

2024-2025 Accreditation Webinar

Special Olympics





Agenda

- Introduction
- Accreditation Overview
- List of Resources
- General Information:
 - New information and reminders about old information
- 2024-2025 Application (for Programs with expiring accreditation)
- Mid-Cycle Update (for Programs accredited through 2024)
- Online System
- Questions?

Meet the SOI Legal Accreditation Team!

Corinn Davis, Paralegal



Felicia Hernandez, Paralegal



Special Olympics



SOI Legal Regional Leads



Corinn (cdavis@specialolympics.org)

- SO Europe Eurasia (58)
- SO Latin America (20)
- MENA (22)
- SO East Asia (6)

Felicia (fhernandez@specialolympics.org)

- SO Africa (41)
- SO Asia Pacific (36)
- SO North America (52)
- SO North America – Non-USA (22)
- Main contact for waivers and
Founding Committee applications

Current stats:

Total: 256 Programs

Breakdown: 236 active and 20 inactive

2023: 220 accredited Programs

What to do if you need help!



- ▶ Email your SOI Legal Regional Lead and ALWAYS cc accreditation@specialolympics.org AND the SOI Legal staff who is NOT your Regional Lead
 - ▶ **Why?** We both can help you! If one of us is away, the other will jump in to assist with your question so it can be addressed in the most efficient manner



What is Accreditation?

- SOI accredits Special Olympics Programs to ensure worldwide quality, and ultimately the growth, of the Special Olympics movement.
- Accreditation assures that every Accredited Program has met the core requirements of the Special Olympics mission and certain minimum management and financial requirements.



Value to Accredited Programs



International Identity

- World Games
- Regional Games
- Name And Branding
- Access To Trademarked Assets

Seat at the Table

- International And Regional Leadership
- Shared Strategy And Vision
- Leadership Development Opportunities

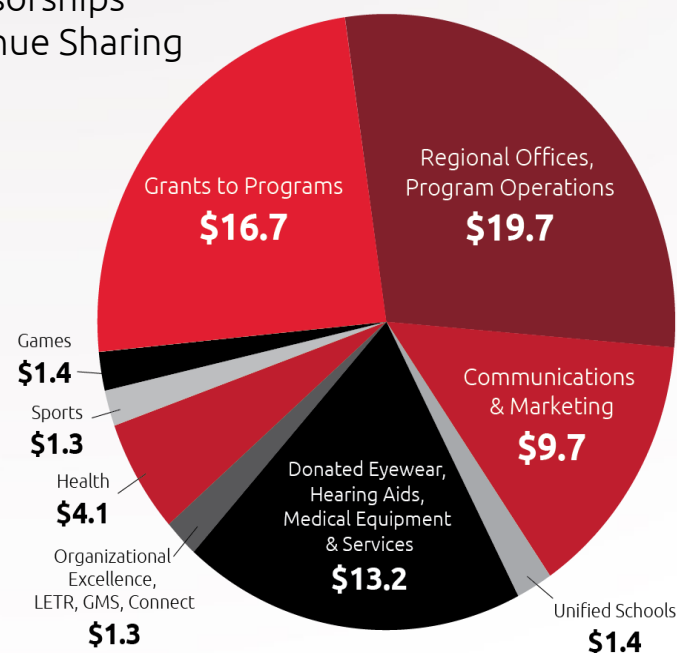
Resources

- Coaching Guides
- Health Tools
- Sports Skills Guides
- Brand Management Tools
- Fundraising Tools
- PR Tools
- School Curriculums
- Research In Sports, Health, And Disability
- General Rules
- Program Quality Standards
- Sports Rules

- Software
- Technical Advice In Sports, Health, Governance, Communications, and IT

The Inside Track on Funding

- Grants
- Sponsorships
- Revenue Sharing



Investments Benefitting Accredited Programs
(US Dollars in Millions)



How Accreditation Works:

- Each Program submits an accreditation application every 2 years. If approved, a Program is typically licensed for 2 calendar years.
- Between application years, in the mid-cycle report, Programs submit annual financial reports, AGR or 990 forms, budgets, operational plans, and updated contact information.
- Programs are responsible for ongoing compliance with the Accreditation Requirements and the General Rules.



