



LAW ENFORCEMENT  
**TORCH RUN**<sup>®</sup>  
FOR SPECIAL OLYMPICS  
MINNESOTA

# Raising Funds for Special Olympics Minnesota

Some of you may be new to fundraising but we think you will be amazed at how easy it is to secure donations and surprised what little time it actually takes to raise money for Special Olympics.

## Why Raise Funds?

The love in a hug. The sweat of courage. The tears of joy and disappointment. No one knows these feelings better than Special Olympics athletes and volunteers. The athletes of Special Olympics have a unique view of winning. To them, a ribbon earned simply for participating may mean as much as a gold medal. Special Olympics Minnesota helps individuals with intellectual disabilities discover their human potential. Special Olympics Minnesota equips them with real world skills that benefit them at home, in school and the workplace.

Our athletes run and jump, swim and bowl, lift and hit, somersault and vault, skate and spike and more. They compete with more love and passion than you can imagine. And they develop deep pride and self-esteem, which carries over into their everyday life. In Minnesota, more than 6,000 athletes participate in 17 official state level sports.

Special Olympics Minnesota receives no government funding nor is it a United Way agency (you can however designate Special Olympics Minnesota as your charity to receive your United Way contributions – ask Amy for details how to get your department to designate their contributions to Special Olympics). Special Olympics Minnesota is entirely dependent on donations to support its program. Our goal is to reach out and increase the number of participants each year...while maintaining the quality training programs and competitions already benefiting so many Minnesotans with intellectual disabilities. Like any team, we can't do it alone.

## Where Does Your Money Go?

Money generated through fundraising efforts on behalf of the Law Enforcement Torch Run benefit all athletes in the state of Minnesota and the overall Special Olympics Minnesota program. The fundraising money is not specifically allocated toward one program but contributes to the overall operating budget of our programs for our athletes providing them with enhanced training, competition and personal opportunities including competitions like Summer Games.

Summer Games is Special Olympics Minnesota's most recognized state level competition in terms of the number of athletes and volunteers participating. The 2008 Summer Games were held in June at the University of Minnesota Bierman Field and Mini-Hops Gymnastics Center. More than 1,000 athletes across the state competed in athletics (track & field) and gymnastics.



LAW ENFORCEMENT  
**TORCH RUN**<sup>®</sup>  
FOR SPECIAL OLYMPICS  
MINNESOTA

# Raising Funds for Special Olympics Minnesota

When fundraising on behalf of the Law Enforcement Torch Run you can feel confident that your efforts and the monies that you raise are being used efficiently by Special Olympics Minnesota in support of our athletes to provide them with positive training and competition experiences enhancing their human potential and quality of life. Special Olympics Minnesota is very proud to maintain the 70 % Program – 30 % Administrative/Operating Budget ratio.

*The Charities Review Council Standard is: At least 70 percent of the organization's annual expenses are for program activity and not more than 30 percent for management/general and fundraising combined. (Copyright © 1999 Charities Review Council. Revised: 12/28/04).*

## Tax-Exempt

As a non-profit organization, Special Olympics Minnesota is exempt from sales tax. A copy of the official IRS letter certifying Special Olympics Minnesota as a 501(c)(3) non-profit corporation can be found in the Forms folder on your LETR Handbook CD.

Special Olympics Minnesota tax exempt number is: **25735**  
Federal Tax ID Number: **41-1228157**

## In-Kind Donations

With any special event, it is always a goal to get items and services donated to reduce expenses. Not only do most donors request this information for their records, but it is necessary and required for Special Olympics Minnesota to be able to accurately reflect these donations to our auditors. You can request In-Kind triplicate forms from General Torch Run Info (the donor retains the top copy and the rest is sent into the Special Olympics office for documentation). Below is an example of the In-Kind form. They are numbered which is also a requirement of our auditors to help better track our collection of this information. As a Torch Run volunteer you are authorized to sign as the SOMN representative.

# Raising Funds for Special Olympics Minnesota



**Special Olympics**  
Minnesota

## RECEIPT FOR IN-KIND DONATIONS

100 Washington St. S, Suite 550, Minneapolis, MN 55401  
612-333-0999 • fax 612-333-8782 • toll-free 800-783-7732 • www.somn.org

Date: \_\_\_\_\_ Contributor: \_\_\_\_\_  
 Event: \_\_\_\_\_ Address: \_\_\_\_\_  
 City, State and Zip: \_\_\_\_\_

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
----------	-------------	------------	-------

CONTRIBUTOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ SOMN REPRESENTATIVE \_\_\_\_\_ DATE \_\_\_\_\_

Our auditors require that all in-kind receipts be signed by the contributor. Please complete the above with a description of your in-kind donation, sign and date, retain the original for your records and return the yellow and pink copies to SOMN. **####**  
 Created by the Joseph P. Kennedy, Jr. Foundation for the Benefit of Persons with Intellectual Disabilities.

### Special Event Expense Procedures

Now is the time to plan your special event to raise funds for, and awareness of, Special Olympics Minnesota. A few carefully planned events can make a huge difference!

If you plan to hold a special event, **you must first** submit a completed Even Notification Form and a written plan/request outlining your strategy to raise funds. Remember—**no more than 20% of the funds raise should go towards expenses.**

Please give Special Olympics Minnesota sufficient notice and documentation if you will need a check to pay for expenses up front. Normally, checks are issued every Wednesday however; it is preferred and easiest to directly have Special Olympics pay the vendor directly as opposed to reimbursing the volunteer for the expense. Forward all bills to General Torch Run Info at the Special Olympics Minnesota office.