AGENCY INFORMATION

Agency Type: School Date From: 1/1/1992 Address1: 1901 Piedmont Rd Address2: City: Eau Claire Address3: WI Zip: 54703 Business Phone: 715.852.6742 Home Phone:	Agency Number:	3-43	Agency Name:	Eau Claire Flying All Stars 3-43
Address3: City: Eau Claire State: WI Zip: 54703 Business Phone: 715.852.6742 Home Phone: 715.852.6604 Cell Phone: 715.894.0440 Fax: 715.852.6604 Agency Manager: Stephanie Travis Manager Date From: 6/11/2018 Manager Email: Stravis@ecasd.us Co Manager:	Agency Type:	School	Date From:	1/1/1992
State: WI Zip: 54703 Business Phone: 715.852.6742 Home Phone: Cell Phone: 715.894.0440 Fax: 715.852.6604 Agency Manager: Stephanie Travis Manager Date From: 6/11/2018 Manager Email: stravis@ecasd.us Co Manager: Co Manager Email: Treasurer Name: Treasurer Date From: Treasurer Date From: Treasurer Email: Fundraiser Name: Fundraiser Pate From: Medical Records Name: Medical Records Date From: Medical Records Name: Medical Records Date From: Medical Records Prom: Medical Records Date From: Medical Records Prom: Medical Records Date From: Medical Records State: Youth Accepting New Athletes: Yes Accounts In House: No Fundraising Another Org: Yes Fundraising Org Name: agency account linked to 3-26 Alpine Skiling: Snowshoe Racing: Fundraising Gymnastics: Yes Accepting Records Prom: Rhythmic Gymnastics: Athletics: Yes Accepting Records Prom:	Address1:	1801 Piedmont Rd	Address2:	
State: Zip: Business Phone: 715.852.6742 Home Phone: Cell Phone: 715.894.0440 Fax: 715.852.6604 Agency Manager: Stephanie Travis Manager Date From: 6/11/2018 Manager Email: stravis@ecasd.us Co Manager: Co Manager Date From: Co Manager Email:	Address3:		City:	Eau Claire
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Agency Manager: Agency Manager Email: Stravis@ecasd.us Co Manager Email: Co Manager Email: Co Manager Email: Treasurer Name: Treasurer Name: Treasurer Date From: Fundraiser Date From: Medical Records Name: Medical Records Date From: Medical Records Email: Athletes Served: Youth Accepting New Athletes: Yes Accounts In House: No Alpine Skiling: Cross Country Skiing: Snowboarding: Team Basketball: Artistic Gymnastics: Apuatics: Athletics: Athletics: Powerlifting: Soccer: Bocce: Golf: Softball: Teen Ball: Tennis: Ves Ves Ves Ves Ves Ves Ves V	Business Phone:	715.852.6742	Home Phone:	
Manager Email: Stravis@ecasd.us Co Manager: Co Manager Date From: Co Manager Date From: Treasurer Name: Treasurer Name: Treasurer Date From: Fundraiser Name: Fundraiser Date From: Fundraiser Date From: Medical Records Date From: Youth Accounts In House: No Occoption Sagency account linked to 3-26 Alpine Skiling: Yes Snowshoer Racing: Team Basketball: Yes Artistic Gymnastics: Athletics: Athletics: Yes Accounts In House: No A	Cell Phone:	715.894.0440	Fax:	715.852.6604
Co Manager Date From: Co Manager Date From: Treasurer Name: Treasurer Date From: Treasurer Date From: Fundraiser Name: Fundraiser Date From: Fundraiser Date From: Medical Records Date From: Medical Records Date From: Medical Records Date From: Medical Records Email: Athletes Served: Youth Accepting New Athletes: Yes Accounts In House: No Fundraising Another Org: Yes Fundraising Org Name: agency account linked to 3-26 Fundraising Another Org: Snowboarding: Snowshoe Racing: Team Basketball: Athletics: Rhythmic Gymnastics: Aquatics: Athletics: Yes Soccer: Powerlifting: Bocce: Golf: Soff: Soffball: Tee Ball: Tennis: Ves Ves Ves Ves Ves Ves Ves V	Agency Manager:	Stephanie Travis	Manager Date From:	6/11/2018
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Treasurer Email: Fundraiser Name: Fundraiser Date From: Fundraiser Date From: Medical Records Name: Medical Records Date From: Medical Records Date From: Medical Records Email: Athletes Served: Youth Accepting New Athletes: Yes Accounts In House: No agency account linked to 3-26 Fundraising Another Org: Yes Fundraising Org Name: Snowshoe Racing: Team Basketball: Artistic Gymnastics: Rhythmic Gymnastics: Aquatics: Athletics: Yes Soccer: Powerlifting: Soccer: Golf: Softball: Tennis: Bowling: Yes Volleyball: Flag Football: Agreement: Yes Unified Basketball:	Co Manager Date From:		Co Manager Email:	
