



Patch Ordering Instructions for US Programs

Overview:

To increase brand recognition of Special Olympics Unified Sports®, especially in schools, a set of Uniform Guidelines (see separate document) has been established for SONA Programs. With many Unified Sports teams using their existing school uniforms, one option within the guidelines is to apply a Unified Sports patch to these uniforms.

SONA has identified a national vendor (Maingate) to supply these patches. To assist with compliance to the new guidelines, SONA will be offering the patches for a limited time at NO COST for Unified Champion Schools (UCS) in the United States. On a first come first served basis as funds are available, SONA will cover the cost of the patches needed for all Unified Champion Schools that meet the following criteria:

- **Must be an active UCS middle or high school that use their existing school uniforms (or have similar uniforms without Special Olympics branding)**
AND
- **Are on the Year 12 school list within the online UCS grant reporting system**

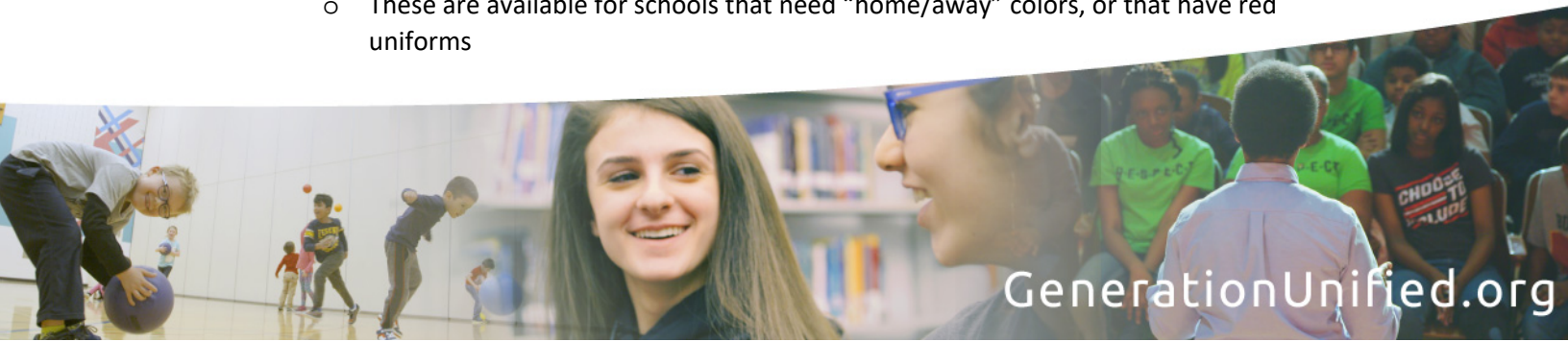
State Programs will just be responsible for covering the shipping and fulfillment cost, which is an estimated \$5 per school/local program (Maingate will ship directly to all your teams!). These shipping costs are also an allowable use of your state OSEP funds (categorize in the “shipping” budget line item). After 2019, the costs for patches will be the responsibility of each state Program or school (categorize in the “supplies” line item).

For community-based or adult teams (non-UCS), state Programs may utilize the same ordering system, however those orders need to be placed separately and be paid for using a different funding source.

Patch Styles:

The following patch styles are being offered. All are the Special Olympics Unified Sports circle logo and do not exceed 4 square inches (per NFHS rules).

- Red “iron-on”
 - This is the preferred color and style
- Red “peel & stick”
 - This version is for more temporary uniforms or for sports officials
- White (iron-on or peel & stick)
 - These are available for schools that need “home/away” colors, or that have red uniforms





Special Olympics
Unified Champion
Schools®

Unified Sports Patch Ordering Instructions

Ordering Process Steps:

1. Review the Uniform Guidelines document
2. If applicable, gain approval from your state high school athletic association for the Unified Sports patch to be considered a “commemorative patch” under NFHS sports rules
3. For UCS orders, export your school list from the grant reporting system
4. Identify which teams would require these uniform patches based on the criteria listed above
5. Migrate your final list(s) into the order spreadsheet template (separate lists for UCS and community programs). Maingate requires all of the exact columns to be complete. Please double check all mailing addresses to ensure they are correct.
6. Determine the quantity needed for each school. Ordering considerations:
 - a. Number of sports offered and number of students participating in each one
 - b. Patches come in pre-sorted quantities of 10 of each style, please order only in multiples of 10 of each patch style
 - c. SONA will review/approve all UCS orders, please order only what is reasonably needed for the coming year
7. Submit the order to Jim Morrison at Maingate via email: jmorrison@maingateinc.com
8. Maingate will confirm orders and be the main point of contact for customer service
9. Maingate will fulfill bulk orders & ship directly to the schools/local programs per below timeline
10. State Programs will be invoiced for shipping costs for approved UCS orders (approx. \$5 per school) as well as orders for community/adult local programs
11. SONA will be invoiced for patch costs (through end of 2019, as funds remain available)

After 2019, Maingate will continue to offer the patches at “whole sale” pricing for State Program bulk orders. The current whole sale price is \$5.10 per 10 pack of patches. They are also available for one-off retail purchase online for \$10 per 10 pack. (<https://stwstore.global/collections/uniform-patch>).

Timeline:

Three rounds of orders will be accepted in 2019:

1. Order deadline: September 20th
 - a. Patches to be fulfilled to schools by November 1st
2. Order deadline: October 18th
 - a. Patches to be fulfilled to schools by November 29th
3. Order deadline: November 15th
 - a. Patches to be fulfilled to schools by December 27th

Contact:

Orders & merchandise: Jim Morrison, Maingate: jmorrison@maingateinc.com or 317-610-2056

Uniform guidelines & SONA funding: Brian Quinn, SONA: bquinn@specialolympics.org or 202-824-0230

