

INTRODUCTION

Special Olympics Wisconsin formed the Agency Management Committee made up of your peers to assist us in delivering higher quality and more services to the Agencies. One of their ongoing responsibilities is to annually enhance the Agency Manager Handbook to provide a thorough and Agency-friendly tool. This handbook is designed to assist and not overwhelm. It is not something to be read in one sitting, but rather to be used as a resource when you have questions on specific areas of the program.

This handbook is available on CD-Rom and via internet on the SOWI website. We encourage Agencies to utilize these formats to save the organization material and printing costs. However, we will provide a hard copy for those Agencies who request it.

In addition, the handbook is designed to be broken into sections or departments so Agencies who are working with an Agency Management Team (AMT) may provide their team members with appropriate information (please see the *Agency Management Team* section for a description of AMTs). Included in the pocket inserts are Special Olympics Wisconsin Contacts, Agency Financial Support Fact Sheet, ALPs Brochure, Agency Fact Sheet Set-Up and Sample, Banner Preferred Provider Information, Stationary Preferred Provider Information, and the Family Brochure.

Finally, the committee always considers this handbook a work in progress, which will evolve from year to year dependent on your needs and suggestions. Please feel free to call the committee member in your Region or one of the other members and share your input.

As always, thank you for all you do!

Agency Management Committee

Agency Managers

Jessica Chuckel	Northern Access	Agency 2-11
Deb Moore-Gruenloh	WI Rapids Red Raiders SO	Agency 2-44
Michelle Fulweber	Chequamegon Bay Area	Agency 3-12
Leanne Richter	Polk County	Agency 3-36
Lynn Nelson	Syble Hopp School	Agency 5-03
Jan Davis	Cuba City	Agency 6-18
Judy Story	Middleton/Cross Plains	Agency 6-43
Michelle Schmidt	Fort Atkinson	Agency 7-21
Kim Schooley	YMCA at Pabst Farms	Agency 8-10
Rita Stelpflug	Bi-County SO	Agency 8-44

SOWI Staff

Jeanne E. Hrovat	SOWI Headquarters
Jennifer O'Brien	SOWI Headquarters
Don Wigington	Regional Director of Sports, Region 6

SPECIAL OLYMPICS WISCONSIN MISSION STATEMENT

The mission of Special Olympics Wisconsin is to provide year-round sports training and competition in a variety of Olympic-type sports for children and adults with cognitive 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.