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Medical Records Name: Medical Records Email: Athletes Served: Youth Accepting New Athletes: Yes Accounts In House: Fundraising Another Org: Yes Fundraising Org Name: Gross Country Skiing: Snowboarding: Team Basketball: Athletics: Rhythmic Gymnastics: Aquatics: Aquatics: Athletics: Yes Athletics: Yes Soccer: Powerlifting: Bocce: Golf: Softball: Tee Ball: Tennis: Volleyball: Flag Football: Agreement: Medical Records Date From: Youth Youth Youth Athletes Served: Youth Accounts In House: No Bagency account linked to 3-26 Accounts In House: Accou	Treasurer Email:		Fundraiser Name:	
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Accepting New Athletes: Yes Accounts In House: No Fundraising Another Org: Yes Fundraising Org Name: agency account linked to 3-26 Alpine Skiing: Cross Country Skiing: Snowboarding: Snowshoe Racing: Team Basketball: Basketball Skills: Yes Artistic Gymnastics: Rhythmic Gymnastics: Aquatics: Athletics: Yes Soccer: Powerlifting: Bocce: Golf: Teen Ball: Tennis: Tee Ball: Tennis: Flag Football: Agreement: Yes Unified Basketball:	Medical Records Name:		Medical Records Date From:	
Fundraising Another Org: Yes Fundraising Org Name: Accounts in House: Fundraising Another Org: Alpine Skiing: Cross Country Skiing: Snowboarding: Team Basketball: Artistic Gymnastics: Aquatics: Aquatics: Athletics: Powerlifting: Bocce: Golf: Softball: Tennis: Bowling: Yes Volleyball: Agreement: Yes Accounts in House: Agency account linked to 3-26 Alpine Skiing: Yes	Medical Records Email:		Athletes Served:	Youth
Alpine Skiing: Snowboarding: Team Basketball: Artistic Gymnastics: Aquatics: Active: Bocce: Bocce: Bocce: Bocce: Bocce: Bowling: Tee Ball: Tennis: Yes Volleyball: Agreement: Yes Cross Country Skiing: Snowshoe Racing: Yes Anowshoe Racing: Yes Athythmic Gymnastics: Athletics: Yes Olif: Flag Football: Agreement: Yes Unified Basketball:	Accepting New Athletes:	Yes	Accounts In House:	No
Snowboarding: Team Basketball: Artistic Gymnastics: Aquatics: Aquatics: Powerlifting: Bocce: Golf: Softball: Tee Ball: Tennis: Volleyball: Agreement: Yes Snowshoe Racing: Yes Pos Soketball Skills: Yes Athletics: Yes Olf: Flag Football: Unified Basketball:	Fundraising Another Org:	Yes	Fundraising Org Name:	agency account linked to 3-26
Team Basketball: Artistic Gymnastics: Aquatics: Aquatics: Powerlifting: Bocce: Golf: Tee Ball: Tennis: Bowling: Yes Yes Volleyball: Agreement: Yes Unified Basketball:	Alpine Skiing:		Cross Country Skiing:	
Artistic Gymnastics: Aquatics: Aquatics: Powerlifting: Bocce: Golf: Tee Ball: Tennis: Bowling: Yes Volleyball: Agreement: Yes Unified Basketball:	Snowboarding:		Snowshoe Racing:	
Aquatics: Athletics: Powerlifting: Bocce: Golf: Tee Ball: Tennis: Bowling: Yes Volleyball: Flag Football: Agreement: Yes Unified Basketball:	Team Basketball:		Basketball Skills:	Yes
Soccer: Bocce: Golf: Tee Ball: Tennis: Bowling: Yes Volleyball: Agreement: Yes Unified Basketball:	Artistic Gymnastics:		Rhythmic Gymnastics:	
Bocce: Softball: Tee Ball: Tennis: Bowling: Yes Volleyball: Agreement: Yes Unified Basketball:	Aquatics:		Athletics:	Yes
Softball: Tennis: Bowling: Yes Volleyball: Agreement: Yes Unified Basketball:	Soccer:		Powerlifting:	
Tennis: Bowling: Yes Volleyball: Flag Football: Agreement: Yes Unified Basketball:	Bocce:		Golf:	
Volleyball: Flag Football: Agreement: Yes Unified Basketball:	Softball:		Tee Ball:	
Agreement: Yes Unified Basketball:	Tennis:		Bowling:	Yes
Agreement. Onlined basketball.	Volleyball:		Flag Football:	
Unified Bocce: Unified Bowling:	Agreement:	Yes	Unified Basketball:	
	Unified Bocce:		Unified Bowling:	

