



Spring Semester Planning Calendar

Below is a template for your chapter to utilize when determining your spring semester calendar, including dates, times, and locations for all required/suggested meetings and activities throughout the year. Please adjust the calendar based on your school's 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).

January			
Chapter Meeting		Friendship Updates Due	
Date:		Date:	January 1
Time:		Time:	
Place:		Place:	www.bestbuddiesonline.org
Officer Meeting		Back to Best Buddies Group Activity	
<i>Reconnect, complete spring semester planning worksheet, and finalize logistics for January's activity.</i>			
Date:		Date:	
Time:		Time:	
Place:		Place:	
Please note:			
<input type="checkbox"/> Contact your program manager after winter break to reconnect. <input type="checkbox"/> Mid-Year Report is due January 15 th on BBO. <input type="checkbox"/> Encourage your chapter members to wear Best Buddies merchandise throughout the first week back to school to get excited about the chapter reconnecting after the holiday break. <input type="checkbox"/> If your school resumes after January, please adjust your calendar accordingly.			

February			
Chapter Meeting		Friendship Updates Due	
<i>Discuss Best Buddies month event and the chapter president position and application process.</i>			
Date:		Date:	February 1
Time:		Time:	
Place:		Place:	www.bestbuddiesonline.org
Officer Meeting		Group Activity and/or Spring Fundraiser	
<i>Plan your Best Buddies month event and Spread the Word to End the Word outreach.</i>			
Date:		Date:	
Time:		Time:	
Place:		Place:	
Please note:			
<input type="checkbox"/> February is a good month to have your second fundraiser; remember, your chapter must raise \$350 for chapter dues and the necessary travel funds to attend the Best Buddies Leadership Conference at Indiana University in July.			



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- Don't forget to discuss the chapter president position during the February chapter meeting and to encourage applicants to apply at www.bestbuddiesonline.org.

March

Chapter Meeting		Friendship Updates Due	
Date:		Date:	March 1
Time:		Time:	
Place:		Place:	www.bestbuddiesonline.org
Officer Meeting <i>Finalize plans for Best Buddies Month!</i>		Best Buddies Month Activity	
Date:		Date:	
Time:		Time:	
Place:		Place:	
Officer Meeting <i>Meeting to discuss chapter leadership recruitment and transition.</i>		Spread the Word, Inclusion	
Date:		Date:	March 4
Time:		Time:	
Place:		Place:	

Please note:

- Plan a Best Buddies Month activity or attend the event hosted by your local Best Buddies office.
- Host an event on campus to raise awareness for Spread the Word, Inclusion.
- Reminder: you must submit your \$350 chapter dues to your program manager by June 1!
- Adjust your calendar accordingly, keeping in mind your spring break.

April

Chapter Meeting <i>Plan your end year celebration (party, awards ceremony, etc.) and remind all members to complete the Annual Survey.</i>		Friendship Updates Due	
Date:		Date:	April 1
Time:		Time:	
Place:		Place:	www.bestbuddiesonline.org
Officer Meeting <i>Finalize plans for Global Youth Service Day activity.</i>		Global Youth Service Day	
Date:		Date:	April 17-19, 2020
Time:		Time:	
Place:		Place:	

Please note:

- Chapter president applications are due on Best Buddies Online by April 1.
- The Best Buddies Annual Survey will be open from April 1-30; please encourage your chapter members to complete the evaluation during the month of April. More information will be provided from your Best Buddies staff contact.



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May			
Chapter Meeting <i>Wrap-up chapter meeting for the year with chapter members.</i>		Friendship Updates Due	
Date:		Date:	May 1
Time:		Time:	
Place:		Place:	www.bestbuddiesonline.org
Officer Meeting <i>Complete officer transition to new leadership team and review chapter organization plan.</i>		End of the Year Chapter Activity	
Date:		Date:	
Time:		Time:	
Place:		Place:	
Annual Report Meeting <i>Meet with chapter leadership team to discuss chapter annual report, along with plans for upcoming school year.</i>		Annual Report	
Date:		Date:	June 1
Time:		Time:	
Place:		Place:	www.bestbuddiesonline.org
Please note:			
<input type="checkbox"/> Outstanding Chapter of the Year Applications are due to Best Buddies International on June 1. Your Best Buddies state contact will provide the application deadline for your state/region.			
<input type="checkbox"/> Registration for the Best Buddies Leadership Conference is due by June 15 on www.bestbuddiesonline.org/lc .			

June			
Best Buddies Leadership Conference Registration Due <i>Registration and conference consent completed on BBO.</i>		Chapter Dues Submitted to Best Buddies Office <i>Applies to college and high school chapters only.</i>	
Date:	June 15	Date:	June 1
Time:		Time:	
Place:	www.bestbuddiesonline.org/lc	Place:	http://multisite.bestbuddies.org/volunteers/dues/
Best Buddies Leadership Conference Registration Fees & Travel Due <i>Travel itineraries submitted to the Best Buddies office and all registration fees submitted or paid online.</i>			
Date:	June 15		
Time:			
Place:	www.bestbuddies.org/bblc		
July			
Best Buddies Leadership Conference			
Date:	July 17-20, 2020		
Place:	Indiana University, Bloomington, Indian		