

Donation

Version 2.4 released on 7/24/23

Updated RFA for donations including travel donations (use employee reimbursement process for travel approvals)



CITY COUNCIL USE ONLY

Date Received: _____
Committee Date: _____
1st Agenda Date: _____

Tracking #: _____
Committee: _____
Hearing Date: _____
2nd Agenda Date: _____

CITY CLERK USE ONLY

☐ Scanned Date: 10.02.2024
☐ Posted Item # 2410.02600

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
Officer Joshua Metcalf

Email
jmetcalf@cityoftulsa.org

Phone
918-370-3428

Bid/Project Number

Project Title

Donator
Special Olympics of Oklahoma

Type of Donation
Travel

Enter a Bid or Project Number (not a Title or Description)

Travel Event Title
Law Enforcement Torch Run
International Conference

Traveler's Name
Joshua Metcalf

Event Date
11/14/24

Donation Amount/Value
\$1,002.00

City Council requires a dollar value

Budget

Funding Source(s)

TOTAL:

Enter the funding source(s) using the appropriate Munis funding format: Org (Allocation Code)-Object-Amount (1001211-531401-\$10.00) or Project String-Amount (144104.AbstrTitle5413102.6001-4043122-541102-\$30,000.01)

Approvals

Department: Dennis L. Larsen
Legal: _____
Board: _____
Mayor: [Signature]
Other: _____

Date: 9/25/2024
Date: _____
Date: _____
Date: OCT 02 2024
Date: _____

Policy Statement

Background Information

LETR is a big part of the law enforcement community worldwide. Our participation in this grass roots endeavor helps people with intellectual disabilities and gives them an outlet for sporting activities and a sense of accomplishment in life in general. While at the training conference, Officers will attend several classes and workshops learning how to better accomplish our mission with LETR, as a Tulsa Police Officer. Special Olympics of Oklahoma is covering the cost of the lodging and conference fee.

Provide background information on the requested action.

Summation of the Requested Action

Requesting approval of donation of lodging and conference fee to the 2024 LETR International Conference paid for by Special Olympics of Oklahoma.

Summarize the pertinent details of the requested action

Other Pertinent Details

Provide any additional information that should be considered when considering approval of this contract document

Processing Information for City Clerk's Office

Post Execution Processing

☒ **Mail vendor copy (addt'l signature copies attached)**

☐ Must be filed with other governmental entity

☐ Addt'l governmental entity approval(s) required

Additional Routing and Processing Details

Please send the signed approved Donation RFA to Joshua Metcalf at jmetcalf@cityoftulsa.org.



INTEROFFICE CORRESPONDENCE TRAVEL REQUEST

DATE SUBMITTED: 09/18/2024

MSS CLAIM NUMBER (ENTER AFTER TRAVEL APPROVED): 6888

TO: CHIEF LARSEN

FROM:

PRINT EMPLOYEE NAME/PAYROLL ID #: Ofc. Josh Metcalf/109464

EMPLOYEE SIGNATURE: [Signature]

DIVISION: GID/Impact

DESTINATION: San Antonio, TX

DATES OF TRAVEL: START: 11/13/2024 END: 11/17/2024

EVENT: Law Enforcement Torch Run International Conference

IS IT MANDATORY IN ORDER TO MAINTAIN A CERTIFICATION? NO ☒

IF SO, WHAT CERTIFICATION? _____

IS THIS TRAVEL RELATED TO LAW ENFORCEMENT TRAINING FUNCTIONS?

YES ☒

TRIP JUSTIFICATION:

LETR is a big part of the law enforcement community worldwide. Our participation in this grass roots endeavor helps people with intellectual disabilities and gives them an outlet for sporting activities and a sense of accomplishment in life in general. While at the training conference, Officers will attend several classes and workshops learning how to better accomplish our mission with LETR, as a Tulsa Police Officer.

Officers have already purchased the airfare to get to and from the event. The Special Olympics of Oklahoma is covering the cost of the hotel and the conference fee. All that is being asked is per diem be granted, officers who attend the conference be placed on Special Assignment, and when officers return back, that officers be reimbursed for their airfare purchase for the event.

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):	\$ 320.00	OTHER
EVENT REGISTRATION:		OTHER <input type="checkbox"/>
AIRFARE:		OTHER <input type="checkbox"/>
HOTEL/LODGING:		SELECT
TRANSPORTATION:		SELECT
OTHER:		SELECT
OTHER:		SELECT
OTHER:		SELECT
TOTAL TRIP COST:	\$ 320.00	
OUTSIDE ENTITY COST:		
TOTAL CITY COST:		

APPROVAL:

LIEUTENANT: SGT [Signature]

CAPTAIN: 1st [Signature]

MAJOR: [Signature]

DEPUTY CHIEF: _____

CHIEF: [Signature] #02177 ACOP

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.

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FOR INFORMATION ON HOW TO UTILIZE THE FEATURES
OF THIS THEME, INCLUDING THE CUSTOM BANNER IMAGE,
PLEASE VISIT THE TUTORIAL PAGE AT
MICHAELDAVIDDESIGN.COM/THEMES/EBB&FLOW/TUTORIAL





GRAND
HYATT®
 SAN ANTONIO
 RIVER WALK

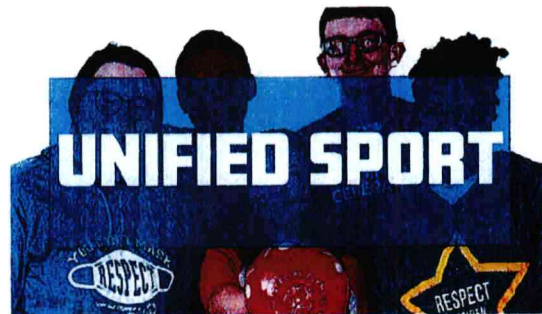
Get your boots out and get ready for the history of The Alamo and set you on the course for adventure and excitement as the 2024 Law Enforcement Torch Run International Conference visits Texas where the Grand Hyatt San Antonio River Walk will host Torch Runners from around the world.

