## **AGENCY INFORMATION**

Agency Type:         School         Date From:         9/04/2016           Address1:         1701 E. Capitol Dr         Address2:           Address3:         VI         Zip:         53211           State:         WI         Zip:         53211           Business Phone:         4149636913 x4         Home Phone:         VI           Cell Phone:         414961-3175         Pax:         414-961-3175           Agency Manager:         Mogan Welch         Manager Date From:         9/01/2013           Agency Manager:         12/09/2010         Co Manager Email:         Deb Stotz           Co Manager Date From:         12/09/2010         Co Manager Email:         destotz@shorewood.k12.wi.us           Treasurer Mame:         Treasurer Date From:         Fundraiser Pame:         Fundraiser Pame:           Fundraiser Date From:         Medical Records Date From:         Medical Records Date From:           Medical Records Name:         Pes         Accounts In House:         No           Accopting Name Athletes:         Yes         Accounts In House:         No           Alpine Skling:         Fundraising Org Name:         Shorewood Recreation & Community Services Department           Alpine Skling:         Fundraiser Sextball Skills:         Yes <td< th=""><th>Agency Number:</th><th>8-46</th><th>Agency Name:</th><th>Shorewood</th></td<>	Agency Number:	8-46	Agency Name:	Shorewood
Address1:         1701 E. Capitol Dr         Address2:         Shorewood           Address3:         WI         Zip:         53211           State:         WI         Zip:         53211           Business Phone:         4148963913 x4         Home Phone:         ————————————————————————————————————		School		9/04/2016
State:         WI         Zip:         53211           Business Phone:         4149636913 x4         Home Phone:           Cell Phone:         Fax:         414-961-3175           Agency Manager:         Megan Welch         Manager Date From:         901/2013           Manager Email:         MV=LCH@SHOREWOOD.K12.WIUS         Co Manager:         Deb Stotz           Co Manager Date From:         12/09/2010         Co Manager Email:         dstotz@shorewood.k12.wi.us           Treasurer Name:         Fundraiser Name:         Fundraiser Name:         Fundraiser Name:           Fundraiser Date From:         Fundraiser Name:         Fundraiser Email:           Medical Records Name:         Fundraiser Email:         Both           Medical Records Samel:         Accounts In House:         No           Medical Records Email:         Accounts In House:         No           Accepting New Athletes:         Yes         Accounts In House:         No           Alpine Skiing:         Fundraising Org Name:         Shorewood Recreation & Community Services Department           Alpine Skiing:         Fundraising Another Org:         Snowshoe Racing:         Yes           Snowboarding:         Snowshoe Racing:         Yes           Aquatics:         Athletics:         Yes		1701 E. Capitol Dr	Address2:	
Business Phone:	Address3:		City:	Shorewood
Manager Email:   Megan Welch   Manager Date From:   Mogan Welch   Manager Email:   Megan Welch   Manager Email:   Megan Welch	State:	WI	Zip:	53211
Agency Manager: Megan Welch Manager Date From: 9/01/2013  Manager Email: MWELCH@SHOREWOOD.K12.WI.US Co Manager: Deb Stotz  Co Manager Date From: 12/09/2010 Co Manager Email: dstotz@shorewood.k12.wi.us  Treasurer Name: Treasurer Date From:  Treasurer Email: Fundraiser Name:  Fundraiser Date From: Medical Records Date From:  Medical Records Name: 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: Shorewood Recreation & Community Services Department  Alpine Skiling: Cross Country Skiling:  Snowboarding: Snowshoe Racing: Yes  Team Basketball: Basketball: Rhythmic Gymnastics: Athletics: Yes  Soccer: Powerlifting:  Bocce: Yes Golf:  Softball: Teensis: Bowling: Yes  Fundraising Pootball: Yes	Business Phone:	4149636913 x4	Home Phone:	
