

Donation

Version 2.6 released on 7/1/25

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



CITY COUNCIL USE ONLY Date Received: _____ Committee Date: _____ 1 st Agenda Date: _____	Tracking #: _____ Committee: _____ Hearing Date: _____ 2 nd Agenda Date: _____	CITY CLERK USE ONLY <input type="checkbox"/> Scanned <input type="checkbox"/> Posted Date: <u>09.10.2025</u> Item #: <u>2509_02341</u>
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All department items requiring Council approval must be submitted through the Mayor's Office.

Primary Details

Board Approval Zz Not Listed	Other Board Name _____	City Council Approval <input checked="" type="radio"/> Yes <input type="radio"/> No	
Department Police	Contact Name Ofc. Josh Metcalf	Email Jmetcalf@cityoftulsa.org	Phone 9183703428
Bid/Project Number _____	Project Title _____	Donator Special Olympics of Oklahoma	Type of Donation Travel
<i>Enter a Bid or Project Number (not a Title or Description)</i>			
Travel Event Title LETR International Conference	Traveler's Name Ofc. Josh Metcalf	Event Date 10/15/25	Donation Amount/Value \$868.78 <i>City Council requires a dollar value</i>

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.AbstTitle5413102.6001-4043122-541102-\$30,000.01)

Approvals

Department: _____		Date: <u>09/08/25</u>
Legal: _____	_____	Date: _____
Board: _____	_____	Date: _____
Mayor: _____	_____	Date: <u>SEP 10 2025</u>
Other: _____	_____	Date: _____

Policy Statement

Background Information

LETR is a big part of the law enforcement community worldwide. Our participation in this grassroots 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 purchased the airfare to get to and from the event, and 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 and officers who attend the conference be placed on special assignment.

Provide background information on the requested action.

Summation of the Requested Action

Requesting approval of donation of lodging and conference fee to the 2025 LETR International Conference, paid for by the Special Olympics of Oklahoma.

Summarize the pertinent details of the requested action

Other Pertinent Details

Special Olympics is covering the cost for lodging and some food. Only requesting special assignment and per diem for the conference.

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 Ofc.Josh Metcalf at Jmetcalf@cityoftulsa.org.



INTEROFFICE CORRESPONDENCE TRAVEL REQUEST

DATE SUBMITTED: 08/11/2025

MSS CLAIM NUMBER (ENTER AFTER TRAVEL APPROVED): 8013

TO: CHIEF LARSEN

FROM:

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

EMPLOYEE SIGNATURE: 

DIVISION: GID/Impact

DESTINATION: Minneapolis, MN

DATES OF TRAVEL: START: 10/15/2025 END: 10/18/2025

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.

I 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 and to be placed on Special Assignment.

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):	\$ 340.00	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:	\$ 340.00	
OUTSIDE ENTITY COST:		
TOTAL CITY COST:		

APPROVAL:

LIEUTENANT: *LT Steve Valle*

CAPTAIN: Serbert 01986 8-12-25

MAJOR: *M. J. [Signature]* 2200 8/12/25

DEPUTY CHIEF: *[Signature]* #02177

CHIEF: *[Signature]*

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.

Confirmation #: 2MIG-2

Passenger name(s): Joshua Paul Metcalf

Departing Flight: Wed, Oct 15, 2025

Flight #: WN2728/WN2956

Departs: 06:05 AM TUL

Stop: Denver, CO. Change planes

Arrives: 11:05 AM MSP

Travel time: 5hr 0 mins

Returning Flight: Sun, Oct 19, 2025

Flight #: WN2054/WN1260

Departs: 11:35 AM MSP

Stop: Nashville, TN. Change planes

Arrives: 06:45 PM TUL

Travel time: 7hr 10 mins

Special Olympics
Oklahoma



July 9, 2025

Tulsa Police Department
600 Civic Center
Tulsa, OK 74103

Josh Metcalf LETR International Conference Fees	\$868.78
Jason Busby LETR International Conference Fees	\$868.78
Ronnie Lowman LETR International Conference Fees	\$868.78

Hotel and Conference Registration

Special Olympics Oklahoma
Attn: Hayley Winkle
6835 Canton Ave.
Tulsa, OK 74136



Registration for the 2025 LETR International Conference on October 16 - 18, 2025, is open!



Registration closes on Friday, September 5, 2025, at 5 p.m. EDT or when the registration max is met.

For questions, please get in touch with Kami Delameter at kdelameter@specialolympics.org

[Cancellation and Substitution Policy](#)



Refunds of the Conference Registration Fee will be made after October 31, 2025

Conference Registration Rates

Conference Attendee: \$480 (USD)

Conference Guest (Auction / Mail of Fine Behavior) - \$100 (USD) + \$100 (USD) + \$100 (USD) + \$100 (USD) + \$100 (USD),

Over Night Guest: \$20 per guest + purchase of a tee

Sponsors & Exhibitors

Partnering with the Law Enforcement Torch Run International Conference offers exposure to over 1,200 law enforcement and Special Olympics professionals. This partnership supports initiatives for individuals with intellectual disabilities, connecting you with key stakeholders and demonstrating social responsibility.

Our packages are customizable to maximize your visibility and impact. [Explore the sponsorship opportunities](#) or [secure your commitment and make your payment here](#)

Conference Details

The most important conference details you will need to know:

Conference Schedule

A detailed schedule of the 2025 International Conference

Special Events Schedule

Information on special events including the auction, mail of fine behavior, and other activities

Important Dates & Deadlines

Key dates for registration, payment, and other important information

Registration Information

Details on how to register, including online and on-site options



Conference Contacts



Joe Carlone

Co-Chair
International Conference

[Contact Joe Carlone](#)



Rodney Seurer

Co-Chair
International Conference

[Contact Rodney Seurer](#)



Kami Delameter

LETR Manager
Special Olympics International

[Contact Kami Delameter](#)