

Donation

Version 1.9 released on 8/3/21



CITY COUNCIL USE ONLY		CITY CLERK USE ONLY		
Date Received: _____	Tracking #: _____	<input type="checkbox"/> Scanned	Date: <u>10.25.2023</u>	
Committee Date: _____	Committee: _____		<input type="checkbox"/> Posted	Item #: <u>2310.02479</u>
1 st Agenda Date: _____	Hearing Date: _____			
2 nd Agenda Date: _____				

All department items requiring Council approval must be submitted through the Mayor's Office.

Primary Details

Board Approval

Other Board Name

City Council Approval

☒ Yes ☐ No

Department

Police

Contact Name

Ronni Carrocia

Email

rcarrocia@cityoftulsa.org

Phone

9183139966

Bid/Project Number

Project Title

Donator

Special Olympics of Oklahoma

Type of Donation

Travel

Travel Event Title

Law Enforcement Torch Run
International Training
Conference

Traveler's Name

Ronni Carrocia

Event Date

10/27/23

Donation Amount/Value

\$1,800.40

Budget

Funding Source(s)

Flight: \$525.40

Hotel: \$735.00

Conference Registration: \$465.00

Food: \$50.00

Transportation: \$25.00

TOTAL: \$1,800.40

Approvals

Department: Eric W. Dyke ACOP

Legal: _____

Board: _____

Mayor: Cassia Carr

Other: _____ Mayor Pro Tem

Date: 10-17-23

Date: _____

Date: _____

Date: OCT 25 2023

Date: _____

Policy Statement

Background Information

The Oklahoma Chapter of Special Olympics pays for local officers to attend this training based on the money raised by individual departments in the state. This year they invited me to attend the conference, since I was the top fundraiser during the Tulsa Polar Plunge. While attending the conference I would attend several classes and workshops learning how to better accomplish the mission with the Law Enforcement Torch Run and Special Olympics.

Summation of the Requested Action

Need approval for travel donation from Special Olympics of Oklahoma for Ronni Carrocia to attend the Law Enforcement Torch Run International Training Conference.

Other Pertinent Details

Special Olympics of Oklahoma is covering costs for travel, transportation, lodging, and some food. Only requesting on-duty time and per diem for the conference.

Processing Information for City Clerk's Office

Post Execution Processing

- ☐ Mail vendor copy (addtl signature copies attached)
- ☐ Must be filed with other governmental entity
- ☐ Addtl governmental entity approval(s) required

Additional Routing and Processing Details

1000-0000-0000
1000-0000-0000



INTEROFFICE CORRESPONDENCE TRAVEL REQUEST

DATE SUBMITTED: 09/19/2023

MSS CLAIM NUMBER (ENTER AFTER TRAVEL APPROVED): _____

TO: CHIEF FRANKLIN

FROM:

PRINT EMPLOYEE NAME/PAYROLL ID #: Ronni Carrocia/

EMPLOYEE SIGNATURE: [Signature]

DIVISION: MVD

DESTINATION: Chicago, Illinois

DATES OF TRAVEL: START: 10/27/2023 END: 10/31/2023

EVENT: LETR International Conference

IS IT MANDATORY IN ORDER TO MAINTAIN A CERTIFICATION? SELECT

IF SO, WHAT CERTIFICATION? _____

IS THIS TRAVEL RELATED TO LAW ENFORCEMENT TRAINING FUNCTIONS?

YES



TRIP JUSTIFICATION:

I was named the Top Fundraiser by raising over \$2,600.00 during the Tulsa Polar Plunge this year, which allowed the Tulsa Police Department to be named the Top Law Enforcement Fundraiser. I have also participated in other Special Olympic events, including the Special Olympics Summer Games. Special Olympics of Oklahoma asked that I attend the conference as a representative of the Tulsa Police Department. While at the training conference I will attend several classes and workshops learning how to better accomplish our mission with LETR and Special Olympics. Special Olympics of Oklahoma is covering costs for travel, transportation, lodging, and some food. Only requesting on-duty time and per diem for the conference.

ESTIMATED EXPENSES:

FUNDING SOURCE:

ORGANIZATION: 1252116

OBJECT: 532101

PROJECT: _____

IS AN OUTSIDE ENTITY PAYING FOR ANY PORTION OF THIS TRIP? YES ☐

IF YES, NAME OF ORGANIZATION: Special Olympics of Oklahoma

IS THIS A GOVERNMENT AGENCY? NO ☐

IF NOT, COMPLETE RFA DONATION FORM [HERE](#)

<u>EXPENSES</u>	<u>ESTIMATED COST</u>	<u>PAYMENT SOURCE</u>
PER DIEM (DAYS + RATE):	\$ 370.00	OTHER <input type="checkbox"/>
EVENT REGISTRATION:		SELECT _____
AIRFARE:		SELECT _____
HOTEL/LODGING:		SELECT _____
TRANSPORTATION:		SELECT _____
OTHER:		SELECT _____
OTHER:		SELECT _____
OTHER:		SELECT _____
TOTAL TRIP COST:	\$ 370.00	
OUTSIDE ENTITY COST:		
TOTAL CITY COST:		

APPROVAL:

LIEUTENANT: *Lt. K. D. Williams*

CAPTAIN: *D. P. B.*

MAJOR: *Det. G. B. (Acting)*

DEPUTY CHIEF: *Sh. B. (Acting) ACOB*

CHIEF: _____

EMPLOYEE MUST FILL OUT ALL FIELDS, PRINT THIS DOCUMENT, OBTAIN ALL DIVISIONAL SIGNATURES, ATTACH TRAVEL FLYER AND PROOF OF ESTIMATED EXPENSES BEFORE SCANNING AND EMAILING THIS DOCUMENT TO TPDCHIEF@CITYOFTULSA.ORG.