LETR International Executive Council Handbook

This document is maintained by the LETR International Executive Council’s Policies & Procedures Committee on a continuing and ongoing basis.

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<td>Version No</td>
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Introduction

The 2023 LETR International Executive Council Handbook has been designed to assist council members, both existing and new by providing, in one document, relevant information about the workings of the council.

This version of the handbook builds on the work done in 2016 by Mark Musso and Victoria Rivers.

It goes without saying that this document will never be completed - it will always be subject to amendment and adjustment as aspects of the council’s work and activities change over time.

Please don’t hesitate to send any comments, criticisms or suggestions for improvement to me so that the document can be continually enhanced.

J Clifton
John Clifton
Chairman
LETR International Executive Council
**Mission and Vision**

The mission of the Law Enforcement Torch Run for Special Olympics is to increase public awareness and generate resources for the Special Olympics movement worldwide.

The vision is to further the Special Olympics mission, law enforcement will carry the torch, representing the “Flame of Hope,” and dedicate itself to the goals of continually increasing both awareness and generating resources for Special Olympics athletes worldwide.

**Purpose**

The Law Enforcement Torch Run International Executive Council (the Council) is authorized by Special Olympics, Inc. (SOI) and is endorsed by our founding law enforcement organization - the International Association of Chiefs of Police (IACP) for the purpose of encouraging, promoting, supporting and providing technical guidance to Special Olympics Programs and Torch Run volunteers in planning and coordinating Torch Run events and activities worldwide, facilitating the expansion of existing Torch Run activities and programs, and planning for the development of new Torch Run initiatives and events.

Special Olympics is a movement that daily reaffirms the belief that with hope, love and dedication, any individual can realize achievement and self-worth and that persons with intellectual disabilities, by their involvement in Special Olympics, show the worldwide community the true meaning of sport and a pure joy towards life.
Council Responsibilities

The Law Enforcement Torch Run International Executive Council is responsible for the following:

- Further the mission and purpose of the Law Enforcement Torch Run.
- Set goals and objectives for the Council that are reviewed and updated annually.
- Implement and comply with the Council policies and procedures.
- Submit an annual Council budget for approval by SOI and inclusion in the SOI budget.
- Schedule meetings and conference calls as necessary to carry out the mission, purpose and business of the Law Enforcement Torch Run.
- Establish and oversee Council committees.
- Oversee and coordinate the annual Law Enforcement Torch Run International Conference.
- Oversee and coordinate Torch Run Final Legs in conjunction with Special Olympics World Games.
- Identify and establish a sufficient number of Law Enforcement Torch Run regions to represent all Law Enforcement Torch Run participants worldwide.
Council Membership

Special Olympics Athlete Representative
The Special Olympics Athlete representative shall serve a two (2) year term.

Nominations for the Special Olympics Athlete representative shall be solicited from Special Olympics Programs by the Council on even numbered years prior to the Torch Run International Conference.

The Council, by a majority vote, shall elect the Special Olympics Athlete member during the Torch Run International Conference.

IACP-Appointed Members
Each member appointed by the IACP shall serve for a term of two (2) years from one Torch Run International Conference until the Torch Run International Conference two years following.

The IACP shall appoint or reappoint one member each year, unless an IACP-appointee cannot for any reason complete his or her term or is removed prior to the end of the appointee’s term, in which case the IACP may appoint a replacement to serve the remainder of the appointee’s term.

The IACP shall notify the Chair of the Council of the identity of each year’s IACP-appointee prior to the International Torch Run Conference.

SOI-Appointed Members
Each member appointed by SOI shall serve a term of two years from one Torch Run International Conference until the Torch Run International Conference two years following.

SOI shall appoint, or reappoint, one member each year, unless an SOI-appointee cannot for any reason complete his or her term or is removed prior to the end of the appointee’s term, in which case SOI may appoint a replacement to serve the remainder of the appointee’s term.

SOI shall notify the Chair of the Council of the identity of each year’s SOI-appointee prior to the International Torch Run Conference.
International Executive Council Appointed Members
Each of the four members appointed by the Council shall serve a term of two years from one Torch Run International Conference until the Torch Run International Conference two years following.

The Council shall appoint, or reappoint, two members each year, unless a Council Appointed Member cannot for any reason complete his or her term or is removed prior to the end of his or her term, in which case the Council may appoint a replacement to serve the remainder of the member’s term.

Law Enforcement At-Large Members
Law Enforcement At-large members shall serve three (3) year terms.

One Law Enforcement At-large member shall be elected each year during the Torch Run International Conference to serve from that conference to the Torch Run International Conference three years following.

Special Olympics Program At-Large Members
Special Olympics Program At-large members shall serve three (3) year terms.

One Special Olympics Program At-large member shall be elected each year during the Torch Run International Conference to serve from that conference to the Torch Run International Conference three years following.

Regional Coordinator Members
Each Regional Coordinator member elected to the Council shall serve a three (3) year term from one Torch Run International Conference to the Torch Run International Conference three years following.

Each Regional Coordinator shall be elected by the Torch Run Directors from the Special Olympics Programs within a Torch Run Region.

A Regional Coordinator must be an active current member of his or her home Torch Run Program for at least three (3) years.
Chair and Vice-Chair Positions

CHAIR
Only Law Enforcement Members of the Council who have been active in the Torch Run for at least five (5) years and have served at least one year on the Council are eligible to be elected Chair. The Chair shall be elected for a three-year term and subject to term limits of two consecutive full terms, which shall run from one Torch Run International Conference to the next. Council Chair is a stand-alone position on Council with the elected member vacating their previously held position. The appointment to the vacated position previously held by the Chair will be filled in accordance to Section VII, Sub Section D.

