

## ORGANIZATIONAL RESOURCES & HELP

### ORGANIZATION –

Good organization is very important for any business to run effectively and efficiently. Even though your program is volunteer driven, you still need to run it like a business for it to work properly and easily for everyone involved. This needs to be a “Team” effort and every member of the Management Team needs to have access to all of the vital information of the program so that it can run efficiently and everyone can do their part.

**Address** – It is very important that your program have its own address, such as a PO Box. This is more professional than using a personal address, plus it is also easier during a Change of Leadership and for promotional materials. Most PO Boxes have an annual fee that is very reasonable. You usually get 2 keys so that two of the CMT members can check the mail as needed.

**Website** – it is very important and valuable to your program to have your own website. This is a great way for the public to find out about your program, for posting information and upcoming events, and communication to those involved. Depending on your financial situation, you can create some simple, yet useful sites through Google, Wix.com and Weebly. GoDaddy also has sites for a reasonable price. If you have the funds to spend, NVS Designs here in Indy has created the Hamilton County site and the Autism Society of Indiana site.

**Social Media** – Social Media is a huge part of today’s society, especially with the younger generations. So, it is very valuable to your program to have a Facebook page, Twitter and/or Instagram. Most of these link together so you only have to post on one site and it will automatically post on the others. You need to have at least two administrators to monitor and post on the sites. This would be a good job for a young adult or someone who is familiar with how these sites work.

**Database** – you need to have a database with all of your athlete, volunteer and fundraising info in it. A cloud based database like Salesforce, would be ideal so that everyone on the Management Team has access to it. If you are passing an Excel spreadsheet back and forth, it is easy to lose track of who has the most up to date copy.

*Salesforce* - <https://www.salesforce.com/industries/nonprofit/>, has a non-profit program to allow you to have this awesome cloud based database for FREE.

*Google Drive* - Google also has a nonprofit program and a Google Drive where you can keep everything online and everyone can have access to it and any change will be made globally - <http://www.google.com/nonprofits/products/>.

*GMS & VMS* - You can utilize, to some extent, the Special Olympics GMS (Games Management System) to help keep track of your database info and the new VMS (Volunteer Management System) is helpful to keep track of volunteers.

*CamCard* - <https://play.google.com/store/apps/>, a quick easy app to store contacts on your smart phone or tablet. Automatically sets up a database by taking a picture of a person’s business card.

**Emails** – it is VERY important that the county program have its own email address (ex: [sohcspports@gmail.com](mailto:sohcspports@gmail.com)). Depending on the size of your program, it may be helpful to have an email program that you use to send professional looking emails to everyone quickly, easily, and with a professional feel.

*Mail Chimp* – this program will allow you to send up to 12,000 emails to 2,000 people for FREE each month. It will also allow you to create an email list where people can sign up to be on your email list and you can divide up your lists into athletes, volunteers, everyone, etc. - <http://mailchimp.com>. This is especially helpful if you do a monthly newsletter.

**Event Registration** – you can use an online event registration program to register for your various sports and fundraising events.

*Event Brite*, [www.eventvrite.com](http://www.eventvrite.com) - You can keep track of who is registering for your sports, your fundraisers, or whatever event you are hosting. You can collect whatever information you are needing for each event – name, address, phone, email, t-shirt size, age, diagnosis, etc. As long as you don't collect payments online, it is FREE. So, if you have a fundraising event that there is a fee for, just make a note that payment will be collected at the door. You get a nice spreadsheet with everyone's info that you can send to coaches or event coordinators. It also sends automatic email reminders to everyone and it connects with MailChimp so that you can send emails for registration. There is also an app for ipads and iPhones so that you can keep track of registrations.

**Free Conference Call** – if your program holds conference calls occasionally with your Management Team or others, you can do it for FREE.

Free Conference Call.com - <https://www.freeconferencecall.com>. You can hold FREE conference calls and online computer sharing for meetings and events. There are a lot of great features with this program, including the ability to do webinars – also for FREE.

**Text Alert System** - There is a great online/app feature called Remind.com that allows you to send a mass text message to everyone who registers. This allows you to let athletes and families know if a practice has been canceled, to encourage people to attend an event, or whatever you want to communicate to them. You can find out how to register and what you can do here - <https://www.remind.com/>

This is a great way to stay in touch with everyone without having to make numerous calls or emails. Text Alert systems can be set up for each sport, for each team, for each event, etc.

## **LOCAL RESOURCES –**

Local resources can be very helpful, connecting with local support groups, providers and others in your area associated with special needs can be a great way for you to find more athletes, more volunteers and help promote your events and program. Here are some resource lists that might be helpful.

Autism Resource Network of Indiana – ARNI, <http://arnionline.org/>

The Arc of Indiana - <http://www.arcind.org/supports-services/helpful-resources-links/>

Easter Seals - <http://www.eastersealscrossroads.org/resources>

Down Syndrome Indiana - <http://www.dsindiana.org/ImportantResources.php>

About Special Kids – ASK, <http://www.aboutspecialkids.org/Directory.aspx>

## **VOLUNTEERS –**

Good volunteers are hard to find and are also very important to how our programs operate, so here are some resources that you might try to find some new volunteers for your group. You can also work with the local newspaper to run an article about your program and advertising that you are needing more volunteers, looking for coaches, special needs individuals are welcome, things like that. Most papers will do an article at NO Charge. The local ABA (Applied Behavior

Analysis) Centers are also a great source for volunteers and their therapists have special needs experience. Champions Together and your local schools are another great place to find new volunteers and athletes, so please contact the Special Ed teachers and administrators as well as any others at your schools to be involved with your program.

Going to Chamber meetings or events is great way to meet people and connect with the community to let them know what kind of help you need. Churches, Lions Club, Kiwanis, and other social groups usually have members who like to volunteer for a good cause. Also, several college courses require a certain amount of volunteer hours to graduate, as well as high school students who are in the National Honor Society and other groups are also required to have volunteer hours.

**Volunteer Match** – [www.volunteermatch.org](http://www.volunteermatch.org), is a website where you can advertise what you need volunteers for, how many you need and any special requirements.

**United Way of Central Indiana** - <http://www.uwci.org/need-volunteers>, this is another group that will help connect you with volunteers.

**Americorps** - <http://www.nationalservice.gov/about/who-we-are>, is another volunteer agency that pays unemployed, low income individuals to volunteer up to 20 hours a week.

## **FUNDRAISING –**

There are many great ways to raise funds and I have included some websites that you might want to check out. But you might also think about hosting a sports competition in your county. This will not only raise funds for your program, but also provide more opportunities for the athletes, so it's kind of a win – win for everyone. The main thing is to find something that will raise the most funds for the least amount of effort. Don't forget to help support the Polar Plunge and Plane Pull, because the more funds that this fundraiser brings in, the more cost cutting the state can do for your program. Plus with these state run events, we do all of the work and you just recruit participants.

**Fundraising Ideas** - Here are some potential fundraisers that your program might want to use.

**24 Hour Wristbands** – <https://www.24hourwristbands.com>

**Booster** - <https://www.booster.com/>

**Calendar Fundraising** - <http://www.calendarfundraising.com>

**Funding Factory** - <http://www.fundingfactory.com/>

**Fundraising for a Cause** - <http://www.fundraisingforacause.com>

**Ink the Cause** - <https://stores.inksoft.com>

**Kroger Community Rewards** - <https://www.kroger.com/topic/community-rewards-5>

**Little Caesars Pizza** - <http://www.pizzakit.com/>

**LTD fundraising** - <http://ltdfundraising.com/>

**Morris Cookbooks** - <http://www.morriscookbooks.com/>

**Popcorn Palace** - <http://popcornpalace.com/>

**Savory Foods** - <http://www.savoryfoods.com/>

**Schlegel Greenhouse Fundraising** - <http://www.schlegelgreenhouse.com/read-me/>

**Yankee Candle** - <https://www.yankeecandlefundraising.com/>

**Raising Opportunities** - <https://www.raisingopportunities.com/>

## **Grants**

**Answers for Autism** - <http://answersautism.org/grants/>

**Central Indiana Community Foundation** - <https://www.cicf.org/grantseekers/grants/>

**National Inclusion Project** - <http://www.inclusionproject.org/lets-all-play/become-a-partner/>

**Old National Bank Foundation Grants** -

<https://www.oldnational.com/about/community/giving/foundation>

[Walgreens Giving Back Program](#) -

[http://www.walgreens.com/topic/sr/sr\\_giving\\_back\\_contribution.jsp](http://www.walgreens.com/topic/sr/sr_giving_back_contribution.jsp)

[Walmart Community Grant Program](#) - <http://giving.walmart.com/walmart-foundation/community-grant-program>

### **TRAINING FOR COACHES –**

The new online training for coaches is very good and helpful and I encourage the Management Team, as well as the coaches, to do these trainings. I have done several of them and there is really some good information for anyone working with special needs individuals and coaching a sport. Did you also know that if you have a smart phone or iPad that there is a Special Olympics app that has coaches info for specific sports? You can download it at SO Guides. The more coaches know, the easier their job will be and the better experience the athletes will have. Another Win – Win...