

## What is expected from participating Departments/Agencies?

- First, new departments should contact [Jim Fitzpatrick](#) at SOILL.
- All departments are encouraged to set a dollar goal for your department/agency.
- Raise funds in a responsible manner by selling T-shirts, hats, pins, raffle tickets, seeking donations or holding fundraising events.
- A fund raising event which would involve your entire community, again to raise the awareness for the Torch Run is encouraged. If you have an annual community event, such as a founders day or a holiday celebration, that would be the time to hold an event such as a pumper pull (which could involve your fire department or a trivia night involving your local VFW or service club).
- If your department is assigned to a Leg in your area you will need to provide runners to cover your town's part of the Leg during the week of the intrastate relay the week prior to Summer Games, or a time when your Leg chooses to have its annual Torch Run.
- If your community is in a location where a Leg does not exist within 20 miles, you are encouraged to hold a run within your community to help raise awareness of your fund raising efforts for the Torch Run (consider hosting a Run WITH the Law event in your community - see fundraising section for more information).
- If you are interested in starting a Leg in your area where one does not exist and you are more than 20 miles from an existing Leg, see the section below on [How Can I Add a Leg](#).
- New departments who raises \$1,000.00+ will receive a 1<sup>st</sup> year achievement award at the annual LETR kickoff conference.
- Convert cash to a money order or check. Turn over funds collected in a timely manner, NO longer than 30 days.
- Look for ways to keep expenses down by seeking in-kind donations. All events should maintain a 70% revenue to 30% expense ratio or lower.
- Be responsible with the T-shirts, hats and pins. Order conservatively; keep items under lock and key at all times. If you have several people helping you, collect the money before giving them more items. Remember that you are responsible for tracking all merchandise for your department. If you distribute items to another department please make note of the number of items issued. Understand that the items you order are yours to sell. Excess items at the end of the year should NOT OCCUR. This wastes money that could be going to the program.

## How Can I Add a Leg to the Torch Run?

- First, contact Jim Fitzpatrick at Special Olympics Illinois by calling 1-800-394-0562 or email [jfitzpatrick@soill.org](mailto:jfitzpatrick@soill.org).

Some things to consider are:

- A Leg must NOT already exist in your area.
- If a Leg does exist close to you, within a 20 miles radius, you will be directed to join or add your agency to that Leg.
- A new Leg should involve at least three to five new departments that are not currently involved in the Torch Run.
- These departments can include the County Sheriff's Department or other agencies including States Attorney's offices or other county government agencies. We would also put you in contact with the appropriate Illinois State Police District.
- A new Leg needs to have the potential to raise \$5,000 for the Torch Run.