The primary roles of the Chair include:

- Represent the Council at Torch Run events.
- Preside at and manage all meetings of the Council.
- Act as official spokesperson for the Council in communications with SOI and the IACP.
- Appoint ad hoc Council committees as needed to conduct the business of the Council and to further the Torch Run.
- Nominate committee chairs for Council approval.
- Propose annual Council goals and objectives.
- Establish an agenda for each meeting and conference call of the Council.
- Set the date and time for Council meetings and/or conference calls in collaboration with other Council members and SOI Torch Run staff.
- Other duties as directed by the Council.

VICE-CHAIR
Only Special Olympics Program members, SOI members, and Special Olympics athlete members, of the Council who have served at least one year on the Council are eligible to be elected Vice Chair. The Vice Chair shall be elected for a two-year term with no term limits imposed, which shall run from one Torch Run International Conference to the next.

The primary roles of the Vice-Chair include:

- Work with and provide assistance to the Chair in connection with Council business and operations.
- Assume the duties and responsibilities of the Chair during the Chair’s absence.
- Serve as interim Chair in the event the Chair does not complete his or her term of office until a new Chair is elected.
- Chair the Finance Committee.
- Perform other duties as directed by the Chair or Council.
Elected & Appointed Positions

<table>
<thead>
<tr>
<th>Name</th>
<th>Joined Council</th>
<th>Term Expires</th>
<th>Name</th>
<th>Joined Council</th>
<th>Term Expires</th>
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<tbody>
<tr>
<td>Dustin Edmondson</td>
<td>2023</td>
<td>2025</td>
<td>Robin McNeil</td>
<td>2023</td>
<td>2024</td>
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<tr>
<td>IACP Appointees</td>
<td></td>
<td></td>
<td>Jimmy Johnson</td>
<td>2022</td>
<td>2025</td>
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<td>Rodney Seurer</td>
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<td>Greg Dawson</td>
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<td>Joe Carlone</td>
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<tr>
<td>Mark McCorkle</td>
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<td>Ellen Head</td>
<td>2021</td>
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<tr>
<td>Alan Wilson (NAAG)</td>
<td>2023</td>
<td>2025</td>
<td>David Solo</td>
<td>2018</td>
<td>2026</td>
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<tr>
<td>Larry Crosman (FOP)</td>
<td>2023</td>
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<td>Special Olympics Appointees</td>
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<tr>
<td>Tim Hileman</td>
<td>2023</td>
<td>2025</td>
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<td>Jenny Fortner</td>
<td>2022</td>
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<td>Region Coordinators - 3 Year Term</td>
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<tr>
<td>1 James DiGianvittorio</td>
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<td>2 Danny Hall</td>
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</tr>
<tr>
<td>3 David Keigan</td>
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<td>11 Mark McGugan</td>
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<td>4 Patrick Hoey</td>
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<td>12 James Kao</td>
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<tr>
<td>5 Jon Cole</td>
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<td>2024</td>
<td>13 Stephanie Lindsay</td>
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<td>6 Heath Helton</td>
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<td>14 Mick Olsen</td>
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<td>7 Dan Winter</td>
<td>2021</td>
<td>2023</td>
<td>15 Vacant</td>
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<td>8 Ron Casalenda</td>
<td>2013</td>
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<tr>
<td>Chairman Emeritus</td>
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<td>Chief Richard LaMunyon</td>
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<td>2023 - 2026 Chairman</td>
<td>John Clifton</td>
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<td>2022 - 2025 Vice Chairman</td>
<td>David Solo</td>
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SOI Executive Support to Council

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<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Amy Wise</td>
<td>Vice President, Marketing</td>
<td>Sandy Nash</td>
<td>Executive Director, LETR</td>
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<tr>
<td>Kami Delameter</td>
<td>Senior Manager, LETR</td>
<td>Shawn Byrne</td>
<td>Manager, Digital &amp; Social Engagement</td>
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# 2024 Committees

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<tr>
<th>COMMITTEE</th>
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<td><strong>STANDING COMMITTEES</strong></td>
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<td>COMMUNICATIONS &amp; TRAINING</td>
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<td>CONFERENCE PLANNING (ICPC)</td>
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<td>ELECTIONS</td>
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<td>FINAL LEG</td>
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<td>FINANCE</td>
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<td>IACP</td>
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<td>MARKETING &amp; PARTNERSHIPS</td>
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<td>POLICIES &amp; PROCEDURES</td>
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<td><strong>AWARD COMMITTEES</strong></td>
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<td>HALL OF FAME</td>
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<td>JOHN CARION AWARD</td>
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<td>COUNCIL ATHLETE AWARD</td>
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<td>GUARDIAN AWARD</td>
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<tr>
<td>PROGRAM EXCELLENCE AWARD</td>
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Standing Committees

COMMUNICATIONS & TRAINING COMMITTEE
The LETR Communications & Training Committee provides direction and leadership to communications and training issues related to the LETR International Executive Council.

Objectives:
Determine communications strategy and execute programs to deliver communications objectives throughout the organization.
- Develop communication vehicles for the LETR Executive Council and sub-committees which may include:
  - Final Leg - World Game
  - The Guardian Newsletter
  - ICPC
  - International Expansion
  - Marketing and Development
  - Social Media Workgroup
- Work in collaboration with SOI and the LETR Executive Director to develop and secure approval of an annual Executive Council budget.
- Provide timely approval decisions to Executive Council members for expenditures.
- Review financials provided by SOI and present to the Executive Council in a timely manner.
- Ensure budget compliance and take proactive action where needed.
- Work with SOI to provide a year-end financial report to the Executive Council.
- Manage an electronic repository for LETR forms, brochures, videos, and fundraising initiatives and special events.
- Point of contact for the media and public information.
- Manage LETR brand and reputation.
- Develop On-line Training modules that can be delivered on a variety of platforms to torch runners.