Resource Overview

What we have provided, so your Program can have the tools to be successful

- ▶ 2024 Accreditation Guide*
- ▶ 2024 – 2025 Accreditation License Agreement*
- ▶ Accreditation Fees Policy*
- ▶ Accreditation Training Presentation
- ▶ Accreditation Webinar Recording
- ▶ Adjusted Gross Revenue Form 2022 (AGR)*
- ▶ Athlete Registration Forms
- ▶ Bank Information Forms
- ▶ Board of Director list template *(optional)*
- ▶ Board Rotation Waiver Request template *(optional)*
- ▶ Budget template *(optional)*



- ▶ Deadline Extension Request template *(optional)*
- ▶ Financial Audit Waiver Request template *(optional)*
- ▶ Founding Committee Application
- ▶ General Waiver Request template *(optional)*
- ▶ Letterhead Template *(optional)*
- ▶ New Timeline Memo
- ▶ Operational Plan template - multi and single year* *(optional)*
- ▶ Payment Instructions
- ▶ Program Quality Standard tool*
- ▶ What Accreditation Offers” one-pager

ALL RESOURCES CAN BE FOUND AT THIS LINK:

<https://resources.specialolympics.org/governance/accreditation>

General Information

New information and reminders about old information

Special Olympics



New Timeline:

International Programs



- Training Period: November 2023
- Application Opens: 01 December 2023
- Application Due: 31 March 2024
- Waiver Request Deadline: 28 February 2024
- Deadline Extension Request: 01 March 2024
- Accreditation Fees 3% Discount:
 - All invoices for applications submitted by the March 31st deadline will be sent out by **May 31st** and are due 30 days after receipt.

New Timeline: U.S. Programs



- Training Period: November 2023
- Application Opens: 01 December 2023
- Application Due: 31 January 2024
- Waiver Request Deadline: 31 December 2023
- Deadline Extension Request: 01 January 2024
- Accreditation Fees 3% Discount:
 - All Programs who wish to take advantage of the 3% discount must pay their fee in full within 30 days of receiving invoice.

ALL PROGRAMS CURRENTLY ON THE
2022/2023 CYCLE AND WHOSE
ACCREDITATION EXPIRES ON 12/31/2023
WILL AUTOMATICALLY BE EXTENDED
THROUGH 03/31/2024 (INTERNATIONAL)
AND 01/31/2024 (U.S.)

Special Olympics



Recap



Last year...

- The application opened early October
- All materials for the 2023 mid cycle report and 2023 full cycle report, for Programs on the 2022/2023 and 2023/2024 cycles, were due November 15, 2022
- Programs had roughly 45 days to submit all materials required for the 2023 full and/or mid cycle reports

This year...

- The application opens December 1st
- All materials for the 2024 mid cycle report and 2024 full cycle report, for Programs on the 2023/2024 and 2024/2025 cycles, will be due on March 31, 2024 (or January 31, 2024, for U.S.)
- International Programs now have 4 full months to submit all the required materials for the 2024 full and/or mid cycle reports
- AND we have given you the opportunity to formally request an extension if additional time is required



Recap continued...

- ▶ If your Program is on the **2023/2024 cycle**, then on December 1st you will begin submitting materials for the **2024 mid-cycle report**
 - ▶ Accredited Programs on this cycle, accreditation status should be:
Accredited through 12/31/2024
- ▶ If your Program is on the **2024/2025 cycle**, then on December 1st you will begin submitting materials for the **2024 full-cycle report**
 - ▶ Once application is approved, Accredited Programs on this cycle, accreditation status will be: *Accredited through 03/31/2026*

Let's talk about the "3% Discount"



Month XX, 2024

Dear Special Olympics «Program»,

I am writing to provide you with details regarding your Program's 2024 accreditation fee assessment. The 2024 annual accreditation fee for Special Olympics Program is \$100. If you choose to pay in full prior to Month XX, 2024 you will receive a 3% discount and your total 2024 accreditation fee will be discounted to \$97.00.

The following is enclosed:

- 2024 Accreditation Fee Calculation
- Statement including any balance from prior periods (Your Program's outstanding balance from prior periods is \$0)
- Payment Instructions

If you have questions, please contact the Finance Helpdesk at financehelp@specialolympics.org.

Sincerely,

A handwritten signature in black ink, appearing to read "Jim Barbee".

Jim Barbee
Acting Chief Financial Officer

How can a Program receive a 3% discount?



- ▶ All Programs who submit their application by the due date*, March 31st, 2024, will be rewarded with the opportunity to receive a discount of 3% off their accreditation fee if they pay the amount in full and within 30 days of receiving the invoice.
- ▶ **or date agreed upon if an extension request was submitted by March 1st and approved*

When will Programs receive invoices for accreditation fees?



- ▶ If your Program submits its application by the March 31st deadline, please expect to receive your invoice **no later than May 31st ***
 - ▶ **If there are delays and May 31st is no longer feasible for the SOI Legal and Finance departments due to staffing capacity or other factors out of our control, we will inform the Managers/Directors of Organizational Development for each region, and they will communicate this to all Programs*
- ▶ If your application was submitted on time, please **do not** ask when you will receive your invoice prior to May 31st

Waiver Request Deadline:

ALL WAIVER REQUESTS ARE
DUE NO LATER THAN
FEBRUARY 28, 2024

Special Olympics



How to submit a waiver request:



- 1) Go to the accreditation resource page and download the template
- 2) Send the letter via email to Program's Regional Manager/Organizational Director
- 3) Organizational Director will email request with their recommendation Felicia Hernandez and cc both Corinn Davis and accreditation@specialolympics.org
- 4) The SOI Legal Team will work to move your request up the chain of approval to Dr. John Dow, Chief of Regional and Program Operations
- 5) A decision letter (*approval or rejection*) will be sent to Program and Organizational Director and posted in the application portal for record keeping

When to submit a waiver...

