

VOLUNTEER FORMS

SUMMER GAMES TEAM REGISTRATION FORM: Use this for peer tutors or other school /youth groups you have coming to help your team. These volunteers are to be supervised by the coach or other school sponsors/advisors. They will **receive wristbands** which will indicate to Summer Games Committee that they are approved to be with athletes at Olympic Village or Celebration Night Activities. **TURN THIS FORM IN @ VOLUNTEER CENTRAL** (W. of the track) to receive wristbands. **Do not submit this form to the state office prior to games! INCOMPLETE FORMS WILL NOT BE ACCEPTED!**

VOLUNTEER APPLICATION: ALL Class A volunteers (coaches, assistant coaches, chaperones, unified partners, & drivers) should already have an application on file. **Check the CLASS A Volunteer List on the website:** www.sook.org see “get involved / volunteer”. If you do not find names they either have not completed an application or their application has recently expired. They must **submit** a completed application the **BY APRIL 1st** deadline! To help expedite the process send forms directly to Cathi Morris at the state office in Tulsa. **PLEASE do not send volunteer applications for those on the list unless their application expiration date is before May 2010. In addition** all Class A volunteers 16+ years of age must complete online **Protective Behaviors Training** www.specialolympics.org/protectivebehaviors . If you believe someone has completed this but their name has not shown up on the Class A list they probably do not have a current volunteer application on file. Protective Behaviors Training is to be renewed when Volunteer Applications are renewed.

**If you have questions or concerns please call
Cathi at 918/481-1234 or 800/722-9004.**



Special Olympics
Oklahoma

SUMMER GAMES TEAM VOLUNTEER REGISTRATION FORM

_____	_____	_____
Event	Date	Location
_____	_____	_____
Group Name	Group Contact / Leader	Daytime Phone (include area code)
_____	_____	_____
Street Address	City	State Zip Code
_____	_____	_____
Cell phone for use on day of event	e-mail	

Youth groups (scouts, schools, churches, etc) must have an adult leader available.
SOOK policy requires adult supervision of those volunteers under the age of 16.

INSTRUCTIONS:

Prior to the day of the event

1. Group leader / contact should complete this form.
2. Hold an orientation/training session, making sure all group members understand the code of conduct. (see back)
3. Distribute any group identifiers (shirts, hats, pins, etc.)

At the event

1. Meet with your group at your designated spot.
2. Check-in each individual (✓ if present or mark off those not present)
3. Add any missing names to the registration form.

In consideration for allowing _____ (group name) to participate in the activities associated with Special Olympics Oklahoma, the persons listed, shall defend, indemnify, and hold SOOK, its officers, employees, and agents harmless from and against any and all liability, loss, expense, including reasonable attorney's fees, or claims for injury or damages arising out of the volunteer activities of ____/____/____ of Special Olympics Oklahoma. By signing this form you grant Special Olympics permission to use your likeness, voice, & word in televisions, radio, film, or any other form to promote activities of Special Olympics.

★ *Any volunteer who can answer "YES" to any one of the questions listed below is required to **complete and submit an individual application prior to volunteering at the event.** Special Olympics Oklahoma is required to complete a background check for any individual that answers "YES" to any of the questions below. Upon completion of the background check Special Olympics Oklahoma will determine at what level and in what positions the individual can volunteer.*

1. **Do you use illegal drugs?**
2. **Have you ever been convicted of a criminal offense?**
3. **Have you ever been charged for neglect, abuse, or assault?**
4. **Has your driver's license been suspended or revoked in any state?**

SUBMIT THIS FORM TO VOLUNTEER CENTRAL – LOCATED IN THE LOT JUST WEST OF THE TRACK OFF HALL OF FAME

SPECIAL OLYMPICS OKLAHOMA VOLUNTEER APPLICATION

USE INK & CLEARLY PRINT ALL INFORMATION – PHOTO ID REQUIRED

PRINT FULL LEGAL NAME:

First Middle Last Maiden / other name known by

ADDRESS:

Home Address Apt

Work

Univ

City State Zip COUNTY (ex. Cleveland, Payne, Creek)

PHONE: () Home () Work () Cell

E-MAIL(s)

Occupation (or student): Employer/School

BIRTHDATE / / (Required) Social Security #

Emergency contact: Name (not self) Phone (include area code)

I am a: (please indicate)

Class A: Head Coach Asst. Coach Chaperone Unified Partner Driver

Team Name: Committee Member
Required for Class A positions above! (AMT/GMT/LETR, etc)

Class B: Day of Event Volunteer I am also a parent or family member of an athlete!