ADMINISTRATION

1.	Agency Manager has reviewed and understands the SOWI Agency Program Guide and references appropriate sections to members of the Agency Management Team.	Yes
2.	When signing contracts, the Agency utilizes the Certificate of Insurance according to SOWI guidelines. (Checking N/A indicates the Agency does not sign contracts.)	Yes
3.	Agency follows Special Olympics Incorporated (SOI) policies regarding athlete housing.	Yes
4.	Agency understands the purpose of the SOWI Agency Management Committee (AMC) and knows how to contact their Region's representative.	Yes
5.	Agency knows how to navigate and utilize the SOWI website, including how to access the Agency log in, and where to find the Agency Program Guide, Competition Guide, forms and other resources.	Yes

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 online General Coaches' Certification and all Class A Requirements. 3. Yes Agency follows all SOWI policy relating to volunteers and roster accuracy in addition to the team 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). 3 4. Please report the total number of family members actively involved in a leadership role in your agency. 5. Yes Class A volunteers, Certified Coaches, and Athletes (including Unified Sports Partners) must adhere to their respective Code of Conduct. 6. 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. 7. 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. 8. No Does your agency offer any of the following fitness programming outside of the regular sports practices? (Check all that apply) 9. What sport-specific training would you like to see offered in your region? *Please note this is only to gauge interest and does not guarantee that a training will be held in your region. (Check all that apply) 10. **Questions / Concerns**

COMPETITION

- 1. Agency possesses, understands and utilizes the Competition section of the SOWI Agency Program Guide.

 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. N/A Agency follows procedures and submits paper documents for petty cash, payabales and deposits. 2. N/A 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. 3. N/A Agency understands and submits Sales Tax Reporting Form with deposits that include sales of taxable items within 30 days of the sale. (Checking N/A indicates Agency does not conduct sales tax activities.) N/A 4. Agency submits Money Handling Accountability form for all fundraisers at the time a deposit is made. (Checking N/A indicates the Agency does not conduct fundraisers where cash is exchanged.) 5. Yes Agency understands how to check its finances on the Agency log-in section of the website and does so monthly. (Applies only if Agency has in-house account.)
- 6. Questions / Concerns

FUNDRAISING

1.	The following question is only for Agencies who conduct fundraisers in the name of Special Olympics Wisconsin: 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: athlete parties, food
2.	Questions / Concerns

COMMUNICATION & PUBLIC RELATIONS

1.	Agency official materials (i.e. stationary, event programs, newsletters) use the required brand 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, volun	nteers and sponsors.	Yes
	Newsletters	ESS	
	E-Mail	Weekly	
	Facebook Group	Weekly	
	Website	ESS	
	Mail	ESS	
	Other: notes home	ESS	
3. 4.	Agency has read and understands the SOWI Crisis Communication Pla Agency's only form of social media is through a Facebook group (not F means the Agency does not use social media)		Yes Yes
5.	Agency flag or banner has the current Special Olympics logo. When ordering new materials, brand standards must be met.		Yes
6.	Agency uniforms have the current Special Olympics logo. When ordering new materials, brand standards must be met. (Circling N/A indicates uniforms don't contain the Special Olympics logo.)		Yes
7.	Questions / Concerns		

OUTREACH

1.	Agency does not discriminate on the basis of race, gender, religion, nationality, origin or political philosophy.	Yes
2.	Agency has reached its full capacity and is unable to bring new athletes into the program. (If at full capacity, please refer the individual to the Region office.)	No
3.	Agency informs parents about the Healthy Athletes program and opportunities for athletes to attend these free screenings.	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)

 Agency is aware of Athlete Leadership efforts and places athletes in position of leadership at the Agency level. Yes

2. Questions / Concerns

If you have athletes in these roles in 2018-2019, please list name and check all roles that apply: