

Polk County Special Olympics 3-36

Agency Management Team Structure - our agency has had many managers involved for many years. This makes our job as a whole a lot easier. We have an Agency Manager, Treasurer, Fund Raising Manager, Athlete Medical Records Manager, Outreach Manager, Communications Manager and Uniform Manager. We meet every Spring and Fall to give a report in each of our areas and to discuss any areas of concern. We also try to come up with decisions as a group. Everything is run through this group such as when we decided how much money should be allowed for each athlete for a meal when traveling for competitions.

Tips for Keeping Medical Forms Current - our Athlete Medical Records Manager sends out a new physical form 2-3 months before the athlete is due with a note letting them know when their medical expires. She then sends out a post card a month before letting them know that time is running out and she has not seen a physical form come through yet.

Fundraising - we have a great group of parents that want to make sure our agency keeps active and has the opportunity to advance. Therefore they also know the importance of helping to raise money to make sure it does happen. When some get burned out, there seems to be others willing to just step in and help where needed.

Newsletters - Agency Manager sends out a monthly newsletter, letting everyone know what is coming up, deadlines, athlete birthdays, etc. Communication is the most important aspect to a successful agency. Last month is included.

How to Host an Invitational - location is the first important thing to come up with. From there it is all small steps. Keeping everything organized and planned in advance is what will make it successful.