

DEVELOPMENT

Fund Raising for Your Team

Start at the Beginning

- Determine how much money your team needs by developing a budget.
- Find volunteers who are willing to help you by heading up different projects.

How to Raise Money

There are many ways to raise funds to meet the financial needs of your team:

- Special Events: Bowl-a-thon, dinners, auctions, dances, etc.
- Sales: Popcorn sales, car washes, ad books, etc.
- In-Kind Contributions: Donation of equipment, facilities, services from service organizations, schools, churches or recreation departments in your community.

Important Information

Before you ask for any contributions or plan an event, read the Special Olympics Texas Fund Raising Guidelines included in this section. These policies will give you some important information about what guidelines must be followed to meet state laws and Special Olympics policies. Any project or event must be approved in advance by Special Olympics Texas. A Team/Committee Event Planning Checklist (page S-13) must be completed and sent to your area office 30 - 60 days before the project/event is held.

If You Plan . . . You Will Be Successful

Any successful fund raising project or event depends on three important factors:

1. The type of project or event you select.
2. The people you choose to organize it.
3. The timing for the project or event.

Good organization and management prior to and on the day of the event or during the duration of a project will demonstrate that your team is organized and run by committed volunteers.

Recognize Volunteers and Contributors

Be sure to thank everyone who helped make the event or project a huge success. Recognition of a job well done, through a letter or certificate, is always appreciated and is the key to bringing back good volunteers year after year.

Fund Raising Guidelines

Remember that the purpose for your fund raising activities must always support the mission and vision of our organization. Involve your athletes in fund raising activities to increase awareness.

Area Fund Raising Boundaries

The geographic boundaries of each respective area office must be honored whenever fund raising occurs through any means. At no time may a team solicit from an out-of-state company.

Tax Exempt Status

Section 501(c)(3) of the IRS Tax Code grants tax-exempt status to nonprofit organizations, allowing them to raise funds for their charitable purpose exempt from federal income tax. Special Olympics Texas is a 501(c)(3) nonprofit organization. Therefore, other than ISDs and group homes, teams and/or athletes may not have their own 501(c)(3)s. Please refer to page D-3 for specific guidelines on tax exempt and/or 501(c)(3) status.





Fund Raising Events

In light of increased liability on the part of Special Olympics Texas, staff must oversee any and all fund raising events. If your team wishes to host a fund raising event, you must first complete the Team/Committee Event Planning Checklist and submit it to the program/area director. If your team is conducting the event, then it is considered a SOTX event. Question number five should be marked yes and question number six would be no. After initial assessment, you may be asked for additional information, including questions related to food and beverage preparation and service, event budget, targeted sponsors and other income sources, etc. Teams may not sign contracts without approval from the chapter office. Likewise, teams may be asked to submit a pre-event budget and a post-event budget, to ensure that events which bear our name and/or logo are effective. Submitting this form ensures that staff are aware of your event so they may assist you and, if people call for information, staff can validate the event and provide accurate information.

When planning an event, please refer to and review the Special Olympics Corporate Insurance Policy starting on page H-5; some fundraising events/activities may be excluded from coverage.

Contractual Agreements

A team may not sign a contract with any individual or organization conducting fund raising until it receives approval from the chapter office. Any contracts must first be forwarded by area staff to the Vice President of Resource Development for review and approval. In some cases, Special Olympics Texas' insurance company may require additional information (See Fund Raising Event Flowchart on page S-16). If this is the case, the team will receive a phone call from SOTX staff and the insurance company to discuss contractual requirements before the contract may be executed. **(Please allow two weeks for contracts to be reviewed and approved.)**

Sponsor Solicitation

Before seeking corporate sponsorships, please review the enclosed list of major companies/organizations that already sponsor SOTX activities. These companies are "off limits" to teams at all times.

Statewide or International Companies

Businesses, corporations or organizations that have multiple sites or operate statewide, nationally or internationally, may not be solicited without prior approval from the Senior Development Director for Sales and Promotions at sr_devdir.est@sotx.org. All sponsor solicitation must be pre-approved. Please contact your area director or call the Vice President of Resource Development at 800.876.5646, ext. 2938.

Alcoholic Beverage Companies

Special Olympics teams may not publicly or visibly recognize the manufacturer of alcoholic beverages or the trademark of an alcoholic beverage at Special Olympics events or activities. Non-alcoholic beer products are treated in the same manner as alcohol and beer products. Alcohol distributors (e.g., "Andrews Distributing" - ok; "Coors Distributor" - not ok) may sponsor team fund raising projects if the name of the company does not have a beer or an alcohol brand listed in it.

Tobacco Product Companies

A Special Olympics team shall not allow the manufacturer or distributor of a tobacco product to publicly or visibly connect the trademark of a tobacco product with Special Olympics in any way.

Sponsor Recognition

Athletes and coaches may carry and use non-apparel, non-sports equipment items, such as tote bags, bearing small and attractively designed identifications of corporate or organizational sponsors except at competitions and related activities.

Athletes and coaches who are not in competition and who are not at sports venues (e.g., training sessions, practices, trips) may wear apparel bearing small and attractively designed identifications of corporate or organizational sponsors.

Opening and Closing Ceremonies are deemed to have the same status as sports venues. Hence, team or delegation members and officials shall not wear warm-up suits, jackets, caps, etc. which bear corporate or organizational logos at any time.



Tax Deductions – Informing Your Sponsors

When you acknowledge donations, you should be aware of IRS rules. If you receive a donation of \$250 or more, your thank-you letter must include this statement: “Special Olympics Texas did not provide any goods or services in return for this gift.” This statement can appear anywhere in the body of your letter or even at the bottom of the page, beneath your signature. Gifts made to independent non-centralized teams (i.e., school districts, group homes, etc.) are not donations to SOTX, and will not be recognized as such.

Fund Raising Utilizing Social Media

Athletes, teams, coaches, family members and other individuals or entities may not solicit funds through social media sites in the name of Special Olympics Texas. For SOTX’s complete Social Media Policy, refer to Section U.

Direct Mail Solicitation

SOTX utilizes the services of SOI and its vendor to conduct direct mail campaigns to individuals throughout Texas. A team may not at any time conduct or enter into an arrangement or contract for direct mail services.