General Rules, Section 6.22



- **When:** there are absolutely no other reasonable means for meeting the requirement
- **When:** meeting the requirement would cause an undue burden to the Program and their resources
- **When:** the Program has shown they are compliant in other ways
- **When:** the Program has put their best effort forward to meet the requirement prior to requesting a waiver

***NO WAIVER REQUEST IS GUARANTEED APPROVAL,
SOME REQUESTS MAY BE REJECTED***

Board Rotation Waiver

General Rules, Section 5.02(d)



- Programs requesting an exception to the nine-year limitation should submit a written request to their Regional Manager/Director that includes:
 - Name and years of service of the member(s) for whom the exception is requested
 - Justification for the extension, and
 - Length of the requested extension*.
- **Alternatives to Waiver:** Programs are encouraged to consider having exemplary long-term Board members support the Program in other ways or step off the Board for a one-year period before returning to the Board.

** Provided that in no event may any person serve more than eighteen consecutive years on a Board of Directors/Program Committee*



Extension Request Deadline

- In accordance with Section 6.08(b) “Any Accredited Program unable to comply with this deadline must submit a written extension request to SOI at least thirty (30) days before the date that Program’s accreditation expires. Upon good cause, SOI may then establish an alternative deadline.”
- This extension will not affect eligibility for the 3% discount if application is submitted no later than the agreed upon extension date
- *Extension requests CAN be rejected, no request is guaranteed approval*

How and when to submit an extension request:



- ▶ Submit your request NO LATER than 01 March 2024
- ▶ **Good reason for an extension request:** Your budget and/or operational plan is completed but the Board is not meeting until after 31 March 2024 to approve it.
- ▶ **Bad reason for an extension request:** it is 01 March 2024 and you have not submitted any materials to the Program's application.
- ▶ **How?** Download the template from the resource page and submit it to your Regional Manager who will then forward it to the SOI Legal team.

Founding Committee Application



- ▶ **What is a Founding Committee?**
 - ▶ To start a new Special Olympics Program in a nation or other territory that is not within an Accredited Program's territory, a founding group of at least six persons, using the Founding Committee Application, may apply to Special Olympics, Inc. ("SOI") through the appropriate SOI regional office for recognition as a Founding Committee for the specified geographic area.
- ▶ **What are the steps SOI takes to review and approve applications?**
 - ▶ Review proposed bylaws, screen potential leadership to make sure there are no U.S. sanctions against the proposed individuals, and seek approval of the Chief of Regional and Program Operations

Founding Committee Application Cont.



- ▶ What happens once our Program becomes a Founding Committee?
 - ▶ SOI recognition of a Founding Committee includes a license to use the Special Olympics name and logo within its designated territory for the limited purposes of organizing a Special Olympics Program and raising funds solely to pay expenses for Special Olympics activities. In addition, Programs with Founding Committee status may apply to send a small delegation (for example, 4 athletes, 1 coach, 1 delegate) to the Special Olympics World Games.
 - ▶ SOI's regional Organizational Development staff will provide program development assistance to the Founding Committee to help it meet the accreditation requirements within its one-year recognition period.

Founding Committee Application Cont.



Do Founding Committees pay fees?

- ▶ No, during the 1-year period when a Program's status is "Founding Committee" the Program will NOT pay fees or be invoiced.
- ▶ How long is the Program considered a Founding Committee?
 - ▶ 1 year
- ▶ When should an application be submitted for a Program to become a Founding Committee?
 - ▶ At any point during the year

for Programs with accreditation expiring 2023

2024-2025 APPLICATION

Special Olympics



General Changes



Former text:

- ▶ “Please attach the document or note when it was previously submitted.”
- ▶ “Please attach the document or, if not yet complete/approved, note when it will be submitted.”

Noting when previously submitted or when it will be submitted will NOT be an option

Questions no longer asked:

- ▶ Special Olympics Sports:
 - ▶ Does the Program provide quality training and competition in 2 or more Sports? Please list 2 sports.
 - ▶ Does the Program provide Unified Sports opportunities?
- ▶ Registered Athletes
 - ▶ Did the Program submit its 2021 census data?