ELECTIONS COMMITTEE
The Elections Committee is composed of at least three members of the Executive Council who are not eligible for re-election during the current year.

The Committee oversee the elections for At-Large and Regional Coordinator positions for the Executive Council.
**FINAL LEG COMMITTEE**

The Final Leg Committee is responsible for planning and coordinating Law Enforcement Torch Run Final Leg events for Special Olympics World Summer and Winter Games and other Final Leg events as deemed appropriate by the Executive Council.

The planning and implementation of the Law Enforcement Torch Run® (LETR) Final Leg is designed to heighten awareness for Special Olympics and is a collaborative effort between the Law Enforcement Torch Run® Executive Council, the Games Organizing Committee (GOC), and Special Olympics Incorporated (SOI). The GOC identifies a staff member to focus solely on the Final Leg and work directly with SOI through the Chair of the Final Leg Committee of the LETR Executive Council to develop the comprehensive event plan. The Torch Run Coordinator of GOC is responsible for local planning and logistics. The Chair of the Final Leg Committee will provide guidance, expertise, and oversight, assemble the Final Leg Team, and lead implementation efforts by serving as the Team Captain for the Final Leg.

**FINANCE COMMITTEE**

The Finance Committee is responsible for the development, approval and management of the Executive Council annual budget working in partnership with SOI and the LETR Executive Director.

**Specific duties of the committee include but are not limited to:**

- Work in collaboration with SOI and the LETR Executive Director to develop and secure approval of an annual Executive Council budget.
- Provide timely approval decisions to Executive Council members for expenditures.
- Review financials provided by SOI and present to the Executive Council in a timely manner.
- Ensure budget compliance and take proactive action where needed.
- Work with SOI to provide a year-end financial report to the Executive Council.

**IACP COMMITTEE**

This committee is responsible for collaborating and connecting with the IACP and Association initiatives to grow the cause of Special Olympics within the IACP and to help garner increased awareness and financial support for Special Olympics.

**Duties:**

The committee shall explore ways and means to promote Special Olympics within the law enforcement community while ensuring that the IACP relationships with the programs are carried out at the highest professional levels.
Objectives:
• Serve as liaison between the Executive Council and the IACP.
• Work with the International Expansion Committee using IACP members as contacts in areas without LETR programs or to assist struggling programs.
• Oversee and implement the IACP LETR photo contest.
• Promote the goals of the LETR Executive Council and Special Olympics in the IACP Executive Committee meetings.
• Promote Special Olympics and LETR awareness and activities at the annual IACP Conference.

INTERNATIONAL CONFERENCE PLANNING COMMITTEE
The International Conference Planning Committee (ICPC) is responsible for all logistical issues surrounding the conference as it pertains to planning, and implementation of that which is approved and budgeted by the Executive Council. The ICPC Committee Chair, by policy, must be an Executive Council member. Other ICPC members may be representatives of the LETR and Special Olympics community, who have experience or knowledge that would assist the committee.

All aspects of conference planning, development and execution are subject to approval by the LETR Executive Council. The ICPC will identify and propose to the Executive Council potential venue sites and locations for the annual LETR International Conference. The ICPC will recommend a probable agenda and schedule of the LETR International Conference to the Executive Council and work with SOI, the conference planner and the selected local Torch Run and Special Olympics Programs to review and recommend the conference terms of agreement between Executive Council/SOI and the local program.

MARKETING & DEVELOPMENT COMMITTEE
The LETR Marketing and Development Committee provide direction and leadership to marketing related projects and sponsor associations aligned with the LETR Executive Council.

The LETR Marketing and Development Committee shall focus its resources on projects and sponsor associations where the presence of law enforcement is deemed crucial to the execution and/or associated benefits derived by the sponsor. While projects of merit may be introduced through and by LETR personnel, ONLY associations (or products) that are viewed to have a reciprocal benefit shall be deemed LETR partners. This will include a Memo of Understanding that encompasses all elements of the relationship and is executed by all applicable parties.
Objectives:

- Work with SOI staff to identify, develop and cultivate sponsors and fundraising ideas that will assist all Torch Run Programs.
- Work with the Executive Council to meet sponsor expectations in accordance with sponsorship agreements established between SOI and LETR sponsors.
- Collaborate with the International Conference Planning Committee (ICPC) on marketing and sponsor initiatives which enhance the effectiveness event and the overall impact of LETR.
- Enhance the International impact of the LETR through collaborative strategies and proposals that effect programs beyond the USA.
- Facilitate training and sharing of information to enhance LETR fundraising at the program level.

The Committee shall also focus its resources on targeted Affiliates in order to promote LETR and continue its growth worldwide. This will be achieved by working in partnership with SOI and the LETR Executive Director. We will continue to promote the active Affiliate organizations that enhance LETR. A Memo of Understanding that encompasses all elements of the relationship and is executed by all applicable parties will be developed.

Specific duties of the committee include, but are not limited to:

- Work in collaboration with SOI and the LETR Executive Director to identify and secure Affiliate organizations.
- Ensure any current or future organizations promote the LETR movement in a positive way
- Provide Affiliate organizations with resources to promote the LETR movement.
- Provide the LETR Executive Council and SOI updates on Affiliate organizations and what the organizations have provided to the LETR.

Committee Membership:
The LETR Marketing and Development Committee shall have a membership representing both law enforcement and Special Olympics from congruent with LETR membership and the marketing priorities established by the committee.
POLICIES & PROCEDURES COMMITTEE
The Policies and Procedures committee is responsible for maintaining the Policies and Procedures for the Executive Council by working with SOI Staff and Legal Department on proposed amendments to the Executive Council’s Policies and Procedures.

