## **AGENCY INFORMATION**

Address1:         6273 Woodland Dr         Address2:         Waunakee           Address3:         WI         Zip:         53597-1321           Business Phone:         (608) 849-2176         Home Phone:         (608) 846-5094           Cell Phone:         Fax:         (608) 849-2198           Agency Manager:         Chris H. Hetzel         Manager Date From:         1/4/2006           Manager Email:         chetzel@waunakee.k12.wi.us         Co Manager:         Nancy List           Co Manager Date From:         9/9/2014         Co Manager Email:         nancylist@waunakee.k12.wi.us           Treasurer Date From:         Treasurer Date From:         Fundraiser Name:         Fundraiser Name:           Fundraiser Date From:         Fundraiser Date From:         Medical Records Date From:         Medical Records Date From:           Medical Records Name:         Medical Records Date From:         Medical Records Date From:         Medical Records Date From:           Medical Records Email:         Atheletes Served:         Both           Accepting New Athletes:         Yes         Fundraising Org Name:         Waunakee Schools           Fundraising Another Org:         Yes         Fundraising Org Name:         Waunakee Schools           Showboarding:         Yes         Sowethall Skills:         Yes	Agency Number:	6-16	Agency Name:	Waunakee SO 6-16
Address1:         Address2:           State:         WI         Zip:         53597-1321           Business Phone:         (608) 849-2176         Home Phone:         (608) 846-5094           Cell Phone:         Fax:         (608) 849-2198           Agency Manager:         Chris H. Hetzel         Manager Date From:         1/4/2006           Manager Email:         chetzel@waunakee.k12.wi.us         Co Manager:         Nancy List           Co Manager Date From:         9/9/2014         Co Manager Email:         nancylist@waunakee.k12.wi.us           Treasurer Name:         Treasurer Date From:         Fundraiser Name:         Fundraiser Name:           Fundraiser Date From:         Fundraiser Name:         Fundraiser Email:           Medical Records Name:         Medical Records Date From:         Medical Records Date From:           Medical Records Email:         Athletes Served:         Both           Accepting New Athletes:         Yes         Accounts In House:         No           Fundraising Another Org:         Yes         Fundraising Org Name:         Waunakee Schools           Alpine Skiing:         Yes         Basketball Skills:         Yes           Artistic Gymnastics:         Rhythmic Gymnastics:         Yes           Aquatics:         Yes	Agency Type:	School	Date From:	1/4/2006
Radiusss:         City:           State:         WI         Zip:         53597-1321           Business Phone:         (608) 849-2176         Home Phone:         (608) 846-5094           Cell Phone:         Fax:         (608) 849-2198           Agency Manager:         Chris H. Hetzel         Manager Date From:         1/4/2006           Manager Emall:         chetzel@waunakee.k12.wi.us         Co Manager:         Nancy List           Co Manager Date From:         From:         Treasurer Date From:         Inancylist@waunakee.k12.wi.us           Treasurer Emall:         Fundraiser Name:         Fundraiser Name:         Fundraiser Name:           Fundraiser Date From:         Fundraiser Email:         Both           Medical Records Name:         Medical Records Date From:         Medical Records Date From:           Medical Records Email:         Athetes Served:         Both           Accepting New Athletes:         Yes         Accounts In House:         No           Fundraising Another Org:         Yes         Fundraising Org Name:         Waunakee Schools           Alpine Sking:         Yes         Sowshoe Racing:           Toam Basketball:         Yes         Basketball Skills:         Yes           Accepting Sking:         Yes         Powerlifting: <td>Address1:</td> <td>6273 Woodland Dr</td> <th>Address2:</th> <td></td>	Address1:	6273 Woodland Dr	Address2:	
State:         Zij:           Business Phone:         (608) 849-2176         Home Phone:         (608) 846-5094           Cell Phone:         Fax:         (608) 849-2198           Agency Manager:         Chris H. Hetzel         Manager Date From:         1/4/2006           Manager Email:         chetzel@waunakee.k12.wi.us         Co Manager:         Nancy List           Co Manager Date From:         9/9/2014         Co Manager Email:         nancylist@waunakee.k12.wi.us           Treasurer Name:         Treasurer Date From:         Fundraiser Pame:         Fundraiser Date From:           Medical Records Date From:         Fundraiser Date From:         Medical Records Date From:           Medical Records Bmail:         Athletes Served:         Both           Accepting New Athletes:         Yes         Accounts In House:         No           Fundraising Another Org:         Yes         Fundraising Org Name:         Waunakee Schools           Alpine Skiling:         Yes         Basketball Skills:         Yes           Artistic Gymnastics:         Rhythmic Gymnastics:         Yes           Aquatics:         Yes         Athletics:         Yes           Soccer:         Powerlifting:         Yes           Bocce:         Yes         Golf:	Address3:		City:	Waunakee
Cell Phone:	State:	WI	Zip:	53597-1321
Agency Manager: Agency Manager: Chris H. Hetzel Manager Date From: Chetzel@waunakee.k12.wi.us Co Manager: Nancy List Co Manager Date From: Pig/2014 Co Manager Email: Co Manager Email: Co Manager Date From: Treasurer Name: Treasurer Name: Treasurer Date From: Treasurer Date From: Fundraiser Date From: Medical Records Name: Medical Records Name: Medical Records Email: Athletes Served: Medical Records Email: Athletes Served: Medical Records Email: Accepting New Athletes: Yes Accounts In House: No Fundraising Another Org: Yes Fundraising Org Name: Waunakee Schools Alpine Skiling: Cross Country Skiling: Snowboarding: Team Basketball: Yes Basketball Skillis: Yes Artistic Gymnastics: Aquatics: Yes Athletics: Yes Athletics: Yes Athletics: Yes Soccer: Powerlifting: Bocce: Fowerlifting: Fundraising Fundraising Org Mane: Fundraising Manager Date From: Nancy Jist Waunakee Att Wes Athletics: Yes Athletics: Yes Athletics: Yes Soccer: Powerlifting: Bocce: Fowerlifting: Fundraising Fundraising Yes Volleyball: Fing Football: Fing Football Fing Fing Fing Fing Fing Fing Fing Fing	Business Phone:	(608) 849-2176	Home Phone:	(608) 846-5094
Manager Email: Chetzel@waunakee.k12.wi.us Co Manager: Nancy List Co Manager Date From: 9/9/2014 Co Manager Email: Treasurer Name: Treasurer Name: Treasurer Date From: Fundraiser Name: Fundraiser Date From: Medical Records Name: Medical Records Name: Medical Records Date From: Medical Records Email: Medical Records Date From: Medical Records Email: Medical Records Email: Medical Records Email: Medical Records Email: Medical Records Date From: Medical Records Date Promes Medical Records Date Promes Me	Cell Phone:		Fax:	(608) 849-2198
Co Manager Enail:  Co Manager Date From:  9/9/2014  Co Manager Enail:  Treasurer Name:  Treasurer Name:  Treasurer Date From:  Fundraiser Name:  Fundraiser Date From:  Medical Records Date From:  Medical Records Date From:  Medical Records Enail:  Athletes Served:  Medical Records Enail:  Accepting New Athletes:  Yes  Accounts In House:  No  Fundraising Another Org:  Yes  Fundraising Org Name:  Waunakee Schools  Alpine Skiing:  Cross Country Skiing:  Snowboarding:  Yes  Basketball Skills:  Yes  Artistic Gymnastics:  Aquatics:  Yes  Athletics:  Yes  Athletics:  Yes  Athletics:  Yes  Accounts In House:  Fundraising Org Name:  Waunakee Schools  Waunakee Schools  Alpine Skiing:  Yes  Artistic Gymnastics:  Aquatics:  Yes  Athletics:  Yes  Athletics:  Yes  Athletics:  Yes  Soccer:  Powerlifting:  Fundraising Condition:  Tee Ball:  Teenis:  Yes  Volleyball:  Flag Football:  Yes  Volleyball:  Flag Football:  Yes  Volleyball:  Flag Football:  Yes	Agency Manager:	Chris H. Hetzel	Manager Date From:	1/4/2006
Treasurer Name:  Treasurer Email: Fundraiser Date From:  Medical Records Name:  Medical Records Email:  Athletes Served:  Mo  Mo  Maunakee Schools  Fundraising Org Name:  Waunakee Schools  Fundraising Org Name:  Medical Records Email:  Fundraising Org Name:  Medical Records Email:  Medical Records Date From:  Medical Records Date Fr	Manager Email:	chetzel@waunakee.k12.wi.us	Co Manager:	Nancy List
Treasurer Email: Fundraiser Date From: Fundraiser Date From:  Medical Records Date From:  Medical Records Date From:  Medical Records Date From:  Medical Records Email:  Athletes Served:  Medical Records Email:  Accepting New Athletes:  Yes  Accounts In House:  Fundraising Another Org:  Yes  Fundraising Org Name:  Fundraising Org Name:  Fundraising Another Org:  Yes  Fundraising Org Name:  Fundraising Org Name:  Fundraising Served:  Fundraising Org Name:	Co Manager Date From:	9/9/2014	Co Manager Email:	nancylist@waunakee.k12.wi.us
Fundraiser Date From:  Medical Records Name:  Medical Records Date From:  Medical Records Email:  Athletes Served:  Accepting New Athletes:  Yes  Accounts In House:  No  Fundraising Another Org:  Yes  Fundraising Org Name:  Waunakee Schools  Alpine Skiing:  Cross Country Skiing:  Snowboarding:  Team Basketball:  Yes  Basketball Skills:  Yes  Athletics:  Rhythmic Gymnastics:  Aquatics:  Yes  Athletics:  Yes  Athletics:  Yes  Off:  Soccer:  Powerlifting:  Bocce:  Yes  Golf:  Tee Ball:  Tennis:  Ves  Ves  Volleyball:  Flag Football:  Yes  Volleyball:  Yes	Treasurer Name:		Treasurer Date From:	
Medical Records Name:  Medical Records Email:  Athletes Served:  Accepting New Athletes:  Yes  Accounts In House:  Fundraising Another Org:  Yes  Fundraising Org Name:  Waunakee Schools  Alpine Skiing:  Cross Country Skiing:  Snowshoe Racing:  Team Basketball:  Yes  Basketball Skills:  Yes  Athletics:  Rhythmic Gymnastics:  Aquatics:  Yes  Athletics:  Yes  Athletics:  Yes  Soccer:  Powerlifting:  Bocce:  Yes  Golf:  Softball:  Tee Ball:  Tennis:  Ves  Ves  Ves  Ves  Ves  Ves  Ves  V	Treasurer Email:		Fundraiser Name:	
Medical Records Email:       Athletes Served:       Both         Accepting New Athletes:       Yes       Accounts In House:       No         Fundraising Another Org:       Yes       Fundraising Org Name:       Waunakee Schools         Alpine Skiing:       Cross Country Skiing:       Waunakee Schools         Snowboarding:       Snowshoe Racing:       Yes         Team Basketball:       Yes       Basketball Skills:       Yes         Artistic Gymnastics:       Rhythmic Gymnastics:       Yes         Aquatics:       Yes       Athletics:       Yes         Soccer:       Powerlifting:         Bocce:       Yes       Golf:         Softball:       Tee Ball:         Tennis:       Bowling:       Yes         Volleyball:       Flag Football:       Yes         Agreement:       Yes       Unified Basketball:	Fundraiser Date From:		Fundraiser Email:	
Accepting New Athletes: Yes Accounts In House: No Fundraising Another Org: Yes Fundraising Org Name: Waunakee Schools Alpine Skiing: Cross Country Skiing: Snowboarding: Snowshoe Racing: Team Basketball: Yes Basketball Skills: Yes Artistic Gymnastics: Rhythmic Gymnastics: Aquatics: Yes Athletics: Yes Soccer: Powerlifting: Bocce: Yes Golf: Softball: Teensis: Tee Ball: Tennis: Yes Bowling: Yes Volleyball: Flag Football: Yes Agreement: Yes Unified Basketball:	Medical Records Name:		Medical Records Date From:	
Fundraising Another Org:  Yes  Fundraising Org Name:  Waunakee Schools  Fundraising Another Org:  Alpine Skiing:  Snowboarding:  Team Basketball:  Yes  Basketball Skills:  Yes  Athletics:  Aquatics:  Yes  Athletics:  Yes  Ooff:  Soccer:  Powerlifting:  Bocce:  Yes  Golf:  Team Ball:  Tennis:  Yes  Unified Basketball:  Yes  Waunakee Schools  Feel Schools  Waunakee Schools  Waunakee Schools  Waunakee Schools  Waunakee Schools  Waunakee Schools  Feel Schools  Waunakee Schools  Yes  In July 1985  Waunakee Schools  Waunakee Schools  Waunakee Schools  Feel Schools  Waunakee Schools  Feel Schools  Waunakee Schools  Waunakee Schools  Waunakee Schools  Waunakee Schools  Feel Schools  Waunakee Schools	Medical Records Email:		Athletes Served:	Both
Alpine Skiing:  Snowboarding:  Team Basketball:  Yes  Basketball Skills:  Rhythmic Gymnastics:  Aquatics:  Yes  Athletics:  Yes  Activatics:  Powerlifting:  Bocce:  Fes  Golf:  Softball:  Tennis:  Ves  Ves  Unified Basketball:	Accepting New Athletes:	Yes	Accounts In House:	No
Snowboarding:  Team Basketball:  Yes  Basketball Skills:  Khythmic Gymnastics:  Aquatics:  Yes  Athletics:  Powerlifting:  Bocce:  Yes  Golf:  Softball:  Tennis:  Bowling:  Yes  Yes  Volleyball:  Yes  Unified Basketball:	Fundraising Another Org:	Yes	Fundraising Org Name:	Waunakee Schools
Team Basketball:  Artistic Gymnastics:  Aquatics:  Yes  Athletics:  Powerlifting:  Bocce:  Yes  Golf:  Tee Ball:  Tennis:  Volleyball:  Yes  Ves  Volleyball:  Yes  Unified Basketball:  Yes  Yes  Yes  Yes  Yes  Yes  Yes  Ye	Alpine Skiing:		Cross Country Skiing:	
Artistic Gymnastics:  Aquatics:  Yes  Athletics:  Powerlifting:  Bocce:  Softball:  Tennis:  Volleyball:  Yes  Yes  Unified Basketball:	Snowboarding:		Snowshoe Racing:	
Aquatics: Yes Athletics: Yes  Soccer: Powerlifting:  Bocce: Yes Golf:  Softball: Tee Ball:  Tennis: Bowling: Yes  Volleyball: Flag Football: Yes  Agreement: Yes  Unified Basketball:	Team Basketball:	Yes	Basketball Skills:	Yes
Soccer:  Bocce:  Yes  Golf:  Tee Ball:  Tennis:  Volleyball:  Flag Football:  Yes  Unified Basketball:	Artistic Gymnastics:		Rhythmic Gymnastics:	
Bocce: Softball: Tennis:  Volleyball:  Yes  Yes  Unified Basketball:	Aquatics:	Yes	Athletics:	Yes
Softball: Tennis:  Volleyball:  Yes  Yes  Unified Basketball:	Soccer:		Powerlifting:	
Tennis: Yes  Volleyball: Flag Football: Yes  Agreement: Yes Unified Basketball:	Bocce:	Yes	Golf:	
Volleyball: Flag Football: Yes  Agreement: Yes Unified Basketball:	Softball:		Tee Ball:	
Agreement:  Yes  Unified Basketball:	Tennis:		Bowling:	Yes
Agreement. Onlined basketball.	Volleyball:		Flag Football:	Yes
Unified Bocce: Unified Bowling:	Agreement:	Yes	Unified Basketball:	
	Unified Bocce:		Unified Bowling:	

## **ADMINISTRATION**

**Questions / Concerns** 

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.)	N/A
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.	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.	Yes
2.	All certified coaches have completed the online General Coaches' Certification and all Class A Requirements.	Yes
3.	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).	Yes
4.	Please report the total number of family members actively involved in a leadership role in your agency.	1
5.	Class A volunteers, Certified Coaches, and Athletes (including Unified Sports Partners) must adhere to their respective Code of Conduct.	Yes
6.	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.	Yes
7.	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.	Yes
8.	Does your agency offer any of the following fitness programming outside of the regular sports practices? (Check all that apply)	Yes
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)	Yes
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. No Agency follows procedures and submits paper documents for petty cash, payabales and deposits. 2. No 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. No 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. No 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. No 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**

**Questions / Concerns** 

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.	Yes
	Facility Rental (i.e., bowling lane fees, gym rental, etc.)	
	Equipment (i.e., basketballs, bats, etc.)	
	Uniforms	
	Transportation	
	State Games Fees	
	Other: The school pays for the coaches and any other items we cannot raise money for. No one is ever denied	
	participation. In fact, we find a doctor to do the physical if the athlete cannot afford the fee.	
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, volunteers and sponsors.		Yes
	Newsletters	ESS	
	E-Mail	ESS	
	Facebook Group	ESS	
	Website	Weekly	
	Mail	ESS	
	Other:		
3.	Agency has read and understands the SOWI Crisis Communication F	Plan.	Yes
4.	Agency's only form of social media is through a Facebook group (no means the Agency does not use social media)	t Facebook page). (Checking N/A	N/A
5.	Agency flag or banner has the current Special Olympics logo. When ordering new materials, brand standards must be met.		No
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: