

AGENCY INFORMATION

Agency Number:	powderkeg	Agency Name:	Powderkeg
Agency Type:	Web Development	Date From:	5/04/2006
Address1:	303 Locust Dr	Address2:	Line 2
Address3:	Line 3	City:	Verona
State:	WI	Zip:	53719
Business Phone:	608-123-4444	Home Phone:	608-123-5555
Cell Phone:	608-123-6666	Fax:	608-123-7777
Agency Manager:	James O'Boullion	Manager Date From:	12/17/2013
Manager Email:	jamesb@econoprint.com	Co Manager:	Co-Manager
Co Manager Date From:	6/02/2003	Co Manager Email:	test@example.com
Treasurer Name:	Treasureererer	Treasurer Date From:	6/15/2007
Treasurer Email:	treasure!@example.com	Fundraiser Name:	Fund Raiser
Fundraiser Date From:	8/17/2006	Fundraiser Email:	fund_me@exmample.com
Medical Records Name:	Medical Files	Medical Records Date From:	10/21/1999
Medical Records Email:	med_files@example.com	Athletes Served:	Both
Accepting New Athletes:	Yes	Accounts In House:	Yes
Fundraising Another Org:	Yes	Fundraising Org Name:	Entity Name Test
Alpine Skiing:	Yes	Cross Country Skiing:	
Snowboarding:		Snowshoe Racing:	
Team Basketball:		Basketball Skills:	
Artistic Gymnastics:	Yes	Rhythmic Gymnastics:	
Aquatics:		Athletics:	
Soccer:		Powerlifting:	
Bocce:	Yes	Golf:	Yes
Softball:		Tee Ball:	
Tennis:		Bowling:	
Volleyball:		Flag Football:	
Agreement:	Yes		

ADMINISTRATION

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| 1. | Agency Registration and Accreditation are completed and submitted before the deadline date. | Yes |
| 2. | Agency Manager has reviewed and understands the SOWI Agency Manager Handbook and reference appropriate sections to members of the Agency Management Team. | Yes |
| 3. | When signing contracts, the Agency utilizes the Certificate of Insurance according to SOWI guidelines. (Circling N/A indicates the Agency does not sign contracts.) | Yes |
| 4. | Agency Manager corresponds with Regional and Headquarters as appropriate. | No |
| 5. | Agency follows Special Olympics, Incorporated policies regarding insurance coverage on 15-passenger vans. (Circling N/A indicates Agency does not utilize rented vehicles.) | No |
| 6. | Agency follows Special Olympics, Incorporated policies regarding athlete housing. | Yes |
| 7. | Do you have any questions/concerns with this section? If yes, please explain: | Yes |
| 8. | Agency manager has a management team of two or more members who are responsible for assisting with running the Agency. | No |
| 9. | Agency Management Team meets a minimum of twice per year. | Yes |
| 10. | Agency understands purpose of SOWI Agency Management Committee and knows how to contact their Region's representative. | No |
| 11. | Agency knows how to navigate and utilize the SOWI website, including how to access the Agency log in, and where the Agency Manager Handbook, Competition Guide, forms and other resources are located. | |
| 12. | Questions / Concerns
Testing saving A | |

