

AGENCY INFORMATION

Agency Number:	4-12	Agency Name:	The Arc Fond du Lac
Agency Type:	Community Enrichment Program	Date From:	5/04/2015
Address1:	500 N. Park Ave	Address2:	
Address3:		City:	Fond du Lac
State:	WI	Zip:	54935
Business Phone:	920-923-3810	Home Phone:	920-602-5063
Cell Phone:	920-602-5063	Fax:	920-923-3038
Agency Manager:	Brian Shaver	Manager Date From:	5/04/2015
Manager Email:	bshaver@arcfdl.org	Co Manager:	Chelsea Brooks
Co Manager Date From:	5/04/2015	Co Manager Email:	cbrooks@arcfdl.org
Treasurer Name:	Brian Shaver	Treasurer Date From:	5/04/2015
Treasurer Email:	bshaver@arcfdl.org	Fundraiser Name:	Brian Shaver
Fundraiser Date From:	5/04/2015	Fundraiser Email:	bshaver@arcfdl.org
Medical Records Name:	Brian Shaver	Medical Records Date From:	5/04/2015
Medical Records Email:	bshaver@arcfdl.org	Athletes Served:	Both
Accepting New Athletes:	Yes	Accounts In House:	Yes
Fundraising Another Org:	Yes	Fundraising Org Name:	The Arc Fond du Lac
Alpine Skiing:		Cross Country Skiing:	
Snowboarding:		Snowshoe Racing:	
Team Basketball:	Yes	Basketball Skills:	
Artistic Gymnastics:		Rhythmic Gymnastics:	
Aquatics:	Yes	Athletics:	Yes
Soccer:		Powerlifting:	
Bocce:	Yes	Golf:	
Softball:	Yes	Tee Ball:	Yes
Tennis:		Bowling:	Yes
Volleyball:	Yes	Flag Football:	
Agreement:	Yes		

ADMINISTRATION

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| 1. | Agency Manager has reviewed and understands the SOWI Agency Manager Handbook and reference 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. (Not selecting an answer indicates the Agency does not sign contracts.) | Yes |
| 3. | The agency understand that any contract greater than 1 year must be reviewed and approved by the Sr. Director of Field Services or a representative of SOWI senior staff. | Yes |
| 4. | Agency follows Special Olympics, Incorporated policies regarding athlete housing. | Yes |
| 5. | Agency understands purpose of SOWI Agency Management Committee and knows how to contact their Region's representatives. | Yes |
| 6. | 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. | Yes |
| 7. | Questions / Concerns
No questions or concerns. | |

TRAINING AND VOLUNTEERS

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| 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 on-line General Coach's Orientation, Concussion Training, Protective Behaviors and all Class A Requirements. | Yes |
| 3. | 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. | Please report the total number of family members actively involved in a leadership role in your agency. | Yes |
| 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. | Questions / Concerns
No questions or concerns. | |

COMPETITION

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|----|---|-----|
| 1. | Agency possesses, understands and utilizes the Competition section of the SOWI Agency Manager Handbook. | Yes |
| 2. | Athletes adhere to sports rules and competition policies. | Yes |
| 3. | Coaches conduct themselves in a professional manner which reflects the SOWI mission and philosophy, adheres to sports rules and competition policies. | Yes |
| 4. | Agency is aware of USA Games and World Games opportunities for their athletes and coaches and understands how to nominate those that qualify. | Yes |
| 5. | Questions / Concerns
No questions or concerns. | |

FINANCE

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| 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). | Yes |
| 2. | 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). | Yes |
| 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). | Yes |
| 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). | Yes |
| 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.) | Yes |
| 6. | Questions / Concerns
No questions or 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.)

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Equipment (i.e., basketballs, bats, etc.)

☒

Uniforms

☒

Transportation

☒

State Games Fees

☐

Other:

2. **Questions / Concerns**

No questions or concerns.

COMMUNICATION & PUBLIC RELATIONS

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| 1. | 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.) | Yes |
| | Newsletters Monthly | |
| | E-Mail Monthly | |
| | Facebook Group | |
| | Website Monthly | |
| | 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 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
Question #6 relates to the branding label for SO. Do you want us to take our basketball uniforms in and get the logo on them? Or do you want us to wait until we order new uniforms? | |

OUTREACH

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|----|---|-----|
| 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. <input type="checkbox"/> | Yes |

Project UNIFY®*

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Healthy Athletes®

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Get Into It®*

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Healthy Communities Mini-projects*

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Spread the Word to End the Word®*

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Unified Sports®*

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Young Athletes™*

4. **Questions / Concerns**

No questions or 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
No questions or concerns.

If you have athletes in these roles in 2017-2018, please list name and check all roles that apply: