



Special Olympics New Mexico



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 with 3 columns: ACTIVITY, DATE(S), LOCATION. Includes an example row for Chili's Tip-A-Cop and four numbered rows for additional entries.

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.