

Information Handbook for Indiana Law Enforcement Torch Run[®] for Special Olympics



The graphic features the text "Tip-A-Cop" in a large, stylized, handwritten font. To the right is a silhouette of a waiter in a tuxedo and apron, holding a white cloth over a tray. Below the main text, it says "to benefit" followed by the Special Olympics Indiana logo, which depicts a stylized figure with arms raised. The text "Special Olympics Indiana" is written below the logo. At the bottom, it says "Cash or check: Checks made out to Special Olympics Indiana". There are also a small black circle and a black star on the left side of the graphic.

to benefit

Special Olympics
Indiana

Cash or check: Checks made out to Special Olympics Indiana



The logo features a stylized white torch with a flame, set against a black background. Below the torch, the text "LAW ENFORCEMENT" is written in a spaced-out, sans-serif font. Underneath that, "TORCH RUN" is written in a larger, bold, sans-serif font with a registered trademark symbol. At the bottom, "FOR SPECIAL OLYMPICS" is written in a spaced-out, sans-serif font within a black rectangular box.

LAW ENFORCEMENT
TORCH RUN[®]
FOR SPECIAL OLYMPICS

Premier
International Partner:





Indiana TIP-A-COP Fact Sheet

What: an internationally successful fundraising event organized by the Law Enforcement Torch Run for Special Olympics in which law enforcement officers volunteer their time as “celebrity waiters” in restaurants throughout Indiana. They receive “tips” to raise funds for Special Olympics Indiana.

When: there are year-round opportunities for scheduling lunch or dinner Tip-A-Cops as mutually determined by the restaurant manager and the local law enforcement organizer.

Where: Restaurants throughout Indiana.

How: *the restaurant manager is contacted and mutually agreed upon dates and shifts are determined

* Officers are recruited for each shift

* Law Enforcement “celebrity waiters” are paired with the servers on duty. They are introduced by the waitstaff and assist the waitstaff with water service, setting tables, serving drinks, etc. The law enforcement officers explain the Tip-A-Cop program to their customers and ask them to support the event by placing an additional “special tip” for Special Olympics Indiana in an envelope given to them by the officer.

Why: This is an easy and fun way to raise funds for the Special Olympics programs in the state. Tip-A-Cops generate tremendous community goodwill and public awareness for Special Olympics, the restaurant involved and the local law enforcement agency.

Additional facts:

* this has been a successful program since the early 1990's. History has shown that the restaurant servers actually receive higher tips (avg 20%) during a Tip-A-Cop.

* Press releases are sent to local media to support this event

* The participating law enforcement agency generates additional business for a Tip-A-Cop by recruiting friends and family, promoting additional business.

* After the guests are seated, the envelope is presented and it is explained that this is IN ADDITION to the regular servers' tips.

* Many restaurants request repeat scheduling of Tip-A-Cops as it is great way to show strong community mindedness and support of a good cause and the local law enforcement agency.

Tip-A-Cop Tips for Success

Planning is critical for the success for the event. Contact the restaurant managers to determine mutual dates for Tip-A-Cops. Meet with the manager prior to the event to ensure both of you are prepared.

Begin recruitment of law enforcement “celebrity waiters” as soon as the event dates are determined. You will need 6 – 8 officers for each Tip-A-Cop, but recruit one or two extra in case someone is unable to attend.

Promote the event within your agency and encourage the volunteer “servers” to have their friends, family and co-workers attend the event. A lot of fun from the event comes from having the officers serve their own families or the supervisors serve their subordinates.

Keep in mind when recruiting that this is a great opportunity to involve retired officers and to recruit officers who do not participate in the Law Enforcement Torch Run because “they do not run”.

Ask your restaurant to advertise the event on their website or reader board (if they have one) in front of the restaurant.

Remember that you are not limited to doing just one dinner at each restaurant. If you can provide the law enforcement support, you can raise significantly more funds by doing multiple meals (1 lunch and 1 dinner or 2 dinners, etc.).

