympics Alaska Bowling Tournament Travel				
Special Olympics Alaska Bowling Tournament Registration Fees				
Special Olympics Alaska Coaches Training Travel				

PUBLIC AWARENESS REPORT

On a year round basis, develop and implement activities, materials, and media opportunities which will increase community awareness of the Special Olympics Alaska movement and promote the capabilities of persons with intellectual disabilities.

1. Which of the following media resources are utilized?

- Television
- Radio
- Newspaper
- Other (please list)

2. How often do you use these resources? _____

3. Do you have a newsletter or regularly scheduled mailing that goes out to your community? If so, when is it sent? _____

If yes to above, please attach copies of the newsletter to this report.

4. Please attach any other printed material or brochures your Community produces.

Please list your 2011 Publications:

Publications:	Reference to:

Please list goals/strategies for Public Awareness in 2012:

Publications:	Reference to:

VOLUNTEER TRAINING REPORT

Establish and oversee a volunteer management system (recruit, screen, orient, place, train, supervise, and evaluate) which will ensure a sufficient number of volunteers for staffing all Community committees, management team, and coaching needs of the Community in a safe and healthy environment while minimizing risk to athletes, family members and other volunteers.

2011 Local volunteer trainings provided in your community:

Types of Training	Notes	Dates	Total Attendance
General Orientation			
Protective Behaviors	Online Training Course	ongoing	

2012 Local volunteer trainings to be held in your community:

Types of Training	NOTES	Dates	Projected Attendance
General Orientation	<i>Must provide at least one community wide group per year</i>		
Protective Behaviors	Online Training Course	ongoing	

Anticipated number of coaches attending 2012 Special Olympics Alaska Coaches Trainings:

Types of Training	Dates	Total Attendance
Summer	February, 2012	
Fall	May, 2012	
Bowling	May, 2012	
Winter	October, 2012	

OUTREACH REPORT

On a year round basis, develop plans and activities to reach eligible persons who have not yet had the opportunity to participate in Special Olympics Alaska.

Please list 2011 Accomplishments in the area of athlete outreach:

Please list goals/strategies for 2012 in the area of athlete outreach:

FAMILY INVOLVEMENT REPORT

On a year round basis, increase family involvement with the Special Olympics Alaska athletes, thereby expanding resources, strengthening family ties, promoting awareness in communities of the needs and attributes of people with intellectual disabilities, and assuring the continuing quality of the program.

Please list 2011 Accomplishments in the area of Family outreach:

Please list goals/strategies for 2012 in the area of Family outreach:

2012 SPORTS REPORT

Do you plan to add any sports in 2012? _____

If yes, please list the sports you wish to add. _____

Do you plan to cancel any sport seasons previously offered? _____

If yes, please list the sports you anticipate canceling. _____

COMMUNITY CALENDAR

Please submit the 2012 Calendar for the Community Sub-Program. This calendar should be designed so that Special Olympics Alaska, athletes/volunteers and the community can identify important local, community, and state dates and plan their calendar accordingly.

Please include the following categories in the calendar:

Sports Training

- Registration due dates (for athletes to register with community)
- Dates/times/location of “start sport season meeting” (meeting for all athletes, volunteers, families, providers etc. before season starts)
- Days/times/location of sports training (ex: Bowling – Saturdays 3-5, East 40)

Competition

- Local Competition dates/times/locations
- Special Olympics Alaska Competition dates and locations

Fundraising and other non-competition events

- 2012 Alaska Law Enforcement Torch Run and Pledge Drive
- Individual community events and activities (fundraisers, picnics, general orientations, travel meetings, etc.)