1. Bylaws/Governing Documents

- ▶ 1.1 Do the Program's bylaws/governing documents include the SO Mission Statement? Please attach the document and **highlight the relevant portion.**
- ▶ 1.2 Do the Program's bylaws/governing documents limit the terms of the members of the Board to a maximum of 9 consecutive years? **If not, please reference the local law or SOI decision which exempts the Program from this requirement. Please highlight the relevant portion in same document attached in question 1.1.**

Special Olympics Mission:



- ▶ The mission of Special Olympics is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills, and friendship with their families, other Special Olympics athletes, and the community.



2. Governing Board

- ▶ 2.1 Does the Program have 7 or more members on the Board of Directors? Please attach a list of the Program's Board members, including the years of service for each member, Board position, and role requirement they fulfill (ex: expert in intellectual disabilities, sports expert, business or finance expert, close family relation of a Special Olympics athlete, or athlete). Click [here](#) for the Board list template.
- ▶ 2.2. Does the Program's Board include at least 1 Special Olympics athlete? If not, please reference the local law or SOI decision which exempts the Program from this requirement.
- ▶ 2.3. Does the Program's Board meet at least twice each calendar year? Please attach 2 sets of minutes: from (1) meeting during 2022 and minutes from (1) meeting during 2023.



2.2	[1]	Does the Board include an expert in intellectual disabilities? Please type his/her name.	Yes ▾	Approved ▾
2.3	[1]	Does the Board include a sports expert? Please type his/her name.	Yes ▾	Approved ▾
2.4	[1]	Does the Board include a finance or business expert? Please type his/her name.	Yes ▾	Approved ▾
2.5	[1]	Does the Board include a close family relation of an athlete? Please type his/her name.	Yes ▾	Approved ▾
2.6	[1]	Does the Board include a Special Olympics athlete? Please type his/her name.	Yes ▾	Approved ▾

Board List Template



	A	B	C	D	E	F	G
1	Mr/Mrs.	First Name	Last Name	Board Role (ex. Chair)	Consecutive Number of Years of Service	Service Start Date	Position/Role Requirement (ex: expert in intellectual disabilities)
2							
3							
4							
5							
6							
7							
8							
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10							
11							
12							
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30							
31							

Board Composition

General Rules, Section 5.02 (c)



Expert in Intellectual Disabilities: Should have a degree or substantial professional experience in a field related to intellectual disabilities, such as special education or developmental psychology.

Sports Expert: Should have a degree or substantial professional experience in a field related to sports.

Finance or Business Expert: Should have a degree, certification, or substantial professional experience in a field related to financial or business management.

Close Family Relation: Parent, sibling, grandparent, or child of a current or former Special Olympics athlete.

Athlete Leadership



Each Board must include at least one current or former Special Olympics athlete.

Athlete members must have the same rights and privileges as other voting Board members, including full voting rights and the same terms as other members.

Athletes should play a meaningful and integral role and should not be chosen only to satisfy this accreditation requirement.

Programs are encouraged to make use of materials provided through the Special Olympics Athlete Leadership Program to make the most of athlete leadership.

3. Executive/National Director and Sports Director



- ▶ Are the positions of (1) Board Chair, (2) Executive/National Director, and (3) Sports Director held by different people?



Requirement and Purpose

- ▶ The Program has an Executive/National Director and a Sports Director in accordance with General Rules Section 5.02(e), who may be part-time or full-time, volunteer or paid, but who are not the same person and neither of whom is the Chair of the Board of Directors.
- ▶ Division of the roles of Executive/National Director, Sports Director, and Board Chair among three different people (1) promotes accountability, (2) prevents overburdening one person, and (3) leads to a wider breadth of experience, skills, and ideas in the Program's leadership.

Diversity Equity and Inclusion



- ▶ *(For U.S. Programs only)* Has the Program submitted its Diversity and Inclusion report? Please click [here](#) to complete the report.

4. Special Olympics Software



- ▶ Does the Program use Special Olympics software for accreditation, athlete, volunteer, and competition information management as provided and instructed by SOI? ** Answer yes to this question if your Program uses (1) the Online Census System and (2) the Online Accreditation System. Additional software will be added to this requirement in future years as it is developed and rolled out.

5. Registered Athletes



- ▶ Does the Program certify that it registers athletes? Please attach sample athlete registration forms. Click [here](#) for form templates.



6. Name and Logo

- ▶ Does the Program use the Special Olympics name and logo correctly? Please attach samples of the Program's current letterhead and business cards. Please click [here](#) for the letterhead template.
- ▶ The Program's name is "Special Olympics [name of jurisdiction]" and the Program's logo is the Special Olympics logo plus name of jurisdiction in accordance with General Rules Sections 5.03 and 5.07.



7. Finances and Planning

- ▶ 7.1 Is the Program submitting its 2022 annual financial statements? Please attach the document. Financial statements for Programs with more than USD 100,000 in annual revenue must be audited by an independent auditor. If requesting a waiver from the audit requirement, please attach your request here with the unaudited financial statements.
- ▶ 7.3 Please attach the Program's 2024 budget. Click [here](#) for the budget template.
- ▶ 7.4 Please attach Program's 2024 operational plan. Click [here](#) for the operational plan template.