Try to schedule events on weekend night to maximize the crowd. If this is not agreeable with the manager, any day of the week will do.

Contact your Public Information Officer in advance and explain the event to ensure maximum media exposure.

Create a competition between restaurants in your geographic area. Bragging rights can go to the restaurant and/or department that raises the most money.

Your chances of success are dramatically improved if you have a high profile person (Chief, Sheriff, local celebrity) and Special Olympics athletes at the door greeting and explaining the purpose of the evening.

Have your law enforcement volunteers arrive at the restaurant 45 minutes prior to the event to be briefed on their duties.

Dress for the event should be a Torch Run T-shirt, uniform pants or khaki’s and comfortable shoes. An agency or Torch Run cap may be worn if available. Senior law enforcement officials in full uniform have a strong impact on the results.

The officers should be prepared to explain the Tip-A-Cop program and answer any questions about the Torch Run or Special Olympics. There is a sample script for the officers included in this handbook, as well as fact sheets.

Keep the server duties for the officers simple. We suggest limiting the duties to drink refills, etc.

After the guests have been seated and their orders taken, the officers will present an envelope for a Tip-A-Cop donation to Special Olympics Indiana; however, it must be stressed that the Tip-A-Cop donation is in addition to the real “server’s” tip. The envelopes can be used for donations in cash or check.

Keep careful track of the donation envelopes. Establish a central drop point to secure the cash. It is a good idea to determine partial totals during the course of the event to keep the officers pumped up and motivated.

The most important element is to HAVE FUN and remember, the event is to support an excellent cause – Special Olympics Indiana.

Sample Scripts and Sequence of Events for Law Enforcement “Celebrity Waiters”.

Officer greets customer at the table with the restaurant server and explains why they are there.

SAMPLE SCRIPT *“Hello, I’m (name) and this is (server’s name). I will be assisting (server’s name) as part of today’s Tip-A-Cop program. The law enforcement community supports Special Olympics all over the world through the Law Enforcement Torch Run. A Tip-A-Cop is an event that we do to raise money for Special Olympics. The general idea is that you are going to be so pleased with the service you receive today because of the assistance I am giving (server’s name), you will leave an extra tip for Special Olympics.*

The order is taken by the restaurant server and the officer assists with the water service. This is a good opportunity to talk with the customers and answer any questions they may have.

Once the customer is finished with the meal, about the time they would order dessert/coffee (if they are having any), the officer returns and gives them an envelope and asks for a donation. The officer thanks the guests,

SAMPLE SCRIPT *“I hope you have had a great meal. On behalf of the law enforcement officers volunteering their time for Special Olympics this evening, I hope that you will make a donation to help Special Olympics continue providing opportunities to people with intellectual disabilities through sports training and competition. Here is an envelope if you care to make a donation. Your generosity is appreciated. On behalf of (local Police Department, Sheriff’s office, etc.) and Special Olympics Indiana, thank you.*

Collect the envelopes at the end of the time period and turn them in to the Tip-A-Cop law enforcement host/planner. The funds will be turned into the Special Olympics Indiana state office through the Law Enforcement Torch Run program.

Sample Scripts for Greeters

Greeters are a wonderful way to involve local celebrities, top law enforcement officials, and Special Olympics athletes. Their purpose is to welcome customers to the Tip-A-Cop event and set the tone for a fun evening to benefit a great cause.

CHIEF/SHERIFF GREETER: Greet guests as they arrive and explain that local law enforcement and the restaurant servers are working together to benefit Special Olympics.

SAMPLE SCRIPT *“Welcome, I’m (Chief/Sheriff Smith). Thanks for coming to (restaurant name) tonight. You are in for a real treat. You’re going to experience something like you’ve never seen! Tonight, (restaurant name) servers will be assisted by your local (Police Department, Sheriff’s office, etc.) all to benefit Special Olympics Indiana.*

ATHLETE GREETER: Greet guests as they arrive, tell them that you are a Special Olympics athlete and explain that local law enforcement and (restaurant name) servers are working together to benefit Special Olympics.

