



Polar Plunge for Special Olympics Alaska

Special Olympics Alaska is a nonprofit organization that provides year-round sports training and competition for more than 2000 Alaskans with intellectual disabilities. As a nonprofit we depend highly on donations such as yours to keep programs going. Your pledges are critical in continuing to provide training and competition statewide. Please contact jessica@specialolympicsalaska.org or call the Special Olympics Alaska Events Hotline (907) 222-7625 ext. 605 for more information.

How do the incentives work for the Polar Plunge? As appreciation for the pledges you gather, Special Olympics Alaska will be giving out incentives. Incentives go to the INDIVIDUAL, not the team. Please see below for the incentives list:

<u>PLEDGES</u>	<u>INCENTIVE</u>
\$125	Beach Towel
\$500	Hoodie
\$1,000	TBD
\$2,500	TBD
\$5,000	TBD

Is there a registration fee for this event?

The Polar Plunge for Special Olympics Alaska is a PLEDGE DRIVE. The goal is to ask friends, family, co-workers, etc to pledge for you to show their support for Special Olympics Alaska as they encourage you to take the plunge into Goose Lake. The minimum amount of pledges raised must be \$125 per plunger; however, please consider raising more to support the sports and training programs for Alaskans with intellectual disabilities.

My team raised \$125; can we all take the plunge?

Each team member must raise \$125 in order to plunge, i.e. if you have a team of five then all five team members must be registered and raise \$125 for a total of \$625.

Is there a waiver to fill out?

Yes. Each plunger will need to read and sign a waiver prior to plunging. All Plungers under the age of 18 will need a waiver signed by their parent or guardian. On plunge day, print out your online pledge records along with the waiver and bring them to check-in along with any cash or check pledges.

ONLINE REGISTRATION

How do I register online and set up my fundraising page? To register online go to www.specialolympicalaska.org and click on the Green Polar Plunge banner. Then click on register today, where you will be redirected to the fundraising website. Click the “Sign Up” button. Make sure to accept the waiver so you can proceed with registration. If you are under 18, you will need to have a waiver signed by your parent/guardian. Fill in the information accordingly. If you would like to join a team or create a team, you may do so at this time. Continue to set up your page by adding a picture, message and fundraising goal. Follow the onscreen instructions and feel free to call 907-222-7625 ext. 605 with questions.

What are the benefits of registering for the Plunge online?

By registering online for the Polar Plunge, you can create your own webpage and accept online credit card pledges securely. Your plunge webpage can be personalized with a picture and message from you. You can also see a record of each pledge you have received online and who it is from which is great for when it is time to thank your donors. Your webpage has tools that will help you raise pledges including an e-mail form that directs people to your own donation page and social media capabilities. Also, Special Olympics Alaska will be able to see how many people are registered online to get an estimated number of plungers and plan accordingly.

I need to register my whole team. How do I do this?

The team captain will create the team and once established each plunger will need to create their fundraising page. **Each plunger** should have a unique user name and password so he or she can raise pledges online. If they have already registered, they can go into their account and join a team from there.

Do all my team members need to be registered online?

We highly recommend registering for the plunge online so plungers are able to get credit card donations securely online, use e-mail/social media tools to send messages to their friends and family and track their pledges online. However, as long as they call 907-222-7625 ext. 605 to inform Special Olympics Alaska that they are plunging, they may raise pledges offline and do not have to have an online account.

Do I need to be on a team to take the Plunge?

No.

How many people can be on a team?

There is no limit to how many people can be on a team but each team member must register and be able to show that they have raised the \$125 minimum.

I'm registered online. Why do I need to stop by the check in table at the Polar Plunge?

All plungers must check in at the check-in table on the day of the plunge to turn in final/remaining pledges, sign a waiver, receive an approved plunge bracelet, and pick up incentives.

I have questions about the mechanics of my fundraising webpage (how do I upload my picture, I forgot my user name, how do I send out a pledge request email etc).

Please contact us at jessica@specialolympicsalaska.org or 907-222-7625 ext.605.

How do I found out my plunge time?

Plunge times will be posted to www.specialolympicsalaska.org the week of the plunge.

