

## 2017 Torch Run Event Notification Form

All local and area fund raising projects must be pre-approved by the SONC state office 60 days prior to the beginning of the project. Please fill out the following form completely, submit the original copy to the SONC state office, and retain a copy for your records. Special Olympics NC will notify you with an approval within 2 weeks of receipt of this application. When this application is approved, applicant is granted permission to use the SONC logo, which must be used in association with the event's promotion.

- Pre-approval must be obtained to determine if SONC insurance coverage of the event will apply without additional premium
- All contracts required to organize the event must be sign by the President of SONC
- All volunteers must have current SONC Volunteer Application forms on file with the SONC state office

Name of person submitting form: \_\_\_\_\_

Law Enforcement Agency: \_\_\_\_\_

Event Agency Coordinator Name: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Event Address: \_\_\_\_\_

Phone Number to Contact: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Registration Time: \_\_\_\_\_ Time Event Begins: \_\_\_\_\_ Time Event Ends: \_\_\_\_\_

Entry fee: \_\_\_\_\_ Cost for spectators: \_\_\_\_\_

Entry fee can be raised Yes \_\_\_ No \_\_\_

Please describe the event **with as much detail as possible**:

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- I would like SONC to make my agency an online First Giving registration page. Yes \_\_\_ No \_\_\_
- Have you reached out to your SONC local program for volunteers and athlete support? Yes \_\_\_ No \_\_\_  
(If no, check SONC website for local program information.)
- Are alcoholic beverages being served at this event? Yes \_\_\_ No \_\_\_
- If yes, is there a charge for the alcoholic beverages? Yes \_\_\_ No \_\_\_
- Will hazardous activities take place at the event? Yes \_\_\_ No \_\_\_  
(For example, fireworks, bungee jumping, aviation or watercraft) List \_\_\_\_\_
- Is additional insurance required? Yes \_\_\_ No \_\_\_
- Is a contract required? Yes \_\_\_ No \_\_\_  
(if yes, please attach contract for approval by SONC.)

**Please attach a copy of all promotional material.**

This application does not grant standing approval for fundraising projects. A separate application of approval must be submitted each time a project is planned.

Approved by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
(SONC Staff)

Please email or fax a copy of this form to:  
Leslie Moyar, Director of Development  
Email: nctorchrun@sonc.net  
Fax: 919-719-7663