See back for explanation of Volunteer Categories & Volunteer Opportunities

- | | | |
|--|------------------------------|-----------------------------|
| 1. Do you use illegal drugs? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Have you ever been convicted of a criminal offense? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Have you ever been charged with neglect, abuse, or assault? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Has your driver's license been suspended or revoked in any state or jurisdiction? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If you answered yes to any of the above questions, please give date and explain circumstances: Date / /

State Explain

Answering yes does not necessarily preclude you from volunteering. Your application will go through a screening process to determine your eligibility. You will be notified if information affects your eligibility as a SOOK volunteer.

If under 18 years old this section must be completed & signed by parent/guardian. *Volunteers under age 16 require adult supervision.*

Parent/guardian name:

Home or cell phone: Work phone:

Parent / guardian signature: Date
(Required)

LIST TWO NON-FAMILY REFERENCES. (minor students include school reference)

1. Name Relationship Phone Number

2. Name Relationship Phone Number

SOOK VOLUNTEERS 6835 S. CANTON AVE. TULSA, OK 74136

Revised 6/06

CONTINUED ON BACK! NOT VALID IF NOT SIGNED & DATED (SEE BACK)!

READ BEFORE SIGNING:

I understand that:

- the information that I have provided may be verified, and I give permission to Special Olympics to make inquiry of others concerning my suitability to act as a Special Olympics volunteer, and I release from liability any person giving or receiving such information (SOOK is required to complete background screenings for all Class A Vols);
- in the course of volunteering for Special Olympics, I may be dealing with confidential information and I agree to keep said information in the strictest confidence;
- the relationship between Special Olympics and the volunteer is an 'at will' arrangement, and that it may be terminated at any time without cause by either the volunteer or Special Olympics.
- I grant Special Olympics permission to use my likeness, voice, and words in television, radio, film, or in any form to promote activities of Special Olympics.

I affirm that I have read the above and that the information I have given is true and complete.

SIGNED _____ DATE ____/____/____

APPLICATION VALID FOR 3 YEARS FROM DATE SIGNED

VOLUNTEER OPPORTUNITIES

The specifics of an assignment may vary according to needs and requirements of the program. Please mark the volunteer opportunities you are interested in. For more information call the Program Department at 918/481-1234 or 1/800-722-9004.

EVENTS: Volunteers are needed for awards, timing, score-keeping, officiating, staging, and much more.

COACH: Coaches & Assistant Coaches work directly with individual athletes or teams, training them in the sport(s) in which they compete. Coaches' trainings are offered & required in a several sports. Volunteers are contacted when the need arises.

AREA MANAGEMENT TEAM (AMT): A team of community volunteers who administer the Special Olympics program in their geographic area. AMT committees include: Competition, Family, Finance, Fundraising, Outreach, Public Relations, Training, & Volunteer.

GLOBAL MESSENGER MENTOR: Mentors are paired with a Special Olympics athlete and together they receive presentation & speech writing skills training in order to assist w/ Area and State-level Outreach efforts.

VENUE DIRECTOR: At Special Olympics competitions, each sport is considered a venue and is facilitated by a Venue Director.

SPECIAL EVENTS: Volunteers are needed to work various Area and State-level special / fundraising events.

UNIFIED SPORTS PARTNER®: Unified Sports® combine athletes with and without mental retardation to form sports teams for training and competition.

PUBLIC RELATIONS: Volunteers are needed to sit on committees for specific Special Olympics events & to assist state PR Director.

MEDICAL STAFF: Volunteers with medical experience are needed for Area, Sectional, and State-level competition.

GENERAL OFFICE ASSISTANCE: From time to time both the state office in Tulsa and the Special Events office in Del City need help with data-entry, filing, organizing storage areas, etc.

VOLUNTEER CATEGORIES Defined

CLASS A VOLUNTEERS: Persons having regular, close contact with Special Olympics athletes, persons in a position of authority or supervision, & persons w/ administrative responsibility are considered Class A Volunteers. This description includes coaches, assistant coaches, chaperones, Unified Sports Partners, AMT & Games Committees members, Board of Directors. Bus drivers are also considered Class A volunteers.

PARENTS/Family members fitting the description above are also considered Class A volunteers – even if they are responsible for their child only.

Special Olympics is required to conduct a background screening on every adult Class A Volunteer PRIOR to participation with the program.

CLASS B VOLUNTEERS: Single (day of) Event & Competition volunteers who are supervised by SOOK staff or other Class A Volunteer. Volunteers who are part of a civic, school, or corporate group are Class B volunteers and should be listed on a Group Registration Form.

Most NEW VOLUNTEERS are CLASS B volunteers. If you fall under several categories the highest level applies.

FORMS ARE NOT VALID IF NOT COMPLETE!

OFFICE USE ONLY: Entered: ____/____/____

SOR ____/____/____ Yes No

B.C. ____/____/____ Yes No

Class: A B Restrictions Type _____