7.2 Finances and Planning

(International)



7.2. Please attach the Program's 2022 Adjusted Gross Revenue (AGR) Form. Click [here](#) to find the AGR form.

7.2.1 As provided in your AGR form, using your local currency, please enter the 2022 Total Revenue amount:

7.2.2 As provided in your AGR form, using your local currency, please enter the amount of Revenue received directly from SOI in 2022:

7.2.3 As provided in your AGR form, using your local currency, please enter the amount of Revenue received directly from a government entity in 2022:

7.2 Finances and Planning

(International)



7.2.4 As provided in your AGR form, using your local currency, please enter the amount of In-Kind Revenue received in 2022:

7.2.5 As provided in your AGR form, using your local currency, please enter the amount of certain fundraising expenses for 2022:

7.2.6 As provided in your AGR form, using your local currency, please enter the amount of your Total Deductions for 2022:

7.2.7 As provided in your AGR form, using your local currency, please enter the amount of Adjusted Gross Revenue for 2022:

2022 ADJUSTED GROSS REVENUE FORM

(USED TO CALCULATE 2024 ACCREDITATION FEES)



INSTRUCTIONS:

- This form is for accredited Special Olympics Programs outside the United States.
- Complete and submit this form digitally in PDF format.
- All amounts should be consistent with and in the same currency as the Program's financial statements.
- This form is for the fiscal year ending 31 December 2022. If your Program has a non-calendar fiscal year, submit amounts based on your Program's fiscal year.
- SOI will send invoices for 2024 accreditation fees in the second quarter of 2024.
- Please see the Accreditation Fees Policy for more details.

PROGRAM NAME: _____

CURRENCY: _____

TOTAL REVENUE

A _____

Gross revenue amount from 2022 financial statements. Include ALL:

- Restricted and unrestricted revenue.
- Revenue from all sources (government, corporate, individual, SOI, etc.).
- Revenue received by Sub-Programs.

DEDUCTIONS

REVENUE FROM SOI

B _____

Revenue received directly from Special Olympics, Inc.

- Do not include amounts reported in D.
- All Revenue from SOI must be listed on page 2.

GOVERNMENT REVENUE

C _____

Revenue received directly from a government entity.

- Do not include amounts reported in D.
- All Government Revenue must be listed on page 2.

IN-KIND REVENUE

D _____

Non-cash donated goods or services that are part of Total Revenue.

CERTAIN FUNDRAISING EXPENSES

E _____

Direct expenses for fundraising mailings and events.

- Do not include telemarketing expenses.
- Do not include indirect expenses, such as salary or overhead.

TOTAL DEDUCTIONS. Add B, C, D, and E.

F 0.00

ADJUSTED GROSS REVENUE. Subtract F from A.

G 0.00

CERTIFICATION. This form must be reviewed by the Board Chair before it is submitted. The Board Chair and the person submitting this form to SOI certify that it is accurate. No signature is needed.

Board Chair Name

Person Submitting Form (name, title)

Date (Day/Month/Year)

8.2 Finances and Planning (U.S.)



8.2 Please attach the Program's 2022 IRS Form 990.

8.2.1 As provided in your 990, please enter the 2022 Total Revenue (Part VIII, Line 12, Column A) amount:

8.2.2 As provided in your 990, please enter the 2022 In-Kind Goods (Part VIII, Line 1g) amount:

8.2.3 As provided in your 990, please enter the 2022 In-Kind Services (Schedule D, Part XI, Line 2b) amount:

8.2.4 As provided in your 990, please enter the 2022 Program Services Expense (Part IX, Line 25, Column B) amount:



Audited Financial Statements

Programs with Total Revenues **more than** US \$100,000 are required to submit audited financial statements and must request a waiver if their 2022 financial statements are not audited.

Programs with Revenues **less than** US \$100,000 automatically receive a waiver.

2024 Budget and Operational Plan



Annual Budget: An annual budget is a statement of planned revenue and expenses for an entire fiscal year and is a planning tool that every Program must have in order to effectively manage its finances and assets.

Operational Plan: In accordance with General Rules Section 8.03(a), Programs are required to develop a written operational plan for each fiscal year, setting forth comprehensive goals for the Program's sports, programmatic, administrative and fundraising goals, and its plans for growth.



8. Accreditation Fees

- ▶ Has the Program paid all accreditation fees currently due? If the answer is “no,” please contact SOI to arrange payment or discuss a payment plan. If a payment plan is currently in place, please upload documentation.

A Program is not eligible to receive grant funds from SOI if they have unpaid fees from the current or prior year

9. SOI's Authority



- ▶ Does the Program acknowledge that SOI has the utmost authority over Special Olympics activity and programming?



