

## WHAT'S NEW FOR 2017 – 2018?

Special Olympics Wisconsin believes in every way we can become a more effective and efficient organization which ultimately means better serving our athletes and families. With that, Special Olympics is building a strategic five-year plan with our vision in the forefront—"Our vision is to open hearts and minds towards people with intellectual disabilities, using sport to create inclusive communities all over the world." The goals and strategies set will drive us to this vision.

SOWI continues to build resources to assist with managing local programs, expanding online training opportunities and resources, and simplifying the Agency Manager Handbook and Competition Guide to be more user-friendly. SOWI's Strategic plan is to continue to improve opportunities for athletes to perform at their best through Healthy Athletes and Healthy opportunities, Unified Sports, Unified Champion School involvement, SO Fit, Young Athletes, and Training Schools.

In addition, we will increase awareness of health programming, create a step by step succession plan to recruit Agency Managers, Games Management Team members, coaches and general volunteers. As part of the strategic plan we will continue to build positive attitudes towards people with Intellectual Disabilities via social media, the SOWI Website and the stories in Inspire newsletter and other communications, Athlete Leadership community interaction, presentations and continued growth of the Athlete Leadership throughout SOWI.

### Agency Management

1. Creation of videos. In order to assist Agency Managers in the financial processes and correct forms usage, videos were created to explain the following:
  - a. Sales Tax
  - b. Invoice Approval Form
  - c. Allowable Expenses for an Agency
  - d. Agency Deposit Form/Procedure
  - e. Volunteer Policies

These videos can be found at <http://www.specialolympicswisconsin.org/get-involved/agency-management/>

### Finance

1. Monthly financial statements will continue to be available on the Agency log in page of the website (financial statements are no longer mailed or e-mailed). These statements will be available on or before the 15<sup>th</sup> day of the following month. This is 5 days later than previously. These reports will show all expenses and revenue for the month. If you need more specific reporting, please contact the Accounts Payable.
2. If you have questions, you can contact the department directly via [accountspayable@specialolympicswisconsin.org](mailto:accountspayable@specialolympicswisconsin.org).
3. All invoices and reimbursement requests should be submitted monthly. No receipts older than 90 days will be reimbursed. This allows more accurate financial statements for your agency.

### Unified

1. Unified Sports opportunities will be available for schools in Unified Bowling, Unified Flag Football, Unified Snow Shoe Relays, Unified Indoor Triathlon, Unified Poly Hockey, Unified Futsal and a Unified 4x100 Relay. New this year will be Unified Bocce which will be held at both District and State Competition.

### Forms for Duplication

1. Forms for finance, insurance, sports, and fundraising are updated yearly. Please use the forms in this section for the upcoming Program year and recycle anything you may have printed copies of from the previous year's handbook.

## Competition

1. Review the Key Changes and Reminders page of the Competition Guide for details on competition changes and updates.
2. Multi-Agency Competition Grants are available when hosting Unified Sports competitions.
3. Games registration checklist will be a part of Registration Packets with the Competition Guide.
4. The Special Needs form will be a part of the Registration Packets.