AGENCY INFORMATION

Agency Type: Community based Date From: 1987 Address1: 1221 Marquette Ave. Address2: Address3: "UI City: Green Bay State: WI Zip: 54304 Business Phone: 920-713-0036 Home Phone: 920-770-4978 Cell Phone: 920-366-2796 Fax: 920-770-4978 Agency Manager: Joanne Smits Manager Date From: 8/01/2009 Manager Email: jsmits@lifeacademy.us Co Manager: Donna Freund Co Manager Date From: 8/01/2009 Co Manager Email: donnafreund@gmail.com Treasurer Mame: Nancy Heugel Treasurer Date From: 8/01/2009 Treasurer Date From: 8/01/2009 Fundraiser Anme: Debbie Speidel Fundraiser Date From: 8/01/2009 Medical Records Date From: 11/01/2013 Medical Records Name: Holly Dudley Medical Records Date From: Both Medical Records Email: hdudley@new.rr.com Athletes Served: Both Accepting New Athletes: Yes Accounts In	Agency Number:	5-15	Agency Name:	Green Bay Metros
Address3: City: Green Bay State: WI Zip: 54304 Business Phone: 920-713-0036 Home Phone: 920-770-4978 Cell Phone: 920-366-2796 Fax: 920-770-4978 Agency Manager: Joanne Smits Manager Date From: 8/01/2009 Manager Email: jsmits@lifeacademy.us Co Manager: Donna Freund Co Manager Date From: 8/01/2009 Co Manager Email: donnarfreund@gmail.com Treasurer Name: Nancy Heugel Treasurer Date From: 8/01/2009 Treasurer Email: njheugel@gmail.com Fundraiser Name: Debbie Speidel Fundraiser Date From: 8/01/2009 Fundraiser Email: dspeidel0212@gmail.com Medical Records Name: Holly Dudley Medical Records Date From: 11/01/2013 Medical Records Email: hdudley@new.rr.com Athletes Served: Both Accepting New Athletes: Yes Accounts In House: Yes Fundraising Another Org: No Fundraising Org Name: Fundraising Armates: Alpine Skiling:	Agency Type:	Community based	Date From:	1987
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Manager Email: jsmits@lifeacademy.us Co Manager: Donna Freund Co Manager Date From: 8/01/2009 Co Manager Email: donnarfreund@gmail.com Treasurer Name: Nancy Heugel Treasurer Date From: 8/01/2009 Treasurer Email: njheugel@gmail.com Fundraiser Name: Debbie Speidel Fundraiser Date From: 8/01/2009 Fundraiser Email: dspeidel0212@gmail.com Medical Records Name: Holly Dudley Medical Records Date From: 11/01/2013 Medical Records Email: hdudley@new.rr.com Athletes Served: Both Accepting New Athletes: Yes Accounts In House: Yes Fundraising Another Org: No Fundraising Org Name: Alpine Skiing: Cross Country Skiing: Snowboarding: Snowshoe Racing: Team Basketball: Yes Basketball Skills: Artistic Gymnastics: Rhythmic Gymnastics: Aquatics: Yes Athletics: Yes Soccer: Yes Powerlifting: Bocce: Yes Golf: Yes Softball: Tennis: Jes Bowling: Yes Softball: Yes Flag Football:	Cell Phone:	920-366-2796	Fax:	920-770-4978
Co Manager Date From: 8/01/2009 Co Manager Email: Nancy Heugel Treasurer Date From: Pundraiser Name: Nancy Heugel Treasurer Date From: Pundraiser Name: Pundraiser Date From: Pundraiser Date Prome: Pundraiser Date Prom	Agency Manager:	Joanne Smits	Manager Date From:	8/01/2009
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Medical Records Email: hdudley@new.rr.com Athletes Served: Both Accepting New Athletes: Yes Accounts In House: Yes Fundraising Another Org: No Fundraising Org Name: Alpine Skiing: Cross Country Skiing: Snowboarding: Snowshoe Racing: Team Basketball: Yes Basketball Skills: Artistic Gymnastics: Rhythmic Gymnastics: Aquatics: Yes Athletics: Yes Soccer: Yes Powerlifting: Bocce: Yes Golf: Yes Softball: Yes Tee Ball: Tennis: Yes Flag Football:	Fundraiser Date From:	8/01/2009	Fundraiser Email:	dspeidel0212@gmail.com
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Snowboarding: Yes Basketball Skills: Artistic Gymnastics: Rhythmic Gymnastics: Aquatics: Yes Athletics: Yes Soccer: Yes Powerlifting: Bocce: Yes Golf: Yes Softball: Yes Tee Ball: Tennis: Yes Flag Football:	Fundraising Another Org:	No	Fundraising Org Name:	
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Artistic Gymnastics: Aquatics: Yes Athletics: Powerlifting: Bocce: Yes Golf: Yes Softball: Tennis: Yes Yes Flag Football:	Snowboarding:		Snowshoe Racing:	
Aquatics: Soccer: Yes Powerlifting: Golf: Yes Softball: Yes Yes Yes Flag Football: Yes Yes Yes Yes Yes Yes Yes Ye	Team Basketball:	Yes	Basketball Skills:	
Soccer: Yes Powerlifting: Bocce: Yes Golf: Yes Softball: Tennis: Bowling: Yes Yes Yes Flag Football:	Artistic Gymnastics:		Rhythmic Gymnastics:	
Bocce: Yes Golf: Yes Softball: Tennis: Bowling: Yes Yes Yes Yes Flag Football:	Aquatics:	Yes	Athletics:	Yes
Softball: Yes Tee Ball: Tennis: Bowling: Yes Yes Flag Football:	Soccer:	Yes	Powerlifting:	
Tennis: Bowling: Yes Volleyball: Yes Flag Football:	Bocce:	Yes	Golf:	Yes
Volleyball: Yes Flag Football:	Softball:	Yes	Tee Ball:	
Volleyball. Flag Football.	Tennis:		Bowling:	Yes
· ·	Volleyball:	Yes	Flag Football:	
Agreement: Yes	Agreement:	Yes		

ADMINISTRATION

- 1. Yes Agency Manager has reviewed and understands the SOWI Agency Manager Handbook and reference appropriate sections to members of the Agency Management Team. 2. Yes When signing contracts, the Agency utilizes the Certificate of Insurance according to SOWI guidelines. (Not selecting an answer indicates the Agency does not sign contracts.) 3. Yes Agency follows Special Olympics, Incorporated policies regarding athlete housing. 4. Yes Agency understands purpose of SOWI Agency Management Committee and knows how to contact their Region's representatives. 5. Yes 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.
- 6. Questions / Concerns

TRAINING AND VOLUNTEERS

- 1. Yes 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 General Orientation online training.** 2. Yes All certified coaches have completed the on-line General Coach's Orientation, Concussion Training, Protective Behaviors and all Class A Requirements. 3. Yes Agency follows SOWI policy relating to volunteers and roster accuracy as well as team and/or individual sport advancement to state-level competition (A certified coach must accompany each team or serve as the certified coach for one sport at the same State Tournament). Yes 4. Class A volunteers, Certified Coaches, and Athletes (including Unified Sports Partners) must adhere to their respective Code of Conduct. 5. Yes All training and competition 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. This information is to be provided by the coach if the athlete needs medical attention. It is recommended that coaches and chaperones carry this information at all times while at competitions. 6. Yes All athletes have a current Application for Participation in Special Olympics Form and Official Special Olympics Release Form filed with SOWI Headquarters, prior to beginning training.
- 7. Questions / Concerns

COMPETITION

- 1. Agency possesses, understands and utilizes the Competition section of the SOWI Agency Manager Handbook.

 2. Athletes adhere to sports rules and competition policies.

 3. Coaches conduct themselves in a professional manner which reflects the SOWI mission and philosophy, adheres to sports rules and competition policies.

 4. Agency is aware of USA Games and World Games opportunities for their athletes and coaches and understands how to nominate those that qualify.
- 5. Questions / Concerns

FINANCE

- 1. Yes Agency follow procedures and submits paper documents for petty cash, payabales and deposits. (By not selecting yes or no you are indicating N/A). 2. Yes 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. (By not selecting yes or no you are indicating N/A). 3. Yes Agency understands and submits Sales Tax Reporting Form with deposits that include sales of taxable items within the month of the sale. (By not selecting yes or no you are indicating N/A which means your agency does not conduct sales tax activities). 4. Yes Agency submits Money Handling Accountability form for all fundraisers at the time a deposit is made. (By not selecting yes or no you are indicating N/A). 5. Yes Agency understands how to check its finances on the Agency log in of the website and does so monthly. (Applies only if Agency has in-house account.)
- 6. Questions / Concerns

FUNDRAISING

1.	The follwing question is only for Agencies who conduct fundraisers in the name of SOWI: Agency participates in state-sponsored fundraising events, many of which offer Agency rebates.
	Facility Rental (i.e., bowling lane fees, gym rental, etc.)
	Equipment (i.e., basketballs, bats, etc.)
	Uniforms ☑
	Transportation
	State Games Fees
	Other:
2.	Questions / Concerns

COMMUNICATION & PUBLIC RELATIONS

	Agency official materials (i.e., stationary, event programs, newsletters, etc.) use the required graphic standards layout as outlined by Special Olympics, Incorporated. (Not selecting an answer indicates Agency has no official materials.)	Yes
2.	Agency regularly communicates information to athletes, families, volunteers and sponsors. If yes, please indicate what ways of communication you use to inform athletes, families, volunteers, and sponsors about your agency and/or SOWI. (The use of written communication is encouraged for all Agencies.) Newsletters	Yes
	E-Mail	
	Facebook Group ESS	
	Website	
	Mail	
	Other: bi-annual newsletter	
3.	Agency has read and understands the SOWI Crisis Communication Plan.	Yes
4.	Agency's only form of social media is through a Facebook group (not Facebook page). (Not selecting an answer means the Agency does not use social media)	Yes
5.	Agency flag or banner has the current Special Olympics logo. When ordering new materials, standards must be met.	Yes
6.	Agency uniforms have the current Special Olympics logo. When ordering new materials, standards must be met.	Yes
7.	Questions / Concerns	

OUTREACH

1.	Agency does not discriminate on the basis of race, gender, religion, nationality, origin or political philosophy. (Checking "No― indicates your Agency does discriminate.)	Yes
2.	If Agency has reached its full capacity and is unable to bring new athletes into the program, check Yes. (If any Agency is at full capacity, the Agency refers the individual to the Region office.)	Yes
3.	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
	Project UNIFY®*	
	Healthy Athletes®	
	Get Into It®*	
	Healthy Communities Mini-projects*	
	Spread the Word to End the Word®*	
	Unified Sports®*	
	Young Athletes™*	
4.	Questions / Concerns	

ATHLETE LEADERSHIP PROGRAMS (ALPS)

1. Agency is aware of ALPs, and, if appropriate, places athletes in a position of leadership at the Agency level.

Yes

2. Questions / Concerns

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