Telemarketing (Telephone Solicitation)

Special Olympics Texas has contracted with Heritage Medallion Telemarketing to provide these services exclusively in the state. At no time may a team enter into a contract for telemarketing services or conduct a campaign themselves.

Raffles/Drawings

If your team is thinking about conducting a raffle or a drawing, please contact the Vice President of Resource Development (vp_dev.chp@sotx.org) in advance to discuss State of Texas rules and regulations and SOTX policies.

United Way Affiliation

A team may not participate in United Way campaigns, may not apply for funding from United Way and cannot be an affiliate or a member of a local United Way. Likewise, a team may not accept United Way funding. If your team receives a United Way donation, please mail the check to the Special Olympics Texas chapter office and it will be returned to United Way.

Grant Applications

Please coordinate all grant proposals through the Senior Development Director for Grants (grants_coord.chp@sotx.org) in advance. This step will ensure that we are not duplicating efforts and will eliminate confusion for foundations.

If you have identified a viable foundation prospect, the Senior Development Director for Grants will review your request and make recommendations as needed to improve your chance of receiving funding. The maximum request allowed for a team is \$5,000.

Souvenir Sales

Sale of merchandise is an important means for SOTX to raise money for our programs. Souvenirs are sold at our state games, as well as at most of the larger area competitions. Teams and committees are not permitted to sell any souvenir items at competitions if SOTX is offering souvenirs. Please check with area staff in advance to determine sales plans at area competitions.

Discounts for Uniforms and Equipment

Check with your area director before purchasing uniforms, etc. It is possible that SOTX staff can secure a lower bid on apparel and equipment through one of our vendors.

Scholarships

The Torch Run is now the largest grassroots fund raising program benefiting Special Olympics in the world. In many communities, these officers welcome the opportunity to become involved with your team and your training.

In addition, the Texas Law Enforcement Torch Run® raises funds each year to help support



Special Olympics Texas. A portion of these funds are available for team scholarships. Contact your local office for more information about these scholarships and how to apply, or fill out the form on page S-8 and submit it to your area office. NOTE: If your team account is not centralized with Special Olympics Texas, your team is NOT eligible for LETR scholarship money.

Teams are responsible for submitting any and all receipts that substantiate use of the scholarship funds to the chapter finance department within 60 days of receipt of funding.

Protected Corporate and Organizational Contacts

The following is a partial list of businesses or organizations that are current SOTX sponsors. A team must contact the area office before approaching a local franchise for a donation so the company only receives one "knock on the door." Of particular importance is attention to our Official Partners, who are always "off limits": Coca-Cola Refreshments, Food Town, H-E-B Tournament of Champions Charitable Trust, and the Law Enforcement Torch Run. If you have any questions about approaching a company for a sponsorship, please contact the Senior Development Director for Sales and Promotions at sr_devdir.est@sotx.org.

3M Corporation	Amarillo Sports Medicine	Arlington Tomorrow Foundation
7-Eleven	Amarillo Thermo King, Inc.	Army and Air Force Exchange Service
A Way Out Bail Bonds	Amarondon Charitable Foundation	Armour-Eckrich
A X A	America First Insurance	Ashford Hospitality Trust LP
Aaron's Rents and Sales	American Airlines DFW Recreation	Ashley Furniture
Abdon Callais Offshore, LLC	American Bottling Co.	Ashton Woods Homes
Abell-Hanger Foundation	American Choice Food Products	Asphalt Maintenance
Academy, LTD	American Eurocopter LLC	Assurent Employee Benefits
Acadian Ambulance	American International Group Inc.	Astin Trusts
Accor Hospitality North America	American Legion South Houston	AT&T
Ace American Insurance Co.	Post 490	A-Team
ACE Cash Express	American National Insurance Co.	Atmos Energy
Acemart Restaurant Supply	American Paint Horse Association	Atrium Companies, Inc.
ACME Soap Co.	American Steel	Austin Community Foundation
Action Box	Ameri-Credit Corp.	Austin Cops for Charities
Active Network	Amerigroup	Austin Energy
Adams and Reese LLP	AmerisourceBergen	Austin Young Lawyers Association
Administaff Services, LLP	Amspec Services, LLC	Auto Nation
Admiral Linen & Uniform Services	AMVETS Post #44	AV Technical Support Inc.
Advanced Distributor Products LLC	Anadarko Petroleum	Availity
Advanced Micro Devices	Ancira Enterprises	Ayco Foundation
AER Manufacturing	Anco Fine Cheese	B & W Pantex, LLC
Aetna	Andrews Kurth LLP	BAE Systems
Affiliated Computer Services, Inc.	Anglo-Suisse Offshore Partners, LLC	Baker Botts LLP
AGL Resources	Anheuser-Busch Cos Inc.	Baker Hughes Inc.
AIG American General - Houston	Animal Care Clinic of Dickinson	Baker & O'Brien Business Consultant
AIG Valic	Anixter	Balfour Beatty Construction
Akzo Nobel Aerospace Coatings	Ann & Nate Levine Academy	Bank of America
Alamo Cement Company LTD	Annunciation Greek Orthodox Cathedral	Bank of Oklahoma
Alamo Iron Works	Anography	Bank of Texas
Albert and Ethel Herzstein Charitable Foundation	Aon Corporation	Bank of the West
Alberto-Culver USA, Inc.	Aon Foundation	Barnett Harley Davidson
Alcon	Apache Corporation	Bar-S Food Co.
Alexander Law Firm	Apache Services	Bartlett Cocke General Contractors
Allergan USA, Inc.	APC Homemakers	BASF
Alliance Data Systems	Apple Computer	Bassin Bunch
Alliance Financial Resources	Applied Materials	Bates Container Inc.
Allied Plastics	Approach Resources Inc.	Baur Manufacturing
Allis Chalmers Energy, Inc.	Aqua Chili Gulf Coast	Baylor Health Care System
Allstate Giving Campaign	Aqua One	Baylor Medical Center at Garland
Ally	Aramark	Baylor University Medical Center
Alon USA Energy, Inc.	ARC Thrift Stores	Beazer Homes
Alpha Refrigerations Co., Inc.	Argo Data	Beck, Redden & Secret
Al's Sports Bar	Arlington Fire Department	Bell Helicopter Textron
Amarillo Area Corvettes Club, Inc.	Arlington Kiwanis Foundation	Bellisio Foods
Amarillo National Bank	Arlington Municipal Patrolman's Association	Ben E. Keith Co.
		Benefit Resources