10. License Agreement

- ▶ Please attach the completed and signed 2024 – 2025 Accreditation License Agreement. Please click [here](#) to download the agreement.
- ▶ **New Section:**
- ▶ 1.1 Compliance with Sanctions Regulations. Program, including, if applicable, any directors, administrators, officers, board of directors (supervisory and management) members, or employees thereof, shall comply with all U.S Executive Orders, U.S. laws, European Union Directives, and other similar laws, regulations, or statutes prohibiting transactions with and the provision of resources and support to, individuals and organizations associated with terrorism.

License Agreement

Special Olympics



2024 – 2025 ACCREDITATION LICENSE AGREEMENT

The undersigned Program ("Program") makes the following commitments and representations to Special Olympics, Inc. ("SOI") as a result of SOI granting or renewing Program's accreditation:

1. **Compliance with Accreditation Requirements.** Program certifies to SOI that all statements in Program's accreditation application are true and correct and that Program complies with all of the accreditation requirements. Program will inform SOI immediately in writing if there is any material change in Program's compliance with any accreditation requirement after the date on which Program signs this Accreditation License Agreement.

1.1 **Compliance with Sanctions Regulations.** Program, including, if applicable, any directors, administrators, officers, board of directors (supervisory and management) members, or employees thereof, shall comply with all U.S. Executive Orders, U.S. laws, European Union Directives, and other similar laws, regulations, or statutes prohibiting transactions with and the provision of resources and support to, individuals and organizations associated with terrorism.

2. **General Rules.** As a condition of obtaining and maintaining its accreditation, Program agrees to comply with the Special Olympics Official General Rules (the "General Rules"), including the other Uniform Standards (as defined in the General Rules). Program also agrees that if it fails to comply with the General Rules, such failure may result in SOI's (i) revoking Program's accreditation, (ii) not renewing its accreditation at the end of the Accreditation Period, or (iii) taking other actions in accordance with the General Rules.

3. **Accreditation and License.**

3.1 **License; Conditions.** SOI hereby accredits Program as a Special Olympics Program and grants Program a non-exclusive, revocable, license during the Accreditation Period to use the name "Special Olympics," the Special Olympics Logo, and other Special Olympics marks, as listed in Appendix B, during the Accreditation Period (the foregoing name, logo, and marks are referred to collectively as "Licensed Marks") solely for the purpose of conducting Program's activities in its Territory (as defined below) as authorized by the General Rules. This license is conditioned upon Program's continuing compliance with the General Rules during the Accreditation Period.

3.2 **Territory.** Program's "Territory" shall be the nation, state, or other geographic area specified in Program's name unless Appendix A sets forth a more specific description of Program's Territory. Program specifically agrees not to register, or attempt to register ownership of the Special Olympics Logo, name (in any language) or any other Licensed Mark in its Territory. The Program further specifically agrees that it is not authorized to, and will not, directly, or indirectly (through a third party or otherwise) raise money outside its Territory.

3.3 **Conditions.** The accreditation and license granted under Section 3.1 are subject to any specific conditions set forth in a separate letter, addressed to the Program, of Conditional Accreditation, if any. If such conditions are set forth in a letter of Conditional Accreditation, this accreditation and license are conditioned on the timely fulfillment of such conditions by Program.

3.4 **Ownership of Special Olympics Marks.** SOI is the exclusive owner of all Special Olympics marks, including marks incorporating all or any portion of any Licensed Mark (all of the foregoing are referred to collectively as "Special Olympics Marks"). Program agrees not to take any action that would interfere with or dilute SOI's ownership of or rights to any Special Olympics Mark or with SOI's right to determine whether and how any Special Olympics Mark or other intellectual property owned by SOI is used by third parties. Program specifically agrees not to register, or attempt to register, ownership of any Special Olympics Mark, including the Special Olympics name (in any language) in the Program's Territory. Ownership and registration of any composite or other mark created or owned by Program that includes a Special Olympics Mark is hereby automatically assigned, together with all goodwill attached thereto, to SOI. Program grants SOI the right to execute on behalf of Program as Program's attorney-in-fact any legal instrument required, in SOI's judgment, to perfect those rights.

3.5 **Use of Special Olympics Marks.** Program agrees to use the Special Olympics Marks solely in accordance with the General Rules and warrants that it will not authorize any third party to use or reproduce any Special Olympics Mark unless Program complies with the policies in Section 5.07 of the General Rules and all other applicable

Key Terms:

- License to use SO name & operate SO Program in your Territory
- Agreement to comply with
 - Accreditation Requirements
 - General Rules
 - Branding Guidelines
- No trademark registration

Program agrees that this Accreditation License Agreement shall, when signed on behalf of SOI, be a binding and enforceable contract between Program and SOI.

