



# Fall Semester Planning Calendar

Below is a template for your chapter to utilize when determining your fall semester calendar, including dates, times, and locations for all required/suggested meetings and activities throughout the year. Please adjust the calendar based on our school's start date and calendar year. Once your leadership team has completed the calendar, please post all dates on your chapter portal's calendar on Best Buddies Online ([www.bestbuddiesonline.org](http://www.bestbuddiesonline.org)).

September			
<b>Officer Meeting</b>		<b>Recruitment Activity/Organizational Meeting</b>	
<i>Complete fall semester planning calendar and add dates to BBO chapter portal calendar.</i>		<i>Plan an event on campus to recruit chapter members. Host an organizational meeting to inform chapter members about how they can get involved this school year.</i>	
Date:		Date:	
Time:		Time:	
Place:		Place:	
<b>Peer Buddy and Buddy Interviews</b>		<b>Officer Meeting</b>	
		<i>Determine matches with your advisors and officers.</i>	
Date:		Date:	
Time:		Time:	
Place:		Place:	
<b>Leadership Training Day</b>		<b>Global Volunteer Training</b>	
<i>Attend with officers (organized by the Best Buddies office).</i>		<i>Lead by officer team</i>	
Date:		Date:	
Time:		Time:	
Place:		Place:	
<b>Officer Meeting</b>		<b>Match Party</b>	
<i>Plan your match party with the officer team.</i>		<i>Celebrate the new matches in your chapter</i>	
Date:		Date:	
Time:		Time:	
Place:		Place:	
<p>Please note:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Maintain communication with your program manager during this critical month of planning, recruitment, and selection.</li> <li><input type="checkbox"/> Complete all required chapter information on Best Buddies Online (<a href="http://www.bestbuddiesonline.org">www.bestbuddiesonline.org</a>).</li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> Communicate with your program manager plans for your chapter activities</li> <li><input type="checkbox"/> During your organizational meeting (or first chapter meeting), be sure to share your chapter website with attendees and to train all interested members on how to utilize Best Buddies Online (<a href="http://www.bestbuddiesonline.org">www.bestbuddiesonline.org</a>) in order for them to complete their membership applications.</li> <li><input type="checkbox"/> Have all chapter members complete their membership applications on Best Buddies Online.</li> <li><input type="checkbox"/> Utilize Best Buddies University (<a href="http://www.bestbuddies.org/bbu">www.bestbuddies.org/bbu</a>) for recruitment ideas, activity planning ideas, and to access trainings to support the leadership team of your chapter.</li> </ul>			



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October			
Chapter Meeting		Friendship Updates Due	
Date:		Date:	October 1
Time:		Time:	
Place:		Place:	<a href="http://www.bestbuddiesonline.org">www.bestbuddiesonline.org</a>
Officer Meeting <i>Plan your October activity</i>		Match Party / First Group Activity	
Date:		Date:	
Time:		Time:	
Place:		Place:	

Please note:

- Maintain and update your chapter information on the chapter portal at [www.bestbuddiesonline.org](http://www.bestbuddiesonline.org).
- Friendship updates are due this month (if your chapter made matches in September); train all members and remind them to complete friendship updates on the chapter portal at [www.bestbuddiesonline.org](http://www.bestbuddiesonline.org). Use this month's friendship updates to evaluate matches and address any problems with buddy pairs that are not meeting the Best Buddies commitment.
- Remember to communicate with your Best Buddies staff member 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		Friendship Updates Due	
Date:		Date:	November 1
Time:		Time:	
Place:		Place:	<a href="http://www.bestbuddiesonline.org">www.bestbuddiesonline.org</a>
Officer Meeting <i>Plan your fall fundraiser and organize activities for November &amp; December.</i>		Group Activity and/or Fall Fundraiser	
Date:		Date:	
Time:		Time:	
Place:		Place:	

Please note:

- November 1 is the deadline to have all matches made for the year and chapter rosters completed on Best Buddies Online ([www.bestbuddiesonline.org](http://www.bestbuddiesonline.org)). All chapter members, including officers, advisors, and associate members, should have a completed and approved Membership Application submitted on BBO for the year.
- November is a good month to have your first fundraiser and/or second group outing. Either way, be sure to include your associate members/associate buddies!
- Friendship updates are due this month (if your chapter made matches in October); train all members and remind them to complete friendship updates on the chapter portal at [www.bestbuddiesonline.org](http://www.bestbuddiesonline.org). Use this month's friendship updates to evaluate matches and address any problems with buddy pairs that are not meeting the Best Buddies commitment.

## December



# Fall Semester Planning Calendar

Chapter Meeting		Friendship Updates Due	
Date:		Date:	December 1
Time:		Time:	
Place:		Place:	<a href="http://www.bestbuddiesonline.org">www.bestbuddiesonline.org</a>
Officer Meeting <i>Prepare for December activity and winter break.</i>		Group Activity	
Date:		Date:	
Time:		Time:	
Place:		Place:	
Officer Meeting <i>Prepare for Back to Best Buddies meeting and activity in January.</i>		Mid -Year Report <i>Access report on BBO and start to complete as an officer team for report due date in January.</i>	
Date:		Date:	
Time:		Time:	
Place:		Place:	
<p>Please note:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> December is a good month to have your final group activity for the semester. Many students are gone for several weeks during winter break and buddy pairs will not see each other during this time.</li> <li><input type="checkbox"/> Begin preparing for the spring semester and Back to Best Buddies in January during an officer meeting this month.</li> <li><input type="checkbox"/> All chapter leaders are responsible for completing the Mid Year Report on Best Buddies Online (due in January). Make time for this prior to the holiday break to get a jump start on the new year!</li> </ul>			