- Benefit Systems Inc.
Berlin Packaging LLC
Best Buy
Best PumpWorks
Best Wire & Cable
Betenbough Quality Homes Inc.
Bettye and Murphy George Foundation
Big 4 Erectors
Big Beaver Creek Ranch Land & Mine
Big G Express
Big Lots
Big State Remodeling LTD
Billy's Ice, LP
BioPetroClean
BJ Services
Blackbaud Kintera Division
Blockbuster Inc.
Blue Bell Creameries
Blue Cross Blue Shield of Texas
Blue Ribbon
Bluebonnet Vending
BMC Software
Bob Evans Farms, Inc.
Boeing
Bolinger, Segars, Gilbert & Moss, LLP
Booz Allen & Hamilton
BOPCO, LP
BP Capital
BP Foundation Inc.
Bracewell & Gulliani LLP
Branche - Krachy Co., Inc.
Brandt
Branson, Fowlkes & Company
Brent Thurman Memorial
Brinderson LP
Brinker International, Inc.
Broadway National Bank
Browning Construction Co.
Bruce Foods
Brumley Foundation
Bryan-College Station Convention & Visitors Bureau
Bubba Moose Sports Bar & Grill
Buffalo Valley Lions Club
Buffington Texas Classic Homes, LLC
Building Products Plus Co. LC
Burlington Northern Santa Fe Railroad
Business Professionals of America Bventura
C H Guenther & Son Inc.
C.E. Oil Tool & Supply, Inc.
Cabot Oil & Gas Corporation
Cacique USA
Cactus Builders Inc.
CAG Shaver Foods
Cameron International
Capital Group Companies Charitable Fund
Capstreet Group
Cardinal Health
Carisma Wash LTD
Carpet Tech
Casa Roja Inc.
Cash America
Cash Register Services
Castro Cheese Co., Inc.
Catherine's Plus Size Clothing
Catholic Life Insurance
Cat-Man-du
Cattleman's Steak House
Cavendar Auto Group
CB Richard Ellis
Cbeyond
Celebrity Games of Charity
CenterPoint Energy
Central Market
CGG Veritas Services, Inc.
CH Foundation
Chad Hedrick Foundation, Inc.
Chamberlain, Hrdlicka, White, Williams, & Martin
Chappell Hill Sausage Co.
Charity Motors
Chartis Insurance
Chartwell Investment Partners
Chemical Lime Company
Cherokee Rental, Inc.
Chesapeake Energy
Chevron
Chico's Tacos
Chili's
Chiquita Banana North America
Chiquita Fresh North America LLC
Chisos Operating, Inc.
Christian Care Centers, Inc.
Chubb Insurance
Chuy's
Cigna Giving
CIMA Energy, LTD
Cinemark USA, Inc.
Circle Bar Foundation
Circle J Distributors, Inc.
Cisco Systems
CITGO Petroleum Corp.
Citi-Assurance
Citrus World, Inc.
City of Farmers Branch
City of Laredo
City of Laredo PARD
City of Richardson
City of Roanoke
CJ Energy LLC
Clare L. Sullivan & Associates
Claydesta Corporation
Clayton Williams Energy Inc.
Cleaning Ideas Corp.
CMP Susquehanna Corp.
CNA Foundation
Coach Gary Blair Celebrity Golf Classic
Coastal Bend Community Foundation
Coastal Cold Storage & Distribution
Coca-Cola Refreshments
Coldwell Banker Commercial United Realtors
Colemont Brokerage Group Inc.
Colgate Palmolive
Collegiate Zone
Colleyville Old Time Cookoff
Colliers International
Colonial Pipeline
Commercial Metals Company
Communities Foundation of Texas
Community Coffee Company, LLC
Community Foundation of Abilene
Community Foundation of North Texas
Community National Bank
Complex Community
Computer Associates
Conam Construction Co.
Concentra Health Services, Inc.
Concentric Receivables Management
Concord Foods, Inc.
Connecticut General Life Insurance Company
Conoco Phillips Inc.
Convergys Corporation
Conversant Technologies, Inc.
Cooper Aerobics Enterprises, Inc.
Cooper Industries
Corporate Magic - Messaging Architects
Corpus Christi Masonic Lodge #189
Corpus Christi Roadrunners
Correctional Healthcare Management
Corrosion Specialties
Costa Del Sol Enterprise
County Line Bar and Grill, Inc.
Courtyard by Marriott - Lufkin
Covenant Health Care Systems
Covenant Heart Institute
Covenant Medical Center
Cox Building Services, Inc.
CP&Y, Inc.
Crawford Young Drywell, LP
CRC Insurance Services, Inc.
Credit Union of Texas
Crew Land Research
Crown Imports
Cudd Pressure Control, Patterson Tubular Services
Cummins Rocky Mountain
Cushman & Wakefield of Texas, Inc.
Custom Poultry
CVS Caremark
Cyberonics
D Bar B Sausage & Meats, LLC
D&D Utility Supply, LLC
D4D Technologies, LLC
Dal-Chrome Company
Dallas Aviation
Dallas Cowboys
Dallas Diagnostic Association
Dallas Fort Worth Metroplex Chapter of International Facilities
Dallas Mavericks
Dallas Softball Managers Associates
Dalton Family Trust
Dalworth Machine Products
Dancar Foundation
Darden Corporation
Data Mark Inc.
Datatech Electronics Corp.
David B. Miller Family Foundation
David Powers Homes
David Weekley Homes
Davidson Foundation
DCG, Inc.
De Sanchez Day Spa & Salon
Dean Foods
Deepwater Advantage Inc.



