



Law Enforcement Torch Run
Split Responsibilities Break Down
2008

	State Respon	50% Split Require	25% Split	Completed
Coordination of monetary and in-kind sponsorship for areas throughout the state.	√			
Determines local markets to host event.	√			
Aids in determining other event related fundraising opportunities, including but not limited to icon sales and statewide sponsorships.	√			
Sets participation and event goal with area/team leader.	√			
Creates and ensures compliance with event budget.	√			
Responsible for the creation, coordination and distribution of all event related collateral materials including but not limited to event brochures, posters, flyers, icons, envelopes, pledge forms, other public relations pieces, event protocol and event training.	√			
Solely responsible for creation and maintenance of all event related websites.	√			
Orders all event related incentive prizes and plaques.	√			
Coordinates all major event signage and distributes to areas accordingly.	√			
Reconciles all event related monies.	√			
Responsible for sending approved donation receipts to all event related donors.	√			
Manages all printing needs for each area according to the approved event budget.	√			
Responsible for creating all press releases and press kits for each area.	√			
Enters all registrations, pledges, and donations into Raiser's Edge within five days of the event, and reconciles all event related revenue and expense.	√			
Provides weekly event reports to all areas, which include number of participants registered, donations received, and an updated budget report.	√			
Provides final event report within two weeks following the event.	√			
Ensures staff representation and support at all LETR events.	√			
Coordination of sales efforts to solicit participation in the event in conjunction with the Development sales staff.	√	√		
Coordination of all event activities including recruitment of committee members, sponsorship sales, participant recruitment, day of logistics and coordination of site in conjunction with the state and LETR	√	√		
Management of event budget in conjunction with the state Development staff	√	√		
Public Relations coordination with PR Director or designee at the State office.	√	√		
Abides by all day of event accounting procedures as mandated by the state office.	√	√		
Maintenance of overall management of local committee.	√	√		
Acts as local media contact under the direction of the SOMI Public Relations Director.	√	√		
Shares resources and best practices	√	√		
Represents Area interests on the statewide LETR task force.	√	√		
Provides local volunteers, including area LETR volunteers and area athletes for all area activities	√	√	√	
Routes all event collateral materials issued from the state office to the LETR event coordinator in area.	√	√	√	
Recruits participants for all LETR events.	√	√	√	
Promotes events through email and printed materials	√	√	√	
State coordinator participates in <u>all</u> event related committee meetings at the area level.	√	√	√	

LETR Event Agreement Form

This form is to be used to notify the state LETR Liaison that an area/region would like to host a major LETR event (\$5,000+). Additionally it will define the roles of all staff in the execution of the event and the resulting allocation (25% or 50%) of net revenue (*please review the Law Enforcement Torch Run Split Responsibilities Break Down*). This form is requested at least 6 months prior to the event date. The criteria that will be considered includes the cost to raise a dollar, location (proximity to another plunge/LETR event), population, available level of area and state support and growth potential.

Area/Region: _____

Event/Activity: _____

Date of Event: _____ Event Site: _____

Main Event Contact: _____ Phone: _____ Email: _____

Percentage of Area Contribution requested (net proceeds): 25% (standard) 50%

- ◆ One form **per major LETR event** must be submitted.
- ◆ Events without event agreement forms will not be considered for the 50% split of net revenue. If an area chooses not to file a form with the LETR area split evaluation committee, the area will automatically receive 25% of the net proceeds raised. Splits are made based on **net proceeds** of the event and are administered **per event**. There will be no exceptions.
- ◆ The form must be signed and returned to the LETR Liaison at the SOMI state office as soon as possible before planning an event. It is requested **6 months prior to your event**.
- ◆ Decisions will be based on evaluation of the Area's ability to carry forth the requirements set forth in the **LETR Splits Responsibility Breakdown** grid.
- ◆ To ensure the Area's perspective is considered during the evaluation process, a representative from one large and one small area, not directly involved with the event, will serve with the LETR executive committee on the evaluation committee. Area Directors and Regional Managers will be notified in writing within one week of the committee's decision.
- ◆ Splits will be administered no later than 45 days following the event.
- ◆ All event accounting procedures must be completed within 30 days of an event. Any monies that are received later than that date will be held until final splits take place in mid-December.
- ◆ **All decisions are final.**

I have read and agree to comply with the terms and conditions set forth in the LETR Split Responsibilities Break Down.

Area Director Signature: _____ Date: _____

My signature indicates authorization to make this commitment on behalf of my area. I agree to comply with the standards set forth in this proposal.

State Liason Signature: _____ Date: _____

My signature indicates authorization to make this commitment on behalf of SOMI. I agree to comply with the standards set forth in this proposal.

For SOMI Use Only			
Area: _____	Region: _____		
State Staff: _____		Date: _____	
Committee Rep: _____		Date: _____	
Finance Approval: _____	Fiscal Year: _____	Date: _____	