OFFLINE REGISTRATION

I do not have access to a computer or would like to raise pledges offline. How do I register offline? To raise pledges offline, please call 907-222-7625 ext. 605 or email

jessica@specialolympicsalaska.org Download a pledge form from the Special Olympics Alaska webpage or come by 3200 Mountain View Drive to pick up a pledge form. Encourage friends and family to pledge with cash and checks. You will need to fill out a waiver that you can print from our website and bring with you to the Polar Plunge or you can sign the waiver at the Polar Plunge.

PLEDGES

Who do I have donors make the check out to?

Special Olympics Alaska

Can I enter pledges that I have received in cash or check to my online total?

Yes. First, log in to manage your website. Once you are logged in you will click on the “Fundraising” tab on the left hand column. Then click “Manage Cash or Cheque” and from there you will be able to enter in your cash/check donations.

Note: This amount is only for your website. Plunge volunteers and staff will count your cash and check pledges prior to you receiving incentive prizes.

I am missing a donation that was made online. What should I do?

If you don't see a donation, first try to refresh, or reload your browser. If you still do not see the donation, contact jessica@specialolympicsalaska.org or call the Special Olympics Alaska Events Hotline (907- 222-7625 Ext. 605.) and leave your information.

A donor wants a receipt. What should I do?

If a donor pledges to you online, he or she will receive an e-mail receipt if he or she provided a valid e-mail address. Offline check pledges will receive a thank you letter that will serve as a receipt. If you need a receipt for a cash donation, please contact jessica@specialolympicsalaska.org or call (907) 222-7625 Ext. 605.

A donor would like a tax ID number. How can I get it?

The Special Olympics Alaska Federal Tax Id # is 92-0057197

How can I thank donors who have pledged to me online?

You can send a thank you email by logging in to your fundraising website. Then click on “Fundraising” on the left hand column and then click manage sponsors. Then click on “Thank Sponsors” to generate your thank your email, select your donors and send out the email.

I have pledges on the internet *and* cash and checks. How will people working at the Polar Plunge know how much money I have raised?

At the Polar Plunge check-in, volunteers and staff will have a list of all plungers registered online including the total amount of pledges they have received online. Please print out and bring a copy of your online donations to make sure that you receive credit for pledges that may come in after the staff has printed their reports.

DAY OF

Is there a place where I can change before and after the plunge?

Yes. We provide men's and women's changing tents. They are located inside the hospitality tent for you to change into/out of your plunge outfit. Please note the polar plunge committee or Special Olympics Alaska is not responsible for any personal belongings left inside the tent. It would be best to have your friend hold on to your belongings so you don't lose anything.

How many people can plunge at one time?

Normally 4-5 people can plunge together. If the team is larger than 4-5 people then you will plunge in waves of 4-5 people at-a-time.

I heard there were hot tubs to warm up after we plunge. Is that true?

You heard right. There will be hot tubs provided by The Waterworks for plungers to warm up in after the plunge.

I am a first-time plunger; can you tell me what it will be like day of?

The Polar Plunge will be one of the coolest things you will ever do!

You will need to arrive at UAA Parking Lot an hour before your plunge time to take the shuttle over to Goose Lake. Once you arrive at Goose Lake you will go to the check-in building to turn in any offline donations, receive your incentives and plunge bracelet, which authorizes you to plunge.

From there you will head to the hospitality tent to change into your plunge outfit and grab a pre-plunge picture before you take the plunge. Then you will head onto the runway and take the plunge! You will then go into the hot tubs and change to enjoy some music from DJ Spencer Lee, soup, grilled cheese from Franz Bakery and Kaladi Bros. Coffee. When you are ready to leave, the shuttle will take you back to the UAA Parking Lot.

If my family or friends are coming to watch me plunge do they still have to park at UAA?

Yes. Everyone must park at the UAA Parking Lot and ride the shuttle over to Goose Lake.

After Plunge

Can I view photos of the event?

Yes. There will be professional photographers volunteering to capture you “take the plunge” and we will make sure to share those photos on our Facebook page.

I have received additional donations but the polar plunge is over. What should I do with them?

Donations to the polar plunge are accepted at any time and can be mailed or delivered to:

Special Olympics Alaska
3200 Mountain View Dr.
Anchorage, AK 99501