Del Monte Foods
Del Sol Food Co. Inc.
Delgado, Acosta, Spencer,
Linebarger & Perez LLP
Dell Inc.
Deloitte & Touche Services
Devices, Inc.
Dezine News, Inc.
Dial America Marketing Inc.
Diamback Progressive Services
DICK's Sporting Goods
Dimare Fresh, Inc.
DiSciullo-Terry, Stanton &
Associates, Inc.
Dish Network
Diversified Interiors, Inc.
Documation, Inc.
Dodge Jones Foundation
Dole Fresh Fruit and Vegetables
Doraine Wealth Management
Group, Inc.
Double R Brand Foods, LLC
DPT Laboratories, LTD
DR Horton
Dr Pepper Snapple Group, Inc.
Dreyer's Grand Ice Cream
Drivers Resource Company, LLC
DRS Technologies
Dubose Family Foundation
Duncanville Lions Club
Durham School Services
Dynamex Inc.
Dynamic Systems Inc.
Dynasty Consolidated Industries, Inc.
Dynergy Inc.
Ed Haggar Foundation
Ed Hicks Imports, LTD
Eddy Packing Company
Educare
El Paso Community Foundation
El Paso Corporation
El Paso Electric Company
Elan Financial Services
Elcan Employees Fundraiser
Electronic Transaction Consultants
Ellwood Foundation
EMC2
Emerson
Encap Investments
Encore Acquisitions Co.
Energy Future Holdings
Energy Transfer Equity
Enfora, Inc.
Entech Sales and Service Inc.
Entergy Services, Inc.
Enterprise GP Holdings LP
Enterprise Rent-A-Car
EOG Resources
EPMPOA Memorial Hall
Ernst & Young
Essilor of America
Esurance Insurance Service Inc.
Eventide Waters
Evergreen Alliance Golf Limited
Excel Energy
EXCO Resources
Exel Transportation Services, Inc.
ExxonMobil Foundation
F. Guerra Deberry, LLC
F.B. Purnell Sausage Company, Inc.
F.L.E.O.A. Chapter 55
Fabrication & Construction Services LP
FabriClean Supply Inc.
Fadrique and Company
Farmers Branch Lodge No. 2277
Farming Technology Corp.
Farmland
Fastsigns International, Inc.
Faust Distributing Co.
Fayez Sarofim & Company
FedEx Office and Print Services, Inc.
Fidelity Investments
Fiesta Foods
Finley Resources
Firesafe
First Bank Southwest
First Basin Credit Union
First Southwest Company
Flextronics
Flint Energy Services Inc.
Flowers Foods Bakeries Group
Flowserve
Fluor
Fluoro-Seal International LP
FM Global Foundation
FMC Technologies
Food Town, Inc.
Ford Dealerships
Ford Motor Company
Foresters 1751
Fort Hood Officers Wives Club
Fort Worth Association of
Professional Landmen
Fort Worth Boat Club
Fort Worth Community Credit Union
Fort Worth Police Officer's Association
Fortress
Fossil Partners LP
Franke Greenhouse List & Lippit
Frank's International
Fred Loya Insurance
Freebirds World Burrito
Freed Advertising
Freedman Dist.
Freedom Foundation
Freeman Decorating Services, Inc.
Freeport Welding & Fabricating
Freescale Semiconductors
Freese & Nichols Inc.
Friends of Kiest Softball
Frisco Rough Riders Foundation
Frito Lay
Fritz Industries, Inc.
Frontier Oil Company
Frost National Bank
Fullbright & Jaworski LLP
G & S Enterprises Inc.
G.A.C. Half Foundation
Gajeske, Inc.
Galaxy Builders LTD
Galls
GameStop
GAP Foundation
Gardere Wynne Sewell LLP
GECU
GEICO
GENBAND, Inc.
Gene & Jerry Jones Family Charities
General Mills
General Motors
Gentry Mills Capital
Geo Control Systems Inc.
GEO Group
George & Irene Lindler Foundation
George B. Storer Foundation
Geoshack North America, Inc.
Gexa Energy
GHM Corp.
Ginger Murchison Foundation
Glazer's Wholesale Drug
Company, Inc.
Glitz & Glamour
Global Geophysical Svc. Inc.
Global Impact
Glowing Streets
Golden Corral - Grand Prairie
Goldman & Goldman Enterprises LLC
GOYA
GP Industrial Contractors Inc.
Grahams Brothers' Entertainment
Grainger Supply
Grand Prairie Airhogs
Graves Mechanical
Great Southern Laboratories
Great Western Distributing
Greater Houston Community
Foundation
Greek Orthodox Metropolis of Denver
Grey Wolf Drilling Co. LP
Grifco
Grocers Supply Company, Inc.
Grocery Supply Credit
Grubb & Ellis
Guggenheim Investment Management
Gulf Coast Construction
Gulf Coast Windows
Gunn Automotive
H. J. Dana Enterprises, LLC
H.M.T, Inc.
Hahl Proctor Charitable Trust
Halcon Construction
Halliburton
Halls Grocery
Halo Companies
Hamman Foundation
Hantes Financial LLC
Happy Hen Farms, Inc.
Harold Simmons Foundation, Inc.
Harry Jones Company LLC
Harte-Hanks Response Management
Hartford Fire Insurance Company
Hasting Entertainment
Haynes and Boone LLP
HDR Architecture
Health Care Service Corp.
HealthMarkets
HEB Grocery Co.
HEB Tournament of Champions
Charitable Trust
Hela LTD
Helen Jones Foundation
Helen of Troy
Help America Corporation
Henley Relocation Services
Henry Resources, LLC
Henry S. Miller
Hershey Company
Hervey Foundation
Hess Corporation
Hidden Hills Capital Inc.

