

Tip-A-Cop[®] Handbook



*Special
Olympics*



“Tip-A-Cop” Event

Law Enforcement Torch Run Campaign Fundraiser for Special Olympics Idaho

WHAT

“Tip-A-Cop” is an official Law Enforcement Torch Run Campaign fundraising event. Law enforcement officers and department personnel volunteer their time as “Celebrity Waiters” to collect tips at restaurants to support Special Olympics Idaho.

WHEN

Tip a Cops can be held on any day of the week and for any amount of time. Shifts seem to work best for restaurants and law enforcement . Shifts from: 11:00a.m. to 3:00p.m. and 4:00p.m. to 8:00p.m. have worked the best at past Tip a Cop events.

WHERE

Any willing Restaurant!

HOW

- Law enforcement personnel act as “Celebrity Waiters” along with wait staff and interact with restaurant guests. Special Olympics athletes, staff and volunteers can act as law enforcement officer alternates for locations at which law enforcement is not available to assume a shift.
- Tip-A-Cop generates tremendous community goodwill and public awareness for Law Enforcement and Special Olympics. Tip-A-Cop is a ‘no risk’, easy and fun way to raise money for Special Olympics athletes in your community!

Special Olympics Idaho provides year-round sports training and competition for children and adults with intellectual disabilities. By participating in sports, physical fitness and healthcare education programs, Special Olympics Idaho athletes increase self-confidence and social skills, improve physical and motor skills, and have better success in leading more productive and independent lives. It is events like “Tip-A-Cop” that help us provide these programs at no cost to the athletes or their families.

For more information, please visit: [Shannon Reece - 208-590-1097 - shannon@idso.org](mailto:shannon@idso.org)

“Tip-A-Cop” Event Logistics and Basics

1. An LETR/SO Special Olympics Team Leader is assigned to each restaurant location and will be responsible for all necessary “Tip-A-Cop” components, including volunteers, shift assignments, liaising with both management and the Special Olympics state chapter, and counting money.

Planning is critical to the success of the event. The LETR/Special Olympics Team Leader will need to contact their assigned General Manager to introduce him/herself and review the agenda for the day of the event.

2. The “Tip-A-Cop” event will be held during the following times at participating locations: **from 11a.m. to 3p.m. and from 4p.m. to 8p.m.** Please make sure to recruit your volunteers for these two shifts. Special Olympics athletes, staff and volunteers can act as law enforcement officer alternates for locations at which law enforcement is not available to assume a shift. If a Special Olympics athlete takes the place of a law enforcement officer, your program must select a staff member or volunteer ahead of time to make outreach to the stores and collect the money on site to bring back to the Special Olympics office.
3. A minimum of 3 to 5 law enforcement personnel at each restaurant per shift. Some locations may have a larger presence than others, but there should be sufficient coverage throughout the day.
4. Law Enforcement “Celebrity Waiters” will assist food servers by filling water, serving beverages and interacting with restaurant guests.
5. Restaurant staff and LETR volunteers will educate restaurant guests about the “Tip-A-Cop” event and ask them to support the effort by making a donation to Special Olympics Idaho.
6. After guests have been seated and their orders taken, the officers will present an envelope (Special Olympics Idaho will supply the envelopes) for a “Tip-A-Cop” donation to Special Olympics Idaho, **however, they will inform restaurant guests that the “Tip-A-Cop” donation is in addition to the “real” server’s tip.** The envelopes will be used for cash, check and credit card donations. The LETR Team Leader will be responsible for the envelope collection.

Volunteer Recruitment

The LETR/Special Olympics Team Leader is in charge of recruiting a sufficient number of volunteers for the entire day. (Volunteer recruitment form is included in this handbook.) Special Olympics athletes, staff and volunteers can act as law enforcement officer alternates for locations at which law enforcement is not available to assume a shift.

- Assign duties to volunteers prior to the day of event. Duties include:
 - Door greeters (greeters should be in uniform);
 - Celebrity Servers;
 - Host/Hostesses.
- Be sure to coordinate the duties and responsibilities of all participants with the restaurant management.
- Do not allow volunteers to serve alcohol. This situation can be complicated and is best avoided.

Special Olympics Athletes

- The local Special Olympics Idaho representative will coordinate recruiting Special Olympics athletes to be present at the event.
- Special Olympics athletes would be great to have as door greeters.
- Athletes will be asked to wear their sport uniforms and/or medals.

Celebrity Servers

- There may be “celebrity guest servers” at designated locations on event day.
- Celebrity guest servers may include local leaders, sports personalities, and celebrities.
- Special Olympics will notify LETR Team Leaders of celebrity participation prior to the event.

Event Materials

- Special Olympics Idaho will provide the following materials for this event:
 - **Event posters for each restaurant**
 - **Table Posters**
 - **Team Member Training Guide**
- Special Olympics Idaho will provide the envelopes.

Special Olympics Idaho will provide any Outdoor banners approved by management

Event Activities

With permission from restaurant management we would encourage programs to activate the following activities in their restaurants.

Having activities such as these listed below can increase donations and media coverage! Please inform the local Special Olympics representative of planned activities so they can assist in promoting activities through advertisement.

- SWAT vehicles, police cars, motorcycles, etc., in front of restaurants. Please do not turn on vehicle lights.
- Polaroid pictures with police car, K-9, etc.
- Jail-n-Bail or Arrest-a-thon: Officers may arrest Red Robin restaurant guests and escort the arrestee to a mock jail or their patrol vehicles.
- Guests may have their friends and family arrested and bail MUST be posted!
- LETR t-shirts, LETR wristbands, hats, lanyards, etc. These items can only be used as an incentive for guests to donate.

Sample Scripts for Volunteers

A greeter in the lobby welcomes guests.....

“Welcome, I’m (Chief, Sheriff, Officer _____). Thanks for coming to (Restaurant Name _____) today/ tonight. You’re in for a special treat! Officers, deputies, agency personnel from (Agency Name) _____ are here to serve you to raise funds and awareness for Special Olympics Idaho.”

Celebrity Waiter greets guests at the table.....

“Hello, I’m (_____) and I hope you are enjoying your meal. On behalf of all the law enforcement officers/agency personnel volunteering their time today/tonight to raise money for Special Olympics Idaho, I want to thank you for coming out. I hope that you will leave a “special tip” in the envelope on your table to help Special Olympics Idaho in addition to the tip that you leave your server. Special Olympics provides year-round sports training and competition for individuals with intellectual disabilities



“Tip-A-Cop” Financial Procedures

Tip Collection

- The LETR/SO Team Leader will be the “PIO” (Person in Charge) for collection of all donations at the end of the day.
- Guests donate tips by placing their donation in a special “Tip-A-Cop” envelope, which is placed on each table in advance, or handed personally to the patron.
- Cash, checks and credit cards can be accepted for tips.
- Credit card information needs to be completed in the specified place on the “Tip-A-Cop” envelope. All checks should be made out to Special Olympics Idaho.
- Envelopes will be collected by LETR volunteers when the table has been cleared and given to the LETR/SO Team Leader.

Summary

Good planning and cooperative partnership with restaurants and its general managers will lead to a successful event. The primary goal of “Tip-A-Cop” is to raise money for the LETR Campaign to benefit Special Olympics, but remember to HAVE FUN with the volunteers, staff, and restaurant patrons, and the donations will take care of themselves.

