



TO: Special Olympics Wisconsin (SOWI) Agency Managers, Coaches, and Volunteers
FROM: SOWI Volunteer Management Team
RE: Class A Volunteer Application Process Update
DATE: December 16, 2019

As of January 1, 2020, Special Olympics Wisconsin is updating the Class A Volunteer Application process. This letter contains reminders on the current process as well as highlighting the changes that will be taking place. Please read carefully and share with your volunteers.

REMINDERS

Requirements for Class A Volunteer Status:

1. Class A Volunteer Application Form (online version can be found on SOWI website)
2. Protective Behaviors (via SO Learn portal on SOI website)
3. Criminal Background Check (via Sterling Volunteers portal) – age 18+

Upon completion of these three (3) steps, new volunteers receive a welcome letter & their Class A Volunteer card via mail. Renewing volunteers do not receive a completion notification.

Class A volunteer expiration emails & letters are mailed monthly (30 days in advance).

Unified Partners that practice seasonally and compete in Special Olympics tournaments must be registered as Class A volunteers. Unified Partners that do not practice with an agency, and only compete on the day of the event must complete a Class B Volunteer form. Class B forms must be submitted with tournament registration by the registration deadline. If Class B forms are submitted after the registration deadline, participation in the competition is not guaranteed.

KEY CHANGES

All Class A Volunteers (new and renewals) need to complete the three (3) components listed above. This will ensure we have the most up to date contact information. If any of the components are missing, the volunteer will not be notified. It is up to the volunteer and the Agency Manager to ensure that all the components are completed. The Agency Manager can check the SOWI website for active Class A volunteers. A volunteer roster is uploaded to the SOWI website every Friday.

The Class A Volunteer Form is being updated, so please destroy any blank copies that you may have in your possession. We are removing the Social Security Number field, among other things, to improve volunteer privacy.

The deadline for Class A Volunteer applications is thirty (30) days in advance of their next event. Every effort will be made to update the volunteer record, provided all required documents are complete. If information is not received 30 days prior to the event, we cannot guarantee that the Class A volunteer status will be updated.

We appreciate your flexibility with these changes and we hope that this new process will increase efficiency and alleviate pre-event stress for everyone. Please send any questions related to Class A Volunteer status to volunteers@specialolympicswisconsin.org.

Sincerely,

Your Volunteer Management Team

Special Olympics Wisconsin

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