High Point Sanitary Solutions
Hillwood Alliance Group LP
Hilton Hotels
Holman Boiler Works, Inc.
Holten Meat
Hope Tree Home Loans, LLC
Horizon Mud Co Inc.
Hospira
Hotels for Hope
Houston Astros
Houston Christian Foundation
Houston Energy Inc.
Houston Fruitland Inc.
Houston Income Properties
Houston Rockets
Houston Texans
Houston Tubulars Inc.
Howard, Frazier, Barker, Elliott, Inc.
HPA Enterprises, LLC
Hudson Advisors
Humana Foundation
Humphrey & Associates, Inc.
Hunt Consolidated Inc.
Hunt Family Foundation
Hunter Industries
Hydro Resources Inc.
IB Services
IBL Limited, LLC
IBM
Immigration and Customs Enforcement
ING
Intelometry, Inc.
Intercontinental Hotels
International Bank
International Facility Managers
Association
International Interior Design
Association
International Order of Alhambra
El Cid Caravan No. 106
Interstate Battery System of
America, Inc.
Intervale Mortgage Corporation
Intrepid USA Healthcare Services
Invo Healthcare Associates
Irving Club Acquisition Corp.
J.C. Penney Company, Inc.
James & Luther, Inc.
James & Marjorie Porter
Jane & John Justin Foundation
Jay Kay Advertising
Jay W. Branson
Jmeg, LP
Joeris General Contractors LTD
Joe's Crab Shack
John H. Hendrix Corporation
John P. McGovern Foundation
John P. Uselton
Jolly, Castillo, Drennon, LTD
Jones Lang LaSalle
Jordan Ford LTD
Josephine Anderson Trust
Juan's Cantina, Inc.
Junior League
Justin Boots
K O Supply
Kaleidoscope/R*Works
Karen Brown Insurance Group, LLC
KBA Group, LLP
KBR - Houston

KC Pipe, LP
KCI
Keller Williams Realty
Kellogg's Co.
Kelly Oil Company
Kevin McGowan Photography
Key Energy Services
Killeen Evening Lions Club
Kim & Don Richards Family
Foundation
Kimball Hill Homes
Kimberly-Clark
Kinder Morgan Energy Group
King Supply Company, LLC
Kiwanis Club Amarillo South
Knights of Columbus
Kowbell Cowboy Reunion
KPMG
Kroger
Kronkosky Foundation
Kuykendall Foundation
L&H Packing Company
L3 Communications
Labrada Nutrition
Lagg's Tea
Lakeview Farms, Inc.
Lala Foods
Lance, Inc.
Land O' Frost, Inc.
Landscape Associates LLC
Las Palmas Del Sol
Lasco Acoustics & Drywall, Inc.
Lattimore Materials Company, LP
Laz Parking Charitable Foundation
LBC Houston
LCRA Employees' United Charities
LCS Constructors
Leam Drilling
Legacy Learning Center
Legacy Texas Bank
Legend Classic Homes
Lennar Foundation
Lennox International Inc.
Leon's Fine Foods, Inc.
Letourneau Inc.
Lewis Oil & Gas
Lighting & Energy Control Systems
Lincoln Property Company
Lindsey's Office Furniture
Lionstone Group
LMD Real Estate Group
LMI Landscapes, Inc.
LMI Painting LLC
Locke Lord Bissell & Liddell LLP
Lockhart Work Program Facility
Lockheed Martin
Lone Star Park
Lonestar Charity Auctions LLC
Longhorn Hog Chapter
Lovin Scoopful LLC
Lubbock Area Foundation
Lubbock County Adult Probation
Lubbock Oxygen
Lubbock Professional Police Association
Lucky Lady Oil
Lynch Foundation
Lynx Exhibits
Magnetic Ticket & Label Corporation
Main Street Capital Corporation
Mainstreet MD

Majestic Realty Co.
Malt-O-Meal Company
Marathon Oil
Marci and Steve Alvis Foundation
Marcus and Millichap
Mariner Energy
Mark's Plumbing Parts
Marlin Midstream, LLC
Mars Pet
Mary Kay, Inc.
Masergy Communications, Inc.
Matias De Llano Trust Fund
Mattco Mfg. Inc.
Mattel
MB Services Air Conditioning &
Heating
McCann-Erickson USA, Inc.
McCombs Enterprises
McCombs Foundation
McCoy's
McDade, Smith, Gould, Johnson,
Mason & Co.
McDermott International
McDonalds
McGuyer Homebuilders
McLellan Benefit Resources, Inc.
McQueary Henry Bowles Troy LLP
MD Anderson Foundation
MDM Enterprises
Meat Head Golf
Medallion Homes
Medical Center Hospital
Menard Energy Corp.
Merck Partnership for Giving
Met-Life
MetroPCS
Microwave Transmission Systems, Inc.
Mid States, Incorporated
Midland College
Midland Memorial Hospital
Midstates Services, Inc.
Milk Products, LP
Millennium Packaging Group
Mission Foods
Mitchell Group Inc.
Mobility Unlimited
Montgomery & Associates, Inc.
Moody Ramblin Interests
Moose Charities
Morgan Stanley
Morrison Homes of Texas
Mount Olive Pickle Company, Inc.
Move Solutions, LTD
Municipal Energy Resources Corp.
Murphy George Foundation
Murphy's Deli
Mustang Engineering LP
NAI Houston
Nancy Ann Hunt & Ray L. Hunt
Foundation
National Bronze
National Foundation for
Philanthropy
National Instruments
National Oilwell Varco
National Skilled Trades Masters LLC
National Surgical Care
Nationwide Recovery Systems, LTD
Neighborhood Credit Union
Neiman Marcus



