



# Chapter Leader Checklist

## ***Leadership Team Responsibilities***

The list below shares ideas and suggestions for chapter leaders to use when determining their responsibilities as a Best Buddies (BB) officer. Student leaders are encouraged to review the lists below and select the responsibilities that best fit their interests and skill set. These responsibilities should be listed on the *Leadership Training Worksheet* and reviewed at the first officer meeting.

### Recruitment

- Visit the Recruitment Toolkit on BBU for ideas/resources/BB material to share during recruitment
- Advertise Best Buddies at club fair; on announcements; through teacher recommendations
- Make fliers for upcoming Best Buddies meetings with basic info
- Write bulletin about club for school newspaper
- Visit classrooms during free period to promote chapter
- Present info to student council/honor society/community service club members

### Best Buddies Online (BBO)

- Organize BBO training with program manager for all officers
- Collect paper forms from members without computers and update the information online
- Submit all forms & resources online including online calendar
- Collect and input friendship updates online

### Organizational Meeting

- Visit Recruitment Toolkit on BBU for organization meeting materials
- Plan agenda discussing goals and mission of BB
- Introduce officers and delegate tasks, such as handing out info packets/parent letter
- Show BB recruitment video(s) and ask past members to talk about their experience
- Explain commitment of one-to-one friendship; answer all questions regarding commitment and overall mission

### Match Meeting

- Share match meeting information with PM
- Work with advisors and other chapter leaders make matches
- Plan fun activity/theme for match party
- Help announce new matches/facilitate game in which matches find each other
- Hand out buddy pair match sheets for the buddy pairs
- Ensure contact information is shared between pairs

### Chapter Meetings/Events

- Organize BBO training with program manager for all officers
- Give chapter members a calendar of meeting/activities as well as update on BBO
- Plan games/activities by utilizing the activities section on [Best Buddies University](#)
- Encourage buddy pairs to communicate, help by asking questions or starting a conversation on a topic
- Take attendance or delegate another officer to take attendance
- Make sure all members are engaged and participating
- Create and celebrate birthdays
- Select buddy pair of the month



# Chapter Leader Checklist

- Promote upcoming meetings (emails, phone/text, flyers, announcements)
- Plan field trips/outings for during or after school
- Plan Step-Up-Night– celebrate graduating members and get to know high school BB members

## Officer Meetings

- Create a calendar of set monthly officer meetings
- Create agenda of topics to discuss during officer meeting
- Plan chapter activities/games – discuss ideas, plan of action, delegate tasks equally to officers

## Parent Night

- Work with Advisors to plan for Parent/Family Night
- Advertise parent night to members and families with invitations
- Invite principal administrators. Share stories, explain commitment etc.
- Create slide show or photo collages of chapter activities
- Work with other officers to secure donations for dinner/snacks (see [Best Buddies University](#) for helpful tools)

## Fundraisers

- Discuss fundraising ideas and opportunities with Advisors
- Utilize officers and associate members to create committees for fundraisers
- Advertise fundraiser to school – visit classrooms, make announcements and fliers
- Write letters to local merchants to receive donations
- Speak to service clubs (Rotary Club, Key Club) to help promote fundraiser
- Pair with local Best Buddies High Schools chapters in fundraising effort
- Ask friends and family not involved in BB to support and donate

## Ongoing Responsibilities

- Work with all officers to collect and submit monthly updates
- Update chapter portal – add pictures and update calendar on a regular basis
- Plan and lead chapter events and monthly officer meetings
- Keep advertising with flyers and announcements
- Research community events to involve BB chapter
- Update BB bulletin board and share photos from BB events
- Maintain chapter log, photo album, or chapter website in addition to BBO portal
- Sign up students for e-Buddies and monitor these friendships
- Meet with administration to find new opportunities for BB to be involved on campus

## Additional Leadership Roles

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