Committee Chair’s Duties:

- Select the Vice Chair and any other committee member to serve on the Policies and Procedures Committee
- Review all amendments and ensure compliance and conformity to the Special Olympics General Rules
- Submit each proposed amendment that has been approved by the Executive Council to SOI Legal Department for review and approval.
- Ensure that no amendment shall take effect until it is reviewed and approved by the Legal Department.
- Provide guidance to the Executive Council Chair and Vice Chair during discussions of matters that are outlined in or covered in the Policies and Procedure.
- Provide guidance to any Committee as it pertains to matters outlined in or covered in the Policies and Procedures

REGIONAL COORDINATOR’S COMMITTEE
The Regional Coordinator Committee shall support and assist the Regional Coordinators by:

1. Being a strong communication conduit with all the Regional Coordinators, the Council and the Chair.
2. Identifying programs that are successful and model their success.
3. Maintaining a working relationship with SO/SOI staff.
4. Providing a mentoring program for all new Regional Coordinators.
Committee Chair’s Duties:

- The Chairperson is the formal representative of the 15 Regional Coordinators on Council. The Chair will speak on behalf of RC’s on issues affecting the group at large.
- Report to Council on RC activities during Council conference calls and in person meetings.
- Be the single point of contact for the Council Chairperson for information on and regarding RC’s.
- When necessary, be the “go-between,” for RC’s and the Council Chair, or other members of Council.
- Mediate disputes between RC’s.
- Ensure a positive work environment between RC’s.
- Coordinate requests for RC’s from the Council Chair and appropriate SOI staff.
- Assist RC’s with their annual budget preparation.
- Advise RC’s well in advance of the due date.
- Send reminders.
- Coordinate with appropriate SOI staff regarding what reports are outstanding.
- Follow up with delinquent RC’s and ensure reports are submitted.
- Ensure ALL Budgets are submitted on time.
- Coordinate all budget draws with RC’s. Ensure RC is informed to send the Draw Request to the EC Chair and Vice-Chair for their approval. Review the draw form to ensure the draw is related to budgeted requests. Keep abreast of budget balance.
- Appropriate SOI Staff, EC Chair & Vice-Chair will approve all requested forms and will inform the RC Chairman. Upon receiving final approval, notify the RC. Ensure ALL travel bookings are done through the SOI Approved travel consultant. (FcM)
- Assist RC’s with the preparation of their Annual Regional Reports.
  - Advise all RC’s well in advance of the due date.
  - Provide a standardized reporting format.
  - Send reminders.
  - Coordinate with appropriate SOI staff regarding what reports are outstanding.
  - Follow up with delinquent RC’s and ensure reports are submitted.
• Hold conference calls on an as needed basis with the Regional Coordinators. Purpose: Elicit information on issues, trends and general information sharing.
• Guardian Award Chairperson
  o Select committee members (minimum 2, maximum 4) + Chairman
  o Review and confirm nomination process and documents.
  o Set timelines for submissions, review and selection
  o Ensure RC’s nominate a program from their Region

Awards Committees

HALL OF FAME COMMITTEE
The Richard LaMunyon Torch Run Hall of Fame recognizes outstanding individuals who have significantly contributed to the worldwide success of the Law Enforcement Torch Run.

The committee is responsible for the selection of up to three inductees per year who have met or exceed the requirements outlined in the Council Policy and Procedures.

JOHN CARION “UNSUNG HERO” COMMITTEE
The John Carion Unsung Hero Award was established to recognize outstanding individuals who have contributed to the success of the Law Enforcement Torch Run on a local, state or community level. The John Carion “Unsung Hero” is someone who contributes to the Torch Run and Special Olympics in spirit, dedication and enthusiasm in an effective and unheralded fashion.

The award was created to honor the memory of Sgt. John Carion, Sterling Heights (MI) Police Department and his many contributions to the Law Enforcement Torch Run and Special Olympics. The Unsung Hero award is a tribute to Sergeant John Carion, who epitomized the term “Unsung Hero” during his lifetime before his untimely death in a plane crash in January, 1994.

The committee is responsible for the selection of up to three inductees per year who have met or exceed the requirements outlined in the Council Policy and Procedures.
INTERNATIONAL EXECUTIVE COUNCIL ATHLETE AWARD COMMITTEE
The LETR International Executive Council Athlete Award was created to recognize outstanding Special Olympics Athletes who have contributed to the success of the Law Enforcement Torch Run on a local, state or national level. The Council Athlete Award nominee should be someone who contributes to Torch Run and Special Olympics in spirit, dedication and enthusiasm in an effective fashion.

The committee is responsible for the selection of up to three inductees per year who have met or exceed the requirements outlined in the Council Policy and Procedures.

LETR GUARDIAN AWARD COMMITTEE
The LETR Guardian Award was created to recognize one outstanding Special Olympics Accredited Torch Run Program. To be considered for the Guardian Award, each Special Olympics Accredited Torch Run Program should exemplify the true meaning of the LETR mission and have responsibly guarded the Flame of Hope and all it represents.

This award is determined exclusively by the Region Coordinators.

PROGRAM EXCELLENCE AWARDS COMMITTEE
The Program Excellence Awards Committee was formed to manage the process of collating financial information from the annual LETR Program End-of-Year Returns (previously known as LETR Program Surveys) to identify recipients of the followings awards presented at the LETR International Conference:

- Awards of Excellence
  - Titanium - $2.5 Million +
  - Diamond - $1 Million +
  - Ruby - $750,000 +
  - Emerald - $500,000 +
  - Sapphire - $250,000 +
- Highest Grossing Programs
- Highest Grossing Programs per capita
- Largest Gross Revenue Increase
- Largest Percentage Growth
LETR Websites

INTRODUCTION
The LETR International Executive Council maintains one website that has been developed to provide LETR members from around the world with relevant information about the activities of the Law Enforcement Torch Run. The website was re-developed in late 2019 and at that time, the content from two other related websites (Final Leg website and LETR Conference website were merged into the LETR website). The information below describes the intent of each of the three main areas of the website:

www.letr.org

LETR.ORG
LETR.ORG is the primary website of the organisation. It was designed to be a ‘One-Stop Shop’ where visitors to the website could locate a wide variety of information about the history, role, function and activities of the torch run. It also provides access to a variety of templated forms as well as an access point for the submission of Council Election Nominations, Awards Nominations and Program End-of-Year Reports.

