



# UNIFIED CHAMPION SCHOOLS **FINANCE GUIDE**

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**Special  
Olympics**  
Minnesota



Special Olympics  
**Unified Champion  
Schools**

**SOMN.ORG/SCHOOLS**

# SOMN UNIFIED CHAMPION SCHOOLS FINANCE GUIDE

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The Finance Guide provides basic assistance and direction for any school liaison who undertakes financial work on behalf of their school. Please acquaint yourself with the information in this guide. In using this guide, please utilize the SOMN staff as resources.

## SOMN SCHOOLS AND FINANCE CONTACT INFO

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**For general schools questions:**  
[schools@somn.org](mailto:schools@somn.org)

**For finance questions and expense reimbursement requests:**  
[AP@somn.org](mailto:AP@somn.org)

QUESTIONS? LET US KNOW!





# FUNDING SUSTAINABILITY PLAN

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The following plan relates to financial sustainability for Unified Champion Schools:

**Phase 1:** 100% of Unified Champion School program related expenses will be covered by SOMN\*

**Phase 2:** 50% of Unified Champion School program related expenses will be covered by SOMN  
50% of expenses will be covered by the school

**Phase 3:** 0% of Unified Champion School program related expenses will be covered by SOMN  
100% of expenses will be covered by the school

During the first two phases the school is able to learn and grow through the program and gain the tools they need to become self-sustaining.

\*Within reason and stipulations apply and are subject to change without notice due to grant funding regulations.

## SCHOOL LIAISON STIPEND

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One school liaison from each school may be eligible to receive a Year End Stipend dependent on funds available. Stipends will be mailed out at the end of the school year to the address specified on the End of Year Participation Report.

To be eligible the designated school liaison must:

- Turn in a W-9 to SOMN (*Please send W-9 by mail or fax, NOT email.*)
- Complete the SOMN Midterm Participation Report
- Complete the SOMN End of Year Participation Report and University of Massachusetts End of Year Survey

If you are a liaison representing a district with more than four schools, you are eligible for up to \$1,000 per district for completing the necessary requirements. Reports will be prorated dependent on completion rate for all requested items from the district.

# REVENUE SHARE PROGRAM

## How does it work for Unified Champion Schools?

Schools who have reached the status of a Unified Champion School are eligible to receive 50% of the funds they raise with a Special Olympics MN event. Funds earned as part of a Mobile Plunge Unit will be 35% for all UCS clubs and other student groups/teams.

## What revenue share opportunities are there?

The most popular revenue share fundraiser is the Polar Plunge which is held throughout the school year. A Unified Champion School can participate in any of the plunge events to receive the money.

## How do we get the revenue money?

Unified Champion Schools are automatically entered to receive revenue share dollars through qualified SOMN revenue share events. After the fundraisers are over, the revenue share money will be automatically applied to your school's centralized financial account with SOMN. If District bylaws stipulate otherwise, SOMN is willing to work with each school to abide by those financial stipulations.