SAMPLE SCRIPT *“Welcome, I’m (name) and I am a Special Olympics athlete from (town/county). I am proud to welcome you the Tip-A-Cop event for Special Olympics. Tonight you are in for a real treat. (Restaurant name) servers will be assisted by local law enforcement from (Police Dept/Sheriff’s office) to benefit Special Olympics.”*

What to emphasize when writing or speaking about Special Olympics

Special Olympics provides year-round sports training and competition for children and adults with intellectual disabilities.

These athletes who may or may not have a physical disability represent countries all over the world.

Special Olympics is sports, competitions and socialization; meaning the benefits include not only fitness, coordination and cardiovascular improvements, but also confidence, discipline, self-esteem and fun.

From the start, Special Olympics has made training the priority and has established strict guidelines to ensure that every athlete receives training before competing in a sport.

There is a coaches training and certification program.

Every athlete who competes in Special Olympics events will compete against athletes of similar ability, since athletes are placed in competition divisions according to previous times or scores, age, and where appropriate, gender.

Special Olympics serves the needs of athletes of all ability levels, including those with more severe intellectual disabilities and those having physical disabilities in addition to intellectual disabilities; and high-functioning athletes who may be able to participate in Unified leagues.

Special Olympics is an on-going movement. It is a natural evolution of a program which began small and gained momentum rapidly around the world. Worldwide, there are an estimated 200 million people with intellectual disabilities, seven million in the US.

Appropriate terminology:

A person has an **intellectual disability**, rather than suffering from, afflicted with, or a victim of mental retardation.

A person uses a wheelchair rather than is confined or restricted to a wheelchair.

Distinguish between adults and children with Intellectual disabilities.

Terminology to avoid:

Do not use the label “kids” when referring to Special Olympics athletes. Adult athletes are an integral part of the program.

Do not use the term “unfortunate” when talking about persons with intellectual disabilities. Disabling conditions do not have to be life-defining in a negative way.



Special Olympics
Indiana
Fact Sheet

MISSION

To provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community.

HISTORY

The First International Special Olympics Games, organized by Eunice Kennedy Shriver and the Chicago Park District, were held at Chicago's Soldier Field in 1968. Athletes from Indiana participated among nearly 1,000 at those first Games. The first Special Olympics Indiana Games took place in 1969 in Indianapolis.

PARTICIPATION

Nearly 12,000 children and adults in Indiana train and compete through Local, County and Area Programs. Athletes must be at least 8 years old to participate in competition. Children who are between 5 and 7 years of age may participate in the Play Activities Program.

FUNDING

Special Olympics Indiana is a nonprofit organization funded through corporate, civic and private donations and fundraising projects conducted throughout the state.

VOLUNTEERS

Approximately 7,500 volunteers serve throughout the year to provide sports training and competition programs for Special Olympics athletes in Indiana. Volunteers manage Programs at local, county and area levels statewide.

SCHEDULE

Special Olympics Indiana athletes train year-round to compete in a variety of local, area, state and world competitions. Every two years, Special Olympics Indiana sends a well-trained team to compete in the Special Olympics World Games. These international athletic events alternate between summer and winter sports.

OUTREACH

The vision of Special Olympics Indiana is to reach every eligible athlete within the state. Special Olympics Indiana focuses on the development of community-based Programs in each county in order to increase the number of athletes involved.

ATHLETE LEADERSHIP PROGRAMS (ALPs)

Athlete Leadership Programs offer Special Olympics athletes opportunities to cultivate their leadership potential both on and off the field. Through ALPs, athletes can develop skills to become spokespersons, coaches and officials and have opportunities to serve on local organizing committees and the Special Olympics Indiana Board of Directors.

SPECIAL OLYMPICS UNIFIED SPORTS®

Special Olympics Unified Sports® is a program that brings together athletes with and without intellectual disabilities of similar age and athletic ability to train and compete on the same sports teams. This program is continually expanding and offered in nearly all Indiana sports.

To get involved as a volunteer or to learn more, call (800) 742-0612.