AGENCY INFORMATION

Agency Type: Date From: Address1: 1775 W TIMBER RIDGE LN Address2: APT 5305 Address3: City: OAK CREEK State: Wi Zip: 53154-8413 Business Phone: Home Phone: 53154-8413 Cell Phone: 9204503715 Fax: Agency Manager: Mike DeGroot Manager Date From: 11/20/2017 Manager Email: mdegroo@sfsd.k12.wi.us Co Manager: 11/20/2017 Co Manager Date From: Co Manager Email: Incomparison Mike DeGroot Treasurer Name: Mike DeGroot Treasurer Date From: Mike DeGroot Medical Records Name: Mike DeGroot Medical Records Date From: Medical Records Name: Mike DeGroot Medical Records Date From: Medical Records Email: Athletes Served: Both Accepting Naw Athletes: Accounts In House: No Fundraising Another Org: Yes Fundraising Org Name: St. Francis School District Alpine Skilng: Sonowboarding: Snowboarding: Snowhoarding:	Agency Number:	8-15	Agency Name:	St. Francis Special Olympics
Address1: Address2: OAK CREEK State: Wi Zip: 53154-8413 Business Phone: 9204503715 Fax: Fax: Agency Manager: Mike DeGroot Manager Date From: 11/20/2017 Manager Email: mdegroo@sfsd.k12.wi.us Co Manager: ————————————————————————————————————	Agency Type:		Date From:	
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Cell Phone: 9204503715 Fax: Agency Manager: Mike DeGroot Manager Date From: 11/20/2017 Manager Email: mdegroo@sfsd.k12.wi.us Co Manager: Co Manager Date From: Co Manager Email: Co Manager Email: Treasurer Name: Mike DeGroot Treasurer Date From: Fundraiser Date From: Fundraiser Email: Mike DeGroot Medical Records Name: Mike DeGroot Medical Records Date From: Medical Records Email: Athletes Served: Both Accepting New Athletes: Accounts In House: No Fundraising Another Org: Yes Fundraising Org Name: St. Francis School District Alpine Skilng: Cross Country Skilng: Snowshoe Racing: Snowboarding: Snowshoe Racing: Athletics: Aquatics: Athletics: Athletics: Soccer: Powerlitting: Bocce: Golf: Softball: Tee Ball: Tennis: Yes Volleyball: Flag Football: Agreement: Yes	State:	Wi	Zip:	53154-8413
Agency Manager: Mike DeGroot Manager Email: mdegroo@sfsd.k12.wi.us Co Manager Email: Co Manager Email: Treasurer Name: Mike DeGroot Mike DeGroot Treasurer Date From: Treasurer Email: Fundraiser Name: Mike DeGroot Fundraiser Name: Mike DeGroot Fundraiser Date From: Fundraiser Date From: Medical Records Name: Medical Records Date From: Medical Records Email: Athletes Served: Accounts In House: No St. Francis School District Alpine Skiling: Snowboarding: Team Basketball: Artistic Gymnastics: Apuatics: Athletics: Soccer: Powerlifting: Softball: Tennis: Bowling: Yes Unified Basketball: Agreement: Yes Unified Basketball: Italianager Date From: 11/20/2017 Initial: Alie DeGroot Mike DeGroot M	Business Phone:		Home Phone:	
Manager Email: mdegroo@sfsd.k12.wi.us Co Manager: Co Manager Date From: Co Manager Date From: Co Manager Date From: Treasurer Name: Mike DeGroot Treasurer Date From: Mike DeGroot Treasurer Date From: Mike DeGroot Frundraiser Date From: Fundraiser Date From: Fundraiser Date From: Fundraiser Date From: Medical Records Name: Mike DeGroot Medical Records Date From: Medical Records Email: Athletes Served: Both Accepting New Athletes: Accounts In House: No St. Francis School District Alpine Skiling: Cross Country Skiling: Snowshoe Racing: Snowshoe Racing: Basketball: Basketball: Basketball Skills: Artistic Gymnastics: Athletics: Soccer: Powerlifting: Golf: Softball: Tee Ball: Teennis: Pess Bowling: Yes Uniffed Basketball: Pigg Football: Flag Football: Flag Football: Flag Football: Pigg Football: Agreement: Yes Uniffed Basketball: Pigg Football: Agreement: Yes Uniffed Basketball: Pigg Football: Pigg	Cell Phone:	9204503715	Fax:	
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Alpine Skiing: Cross Country Skiing: Snowboarding: Snowshoe Racing: Team Basketball: Basketball Skills: Artistic Gymnastics: Aquatics: Aquatics: Aquatics: Powerlifting: Bocce: Golf: Softball: Tee Ball: Tennis: Bowling: Yes Volleyball: Agreement: Yes Unified Basketball:	Accepting New Athletes:		Accounts In House:	No
Snowboarding: Team Basketball: Artistic Gymnastics: Aquatics: Aquatics: Soccer: Powerlifting: Bocce: Golf: Tee Ball: Tennis: Bowling: Yes Volleyball: Agreement: Anowshoe Racing: Basketball Skills: Rhythmic Gymnastics: Athletics: Golf: Tee Ball: Yes Unified Basketball:	Fundraising Another Org:	Yes	Fundraising Org Name:	St. Francis School District
Team Basketball: Artistic Gymnastics: Aquatics: Aquatics: Soccer: Powerlifting: Bocce: Golf: Tee Ball: Tennis: Bowling: Yes Volleyball: Agreement: Pasketball Skills: Rhythmic Gymnastics: Athletics: Athletics: Powerlifting: Powerlifting: Flag Football: Volleyball: Volleyball: Ves Unified Basketball:	Alpine Skiing:		Cross Country Skiing:	
Artistic Gymnastics: Aquatics: Athletics: Soccer: Powerlifting: Bocce: Golf: Tee Ball: Tennis: Bowling: Yes Volleyball: Agreement: Rhythmic Gymnastics: Athletics: Athletics: Powerlifting: Flag Football: Ves Unified Basketball:	Snowboarding:		Snowshoe Racing:	
Aquatics: Soccer: Powerlifting: Bocce: Golf: Tee Ball: Tennis: Bowling: Yes Volleyball: Agreement: Athletics: Powerlifting: Flag Football: Unified Basketball:	Team Basketball:		Basketball Skills:	
Soccer: Bocce: Golf: Tee Ball: Tennis: Bowling: Yes Volleyball: Agreement: Yes Powerlifting: Golf: Yes Hand Source: Flag Football: Unified Basketball:	Artistic Gymnastics:		Rhythmic Gymnastics:	
Bocce: Golf: Softball: Tee Ball: Tennis: Bowling: Yes Volleyball: Flag Football: Agreement: Yes Unified Basketball:	Aquatics:		Athletics:	
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:	
<u></u>	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). 0 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. 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. Yes Agency follows procedures and submits paper documents for petty cash, payabales and deposits. 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. 3. Yes 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.) 4. Yes 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

•	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:
	Questions / Concerns

COMMUNICATION & PUBLIC RELATIONS

1.	Agency official materials (i.e. stationary, event programs, newsletters) use the restandards layout as outlined by Special Olympics, Incorporated. (Circling N/A in official materials.)	equired brand	Yes
2.	Agency regularly communicates information to athletes, families, volunteers and sponsors.		Yes
	Newsletters	ESS	
	E-Mail	ESS	
	Facebook Group		
	Website		
	Mail		
	Other:		
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 means the Agency does not use social media)	page). (Checking N/A	No
5.	Agency flag or banner has the current Special Olympics logo. When ordering ne standards must be met.	w materials, brand	Yes
6.	Agency uniforms have the current Special Olympics logo. When ordering new n standards must be met. (Circling N/A indicates uniforms don't contain the Special Olympics logo.)	iateriais, brand	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
	П	
	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: