

## INTRODUCTION

Special Olympics Wisconsin (SOWI) formed the Agency Management Committee (made up of your peers) to assist us in delivering higher quality and increased services to our Agencies. One of the Agency Manager Committee's ongoing responsibilities is to annually review and enhance the Agency Manager Handbook and Agency log in page on the SOWI website to provide thorough and friendly tools. This handbook is designed to assist, not overwhelm Agency Managers. It is not something to be read in one sitting, but rather to be used as a resource when you have questions on specific areas of the program.

This handbook is available on CD-Rom and via Internet on the SOWI website, SpecialOlympicsWisconsin.org. We encourage Agencies to utilize these electronic formats to save the organization material and printing costs. However, we will provide a hard copy or CD-Rom to any Agencies who request it.

In addition, the handbook is designed to be broken into sections or departments so Agencies who are working with an Agency Management Team (AMT) may provide their team members with appropriate information (please see the *Agency Management Team* section for a description of AMTs). Included in the pocket inserts are Special Olympics Wisconsin Contacts, the Agency Financial Support Fact Sheet, Agency Branding Request Form, Preferred Provider Stationary Order form and Fact Sheet Template. These are all available on the SOWI website or Agency log in page of the SOWI website, as well as many other templates SOWI has created to assist Agencies (i.e. e-letterhead and fact sheet templates).

Finally, the committee always considers this handbook a work in progress, which will evolve from year to year dependent on your needs and suggestions. Please feel free to call the committee member in your Region or one of the other members and share your input.

As always, thank you for all you do!

### **Agency Management Committee**

#### **Agency Managers**

Deb Moore-Gruenloh	WI Rapids Red Raiders Special Olympics	Agency 2-44
Michelle Fulweber	Chequamegon Bay Area	Agency 3-12
Leanne Richter	Polk County	Agency 3-36
Amanda Wilson	Arc Fox Cities	Agency 4-25
Lynn Nelson	Syble Hopp School	Agency 5-03
Joanne Smits	Green Bay Metros	Agency 5-15
Amy Verheyden	Oregon Area Special Olympics	Agency 6-05
Jan Davis	Cuba City	Agency 6-18
Ed Hale	Janesville Special Olympics	Agency 7-02
Michelle Schmidt	Fort Atkinson	Agency 7-21
Kim Schooley	YMCA at Pabst Farms	Agency 8-10
Rita Stelpflug	Bi-County Special Olympics	Agency 8-44

#### **SOWI Staff**

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