

## **SPECIAL OLYMPICS BC POLICY MANUAL**

Section: **ADMINISTRATION**  
Policy: **Permitted and Non-Permitted Use of Funds By Locals**  
Effective Date: December 16, 2015  
Revised: December 2023  
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The Special Olympics British Columbia Society ( “SOBC” or the “Society”) is the legal entity which administers and oversees Special Olympics in BC. The SOBC Board of Directors is responsible for the governance and oversight of the Society. All community programs (Locals), events, and activities that operate under the name of Special Olympics in BC, fall under the authority of SOBC.

As we are dealing with the funds of donors, sponsors, and government, we have to ensure that we are good stewards of these funds. We must ensure that any expenditure considers what is best for athletes, and that it fits within the Society’s mission, goals, and objectives.

Furthermore, all monies raised in BC for Special Olympics belong to the Society and the Board of SOBC has ultimate responsibility to ensure they are expended appropriately.

### Permitted and Non-Permitted Uses

Locals are only permitted to raise funds and to expense funds for items directly related to the Society’s mission statement and charitable purpose.

Any monies that are generated using the Special Olympics BC name, or are donated to a Special Olympics BC group, must be used to provide or support programs for registered athletes. Under no circumstances can funds raised using the Special Olympics BC name be donated to another organization or individual or used for a purpose other than progressing the mission of Special Olympics BC.

All fundraising initiatives and expenditures must be approved by the Local Executive prior to their expenditure. Individuals may not use the name Special Olympics to raise funds for their personal use. All revenue, including donations, is the property of the SOBC and cannot be mandated to a specific individual or team by the donor.

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Funds may not be raised in Special Olympics name nor expended for the purpose of sending or covering the costs of volunteers, family members, guardians, or friends wanting to watch an athlete compete or attend a competition/event unless those persons are registered volunteers of Special Olympics BC and are acting in an official capacity as part of the team quota for that competition.

With the exception of competition or ceremonial uniforms, Locals may not purchase personal items or equipment for athletes or volunteers. Personal items or equipment are deemed to be property that the individual owns rather than the Society. For example, a Local could buy cross country skis or speed skates if the Local retained ownership, and stored and managed the equipment. Prior to a Local purchasing such equipment, approval must be obtained from the Vice President, Sport or their designated staff person.

Locals may accept donations of personal items for athletes and volunteers and in turn give these items to athletes, provided that the Local did not have the option of a cash donation instead of the donation of personal items.

Funds are not to be expended to send athletes or volunteers to an event or activity where tickets have to be purchased, vehicles rented, airfare purchased, or overnight stays are required if the athlete or volunteer are not direct participants in that activity or competition. Locals may only use Special Olympics resources for officially sanctioned Special Olympics programs, competitions, and activities.

Commemorative clothing or items, such as to celebrate an anniversary of a Local, may not be purchased and given to athletes and volunteers. Small, inexpensive tokens of appreciation may be given to volunteers to mark years of service to SOBC.

Locals may host social events for athletes and volunteers, but costs must be contained and appropriate for the event.

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### Capital Items - Expenditures

CEO of Special Olympics BC must approve all expenditures for capital items exceeding \$500.00.

Additionally, no Special Olympics Local/Region may own property, vehicles, or technology such as Laptops, iPads, tablets, etc. Any requests from individuals or organizations to donate any of the above items must be directed to the President and CEO of Special Olympics BC.