# Fall Semester Planning Guide

## *Best Buddies International*

Below is a template for your chapter to utilize when determining your fall semester calendar, including dates, times, and locations for all required/recommended meetings and activities throughout the semester. Adjust the calendar based on your school's start date and calendar year. As your leadership team completes the calendar, add the dates to your chapter portal's calendar on BB360.

| September | | | |
|---|---|---|---|
| **Officer Meeting**<br>*Complete fall semester planning calendar and add dates to BB360 chapter portal calendar.* | | **Interest Meeting**<br>*Plan an event to recruit chapter members and preview what they can expect throughout the year.* | |
| Date: | | Date: | |
| Time: | | Time: | |
| Place: | | Place: | |
| **Peer Buddy and Buddy Interviews** | | **Officer Meeting**<br>*Determine matches with your advisors and officers.* | |
| Date: | | Date: | |
| Time: | | Time: | |
| Place: | | Place: | |
| **Leadership Training Day**<br>*Attend with officers (organized by the Best Buddies office).* | | **Member Orientation**<br>*Led by officer team* | |
| Date: | | Date: | |
| Time: | | Time: | |
| Place: | | Place: | |
| **Officer Meeting**<br>*Plan your match party with the officer team.* | | | |
| Date: | | Date: | |
| Time: | | Time: | |
| Place: | | Place: | |

Please note:

- ☐ Maintain communication with your program manager during this critical month of planning and recruitment.
- ☐ Complete all required chapter information on BB360.
- ☐ Pick a consistent time/location for officer meetings and have the officers play an active role with interviewing, making matches, and organizing your match party.
- ☐ Encourage all officers to participate in Leadership Training Day offered by your local Best Buddies office.
- ☐ Host a member orientation to provide an overview of expectations and share your chapter's membership application link found on BB360 or direct members to www.bestbuddies.org/join.
- ☐ Utilize Best Buddies University (www.bestbuddies.org/bbu) for recruitment ideas, activity planning ideas, and to access trainings to support the leadership team of your chapter.

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| October | | | |
|---|---|---|---|
| **Chapter Meeting** | | **Match Party / First Group Activity** | |
| Date: | | Date: | |
| Time: | | Time: | |
| Place: | | Place: | |
| **Officer Meeting**<br>*Plan your October activity* | | | |
| Date: | | Date: | |
| Time: | | Time: | |
| Place: | | Place: | |

Please note:

- ☐ October is National Disability Employment Awareness Month and Down Syndrome Awareness Month
- ☐ Remember to communicate with your Best Buddies staff member about what your chapter is planning
- ☐ Pick a consistent time/location for chapter meetings (example: first Tuesday of month at 5:00 pm in room 101).

| November | | | |
|---|---|---|---|
| **Chapter Meeting** | | **BB360 Deadline** | |
| Date: | | Date: | November 1 |
| Time: | | Time: | |
| Place: | | Place: | www.bestbuddies.force.com |
| **Officer Meeting**<br>*Plan your fall fundraiser and organize activities for November & December.* | | **Group Activity and/or Fall Fundraiser** | |
| Date: | | Date: | |
| Time: | | Time: | |
| Place: | | Place: | |

Please note:

- ☐ November 1st is the deadline to have all matches made for the year and chapter rosters completed on BB360. All chapter members, including officers, advisors, and associate members, should have a completed a Membership Application submitted on BB360 for the year.
- ☐ November is a good month to have your first fundraiser and/or second group outing.
- ☐ Encourage members to submit their member updates on BB360 to provide feedback about their experience.
- ☐ World Kindness Day falls on November 13th

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| December | | | |
|---|---|---|---|
| **Chapter Meeting** | | **Group Activity** | |
| Date: | | Date: | |
| Time: | | Time: | |
| Place: | | Place: | |
| **Officer Meeting**<br>*Prepare for December activity and winter break.* | | | |
| Date: | | Date: | |
| Time: | | Time: | |
| Place: | | Place: | |
| **Officer Meeting**<br>*Prepare for Back to Best Buddies meeting and activity in January.* | | | |
| Date: | | Date: | |
| Time: | | Time: | |
| Place: | | Place: | |

Notes:

- ☐ In December you'll likely be planning your final group activity for the semester. Many students are gone for several weeks during winter break and buddy pairs may not see each other during this time. As the new year approaches this is a great time to reflect on the friendships you've built and celebrate the holiday season with each other.
- ☐ Before the semester comes to a close begin preparing for the spring and keep in mind that your local Best Buddies office will be hosting a Back to Best Buddies training that all officers should attend.
- ☐ International Day of Persons With Disabilities is a United Nations day observed annually on December 3rd. It raises awareness about the ways in which disabilities affect people economically, socially, and politically, and it promotes the rights of people with disabilities.