



COP ON TOP

Handbook



EVENT DESCRIPTION

Also known as building sits, Cop on Top is a Law Enforcement Torch Run Event involving law enforcement officers “sitting on top” of buildings from a Friday morning until a Sunday afternoon. Usually busy weekends such as Memorial Day, back to school, or other locally busy weekends are chosen to increase traffic at the store.

Cop on Top events are typically held at Wal-Marts, but can be held at any popular retail store in your community. Depending on store management, law enforcement may either be allowed to “live” on the roof of the store, or on scaffolding or a scissors lift near the store entrance.

While the law enforcement officer “lives” on the roof/scaffolding, volunteers are stationed at store entrances to collect donations from store patrons. Volunteers may be from local law enforcement departments, civic organizations, schools, family and friends. Volunteers typically work three hour shifts during busy store hours.



LAW ENFORCEMENT DUTIES

The Law Enforcement officer conducting the Cop on Top works with the Special Olympics Representative and the Store Representative to ensure that the event is a success.

Specifically, the Law Enforcement officer will be responsible for the following:

- Work with Store Representative. At least one month prior and the week prior to the event, the Law Enforcement Officer will meet with Store Representative to discuss event.
- Recruit a minimum of 2 volunteers to work each shift for the event.
- Oversee event.
- Site set-up & break down.
- Volunteer check-in.

Law Enforcement officers should work very closely with their respective Store Representatives as far as organizing the event at their location. Store Representatives might be able to assist with different materials that maybe needed, such as tents, food, pop, etc....

VOLUNTEER DUTY DESCRIPTIONS

- Actively solicit donations
- Cover each store entrance
- As needed, empty bucket into main \$\$ bucket
- At the end of the event all \$\$\$ should be turned in to SOIA staff members.

SPECIAL OLYMPICS IOWA STAFF DUTIES

The Special Olympics Iowa Staff will be responsible for the following:

- Oversee the planning of the event.
- Recruitment of participating stores.
- Arrangement and follow up of matching funds.
- Providing major supplies such as banners, signage, volunteer meals, volunteer t-shirts, etc...
- Public Relations & Marketing of event. This will include the following:
 - o Press releases to local media.
 - o On site signage promoting the event.
 - o Banner at each site- plus all applicable sponsor banners.

The Special Olympics Iowa Cop on Top Coordinators are:

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