



Tip a Cop

Handbook



EVENT DESCRIPTION

Tip a Cop is a Law Enforcement Torch Run Event involving law enforcement officers serving as "celebrity" servers for a lunch and/or dinner meal at a busy restaurant. Law enforcement officers bus tables, refill beverages, and solicit donations from restaurant patrons.

Tip a Cop events can be held at any popular restaurant in your community. At some locations, volunteers are served a complimentary meal at the conclusion of the evening.

Law enforcement officers present restaurant patrons with a Tip a Cop envelope in which donations can be placed, then either returned to the officer or left on the table. We encourage patrons that if they choose to donate, their donations should be above and beyond the normal server's tip.

LAW ENFORCEMENT DUTIES

The Law Enforcement officer conducting the Tip a Cop 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 8 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.

VOLUNTEER DUTY DESCRIPTIONS

- If applicable, wear your department polo and badge
- Actively solicit donations
- Cover each table
- As needed, bus tables and refill beverages
- At the end of the event all \$\$\$ should be turned in to SOIA staff members.
- Don't spill food/beverages on the patrons
- HAVE FUN!!!

SPECIAL OLYMPICS IOWA STAFF DUTIES

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

- Oversee the planning meetings.
- Recruitment of participating stores.
- Arrangement post event meal if applicable.
- Providing major supplies such as banners, signage, donation envelopes, 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.
- Staff support to the best of our abilities.

**The Special Olympics Iowa Tip a Cop Coordinator is:
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