There is a ‘Council Members’ area on the website which is passcode protected. The purpose of this section is to provide members of the International Executive Council with additional reference material to enable them to participate effectively as members of the council.

LETR FINAL LEG
The LETR Final Leg section provides information about current and previous LETR Final Leg events. Its primary use during the lead-up to a Final Leg is for the collection of biographical and statistical informational about Final Leg participants as well as the dissemination of relevant information to Final Leg team members.

LETR CONFERENCE
The LETR Conference section provides LETR International Conference attendees with information concerning all aspects of the Conference. It is also the gateway through which Conference registration is effected.
LETR International Executive Council Chairs

<table>
<thead>
<tr>
<th>CHAIRMAN EMERITUS</th>
<th>Richard LaMunyon</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Kansas</td>
</tr>
<tr>
<td>2023 - 2026</td>
<td>John Clifton</td>
</tr>
<tr>
<td></td>
<td>Georgia</td>
</tr>
<tr>
<td>2016 - 2023</td>
<td>Scott Whyte</td>
</tr>
<tr>
<td></td>
<td>New South Wales, Australia</td>
</tr>
<tr>
<td>2010 - 2016</td>
<td>Mike Peretti</td>
</tr>
<tr>
<td></td>
<td>Northern California</td>
</tr>
<tr>
<td>2004 - 2010</td>
<td>Mike Teem</td>
</tr>
<tr>
<td></td>
<td>North Carolina</td>
</tr>
<tr>
<td>1997 - 2004</td>
<td>Steve Graehling</td>
</tr>
<tr>
<td></td>
<td>Arizona</td>
</tr>
<tr>
<td>1995 - 1997</td>
<td>Richard LaMunyon</td>
</tr>
<tr>
<td></td>
<td>Kansas</td>
</tr>
<tr>
<td>1990 - 1995</td>
<td>Darrell Sanders</td>
</tr>
<tr>
<td></td>
<td>Illinois</td>
</tr>
</tbody>
</table>

LETR Regions

The LETR International Executive Council has defined a series of ‘Geographical Regions’ each represented by a Regional Coordinator on Council.

The list shown below details the current Regional Structure:

<table>
<thead>
<tr>
<th>REGION I</th>
<th>USA</th>
<th>REGION II</th>
<th>USA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>USA</td>
<td></td>
<td>USA</td>
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<tr>
<td></td>
<td>1</td>
<td>Connect.</td>
<td>Del.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Maine,</td>
<td>Dist.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Massach.</td>
<td>Colum.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>New</td>
<td>Mary.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hampshire</td>
<td>New Jer.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rio.</td>
<td>New En.</td>
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</table>

<table>
<thead>
<tr>
<th>REGION III</th>
<th>USA</th>
<th>REGION IV</th>
<th>USA</th>
</tr>
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<td></td>
<td>USA</td>
<td></td>
<td>USA</td>
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<tr>
<td></td>
<td>1</td>
<td>Alabama,</td>
<td>Illi.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Florida,</td>
<td>Indi.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Georgia,</td>
<td>Kent.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mississ.</td>
<td>ucky,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>S. Carol.</td>
<td>igan,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tennes.</td>
<td>io.</td>
</tr>
<tr>
<td>REGION</td>
<td>USA</td>
<td>REGION</td>
<td>USA</td>
</tr>
<tr>
<td>--------</td>
<td>-----------------------------------------</td>
<td>--------</td>
<td>-----------------------------------------</td>
</tr>
<tr>
<td>V</td>
<td>Iowa, Minnesota, Nebraska, North Dakota, South Dakota, Wisconsin</td>
<td>VI</td>
<td>Arkansas, Kansas, Louisiana, Missouri, Oklahoma, Texas</td>
</tr>
<tr>
<td>VI</td>
<td>Arizona, Colorado, Hawaii, Nevada, New Mexico, Northern California, Southern California, Utah</td>
<td>VII</td>
<td>Alaska, Idaho, Montana, Oregon, Washington, Wyoming</td>
</tr>
<tr>
<td>VII</td>
<td>EUROPE / EURASIA</td>
<td>VIII</td>
<td>Not in Use</td>
</tr>
<tr>
<td>IX</td>
<td>Austria, Croatia, Cyprus, Czech Republic, Gibraltar, Iceland, Italy, Latvia, Netherlands, Northern Ireland, Poland, Republic of Ireland, Scotland</td>
<td>X</td>
<td>Not in Use</td>
</tr>
<tr>
<td>XI</td>
<td>CANADA</td>
<td>XII</td>
<td>EAST ASIA</td>
</tr>
<tr>
<td></td>
<td>Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland &amp; Labrador, Nova Scotia, Ontario, Prince Edward Island, Quebec, Saskatchewan, Yukon</td>
<td></td>
<td>Chinese Taipei, Hong Kong</td>
</tr>
<tr>
<td>XIV</td>
<td>CARIBBEAN</td>
<td>XIV</td>
<td>OCEANIA</td>
</tr>
<tr>
<td></td>
<td>Bahamas, Barbados, Cayman Island, Costa Rica, Dominica, Jamaica, Trinidad &amp; Tobago</td>
<td></td>
<td>New South Wales, New Zealand, Queensland, South Australia, Victoria, Western Australia</td>
</tr>
<tr>
<td>XV</td>
<td>Not in Use</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**LETR International Conference**

The LETR International Conference is a time to celebrate the successes of the Torch Run movement, as well as providing attendees with relevant training opportunities to enrich their understanding of the aims and objectives of LETR.

The conference has been held annually since 1984:

<table>
<thead>
<tr>
<th>Year</th>
<th>Location</th>
<th>Year</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2026</td>
<td>TBA</td>
<td>2025</td>
<td>Minneapolis, Minnesota</td>
</tr>
<tr>
<td>2024</td>
<td>San Antonio, Texas</td>
<td>2023</td>
<td>Chicago, Illinois</td>
</tr>
<tr>
<td>2022</td>
<td>Round Rock, Texas</td>
<td>2021</td>
<td>Not Held (COVID-19)</td>
</tr>
<tr>
<td>2020</td>
<td>Not Held (COVID-19)</td>
<td>2019</td>
<td>Aurora, Colorado</td>
</tr>
<tr>
<td>2018</td>
<td>Las Vegas, Nevada</td>
<td>2017</td>
<td>Nashville, Tennessee</td>
</tr>
<tr>
<td>2016</td>
<td>Phoenix, Arizona</td>
<td>2015</td>
<td>Nassau, Bahamas</td>
</tr>
<tr>
<td>2014</td>
<td>New Orleans, Louisiana</td>
<td>2013</td>
<td>Orlando, Florida</td>
</tr>
<tr>
<td>2012</td>
<td>Calgary, Alberta</td>
<td>2011</td>
<td>Indianapolis, Indiana</td>
</tr>
<tr>
<td>2010</td>
<td>Long Beach, California</td>
<td>2009</td>
<td>Mashantucket, Connecticut</td>
</tr>
<tr>
<td>2008</td>
<td>Dallas, Texas</td>
<td>2007</td>
<td>Oklahoma City, Oklahoma</td>
</tr>
<tr>
<td>2006</td>
<td>Buffalo, New York</td>
<td>2005</td>
<td>Minneapolis, Minnesota</td>
</tr>
<tr>
<td>2004</td>
<td>Arlington, Virginia</td>
<td>2003</td>
<td>San Francisco, California</td>
</tr>
<tr>
<td>2002</td>
<td>Honolulu, Hawaii</td>
<td>2001</td>
<td>Wichita, Kansas</td>
</tr>
<tr>
<td>2000</td>
<td>Nashville, Tennessee</td>
<td>1999</td>
<td>St Louis, Missouri</td>
</tr>
<tr>
<td>1998</td>
<td>Anchorage, Alaska</td>
<td>1997</td>
<td>Portland, Oregon</td>
</tr>
<tr>
<td>1992</td>
<td>Houston, Texas</td>
<td>1991</td>
<td>Tampa, Florida</td>
</tr>
<tr>
<td>1990</td>
<td>Albuquerque, New Mexico</td>
<td>1989</td>
<td>Phoenix, Arizona</td>
</tr>
<tr>
<td>1988</td>
<td>Orlando, Florida</td>
<td>1987</td>
<td>San Francisco, California</td>
</tr>
<tr>
<td>1986</td>
<td>Overland Park, Kansas</td>
<td>1985</td>
<td>Overland Park, Kansas</td>
</tr>
<tr>
<td>1984</td>
<td>Overland Park, Kansas</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
LETR Final Leg

Since 1987 law enforcement officers from around the world have participated in the Final Leg of the Law Enforcement Torch Run prior to the Special Olympics World Summer and Winter Games. The tradition of the Final Leg Torch Run is for law enforcement officers representing their country, state and Torch Run Program, to act as “Guardians of the Flame” and carry the Special Olympics Torch and "Flame of Hope" to the Opening Ceremonies of the Special Olympics World Games.

This Torch Run event is called the Final Leg because it represents the culmination of Torch Run events that have occurred previously throughout the World. The Torch Run Final Leg is not only a salute to the athletes from around the World who will compete in the Special Olympics World Summer Games, but also an honor for the participating law enforcement officers and Special Olympics athletes who comprise the Torch Run Final Leg Team.

The Olympic flame symbolizes the light of spirit, knowledge and life. With identical power and majesty, the Special Olympics "Flame of Hope," in the entrusted care of the law enforcement community, symbolizes the courage and celebration of diversity that the Special Olympics movement represents.

The table below details the World Games Final Leg event held since 1987:

<table>
<thead>
<tr>
<th>WORLD SUMMER GAMES</th>
<th>WORLD WINTER GAMES</th>
</tr>
</thead>
<tbody>
<tr>
<td>2023</td>
<td>2025</td>
</tr>
<tr>
<td>Berlin, Germany</td>
<td>Torino, Italy</td>
</tr>
<tr>
<td>2019</td>
<td>2021</td>
</tr>
<tr>
<td>Abu Dhabi, UAE</td>
<td>Not Held</td>
</tr>
<tr>
<td>2015</td>
<td>2017</td>
</tr>
<tr>
<td>California, USA</td>
<td>Schladming, Austria</td>
</tr>
<tr>
<td>2011</td>
<td>2013</td>
</tr>
<tr>
<td>Athens, Greece</td>
<td>PyeongChang, Korea</td>
</tr>
<tr>
<td>2007</td>
<td>2009</td>
</tr>
<tr>
<td>Shanghai, China</td>
<td>Idaho, USA</td>
</tr>
<tr>
<td>2003</td>
<td>2005</td>
</tr>
<tr>
<td>Dublin, Ireland</td>
<td>Nagano, Japan</td>
</tr>
<tr>
<td>1999</td>
<td>2001</td>
</tr>
<tr>
<td>North Carolina, USA</td>
<td>Alaska, USA</td>
</tr>
<tr>
<td>1995</td>
<td>1997</td>
</tr>
<tr>
<td>Connecticut, USA</td>
<td>Toronto, Canada</td>
</tr>
<tr>
<td>1991</td>
<td>1993</td>
</tr>
<tr>
<td>Minnesota, USA</td>
<td>Austria</td>
</tr>
<tr>
<td>1987</td>
<td>1989</td>
</tr>
<tr>
<td>Indiana, USA</td>
<td>Nevada, USA</td>
</tr>
</tbody>
</table>
**LETTR Honor Roll**

**Richard LaMunyon Hall of Fame**
The Richard LaMunyon Law Enforcement Torch Run for Special Olympics Hall of Fame recognises individuals who have demonstrated a sustained and significant contribution to the Torch Run and Special Olympics at the local, national and international levels. The Hall of Fame is the most prestigious award given in the Torch Run community.

<table>
<thead>
<tr>
<th>Year</th>
<th>Recipients</th>
<th>HONORARY INDUCTEES</th>
<th>Inductees</th>
</tr>
</thead>
</table>
| 2023 | Danny Hall Delaware  
James Meier Illinois  
Jerry Williams Montana | (The Original Six)  
Robert Bachman  
Walt Kuykendall  
Jack Leon  
Jan McCloud  
Don (Barney) Epsen Kansas | Harry Drucker Southern California  
David Keith Jones North Carolina  
Brian McKnight Colorado |
| 2022 | Joe Carroll Virginia  
Adam Christin Southern California  
Jim Nystrom Minnesota | Doug Holland Maryland  
Mark McCorkle Idaho  
Dave Seper Colorado | Gary Gordon Ireland  
Sherry Kiyler Arizona  
Glenn MacDonell Ontario |
| 2021 | Rick Lucy British Columbia  
Mark Musso Missouri  
Bill Proll Southern California | Ward Webb Louisiana  
Francis Williams Gibraltar  
Robert Woolsey Nevada  
Joe Casey Tennessee (Honorary Inductee) | Randy Boehm Missouri  
Steve Nigrelli New York  
Scott Whyte New South Wales |
| Year | 2015 | Avgousti Costas  
Cyprus  
Joe Carlone  
Connecticut  
Richard Fernandez  
Southern California | 2014 | Jason Johnson  
Montana  
Jeff Spaulding  
Maryland | 2013 | Roberta Abner  
Southern California  
Russ Laine  
Illinois  
Don Stuart  
New South Wales |
|------|------|-------------------------------------------------|------|---------------------------------|------|-------------------------------------------------|
| 2012 | Avgousti Costas  
Cyprus  
Joe Carlone  
Connecticut  
Richard Fernandez  
Southern California | 2011 | Jeremy Adams  
Northern Ireland  
John Pratt  
Northern California  
Luis Rosa  
Connecticut | 2010 | James McKeever  
New Jersey  
Mary Beth McMahon  
Northern California  
Tom Reasoner  
Illinois |
| 2009 | Avgousti Costas  
Cyprus  
Joe Carlone  
Connecticut  
Richard Fernandez  
Southern California | 2008 | Julie Buedding  
Wisconsin  
Ron Casalenda  
Wyoming  
Mike Peretti  
Northern California | 2007 | Tim Craig  
Northern Ireland  
Robert Driscoll  
New Jersey  
Susan Stegeman  
Missouri |
| 2006 | Paul Manuel  
Alberta  
Rodney Seurer  
Minnesota  
Jeanette Steinfeldt  
Iowa | 2005 | Doug Abraham  
Colorado  
Pete Dunbar  
Northern California  
John Newnan  
Maryland | 2004 | Rich Banahan  
Missouri  
Jeff Henson  
Illinois  
Gene Stokes  
Florida |
| 2003 | Avgousti Costas  
Cyprus  
Joe Carlone  
Connecticut  
Richard Fernandez  
Southern California | 2002 | Phil Carr  
Oklahoma  
Kurt Kendro  
Hawaii  
Al Richardson  
Ontario | 2001 | Kenneth Bennett  
Michigan  
Jim Gardiner  
Southern California  
Dean Jones  
Virginia |
<table>
<thead>
<tr>
<th>Year</th>
<th>Recipients</th>
<th>Year</th>
<th>Recipients</th>
<th>Year</th>
<th>Recipients</th>
</tr>
</thead>
</table>
John Carion ‘Unsung Hero’ Award
The John Carion Award was created to recognize outstanding individuals who have contributed to the success of the Law Enforcement Torch Run on a local, state or community level. The John Carion “Unsung Hero” is someone who contributes to the Torch Run and Special Olympics in spirit, dedication and enthusiasm in an effective and unheralded fashion. The award was created to honor the memory of Sgt. John Carion, Sterling Heights (MI) Police Department and his many contributions to the Law Enforcement Torch Run and Special Olympics. The Unsung Hero award is a tribute to Sergeant John Carion, who epitomized the term “Unsung Hero” during his lifetime before his untimely death in a plane crash in January, 1994. John was a low-key, quiet, but effective leader in the Torch Run effort, especially in the areas of law enforcement volunteerism for Special Olympics and furthering the ideals of Unified Sports in Special Olympics.