ACCEPTED AND AGREED: Program Name: SPECIAL OLYMPICS _____

Program Legal Name: _____
(as registered with the government)

Signature: _____
Chairperson, Board of Directors

Name: _____

Date: _____
(Day/Month/Year)

APPROVED AND AGREED: SPECIAL OLYMPICS, INC. _____

Signature: _____
Name: Brandon Fitzgerald
Title: Chief Legal Officer
Date: Effective on the date of the Accreditation Letter



11. Contact Information

- ▶ Has the Program provided updated contact information for its office, Board Chair, Executive/National Director, and Sports Director on the Program Profile Page? Please click [here](#) to update contact information.



12. Program Quality Standards

- ▶ Has the Program conducted a self-assessment and identified areas for improvement using the Program Quality Standards? Please attach the completed Program Quality Standards tool. Please click [here](#) to download the tool.
- ▶ Complete the assessment **AND** discuss with a designated regional staff member.

Voluntary Questions



The following questions are voluntary, and your answer will not impact the approval of your application.

- ▶ **Board Training.** During the last 2 years, have the Board Chair and the majority of the board members undergone training relevant to the governance roles?
- ▶ **Medical Advisor.** Does the Program have a point of contact who can provide knowledgeable advice regarding medical issues faced by the intellectual disabled community?
- ▶ **Operation Safeguard Policy.** Has the Program adopted and implemented a safeguard policy?
- ▶ **Operation Safeguard Training.** Has the Program's staff and volunteers completed the Operation Safeguard training module? Please [click here](#) to open the training module.

Get ahead of the game

Document Checklist:



- ☐ Current Bylaws With SO Mission & Board Rotation Provisions
- ☐ List of Board Members, including years of service for each Member
- ☐ 2 sets of Board Minutes: (1) From Meeting In 2022 And (1) from Meeting In 2023
- ☐ Current Athlete Registration Forms
- ☐ Current Letterhead & Business Cards
- ☐ 2022 Financial Statements
- ☐ 2022 AGR Form (990 for U.S. Programs)
- ☐ 2024 Budget
- ☐ 2024 Operational Plan
- ☐ Signed 2024-2025 Accreditation License Agreement
- ☐ Program Quality Standard Tool

for Programs accredited through 2024

2024 MID CYCLE UPDATE

Special Olympics



Get ahead of the game

Document Checklist:



- ☐ 2022 Financial Statements
- ☐ 2022 AGR Form (990 for U.S. Programs)
- ☐ 2024 Budget
- ☐ 2024 Operational Plan

ONLINE ACCREDITATION SYSTEM


Special Olympics



Logging on



<http://services.specialolympics.org/Login>



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Email

Password


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Applications Menu



 **Special Olympics**

Profile Applications

National Direct


Program - FICTIONAL PROGRAM

For the current Accreditation Guide and other accreditation materials, [click here](#).

Program	Cycle	Status	
FICTIONAL PROGRAM	2020-2021	InProgress	View
FICTIONAL PROGRAM	2019-2020	Canceled	View
FICTIONAL PROGRAM	2018-2019	InProgress	View
FICTIONAL PROGRAM	2017-2018	Approved	View
FICTIONAL PROGRAM	2015-2016	Approved	View
FICTIONAL PROGRAM	2013-2014	Approved	View

Posting General Comments



 **Special Olympics**

Profile Applications **Application**

National Director ▾

Application for FICTIONAL PROGRAM: 2020-2021

Application Status: In Progress
Mid-Cycle Status: In Progress

Program Status: Accredited to 12/31/2019, Application Status: In Progress

2020 2021

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Welcome to your Special Olympics accreditation application. This application page is due 15 November 2019. Please complete all of the following questions, attaching documents and inserting notes where requested. Each question response is saved when answered, allowing you to leave and return if not completing the application in a single session. If you have questions or comments for SOI, please insert a note or contact your SOI regional Organizational Development representative. For the current Accreditation Guide, license agreement, forms, and other accreditation materials, [click here](#). Thank you!

#	Item	Response	Approve
1	Special Olympics Mission. ⓘ		
1.1	[0] Do the Program's bylaws/governing documents include the SO Mission Statement? Please attach the document or note when it was previously submitted.	Pending ▾	Pending
2	Governing Board. ⓘ		
2.1	[0] Does the Program have 7 or more members on the Board of Directors? Please attach a list of the Program's Board members, including the years of service for each member.	Pending ▾	Pending
2.2	[0] Does the Board include an expert in intellectual disabilities? Please type his/her name.	Pending ▾	Pending
2.3	[0] Does the Board include a sports expert? Please type his/her name.	Pending ▾	Pending
2.4	[0] Does the Board include a finance or business expert? Please type his/her name.	Pending ▾	Pending
2.5	[0] Does the Board include a close family relation of an athlete? Please type his/her name.	Pending ▾	Pending

Messages

Add Message

You can also email
accreditation@specialolympics.org

[Choose File](#) No file chosen [Save](#)

National Director on 11/1/2019 2:10:37 AM

This is where you should post comments or questions for SOI.

