# AGENCY ACTIVITY WORKSHEET

Agency/Region / Program Year

## STEP 1: ACTIVATE your agency with the LETR Chapter Office:

Submit an Agency Activation Form (located online in the Torch Run – Forms and Resources page at SONM.org), and receive your LETR Activation Kit, which includes:

- Agency Binder (w/ Welcome Letter)
- Agency Promotional Posters (3) & Brochures (50)
- Agency Fundraising Account
- Agency Online Page (Firstgiving.com)

An announcement of activation will be distributed to your community’s local media and community leaders.

## STEP 2: SELECT one or more LETR agency activities:

### FUNDRAISERS
- Special event, and/or Campaign (e.g. Tip-A-Cop, Polar Plunge, etc.)
- Agency Challenge Event (i.e. Bocce and/or Cross-Fit)
- SONM Project Unify Program Campaign (High Schools)

### NON-FUNDRAISERS
- State Summer Games - LETR State Relay, and/or Final Leg Runner
- Special Olympics Area, and/or State Competitions Awards Volunteer

## STEP 3: LIST your Agency Activities here, and POST them online at SONM.org:

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>DATE(S)</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex: Chili’s Tip-A-Cop</td>
<td>6/17</td>
<td>Rio Rancho</td>
</tr>
<tr>
<td>1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## STEP 4: CHOOSE your LETR agency’s preferred method(s) of raising and collecting funds:

- LETR Merchandise (i.e. T-Shirt, Decals, Pins, Icons, etc.)
- Adopt-A-Cop Sponsorships
- Event Registration Fees
- Offline/Online Donations (Firstgiving.com)

All forms are available at www.SONM.org under Torch Run >> Forms & Resources.

For more information, visit Torch Run online at www.SONM.org, or email us at torchrun@sonm.org.