TRAINING AND VOLUNTEERS

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| 1. | All volunteers (Agency managers, coaches, chaperones, etc.) are registered as Class A volunteers with SOWI according to the Special Olympics, Inc. volunteer registration policy including completing the Protective Behaviors online training. | Yes |
| 2. | All certified coaches have also viewed the General Orientation. (The General Orientation is recommended for all Class A volunteers.) | Yes |
| 3. | Agency regularly checks the volunteer roster for accuracy and notifies the Headquarters office when there is a change (i.e. name change, contact information change, inactive volunteer). Please review the added fields on the volunteer roster (coach type and military service). | No |
| 4. | Class A volunteers adhere to the Volunteer Code of Conduct. | Yes |
| 5. | Certified coaches adhere to the Certified Coach Code of Conduct. | No |
| 6. | All training facilities and equipment are safe and there is a first aid kit, up-to-date athlete medical information and emergency contacts on hand and a phone and/or transportation available in case of an emergency. | Yes |
| 7. | Agency brings athlete medical information or photo copy of the most current SOWI medical form to all SOWI trainings and competitions. This information is to be provided by the coach if the athlete needs medical attention. Therefore, it is recommended that coaches and chaperones carry this information at all times while at competitions. | No |
| 8. | All athletes have a current Special Olympics Application for Participation in Special Olympics Form and Official Special Olympics Release Form filed with SOWI Headquarters, prior to beginning training. | Yes |
| 9. | Athletes (including Unified Sports® Partners) adhere to the Athlete Code of Conduct. | Yes |
| 10. | Athletes train a minimum of eight sessions for each sport prior to Regional/District competition. (It is recommended these eight sessions are conducted over consecutive weeks.) | No |
| 11. | Each team (one per team) or individual sport advancing to State-level competition is accompanied by a certified coach in that sport. Coaches may only serve as the certified coach for one sport at the same State tournament. | Yes |
| 12. | Agency follows criteria for athlete advancement to next competition level as outlined in the Competition section of the Agency Manager Handbook. | No |
| 13. | Agency adheres to the SOI policy regarding volunteer and staff dating Special Olympics athletes. | Yes |
| 14. | Agency conducts a minimum of one meeting annually for athletes, families and volunteers, at which time the Agency's procedures and philosophy are outlined, athlete medical information is updated and the Coaches, Athlete and Spectator Codes of Conduct are reviewed, signed, and retained in the Agency files. (May choose to review and sign the Codes of Conduct at the beginning of each sports season with applicable athletes and coaches.) | Yes |
| 15. | A head coach is designated for each sport in which training is offered. | No |
| 16. | All coaches are certified by being Class A registered volunteers, attending a sports-specific Certified Training School (CTS) and completing the required SOWI paperwork. | Yes |
| 17. | Agency offers at least one "informal" volunteer recruitment effort. (Circling N/A indicates volunteers are not needed.) | Yes |
| 18. | Athletes have an opportunity to train in at least two sports per year. | No |

19. **Questions / Concerns**

COMPETITION

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| 1. | Agency possesses, understands and utilizes the Competition section of the SOWI Agency Manager Handbook. | Yes |
| 2. | Athletes adhere to sports rules and competition policies. | Yes |
| 3. | Coaches conduct themselves in a professional manner which reflects the SOWI mission and philosophy, adheres to sports rules and competition policies. | Yes |
| 4. | For team sports, Agency submits Intent to Play Forms for team sports to their Regional office by the deadline date. | No |
| 5. | Agency submits Games Entry Forms correctly and by the deadline dates. The Agency must be in good financial standing before Games Entry Forms will be accepted. | Yes |
| 6. | Athletes have the opportunity to participate in a minimum of one level of competition for each sport in which they train. | Yes |
| 7. | Agency understands and utilizes the National Governing Body (NGB) rules for each sport in-which they train. | No |
| 8. | Agency hosts a multi-Agency competition. | No |
| 9. | Agency offers a healthy meal option at training and competitions. | Yes |
| 10. | Agency is aware of USA Games and World Games opportunities for their athletes and coaches and understands how to nominate those that qualify. | Yes |
| 11. | Questions / Concerns | |

FINANCE

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| 1. | The Agency funds are accounted for in an SOWI in-house account. | Yes |
| 2. | Agency Inventory of Assets is completed and submitted with the Agency Accreditation. | No |
| 3. | Agency follows procedures for petty cash, payables and deposits. | Yes |
| 4. | Invoice Approval Form is signed by the Agency Manager and one other member of the Agency Management Team who are Class A volunteers without financial restrictions and are not family members of each other. | Yes |
| 5. | Agency submits proper documents for all financial transactions. | No |
| 6. | Agency utilizes the Tax Exempt Number ES12517 and In-Kind Receipt. | Yes |
| 7. | Agency understands and submits Sales Tax Reporting Form with deposits that include sales of taxable items within the month of the sale. (Circling N/A indicates the Agency does not conduct sales tax activities.) | No |
| 8. | Agency submits Money Handling Accountability form for all fundraisers at the time a deposit is made. (Circling N/A indicates the Agency does not conduct fundraisers where cash is exchanged.) | Yes |
| 9. | Agency Management Team collaborates to create a yearly budget. | Yes |
| 10. | Agency understands how to check its finances on the Agency log in of the website and does so monthly. | Yes |
| 11. | Questions / Concerns | |

