

2025 LETR Year-End Report Submission Guide

Overview

The 2025 LETR Year-End Report has been updated to align with the new [LETR Credit & Expense Guidelines](#). This updated format is designed to create consistency, transparency, and a more accurate global picture of the LETR movement and its impact.

Please review this guide carefully before beginning your submission.

Step 1: Review the LETR Credit & Expense Criteria

Before completing your report, all LETR and Special Olympics Programs should review the updated criteria: [LETR Credit & Expense Guidelines](#)

This document outlines:

- What qualifies as a **Signature Event** vs. **Non-Signature Event**
- Criteria for **LETR credit attribution**
- Definitions for **Direct Donations and Other Revenue**
- Required **expense reporting categories**

The 2025 Year-End Report format directly reflects this criterion, so understanding it is essential for accurate reporting.

Step 2: Complete the Excel Template FIRST

All Programs are strongly encouraged to complete the **Excel Template** prior to submitting the **Google Form**.

Why this matters:

- Helps ensure accuracy and completeness
- Allows you to verify calculations before submission
- Makes it easier to confirm that all section totals align correctly
- Allows you to share your totals/answers with LETR Directors, LETR Liaisons and Program CEO for sign off before submission.

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Important Requirement:

Section totals **MUST** add up to your Program Grand Revenue Total.

Failure to reconcile totals may result in follow-up or exclusion from reporting summaries.

Step 3: Submit Online Form

Once your Excel Template is complete and verified, enter your information and totals into the Google Form:

2025 LETR Year-End Report Submission Form:

Delay due to technical issues with Google Forms – Coming June 12, 2026

Submission Deadline

Deadline: July 15, 2026

Programs who do not submit by this deadline **risk not being included in award consideration** for the 2026 LETR International Conference.

Currency Conversion Requirement

All Programs are responsible for converting financial totals:

- Convert all amounts to **USD (\$)**
- Use the exchange rate as of December 31, 2025
- Utilize [OANDA exchange rates](#) for consistency across all Programs

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2025 Criteria Compliance Guidance

The updated report includes new criteria-based questions aligned with the Credit & Expense Policy.

- These questions are NOT required for 2025
- Full compliance will be required beginning with the 2027 Year-End Report

Expectations:

- If your Program already tracks this information, please include it in your 2025 submission
- If your Program does not track this information, you should begin tracking by the start of the 2027 fiscal year

This phased approach is intended to support Programs in transitioning to the new global standard.

Review & Approval Requirement

Before submission, all reported totals **must be reviewed and approved by:**

- LETR Liaison
- LETR Director
- Special Olympics Program CEO

This ensures:

- Accuracy
- Consistency with the LETR Credit & Expense Policy
- Alignment across leadership

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Why This Matters

The totals submitted in your Year-End Report are used to:

- Recognize Programs at the **2026 LETR International Conference**
- Measure global LETR impact
- Inform strategic planning and resource allocation

Accurate and timely reporting ensures your Program receives proper recognition.

Questions & Support

If you have questions regarding the Year-End Report contact:

kdelameter@specialolympics.org or snash@specialolympics.org

Final Checklist Before Submission

- ✓ Reviewed LETR Credit & Expense Criteria
- ✓ Completed Excel Template
- ✓ Verified totals reconcile to Program Grand Total
- ✓ Converted all amounts to USD using OANDA (Dec 31, 2025 rate)
- ✓ Obtained required approvals (Liaison, Director, CEO)
- ✓ Submitted Google Form before deadline