DEVELOPMENT



Nestle
NetSpend Corporation
New Tech Systems
New York Life Insurance
Newman Family Trust
Newman's Own Foundation
Newmark/Trophy Homes
Newquest Properties
Nexen Petroleum
Nice Systems Inc.
Nighthawk Aerial Advertising
Nike Inc.
Nixle
Noble Royalties, Inc.
Nokia
North Dallas Bank & Trust Co.
North Side Banana Co.
North Texas Tollway Authority
North West Texas Hospital
Northern Trust
Northrop Grumman Integrated Systems
Northwestern Mutual Financial Network
Nouveau Eyewear, Inc.
Nurses Unlimited
Nustar Logistics
NW-JCP, LTD
Oasis Energy
Odessa Pumps
Odessa Westside Lions Club
Odyssey HealthCare, Inc.
Oiltanking Houston
Omni Lubricants
Once Upon a Time
Oncor Electric Delivery Company LLC
Onquest
Opportune LLP
Optek Technology, Inc.
Optimance
OraQuest Dental Plans
Original, Inc.
Our Fathers Foundation
Oxy Services Inc.
P H Buckeye Inc.
Palletized Trucking Inc.
Palm Harbor Homes, Inc.
Panhandle Eye Group
Park Pharmacy Corp.
Parmley Services, Inc.
Partners Together for Health
Paso del Norte Health Foundation
Pate Engineers
Paychex
Peerless Mfg. Co.
Pepsico Foods Imports Inc.
Pepsico Foundation
Pepsi-Cola Co.
Performance Food
Permian Basin Area Foundation
Permian Basin Bridal Associates
Permian Entertainment LLC
Perot Systems Corporation
Perry Homes
Peter Piper Pizza
PFS Web
Phelps Dunbar
PHNS Inc.
Phoenix Brand
Pilgrim's Pride Corporation
Pillar Hotels and Resorts, LP
Pioneer Natural Resources
Pipe Recovery Systems, Inc.
Plains All American Pipeline LP
Plains Capital Bank
Plains Chevy
Platform Partners LLC
Plaza Inn
PM Realty Group LP
Power Support, Inc.
PPD Development
Prefco
Preferred Care Partners Management Group
Premium Waters, Inc.
Pricewaterhouse Coopers
Pride International Management Company
Prime Controls
Prime Steak LTD
PrimeLending Company
Procter & Gamble
Producers Gas Gathering JV
Products Transfer
Professional Contract Services
Profit Planners, Inc. of Houston
Proserv
Protiviti
Prudential Foundation Matching Gifts
Pulte Homes
Quality Electric Steel Castings, LP
Quay Corporation
Quest Diagnostics
Quick Trip Corporation
QuickSilver Resources, Inc.
Race Adventures
Race Techs
Rackspace
Range Resources Corp.
RealPage, Inc.
Red Oak Realty
Reddylce
Ree Jones Foundation
Refrigerated Food Systems, Inc.
Reguladores Southern Heat Chapter
ReMax North Central
Rent-A-Center, Inc.
Republic National Distributing Co., LLC
Republic Title of Texas Inc.
Republic Waste Services
ResCare, Inc.
Resource One Credit Union
Resourcing Edge
REW Group
Richards Group, Inc.
Ricos Products Inc.
RJL Entertainment
RNDC Foundation
Robert M. Beren Academy
Rockwell Collins
Rod Adams
Ronald McDonald Charities
Rosa's Café & Tortilla Factory
Royal Oak
RPS
Rudman Foundation
Runner's High Club
Ryan Energy
Ryan Palmer Foundation
Ryan, Inc.
Ryland Homes
SACU
Safeway
Sallie Mae Foundation
Sally Beauty
Sam's Club
Sam's Club Foundation
Samsung
San Antonio Federal Credit Union
San Antonio Spurs
San Antonio Young Lawyers Foundation
Sandlin Family Foundation
Sandlin Homes
Satterfield & Pontikes Construction Inc.
Schlumberger Oil Field Service
Schneider Electric Buildings Americas, Inc.
Scott & Scott LLP
Scott & White Hospital MHRM Services
Scott Universal Foundation, Inc.
Scurlock Foundation
Security Bank
SECURUS Technologies, Inc.
Senior Junior Forum
Sequent Energy Management
Service Broadcasting, LLC
Seton Healthcare Network
Seymour Trent De Nora Texas, LLC
Sewell Subaru
Sewell Village Cadillac
SGS North America
Shands Family Charitable Gift Trust
Shaver Foods
Shaw Group, Inc.
Shelton Family Foundation
Sherwin Williams - Dallas
Shite Construction
Sid Richardson Foundation
Siemens
Sierra Providence Network
Sigma Solutions Inc.
Silver Eagle Distributors, LP
Silverleaf Resorts, Inc.
Sirius Solutions
Skanska USA Building, Inc.
Skymark Development Co, Inc.
Slater Controls, Inc.
SM Energy Company
Smith International
Society of Petroleum Engineers Dallas Section
Sons of American Legion Squadron 447
Source
South & Western General
South Plains Electric Coop
South Plains Foundation
Southside Animal Hospital
Southside Wrecker, Inc.
Southwest Airlines Co.
Southwest Dairy Farmers
Southwest Dairy Museum Inc.
Southwest Foods Distributing
Spansion
Spark Energy
Spartan Chemical Company, Inc.
Spaw Glass Contractors Inc.
Special T
Speedway Children's Charities

Spjst Lodge Pokrok No. 88
 Sprott, Rigby, Newsom, Robbins,
 Lanceford
 ST Motorsports, Inc.
 St. Jude Medical
 St. Mary Land & Exploration
 Stallion Oilfield Services
 Standard Sales
 Star Telegram
 State Farm Insurance Company
 Tina M. Stavinoha
 Stein Family Charitable Trust
 Sterling Group
 Stewert Builders, LTD
 Storm Water Solutions
 Strake Foundation
 Subaru of America Inc.
 Sudden Link
 Sue Woo
 Superior Alarms
 Superior Energy Services
 Supreme Lending Mortgage
 Surlean Foods
 SWBC
 Sysco Corporation
 T. Boone Pickens Foundation
 Taco Bueno
 Tam International Inc.
 Target
 Tarantino Properties
 Taylor Morrison
 TD Ameritrade Services Company, Inc.
 TD Industries, LTD
 Technip Offshore Inc.
 Tektronix
 Temple Foundation
 Tennis Competitors of Dallas
 Tesoro Petroleum
 TETCO, Inc.
 Tetra Applied Technologies, LLC
 Texan Tubular Sales, LP
 Texans Credit Union
 Texas A&M University
 Texas Capital Bank National
 Association Inc.
 Texas Comptroller's Office
 Texas Energy Engineers, Inc.
 Texas Engineering & Mapping
 Texas Furniture
 Texas Good Sam Chapters
 Texas Health Resources
 Texas Industries, Inc.
 Texas Instruments
 Texas Iron Spikes
 Texas MedClinic
 Texas Quarter Horse Association
 Texas Rangers Baseball Club
 Texas Roadhouse
 Texas Tech University
 Texas Towing
 Texas Trust Credit Union
 TFE Co.
 Thompson & Knight LLP
 Three Lee Investments Limited
 Timberlake and Dickson, Inc.
 Time Warner
 Tobida International
 Top Shelf LLC
 Torch Energy
 Total Depth Supply, Inc.