FUNDRAISING

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| 1. | Agency is free of debt. <input type="checkbox"/> | Yes |
| | Facility Rental (i.e., bowling lane fees, gym rental, etc.) | |
| | <input checked="" type="checkbox"/> | |
| | Equipment (i.e., basketballs, bats, etc.) | |
| | <input type="checkbox"/> | |
| | Uniforms | |
| | <input checked="" type="checkbox"/> | |
| | Transportation | |
| | <input type="checkbox"/> | |
| | State Games Fees | |
| | <input checked="" type="checkbox"/> | |
| | Other: Testing Other | |
| 2. | Agency adheres to the SOWI and SOI fundraising policies. | Yes |
| 3. | Agency submits a Fundraising Application to the Regional office prior to any Agency fundraising event and/or if a sponsor is conducting a fundraiser utilizing the SOWI name and logo. | No |
| 4. | Agency understands and adheres to the raffle requirements. (Circling N/A indicates Agency does not conduct raffles.) | Yes |
| 5. | Agency is aware of and adheres to the Sales Tax Policies in regards to taxable items. (Sales tax policies include mandatory signage at events.) | Yes |
| 6. | Agency participates in state-sponsored fundraising events, many of which offer Agency rebates. | Yes |
| 7. | Questions / Concerns | |

COMMUNICATION & PUBLIC RELATIONS

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| 1. | Agency official materials (i.e., stationary, event programs, newsletters, etc.) use the required graphic standards layout as outlined by Special Olympics, Incorporated. (Circling N/A indicates Agency has no official materials.) | Yes |
| 2. | Agency regularly communicates information to athletes, families, volunteers and sponsors. (The use of written communication is encouraged for all Agencies.)
<div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>Newsletters</div> <div>Weekly</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>E-Mail</div> <div>Monthly</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>Facebook Group</div> <div>ESS</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>Website</div> <div>Monthly</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>Mail</div> <div>Weekly</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>Other: Testing other</div> <div>Monthly</div> </div> | No |
| 3. | Agency has read and understands the SOWI Crisis Communication Plan. | Yes |
| 4. | Agency works with SOWI Marketing and Communications Department to establish relationships with T.V., radio and newspapers to publicize Agency activities. | Yes |
| 5. | Agency's only form of social media is through a Facebook group (not Facebook page), with Special Olympics Wisconsin's Marketing and Communication Assistant as the administrator to the group. (Circling N/A means the Agency does not use social media) | No |
| 6. | Agency flag or banner has the current Special Olympics logo. When ordering new materials, standards must be met. | No |
| 7. | Agency uniforms have the current Special Olympics logo. (Circling N/A indicates uniforms don't contain the Special Olympics logo.) When ordering new materials, standards must be met. | Yes |
| 8. | Questions / Concerns | |

OUTREACH

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| 1. | Agency does not discriminate on the basis of race, gender, religion, nationality, origin or political philosophy. (Checking "No" indicates your Agency discriminates.) | Yes |
| 2. | Agency responds in a timely manner with appropriate materials for anyone requesting information. | Yes |
| | If Agency has reached its full capacity, check here. (If any Agency has reached its full capacity and cannot accept more athletes, the Agency refers the individual to the Region office.) | |
| 3. | Agency identifies sources of potential athletes within the local community and proactively offers them the opportunity to be involved. (Circling N/A indicates the Agency serves a specific audience and it is not logical to expand to outside entities.) <input type="checkbox"/> | Yes |
| | Project UNIFY®* | |
| | <input checked="" type="checkbox"/> | |
| | Healthy Athletes® | |
| | <input type="checkbox"/> | |
| | Get Into It®* | |
| | <input type="checkbox"/> | |
| | Healthy Communities Mini-projects* | |
| | <input checked="" type="checkbox"/> | |
| | Spread the Word to End the Word®* | |
| | <input type="checkbox"/> | |
| | Unified Sports®* | |
| | <input type="checkbox"/> | |
| | Young Athletes™* | |
| 4. | Agency makes effort to retain athletes who are moving or transitioning between Agencies by contacting the Region office or referring them to another local Agency. | Yes |
| 5. | Agency ensures athletes have opportunity to attend disciplines of the Healthy Athletes® on a regular basis. | Yes |
| 6. | Agency is informing their parents about Healthy Athletes disciplines and/or making parents aware athletes can attend Healthy Athletes at State games without being registered for that State games. | Yes |
| 7. | Questions / Concerns | |

ATHLETE LEADERSHIP PROGRAMS (ALPS)

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| 1. | Agency is aware of ALPs, and, if appropriate, places athletes in a position of leadership at the Agency level. | Yes |
| 2. | Agency has trained Global Messenger in their Agency. | Yes |
| 3. | Agency recommends athletes for positions with Regional and Headquarters office, and passes all information regarding ALPs to athletes within their Agency. | No |
| 4. | Agency understands the purpose of the SOWI Athlete Input Council and knows how to contact their Regional representatives. | Yes |
| 5. | Questions / Concerns | |

If you have athletes in these roles in 2015-2016, please list name and check all roles that apply:

Athlete Name: James Boullion

? - Agency Management Team Member
× - Local Coach (Must be 18)
? - Took the Polar Plunge
× - *Fundraise
? - Local Athlete Input Council
× - Public Speaking
Other - explain:

Testing

Athlete Name: Athlete2

× - Agency Management Team Member
× - Local Coach (Must be 18)
? - Took the Polar Plunge
× - *Fundraise
? - Local Athlete Input Council
× - Public Speaking
Other - explain:

asdf

Athlete Name: Athlete3

× - Agency Management Team Member
× - Local Coach (Must be 18)
× - Took the Polar Plunge
? - *Fundraise
× - Local Athlete Input Council
? - Public Speaking
Other - explain:

fbg dr

Athlete Name: Athlete4

× - Agency Management Team Member
? - Local Coach (Must be 18)
× - Took the Polar Plunge
? - *Fundraise
× - Local Athlete Input Council
× - Public Speaking
Other - explain:

srtb drtb

Athlete Name: Athlete5

× - Agency Management Team Member
× - Local Coach (Must be 18)
? - Took the Polar Plunge
? - *Fundraise
× - Local Athlete Input Council
? - Public Speaking
Other - explain:

rtb drtb

Athlete Name: Athlete6

× - Agency Management Team Member
? - Local Coach (Must be 18)
× - Took the Polar Plunge
× - *Fundraise
? - Local Athlete Input Council
× - Public Speaking
Other - explain:

avaev

Athlete Name: Athlete7

- × - Agency Management Team Member
- ? - Local Coach (Must be 18)
- × - Took the Polar Plunge
- ? - *Fundraise
- × - Local Athlete Input Council
- × - Public Speaking
- Other - explain:

sdv

Athlete Name: Athlete8

- × - Agency Management Team Member
- × - Local Coach (Must be 18)
- × - Took the Polar Plunge
- × - *Fundraise
- ? - Local Athlete Input Council
- × - Public Speaking
- Other - explain:

rtbrtb

Athlete Name: Athlete9

- × - Agency Management Team Member
- ? - Local Coach (Must be 18)
- × - Took the Polar Plunge
- × - *Fundraise
- × - Local Athlete Input Council
- × - Public Speaking
- Other - explain:

arv aserv ser