Response



Welcome to your Special Olympics accreditation application. This application page is due 15 November 2019. Please complete all of the following questions, attaching documents and inserting notes where requested. Each question response is saved when answered, allowing you to leave and return if not completing the application in a single session. If you have questions or comments for SOI, please insert a note or contact your SOI regional Organizational Development representative. For the current Accreditation Guide, license agreement, forms, and other accreditation materials, [click here](#). Thank you!

#	Item	Response	Approve
1	Special Olympics Mission.		
1.1	[0] Do the Program's bylaws/governing documents include the SO Mission Statement? Please attach the document or note when it was previously submitted.	Yes ▾	Pending
	<div>Choose File No file chosen</div> <div>Save</div>		
2	Governing Board.		
2.1	[0] Does the Program have 7 or more members on the Board of Directors? Please attach a list of the Program's Board members, including the years of service for each member.	Pending ▾	Pending
2.2	[0] Does the Board include an expert in intellectual disabilities?		

Messages

Add Message

Choose File No file chosen

National Director on 10/25/2019 11:30

You can also email Accreditation at accreditation@specialolympics.org

National Director on 10/25/2019 11:30

This is where you should post general questions you want to send to SOI.

Attaching a document



#	Item	Response	Approve
1	Special Olympics Mission.		
1.1	[0] Do the Program's bylaws/governing documents include the SO Mission Statement? Please attach the document or note when it was previously submitted.	Yes ▾	Pending
<div>Choose File No file chosen Save</div>			
2	Governing Board.		

File Explorer window showing the selection of a document to attach.

File name: Model Program Bylaws.docx

Buttons: All Files, Open

Background form shows the "Special Olympics Mission" item with a "Choose File" button and a "Save" button.

Completed Question Example



2020
2021
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Welcome to your Special Olympics accreditation application. This application page is due 15 November 2019. Please complete all of the following questions, attaching documents and inserting notes where requested. Each question response is saved when answered, allowing you to leave and return if not completing the application in a single session. If you have questions or comments for SOI, please insert a note or contact your SOI regional Organizational Development representative. For the current Accreditation Guide, license agreement, forms, and other accreditation materials, [click here](#). Thank you!

#	Item	Response	Approve
1	Special Olympics Mission. ⓘ		
1.1	[1] Do the Program's bylaws/governing documents include the SO Mission Statement? Please attach the document or note when it was previously submitted.	Yes ▾	Pending
<div> National Director on 10/26/2019 9:49:16 PM </div> <div> Model Program Bylaws.docx </div> <div> Choose File No file chosen Save </div>			
2	Governing Board. ⓘ		
2.1	[0] Does the Program have 7 or more members on the Board of Directors? Please attach a list of the Program's Board members, including the years of service for each member.	Pending ▾	Pending
2.2	[0] Does the Board include an expert in intellectual disabilities? Please type his/her name.	Pending ▾	Pending
2.3	[0] Does the Board include a sports expert? Please type his/her name.	Pending ▾	Pending

Messages

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National Director on 10/25/2019 11:12:48 PM

You can also email Accreditation at accreditation@specialolympics.org

National Director on 10/25/2019 11:09:26 PM

This is where you should post general comments or questions you want to send to SOI.

Update Contact Information



11	Contact Information.			
11.1	[0]	Has the Program provided updated contact information for its office, Board Chair, Executive/National Director, and Sports Director on the Program Profile Page? Please click here to update contact information.	Yes ▾	Pending

Special Olympics

Profile
Applications

National Director ▾

Profile

Details

Program Name*

FICTIONAL PROGRAM

Program Legal Name (as registered with government).*

Special Olympics Fictional

Phone Number

123-456-6789

Fax Number

987-654-4231

Website Address

www.specialolympics.org

[Save](#)

Address

Special Olympics FICTIONAL PROGRAM

Address Line 1*

1133 19th St NW

Address Line 2

City *

Washington

State/Province

a

Country *

Bangladesh ▾

Postal/Zip Code

20036

[Save](#)

Contacts

First Name	Last Name	Type	Is Primary	Receives Notifications	
National	Director	ExecutiveDirector	<input type="radio"/>	<input checked="" type="checkbox"/>	Edit
Sports	Director	SportsDirector	<input type="radio"/>	<input checked="" type="checkbox"/>	Edit
Board	Chair	BoardChair	<input type="radio"/>	<input checked="" type="checkbox"/>	Edit

If the Board Chair, Executive/National Director or the Sports Director is already listed above, please edit his/her contact above and set the contact type. If not listed above, click on the buttons below to add contacts.

[Add Contact](#)

Questions?

Special Olympics



Thank you!



Special Olympics

