



September 19, 2022

Dear Catherine Torbik

Special Olympics New Jersey (SONJ) is pleased to award Glassboro High School with a \$7,000.00 Unified Champion Schools (UCS) grant for the 2022-23 school year. These funds have been made possible by generous support from the U.S. Department of Education, the New Jersey Department of Education, and Special Olympics International. We have received unprecedented requests for funding. To that end, your initial award is based on your spending patterns/plans, including your award from last school year (if you are a returning school) and the total amount you spent or did not spend. We will revisit your original funding request in January 2023 to determine if additional funds are available for your school.

We are excited to finally return to a typical school year and to see significant and continued expansion of the Unified Champion Schools program throughout the state. The growth in numbers and the quality of the inclusive programming in our schools is a testament to your vision and leadership, and the purposeful leveraging of these funds to establish exemplary, meaningful, inclusive opportunities for your students.

Our team is here to give you tailored and specific support and provide you with a variety of additional resources. Exciting opportunities exist for cohorts, clubs, activities, sports, Youth Leadership, Esports, and fun challenges that run throughout the school year. We remain just a call or email away!

Important:

- Along with these materials, there is a form that clarifies invoicing and payment procedures that must be signed by your BA's office. Do not forget to indicate whether your coaches/advisors are paid biannually or annually.
- No reimbursements will be made without completed monthly reports. More information will follow as we are trying to streamline this process.
- Any expenditure over \$1000 must be pre-approved by SONJ.
- SONJ does not directly pay teachers/coaches/advisors/liaisons. School districts must pay their own employees and we will reimburse according to district contracts/bargaining unit agreements.
- Invoices must be scanned and emailed or sent directly from the vendor to us. No photos of receipts will be considered.
- Charging items to personal credit cards is highly discouraged.
- Reimbursements are now made twice per month. Invoices not received by a cut-off date will be paid with the next set of checks for the following pay period.
- **School liaisons are required to attend monthly Zoom meetings where critical information will be shared. These meetings will be broken down into elementary, middle, and high school sessions. In the event that the liaison is unable to attend, a designee should be present.**

Special Olympics New Jersey Sports Complex

1 Eunice Kennedy Shriver Way, Lawrenceville, NJ 08648 Tel 609.896.8000 Fax 609.896.8040 www.sonj.org

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DocuSign is once again being used to obtain agreement signatures. Please electronically sign and return the attached 2022-23 Unified Champion Schools Partnership Commitment form along with the electronically signed financial form.

Please do not hesitate to contact me or a team member with any questions or concerns.

We look forward to a great year with you and your school communities.

Sincerely,

Bill DePonte,
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Special Olympics New Jersey
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Special Olympics New Jersey

2022-2023 Unified Champion Schools Commitment Form

We aim to establish our school/district as a Unified Champion School, creating and implementing Unified Sports, Youth Leadership, and Whole School Engagement activities that promote inclusion, equity, friendships, and dignity among students with and without disabilities.

As a Unified Champion School, we commit to:

- Create and provide meaningful opportunities for special education and general education students to interact with one another to build positive relationships and attitudes.
- Impact and create positive change in the school climate by promoting a message of equity, acceptance, and inclusion throughout the school/district.
- Establish, promote, and grow the Unified Clubs and Unified Sports by supporting and assisting student leaders of all abilities.
- Implement activities that support Unified Champion School components.

As a UCS school/district, we agree to:

- Establish a school or district Unified Leadership Team
- Identify a school/district liaison as the primary contact with SONJ
- Adhere to spending guidelines and submit expenses for reimbursement within 30 days
- Participate in or organize at least one fundraising event
- Submit scheduled monthly, midterm, and final reports - funds will not be released unless these are completed
- Attend monthly Advisors' Meetings

School Name: Glassboro High School

District: Glassboro

UCS Liaison Name: Catherine Torbik Title: Director of Special Services

Phone: 8566522700 Email: ctorbik@gpsd.us

Liaison Signature:  Date: 9/19/2022

Superintendent Name: _____ Title: _____

Superintendent Signature: _____ Date: _____

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UNIFIED CHAMPION SCHOOLS FINANCIAL AGREEMENT

The following reimbursement terms are strictly adhered to by Special Olympics New Jersey (SONJ) and the institute receiving funding.

1. Stipend Reimbursements

- Stipend payments to school or district personnel who are responsible for a Unified Champion School (UCS) activity, club, or sport will be paid directly by the school or school district.
- The school or district must request reimbursement for stipends and employer's taxes from SONJ.
- The request for reimbursement **must be submitted no later than 30 days** after the end of the activity, club, or sport.

The following items **must** be submitted to qualify for reimbursement:

- Completed Reimbursement Request Form. An attachment will not be accepted. Forms are provided by SONJ.
- List of names associated with each stipend.
- The type of stipend for each person (Coaches, Club Advisor, Liaison, etc.).
- Detailed description of activity for each person. This includes dates of meetings, activities, and other pertinent information. Forms are available from SONJ.
- The specific amount of each stipend.
- The amount of employer's taxes (not to exceed 7.65% per stipend).

2. Expense Reimbursements

- Reimbursement for supplies or equipment purchased for UCS programs **must be submitted no later than 30 days** after the end of the activity, club or sport.

The following items **must** be submitted to qualify for reimbursement:

- Completed Reimbursement Request Form. An attachment will not be accepted. Forms are provided by SONJ.
- Detailed description of activity or purpose of reimbursement relating to UCS funding.
- Copy of vendor invoice, copy of paid receipt (pdf format), or Purchase Order invoice page with vendor invoice.
- Items that will NOT be accepted for reimbursement
 - Quote
 - Proforma Invoice – for items expected, planned, or not shipped.
 - Purchase Order alone
 - Sales Order
 - Pictures/Images of paid receipts (all items must be pdf format)

3. Expenses (exclusive of stipends) over \$1000.00 must be preapproved by SONJ.

Signature below acknowledges understanding and agreement with the terms listed above.

- Signature of approval by school or school district's Chief School Administrator or Business Administrator

Business Administrator Signature

Date

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