November 14 -16, 2024



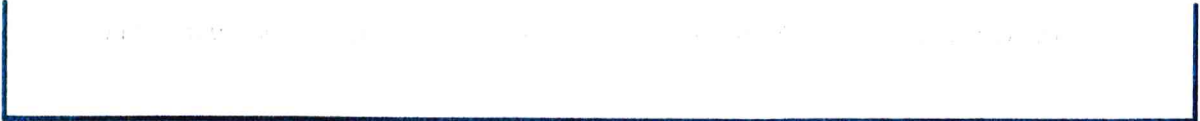
The 2024 LETR International Conference Torch Run event will take place on Saturday, November 16. Runners will walk from the Grand Hyatt San Antonio River Walk to the staging area at Hemisfair Civic Park at 10.30am. From there, a short welcome ceremony will be held.









Torch Runners will run throughout historic San Antonio. The route will be approximately 2.5 miles and will end at The Alamo. Lunch will be provided at the end of the run.



The Unified Sports Experience will take place at the Hemisfair Ballroom of the Henry B Gonzalez Convention Center on Saturday, November 16 from 1.00pm till 4.00pm. Registrants will have the opportunity to try bocce ball alongside some of our amazing Special Olympics Texas athletes.

Conference attendees can sign up for time slots during conference check-in and will be on a first come, first serve basis. Each time slot will be 30 minutes long with games to be played in a 2 vs. 2 format. This will go on until approximately 5.00pm. All officers are invited to join in the fun to see the benefits of this program and learn about how Unified Sports helps us reach more athletes and Unified Partners across the state.



 <i>Chairman's Welcome</i>	 <i>Conference Registration</i>	 <i>Conference Schedule</i>
 <i>Transport & Directions</i>	 <i>Hotel Information</i>	 <i>Conference Contacts</i>
 SPONSOR & EXHIBITOR INFORMATION		 EXHIBITOR'S SECUREMENT PACKAGE

9/17/24, 11:48 AM

Mail - Metcalf, Joshua - Outlook

Confirmation #: 3DDPJ3

Passenger name(s): Joshua Metcalf

Departing Flight: Wed, Nov 13, 2024

Flight #: WN143/WN1263

Departs: 06:10 AM TUL

Stop: Houston (Hobby), TX. Change planes

Arrives: 10:10 AM SAT

Travel time: 4hr 0 mins

Returning Flight: Sun, Nov 17, 2024

Flight #: WN3392/WN34

Departs: 12:25 PM SAT

Stop: Dallas (Love Field), TX. Change planes

Arrives: 05:20 PM TUL

Travel time: 4hr 55 mins

9/16/24, 9:36 AM

Mail - Metcalf, Joshua - Outlook

Conference receipts

Grace Simpson <grace@sook.org>

Thu 9/12/2024 12:59 PM

To: Metcalf, Joshua <JMETCALF@cityoftulsa.org>

Jason	Busby	None	Tulsa Police Department	\$ 480.00	\$ 130.50
Ronni	Lowman	None	Tulsa Police Department	\$ 480.00	\$ 130.50
Josh	Metcalf	None	Tulsa Police Department	\$ 480.00	\$ 130.50

Ronni Lowman

r.lowman@cityoftulsa.org

Mobile
918-313-9966

Questions

Gender
Female

Program
Oklahoma

What is your role within the LETR movement?
LETR Attendee

Select your rank - if not listed please select other and add the rank.
Sworn Officer

Are you a first time conference attendee?
Yes

Do you have any dietary restrictions? Please check all that apply.
None

Do you have a disability or medical need that may require additional support from our team?
No

Details

Registration	
Event Registration	\$480.00

Hotel Request

Grand Hyatt San Antonio River Walk	
Double (\$219/night, \$109 per person if 2 book)	
1 room	Nov 13, 2024 - Nov 17, 2024
Roommate: Gillian O'Brien	

Jason Busby

j.busby@cityoftulsa.org

Mobile
9186059070

Questions

Gender
Male

Program
Oklahoma

What is your role within the LETR movement?
LETR Attendee

Select your rank - if not listed please select other and add the rank.
Sworn Officer

Are you a first time conference attendee?
No

Do you have any dietary restrictions? Please check all that apply.
None

Do you have a disability or medical need that may require additional support from our team?
No

Details

Registration	
Event Registration	\$480.00

Hotel Request

Grand Hyatt San Antonio River Walk	
Double (\$219/night, \$109 per person if 2 book)	
1 room	Nov 13, 2024 - Nov 17, 2024
Roommate: Josh Metcalf	

9/16/24, 9:36 AM

Mail - Metcalf, Joshua - Outlook

Josh Metcalf

jmetcalf@cityoftulsa.org

Mobile

9185914100

Questions

Gender

Male

Program

Oklahoma

What is your role within the LETR movement?

LETR attendee

Select your rank: - if not listed please select other and add the rank:

Sworn Officer

Are you a first time conference attendee?

No

Do you have any dietary restrictions? Please check all that apply:

None

Do you have a disability or medical need that may require additional support from our team?

No

Details

Registration

Event Registration

\$480.00

Hotel Request

Grand Hyatt San Antonio River Walk

Double (\$219/night, \$109 per person if 2 book)

1 room

Nov 13, 2024 - Nov 17, 2024

Roommate: Jason Busby

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