## What can we spend the money on?

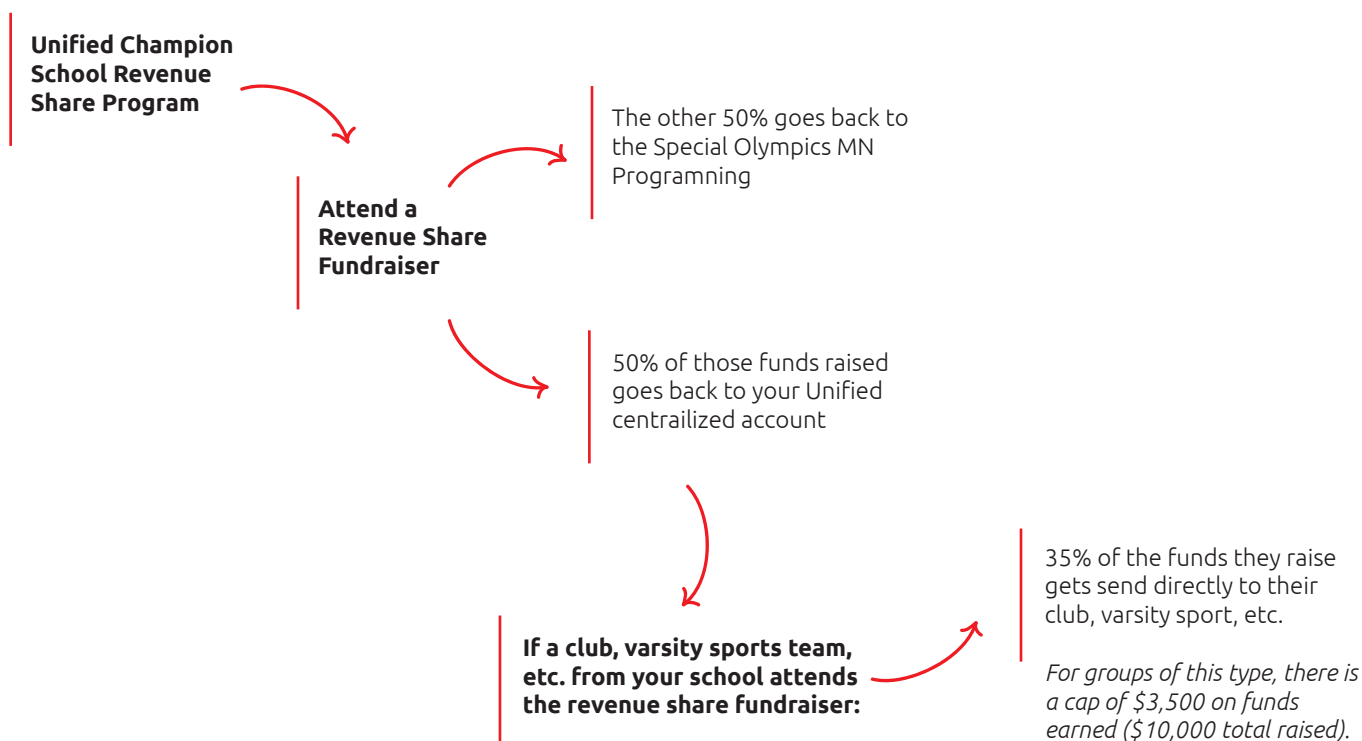
Schools can get creative in how they want to utilize Special Olympics Minnesota funds for Unified activities. We have been able to pay for arts & crafts supplies, Physical Education equipment, food for club meetings, movie tickets, sports events, etc. If you have an idea of what you want to do with your Unified students but are unsure of how to make it work financially, connect with your Special Olympics Minnesota staff to see how we can help!

There are a few items that you cannot spend dollars on including but not limited to:

1. Gift cards of any amount
2. Fundraising events

*The average Unified Champion School participating in the revenue share program raises on average \$3,200 per fundraiser.*

*The average student raises \$163 when participating in a Polar Plunge fundraiser!*



# SAMPLE BUDGET AND YEAR EXPENSES

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## PHASE 1 - Typically lasts 1 year (SOMN covers the cost of Unified in your school)

\$100	Kick off pizza party for Unified Club
\$250	Unified Club bus cost for one field trip
\$100	Unified Club social outing costs
\$100	Arts & crafts supplies for Unified Club
\$50	Unified sports equipment
<b>\$600.00</b>	<b>Covered by Special Olympics Minnesota</b>

## PHASE 2 - Typically lasts from the end of year 1 – end of year 2 (SOMN and school split costs)

+\$1000	Revenue share money deposited in account from SOMN fundraiser
\$100	Kick off pizza party for Unified Club (Covered by school account)
\$250	Unified Club bus cost for one field trip (Covered by SOMN)
\$100	Unified Club social outing costs (Covered by school account)
\$100	Arts & crafts supplies for Unified Club (Covered by school account)
\$50	Unified sports equipment (Covered by SOMN)
\$300.00	Covered by SOMN
\$1000.00	Deposited into account
<b>-\$300.00</b>	<b>Covered by school account</b>
<hr/>	
\$700.00	Amount to roll over for next phase

## PHASE 3 - Typically begins after the second year of Unified (School self sustaining)

+\$3000	Revenue share money deposited in account from SOMN fundraiser
\$300	Kick off pizza party for Unified Club
\$500	Unified Club bus cost for two field trips
\$200	Unified Club social outing costs
\$100	Arts & crafts supplies for Unified Club
\$100	Unified sports equipment
\$200	T-Shirts
\$700.00	Amount rolled over from previous year
\$3000.00	Deposited into account
\$3700.00	
<b>-\$1400.00</b>	<b>Amount Spent</b>
<hr/>	
\$2300.00	Amount to roll over for next year

# FAQ

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## **How do I get money out of our school account?**

There are three options to access the money in your centralized account and they are as follows:

- 1.** The invoices for said purchases can be sent to the State Office for payment. This must be pre-approved by a Special Olympics MN staff member. An expense reimbursement form should be filled out and sent with the invoice.
- 2.** You may purchase the items yourself and submit a reimbursement form with a copy and/or original receipt(s) to the State Office for approval. Refer to Expense Reimbursement Form on the following page.
- 3.** If you let us know what the items are we can look into purchasing them and shipping it to your school, OR if those options don't work, reimbursement is the way to go.