<table>
<thead>
<tr>
<th>Year</th>
<th>Recipients</th>
</tr>
</thead>
</table>
| 2023 | Rick Doll  
Minnesota  
Stewart Meyer  
Oklahoma  
Scott Schubert  
Pennsylvania |
| 2022 | Jimmy Johnson  
Alaska  
Sheri Lucas  
British Columbia  
Todd Pelazza  
Connecticut |
| 2021 | Darryal Abeyasekera  
New South Wales  
Ugo “Butch” Arnoldi  
Southern California  
Mark Priebe  
Missouri |
| 2020 | Michele Ennis  
Northern Ireland  
Rick Pierce  
Massachusetts  
Jason Stevenson  
Delaware |
| 2019 | Joe Barca  
New York  
John Hohmann  
Northern California  
Mike McAllister  
Ontario |
| 2018 | Rick Allen  
New York  
Michael Gilbert  
Nevada  
Amanda Trenchard  
Alberta |
| 2017 | Eric Abt  
Arizona  
Rex Caldwell  
Washington  
Elwood Johnson  
Rhode Island |
| 2016 | Danny Hall  
Delaware  
Brian McKnight  
Colorado  
Joanne Wild  
British Columbia |
| 2015 | Shawn Byrne  
Oklahoma  
Alan Keane  
New South Wales  
David Ramer  
Arizona |
<table>
<thead>
<tr>
<th>Year</th>
<th>2014</th>
<th>2013</th>
<th>2012</th>
</tr>
</thead>
</table>
|      | Dennis Shaw  
  Kansas  
  David Smith  
  Northern Ireland  
  Robert Woolsey  
  Nevada | Mike Beck  
  Indiana  
  Brian Bray  
  Kentucky  
  Adam Christin  
  Southern California | Jack Allen  
  Montana  
  Steve Nigrelli  
  New York  
  Kevin Torgerson  
  Minnesota |
| 2011 | Dave Seper  
  Colorado  
  Joan Chang  
  Chinese Taipei  
  Shawn Farris  
  Kansas | Tedd Rutt  
  Washington  
  Mark Wollmershauser  
  Oklahoma  
  Randall & Rhonda Bannister  
  Texas | Vinnie Adler  
  New Jersey  
  Michael Nelsen  
  Utah  
  Therese Garagan  
  Alberta |
| 2008 | Michael Pfau  
  Montana  
  Jeff Spaulding  
  Maryland  
  Judy Macho  
  Oregon | Jamie Hainsworth  
  Rhode Island  
  Kathi Christ  
  Colorado  
  Sam Trujillo  
  Colorado | Greg Shipley  
  Maryland  
  Pauline Crompton  
  Northern Ireland  
  Robert MacFarlane  
  New Jersey |
| 2005 | Martha Forrest  
  North Carolina  
  Larry Timmer  
  Florida  
  Don Hull  
  Oklahoma | Michel Lariviere  
  Quebec  
  John Pratt  
  Northern California  
  Rob Steiner  
  Hawaii | Phil Crosby-Jones  
  British Columbia  
  Ralph Maher  
  Colorado  
  John Martin  
  Vermont |
| 2002 | Ken George  
  Southern California  
  Thomas Reasoner  
  Illinois | William Frick  
  North Carolina  
  Rich Near  
  Northern California  
  Jason Plaza  
  Wisconsin | Jim Moran  
  Missouri  
  Chico Ouellette  
  Ontario |
LETR International Executive Council Athlete Award
The LETR International Executive Council Athlete Award was created to recognize outstanding Special Olympics Athletes who have contributed to the success of the Law Enforcement Torch Run on a local, state or national level. The LETR International Executive Council Athlete Award nominee should be someone who contributes to Torch Run and Special Olympics in spirit, dedication and enthusiasm in an effective fashion.
**Council Athlete Award Recipients**

<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
<th>State/Province</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>Adam Hays</td>
<td>Maryland</td>
</tr>
<tr>
<td></td>
<td>Vivienne Shockley</td>
<td>Montana</td>
</tr>
<tr>
<td>2015</td>
<td>Amy Wollmershauser</td>
<td>Oklahoma</td>
</tr>
<tr>
<td>2014</td>
<td>Karissa Krater</td>
<td>Northern California</td>
</tr>
<tr>
<td>2013</td>
<td>Max Everton</td>
<td>Virginia</td>
</tr>
<tr>
<td></td>
<td>Joshua Frost</td>
<td>New South Wales</td>
</tr>
<tr>
<td></td>
<td>Elena Weaver</td>
<td>Georgia</td>
</tr>
<tr>
<td>2012</td>
<td>Isaac Baldry</td>
<td>Montana</td>
</tr>
<tr>
<td></td>
<td>Leonka Kahula</td>
<td>Alberta</td>
</tr>
<tr>
<td></td>
<td>Nick Zmuda</td>
<td>New York</td>
</tr>
<tr>
<td>2011</td>
<td>Martha Hill</td>
<td>Wisconsin</td>
</tr>
<tr>
<td></td>
<td>David Lane</td>
<td>Minnesota</td>
</tr>
<tr>
<td></td>
<td>Chris Paynter</td>
<td>Oklahoma</td>
</tr>
</tbody>
</table>

**LETR Guardian Award**

The LETR Guardian Award was created to recognize one outstanding Special Olympics Accredited Torch Run Program. To be considered for the Guardian Award, each Special Olympics Accredited Torch Run Program should exemplify the true meaning of the LETR mission and have responsibly guarded the Flame of Hope and all it represents.

In 2012, one LETR Program from each of the fifteen regions was recognised with a Guardian Award. As from 2013, one LETR Program will be selected from around the world.

**LETR Guardian Award Recipients**

<table>
<thead>
<tr>
<th>Year</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>2024</td>
<td>Illinois</td>
</tr>
<tr>
<td>2023</td>
<td>Alaska</td>
</tr>
<tr>
<td>2022</td>
<td>Delaware</td>
</tr>
<tr>
<td>2021</td>
<td>Not Awarded</td>
</tr>
<tr>
<td>2020</td>
<td>Oregon</td>
</tr>
<tr>
<td>2019</td>
<td>Delaware</td>
</tr>
<tr>
<td>2018</td>
<td>South Carolina</td>
</tr>
<tr>
<td>2017</td>
<td>Arizona</td>
</tr>
<tr>
<td>2016</td>
<td>Minnesota</td>
</tr>
<tr>
<td>2015</td>
<td>Montana</td>
</tr>
<tr>
<td>2014</td>
<td>South Dakota</td>
</tr>
<tr>
<td>2013</td>
<td>Ontario</td>
</tr>
</tbody>
</table>