

**Special
Olympics**



[Organization contact information]

[Area contact information]

[Date sent]

Greetings [organization's name]:

We at Special Olympics [area name] are committed to improving the lives of people that participate in our programs. One of the ways we are ensuring that our programs are having a positive impact on people's lives is by collecting information from Athletes. We are asking local organizations within our community to become partners in our efforts.

What we are asking for? We are asking for individuals or groups from community organizations to attend select events to help local Special Olympics coaches and volunteers. The information we collect may include height, weight, blood pressure, and assisting athletes complete a survey about their health behaviors. Our SO program will supply the training, tools, and resources for you to collect information successfully.

What is the type of commitment? We ask our partners to be available for a training and to attend select Special Olympics events. You will be given an opportunity to meet with the Athletes and to collect information.

What training is involved? Our Special Olympics program will hold a training on [date selected] at [location specified]. We will be discussing how to effectively communicate with people with intellectual disabilities and how to collect the needed information. We welcome any questions and want you to feel a part of our team.

We thank you for your interest to become a [area name] Special Olympic partner. We will be following up with you to see if you and your group are planning on attending a training. If you have any questions, feel free to contact [contact information].

Gratefully,

{Special Olympics area name}