## **How do I check our school account?**

Special Olympics MN staff will send our school finance account updates three times a year; August, December, and May. You can always reach out to Special Olympics MN staff to receive the most updated account information whenever you would like.

Schools can also manage their finances and see their account balance by going to the Centralized Accounting web page. This can be found in the Schools Portal by selecting Accounting > Centralized Accounting > Login with username and password. If you have questions or problems with your login information, please reach out to AP@somn.org. When logged in to the account, schools can see the last 18 months of account activity, check their balance and submit forms.

## **What can I spend with our funds in our account?**

Items purchased must be related to Special Olympics MN Unified Champion School related activities must be school based, and must be for Unified activities. Gift cards are not an allowed use of school funds. Special Olympics MN reserves the right to refuse any purchased or reimbursements for unauthorized purchases. If you have questions about the appropriate use of school funds, please reach out to schools@somn.org.

## **How do I put money into our school account?**

Send all checks and/or money orders to:

Special Olympics MN  
ATTN: Nancy Paradeise  
900 2nd Ave S, Suite 300  
Minneapolis, MN 55402

*Make sure to fill out the revenue form that is a part of this packet.*

## **Can we do other fundraisers outside of Special Olympics MN fundraising events?**

YES! If you are planning to deposit the money into your account or would like to attach the Special Olympics MN name to this fundraiser, please fill out this form prior to the event:

[https://specialolympicsminnesota.org/wp-content/uploads/2017/02/fundraising\\_project\\_app.pdf](https://specialolympicsminnesota.org/wp-content/uploads/2017/02/fundraising_project_app.pdf)

Be sure to check out the Unified Champion Schools Fundraising Guide in the online schools portal for fundraising ideas and inspiration.

**Contact [schools@somn.org](mailto:schools@somn.org) with any additional questions.**

# EXPENSE REIMBURSEMENT FORM

This form can also be found online in the schools portal and reimbursements can be entered online. (<https://schools.specialolympicsminnesota.org/accounting/>)

\*Account Number:  Request Date:  /  /  \*Check Type (check only one)

Expense Reimbursement ☐

\*Check should be made payable and mailed to:

Paying Vendor Directly ☐

Name:

Street Address:

PO Box, Suite Number:

City/State/Zip Code:

NOTE: A missing mailing address may delay the processing of this check.

## Expense Breakdown Information:

*Clear & Brief Description of Purchase	*Activity/Event to Which it Relates	*Cost	Office Use

\*Total Check Request Amount:

\*School Contact (must be signed): \_\_\_\_\_

\*SOMN Staff (must be signed): \_\_\_\_\_

\*Spaces marked with an asterisk must be completed before the check can be cut. \*By signing this document, you acknowledge that, to the best of your knowledge, the information on this report is true and accurate.

Cutoff for check requests is Tuesday at noon for CORRECTLY completed Check Request forms. Checks are cut on Wednesday and are mailed no later than Friday. **Original receipts must be attached! No receipt = no reimbursement.** Special Olympics Minnesota will not accept expense Reimbursement requests with any receipts more than 60 days old!



# REVENUE DEPOSIT FORM

\*Account Number:

Submission Date:

\*Submitted By:

*Check Date	*Check #	*Revenue Source	*Event	*Amount	Office Use
___/___/___		<input type="checkbox"/> Individual <input type="checkbox"/> Corporate <input type="checkbox"/> Foundations	<input type="checkbox"/> Program Fees <input type="checkbox"/> Civic Service/Schools <input type="checkbox"/> Merchandise Sales		
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\*Spaces marked with an asterisk must be completed before the check can be cut.

\*Total Deposit Amount:

Please mail this report with checks to: Special Olympics Minnesota  
Attn: Centralized Accounting  
900 2nd Ave S, Suite 300  
Minneapolis, MN 55402

# CONTRACT

*This contract was signed when your school completed the Commitment to Inclusion online form and does not expire.*

I, \_\_\_\_\_, as a representative of \_\_\_\_\_ have read  
School Name  
and agree to the terms and conditions detailed in the Unified Champion Schools Finance Guide and understand the conditions of expense reimbursement.

\_\_\_\_\_  
School Name

Special Olympics Minnesota  
\_\_\_\_\_

\_\_\_\_\_  
School Representative

\_\_\_\_\_  
Special Olympics Minnesota Staff

***Special  
Olympics***  
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