Using Your Resources
Understanding our sites and effective tracking methods

Onboarding Overview
Onboarding definition: refers to which new members acquire the necessary knowledge, skills, and behaviors in order to become effective organizational members

For Best Buddies, onboarding includes
- Preparing available tools and resources
- Utilizing sites
- Understanding support networks
- Self-evaluation: looking for ways to improve

Discussion for attendees:
- What areas do you want to know about more?
- What areas do struggle with the most and why?
- Who/what is your chapter's best resource?
- Who makes up your network of supports?
- What aspect of onboarding (tools and resources, network, preparation,) does your chapter need to improve the most?

Deep Dive

1. Networks
What makes up a Best Buddies network? Take ideas from the group; examples can include:
- Parents
- School faculty
- Faculty advisor
- Best Buddies staff
- Community/business partners
- Buddy parents
- Regional chapter leaders

How to develop a network? Take ideas from the group; examples can include:
- Through school
- At events
- Community outings/networking opportunities
- Using social media
- Relying on introduction from advisors and parents

Exercise:
- Ask the class to stand up, then tell them to look around the room and find someone they do not know well or that they have not met yet and partner up with them.

Have the pairs:
1. Introduce themselves
2. Introduce their chapter, school, and their position in the chapter
3. Share contact information

Repeat this exercise at least twice so that students have variety of new contacts.

What are the goals of the network? Take ideas from the group; examples can include:
- Donations (funds for the chapter or in-kind for events)
- Chapter event support (transportation, set-up, logistics)
- Chapter event collaboration
- PR/Advertising chapter events, fundraisers, etc.

2. Resources
Online resources and additional communication sites; ensure attendees are familiar with:

- BBO
- Best Buddies Mobile App,
- BBU
- Global Volunteer Training
- GroupMe

- Email
- Text
- Google (Docs, Sheets, Slides, the web)
- Signup genius
- Assemblies (used as a resource to advertise events and spread ideas)

BBO: Use this time to log in to a chapter portal and outline the functions of the Best Buddies Online site and portal. Information on how to access and review site here. Be sure to review:
- Membership Applications (where they are submitted and how to approve)
- Assigning officers and admin levels
- Creating Rosters
- Reporting: Friendship Updates, mid-year and annual snapshots
- Calendar

BBU: https://www.bestbuddies.org/bbu
Review site and where to access tools for chapter management. Ensure attendees are familiar with site's resources and how to find materials to support chapter activity planning, trainings, best practices, etc.
- Review Global Volunteer Training on Volunteer Training site: https://www.bestbuddies.org/bbu/volunteer-trainings/
  - o All chapter members who will be matched in the chapter must attend the Global Volunteer Training, held prior to the match party (typically early October)
- Discuss goals of training:
  - o Expectations of a Best Buddies friendship
  - o Communication and boundaries
  - o Best practices for building friendships
  - o Chapter communications tools and schedule
  - o How Best Buddies fits into the disability rights movement
  - o Equality, Inclusion, Person First Language, etc.

3. Onboarding Exercise
Split the students into groups with leaders from other schools (everyone should be with a group of students from other school). Ask students to use the following model to set up a plan for using resources throughout the year (i.e. what is needed, where to find it, how to use it, etc.)

Month	Goals	Resources and Networks
Example: September	Example: Select officers	Officer application on BBO; Outgoing officers' feedback on leadership skillsets and best practices; Advisors to help interview; Chapter leaders met at LC who use different officer structure