Total Petrochemicals USA, Inc.
 Toyota of Fort Worth
 Toys R Us Children's Fund, Inc.
 TPC Group, LLC
 TR Moore Company PC
 Trane
 TransCanada Pipeline U.S.A. LTD
 Transocean Offshore Deepwater
 Drilling, Inc.
 Transwestern
 Travelocity
 Trendmaker Homes
 Trinidad Drilling LP
 Trinity Industries, Inc.
 Trinity Petroleum Consultants
 Trio Electric, LTD
 TriQuint Semiconductor, Inc.
 Triten Corporation
 Trouble Steel Erectors
 Truitt for District 98
 Trumble & Crane
 Trumble Steel Erectors Inc.
 Tuesday Morning Corporation
 Tunu Puri Charitable Foundation
 Turnaround Management
 TXU Energy
 Tyson Foods, Inc.
 UGL - Equis
 Uline
 Uniden America Corp.
 Unilever
 United Concordia
 United Healthcare
 United Healthcare Student Resources
 United Parcel Service
 United Space Alliance
 United Supermarkets
 United Way
 Universal Controls, Inc.
 University Kiwanis Club
 University of Texas at Arlington
 University of Texas at Dallas
 UPS Foundation
 Uresti Law Firm, P.C.
 U.S. Customs – Laredo
 U.S. Metal Inc.
 USAA Federal Savings Bank
 USAA Foundation
 USG Insurance Companies
 USI Insurance Company
 Valassis Direct Mail, Inc.
 Valco Instruments Co. Inc.
 Valero
 Valley Baptist Medical Center
 Valor Brands, LLC
 Vanguard Charitable Endowment
 Program
 Verizon Wireless
 Viewpoint Bank
 Village Builders
 Vinson & Elkins LLP
 Viva Vino, Inc.
 Vivian L. Smith Foundation
 Vivicare Health Partners
 Wahoo Fish Tacos
 Walgreens
 Walmart
 Walmart Foundation
 Walmart Transportation
 Waring, Athon & Co.

Wash Tub
 Waterstone
 Weatherford International
 Webb County
 Weingarten Realty Investments
 WellMed Medical Management Inc.
 Wells Fargo
 Werlein & Harris PC
 West Texas National Bank
 Western Refining Company
 Western Union Money Order
 WesTex Federal Credit Union
 Westside Lions Club
 Whataburger
 Whole Foods
 Wholesale Electric Supply Co.
 Widmer Distributing Company, LTD
 Williamson Printing Corporation
 Wingo Sanders
 Winter Pediatric Therapy Center
 Wood Group Pressure Control
 World Oilman's Tennis Tournament
 Corporation
 World Realty
 Worthington National Bank
 Wyle Laboratories
 Xcell Energy Foundation
 XTO Energy Inc.
 Yancey Hausman
 YC Partners LTD
 Zachry Construction Group Corp.
 Zachry Engineering Corporation
 Zummo Meat Co., Inc.
 Zurich

This list is updated quarterly. For the most up-to-date list or to check a name before soliciting, contact the Vice President of Resource Development at 512.491.2938.



DEVELOPMENT



The ABC's of Fund Raising

Special Olympics Texas offices across the state will work with our teams to provide whatever assistance possible to make fund raising “fun” raising for teams. Assistance may include:

- Sample letters of solicitation.
- Sample thank you letters and recognition ideas.
- Review event plans and budgets and provide feedback and suggestions.
- Provide critical information regarding insurance issues to minimize risk.

The Keys to Effective Fund Raising

- Anyone can learn to raise money.
- People give for their reasons . . . not yours.

The Most Important Thing to Remember in Fund Raising is that People Give for Three Reasons:

- Because they support your team or the cause.
- Because of how they are asked or who asks them.
- Personal reasons (direct stake in the program such as an athlete acquaintance).

Every good fund raiser needs to promote the cause in a clear, emotionally appealing way and to select appropriate people to deliver the message or, in other words, “make the ask.” Any good fund raising campaign will also find a way to recognize, promote and thank its contributors.

Fund Raising – How to Ask for Money

1. Make a cash or in-kind contribution yourself, and let them know . . . as a coach, I volunteer more than eight hours a week during training.
2. Ask in person when at all possible. Using the phone or writing a letter makes it easy for you, but it also makes it easy for them to say NO.
3. Practice your “ask” or “pitch” in front of the mirror or with a friend.
4. Tell the truth; don’t exaggerate. Giving to Special Olympics will not solve world hunger nor will Tim Shriver write a personal thank you.
5. Stress the cause . . . not the organization. Causes are emotionally appealing; organizations are brick and mortar.
6. Tell them why you are involved or committed.
7. Don’t talk them into saying YES, but instead remove the reasons to say NO.
8. Avoid putting other causes down and avoid saying such things as: “Give the money to us and not the local area office or chapter office. We never see that money.” That shows a lack of teamwork and a selfish attitude that often won’t appeal to donors. And remember, the donor should always have the opportunity to designate how their contribution is used.
9. Avoid “bail out” pleas . . . no one likes to support a sinking ship. We spent all of our money on these cool jackets and now our athletes will run barefoot if you don’t give.
10. Be yourself.
11. The number one reason why people don’t give . . . they weren’t asked. You are not asking for yourself. If you really believe in the value of Special Olympics, why not give other people the opportunity to be a part of something so important and meaningful.



Sample Thank You Letter

Date

Personalized with Name

Address

City, State, ZIP

Dear (always personalize):

Recently, you (your company) donated to XYZ Team. Your donation made a real difference in our ability to participate in many competitions across the state, nation and around the world. (Insert an example such as "Because of your generosity, xx athletes were able to travel to (city) to compete in the (competition name).")

On behalf of the (number of athletes) athletes on our team, we thank you for your generous contribution of \$____. We are pleased that you have chosen Special Olympics Texas and our local team to help make a difference in the life of a person with intellectual disabilities.

We believe that Special Olympics reveals the very best in human nature and character. We feel our families are strengthened, and we hopefully help the community at large to accept and respect people who may be different. It is only through the continued support of people just like you that our athletes are able to participate in this program.

We invite you to see the athletes you support in action. You can share in their many accomplishments because your contributions allow them to be the best they can be. Our athletes practice (dates and times) at (location). We encourage you to stop by or call us and you will see the difference your support has made in the training and dreams of our athletes.

Thank you again,

Name

Address

Telephone

"Special Olympics Texas did not provide any goods or services in return for this gift."
(include this statement for gifts of \$250 or more)

SOTX Law Enforcement Torch Run® Scholarship Application

Officers of the Law Enforcement Torch Run® are committed to assisting local teams by offsetting the cost of competing in Special Olympics through a scholarship fund established at the area level. Funds are to be used only by teams that have centralized accounting with SOTX to offset expenses incurred during participation in local, area and chapter competitions (e.g., equipment, uniforms, transportation, meals, etc.). Applications, signed by the head coach, should be submitted to the area director where the delegation competes. Requests are reviewed monthly. Funds are limited, so apply early. Receipts are required. Write legibly and complete the entire form. Please note that first consideration will be given to teams that demonstrate financial need, and to teams that have not been funded within the last 12 months.

Head Coach: _____ Delegation: _____ Code: _____

Address: _____ City: _____ ZIP: _____

Day Phone: _____ Night Phone: _____ Area: _____

Consolidated Bank Account with Special Olympics Texas

(NOTE: Teams that consolidate their bank account with SOTX are eligible for LETR scholarships.)

Type of Delegation (please check one):

School

Social Service Agency

Parks and Recreation Department

Parent Group

College/University

Local Program

Civic Group

Individual

Other

Total Number of Athletes:	Number of Coaches/Volunteers:
List Sports:	Number of Athletes Participating:

Amount Requested: \$ _____ Proposed Use of the Torch Run® Scholarship: _____

Funding Sources:	Cash	In-Kind	Purpose:
Team Fund Raising:			
Sponsorships:			
Other:			
Team Account Balance:			

Head Coach Signature: _____ Date: _____

Submit form to the area office. Please allow time for processing. Receipts will be required.

Staff Use Only

Law Enforcement Torch Run® Approval: _____ Date: _____

Balance of Area Torch Run® Scholarship Fund Prior to this Request: _____

Torch Run Liaison Approval: _____ Date: _____

Chapter Finance Department Use Only

Approval Amount:	Date:	Signed:
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Team/Committee Event Planning Checklist

1. Person submitting form: _____ Today's Date: _____
2. Name of the event: _____
3. Date(s) of the event: _____
4. Location of the event: _____
5. Is the event sponsored and/or put on by SOTX (SOTX controls all aspects of the event)?
 Yes No
6. Is the event a 3rd Party event (3rd Party controls the event, and puts on the event to benefit SOTX? SOTX staff/volunteers may assist with various aspects of the event though.)
 Yes No
7. What type of event is it? (e.g., Gala, fashion show, golf tournament.)

8. Is there a brochure, flyer, poster, letters that will be sent/distributed to invitees/public?
 Yes No
9. If the event is a 3rd Party event, has the 3rd Party secured insurance to cover the event?
 Yes No
10. If the event is a 3rd Party event, will the 3rd Party and/or venue where the event is being held, add *Special Olympics, Inc. and Special Olympics Texas, Inc.* as additional insured under their general liability and liquor liability policies?
 Yes No
11. Will alcohol be served at the event? Yes No
12. Who will serve the alcohol? _____
13. What types of alcohol will be served? Beer Wine Mixed Drinks
14. Is the alcohol purchased or donated? _____
15. Is the alcohol being sold? (If "drinks" are included in the price of a "ticket", the alcohol is being sold.)
 Yes No
16. If there is a charge for the alcohol, who receives the proceeds? _____

17. Is the alcohol being given away? Yes No

18. Will there be entertainment at the event? Yes No
19. If there is entertainment, what type of entertainment? (e.g., band, performers, etc.)

20. Is there a contract for the facility, hotel, vendor(s)? Yes No
DO NOT SIGN ANY CONTRACTS/AGREEMENTS PRIOR TO THE CONTRACT BEING REVIEWED AND APPROVED BY THE VICE PRESIDENT SHARED SERVICES.
21. What are the insurance requirements stipulated in the contract(s)? _____

22. Is food being served at the event? Yes No
23. If food is being served at the event, who is serving the food? _____

24. If the food or alcohol is being served by a hotel, have you requested that the hotel name ***Special Olympics, Inc. and Special Olympics Texas, Inc.*** as additional insured under their General Liability and Liquor policies? Yes No
25. If the event is an event in which the public participates, a participant release of liability is needed. Please contact the Vice President of Shared Services (vp_hradmin.chp@sotx.org) to coordinate further.
26. Are there agreements with co-sponsors? Yes No
27. Will you need security and/or crowd control at the event? Yes No
28. If you need security/crowd control, who will provide the service? _____
29. If there is a registration/ticket fee for the event, to whom will the checks be written?

30. Is there a silent auction at the event? Yes No
31. If there is a silent auction, who will conduct the auction? _____
32. Is there a live auction at the event? Yes No
33. If there is a live auction, who will conduct the auction? _____

34. Will SOTX volunteers be 'working' the event? Yes No
35. If there will be SOTX volunteers "working" the event, are they registered volunteers? Yes No
36. Is there a contract for audio/visual vendor? Yes No
37. Is the event sponsored by SOTX Law Enforcement Torch Run officials? Yes No
38. Has anyone asked for SOTX's tax identification number or for a copy of SOTX's 501(c)(3) form?
(Please coordinate with Sr. Development Director – Events prior to giving out either form.) Yes No

Additional Notes: _____

Please submit this form for every EVENT in your area. Submit the form to the program/area director.

IMPORTANT REMINDER: If your event includes activities that are excluded from SOTX insurance coverage (refer to the Special Olympics Corporate Insurance Policy beginning on page H-5), please contact your area development director. Even though there are exclusions contained in the Special Olympics Corporate Insurance Policy coverage, they may be deemed eligible for coverage if certain underwriting requirements are met and approved by SOTX prior to the event.

Fund Raising Event Flowchart