Manager Email: MWELCH@SHOREWOOD.K12.WI.US Co Manager: Deb Stotz Co Manager Date From: 12/09/2010 Co Manager Email: dstotz@shorewood.k12.wi.us Treasurer Name: Treasurer Date From: Treasurer Date From: Fundraiser Name: Fundraiser Date From: Fundraiser Email: Both Medical Records Date From: Medical Records Name: 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: Shorewood Recreation & Community Services Department Alpine Skiing: Cross Country Skiing: Snowboarding: Snowshoe Racing: Yes Team Basketball: Basketball Skills: Artistic Gymnastics: Athletics: Yes Soccer: Powerlifting:  Bocce: Yes Golf: Softball: Tee Ball: Tennis: Yes Verse  Flag Football: Yes	Cell Phone:		Fax:	414-961-3175
Co Manager Date From:  12/09/2010  Co Manager Email:  Treasurer Name:  Treasurer Name:  Fundraiser Name:  Fundraiser Name:  Fundraiser Pate From:  Fundraiser Email:  Medical Records Pate From:  Medical Records Email:  Athletes Served:  Accepting New Athletes:  Yes  Accounts In House:  No  Shorewood Recreation & Community Services Department  Alpine Skiling:  Snowboarding:  Team Basketball:  Artistic Gymnastics:  Athletes:  Yes  Accounts In House:  Snowshoe Racing:  Yes  Team Basketball Skills:  Artistic Gymnastics:  Athletics:  Yes  Soccer:  Powerlifting:  Soccer:  Powerlifting:  Softball:  Tennis:  Flag Football:  Flag Football:  Flag Football:	Agency Manager:	Megan Welch	Manager Date From:	9/01/2013
Treasurer Name:  Treasurer Date From:  Treasurer Email:  Fundraiser Name:  Fundraiser Pate From:  Fundraiser Email:  Medical Records Name:  Medical Records Email:  Athletes Served:  Medical Records Date From:  Medical Records Email:  Athletes Served:  Medical Records Date From:  No  Short Date From:  Medical	Manager Email: MV	VELCH@SHOREWOOD.K12.WI.US	Co Manager:	Deb Stolz
Treasurer Email: Fundraiser Date From: Fundraiser Date From:  Medical Records Name:  Medical Records Date From:  Medical Records Email:  Athletes Served:  Medical Records Date From:  Medical Records Date Prometical Date Promet	Co Manager Date From:	12/09/2010	Co Manager Email:	dstolz@shorewood.k12.wi.us
Fundraiser Date From:  Medical Records Name:  Medical Records Date From:  Medical Records Email:  Athletes Served:  Medical Records Date From:  No  No  Shorewood Recreation & Community Services Department  Community Services Department  Alpine Skiing:  Snowshoe Racing:  Yes  Team Basketball:  Artistic Gymnastics:  Aquatics:  Athletics:  Yes  Soccer:  Powerlifting:  Bocce:  Yes  Golf:  Tee Ball:  Tennis:  Bowling:  Yes  Volleyball:  Flag Football:	Treasurer Name:		Treasurer 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:       Shorewood Recreation & Community Services Department         Alpine Skiing:       Cross Country Skiing:         Snowboarding:       Snowshoe Racing:       Yes         Team Basketball:       Basketball Skills:         Artistic Gymnastics:       Rhythmic Gymnastics:         Aquatics:       Athletics:       Yes         Soccer:       Powerlifting:         Bocce:       Yes         Golf:       Tee Ball:         Tennis:       Bowling:       Yes         Volleyball:       Flag Football:	Treasurer Email:		Fundraiser Name:	
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Accepting New Athletes:  Fundraising Another Org:  Yes  Fundraising Org Name:  Fundraising Org Name:  Cross Country Skiing:  Snowboarding:  Snowshoe Racing:  Yes  Actistic Gymnastics:  Aquatics:  Aquatics:  Actistic Gymnastics:  Application of the properties of th	Medical Records Name:		Medical Records Date From:	
Fundraising Another Org:  Yes  Fundraising Org Name:  Shorewood Recreation & Community Services Department  Alpine Skiing:  Cross Country Skiing:  Snowshoe Racing:  Yes  Team Basketball:  Artistic Gymnastics:  Aquatics:  Athletics:  Powerlifting:  Bocce:  Yes  Golf:  Softball:  Tennis:  Bowling:  Yes  Yes  Yes  Yes  Yes	Medical Records Email:		Athletes Served:	Both
Alpine Skiing:  Snowboarding:  Team Basketball:  Artistic Gymnastics:  Aquatics:  Aquatics:  Soccer:  Powerlifting:  Softball:  Tee Ball:  Tennis:  Voe  Community Services Department  Team Basketball:  Basketball Skills:  Flag Football:  Team Basketball:  Team Basketball:  Team Basketball Skills:  Flag Football:  Team Basketball Skills:  Flag Football:	Accepting New Athletes:	Yes	Accounts In House:	No
Alpine Skiing:  Snowboarding:  Snowshoe Racing:  Yes  Team Basketball:  Artistic Gymnastics:  Aquatics:  Aquatics:  Powerlifting:  Bocce:  Yes  Golf:  Softball:  Tennis:  Bowling:  Yes  Yes  Yes  Yes  Yes  Flag Football:	Fundraising Another Org:	Yes	Fundraising Org Name:	
Snowboarding:  Team Basketball:  Artistic Gymnastics:  Aquatics:  Aquatics:  Powerlifting:  Bocce:  Yes  Golf:  Tee Ball:  Tennis:  Bowling:  Yes  Yes				
Team Basketball:  Artistic Gymnastics:  Aquatics:  Aquatics:  Powerlifting:  Bocce:  Yes  Golf:  Softball:  Tee Ball:  Tennis:  Bowling:  Yes  Yes				Ves
Artistic Gymnastics:  Aquatics:  Athletics:  Powerlifting:  Bocce:  Yes  Golf:  Tee Ball:  Tennis:  Bowling:  Yes  Volleyball:  Flag Football:	-			163
Aquatics:  Soccer:  Powerlifting:  Bocce:  Yes  Golf:  Tee Ball:  Tennis:  Bowling:  Yes  Yes  Yes  Yes	Team Basketball:		Basketball Skills:	
Soccer:  Powerlifting:  Bocce:  Yes  Golf:  Tee Ball:  Tennis:  Bowling:  Yes  Volleyball:  Flag Football:	Artistic Gymnastics:		Rhythmic Gymnastics:	
Bocce:  Softball:  Tennis:  Bowling:  Yes  Volleyball:  Flag Football:	Aquatics:		Athletics:	Yes
Softball:  Tennis:  Bowling:  Yes  Volleyball:  Flag Football:	Soccer:		Powerlifting:	
Tennis: Bowling: Yes  Volleyball: Flag Football:	Bocce:	Yes	Golf:	
Volleyball: Flag Football:	Softball:		Tee Ball:	
Voo	Tennis:		Bowling:	Yes
Agreement: Yes	Volleyball:		Flag Football:	
	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

none

#### 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. Agency follow procedures and submits paper documents for petty cash, payabales and deposits. (By not selecting yes or no you are indicating 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. (By not selecting yes or no you are indicating N/A).
- 3. 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. 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. 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**

1.	Agency official materials (i.e., stationary, event programs, newslette standards layout as outlined by Special Olympics, Incorporated. (Nagency has no official materials.)	, ,	
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	Monthly	
	Facebook Group		
	Website		
	Mail	Monthly	
	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 grouselecting an answer means the Agency does not use social media)	up (not Facebook page). (Not	
5.	Agency flag or banner has the current Special Olympics logo. When must be met.	n ordering new materials, standards	Yes
6.	Agency uniforms have the current Special Olympics logo. When or must be met.	dering new materials, standards	Yes
7.	Questions / Concerns		

### **OUTREACH**

**Questions / Concerns** 

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.)	No
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 2016-2017, please list name and check all roles that apply: