



Information Night Agenda

Why Hosting an Information Night is Important

Inviting parents, guardians, and friends to attend a Best Buddies Information Night provides an opportunity to share information about Best Buddies, the highlights of program involvement, and outlines how families and friends can support the development of one-to-one friendships in your chapter. It also serves a great way for participant's families to get to know each other and further connect to our mission and events.

What should be discussed: The information night is a great way to share with chapter members' parents and friends more about the chapter and the Best Buddies mission. Review the following:

- The mission of Best Buddies and the commitment of being involved in a friendship
- Provide parents/guardians with the contact information of their child's buddy
- Explain how parents and family can support the chapter: carpools, donating food for activities, fundraisers, etc.
- Introduce the buddy pairs and have returning members share great things about being involved in the chapter
- Handout instructions that explain how to access and use Best Buddies University (www.bestbuddies.org/bbu)
- Serve refreshments
- Remember, parents are often an untapped resource for a Best Buddies chapter

Sample Agenda

Welcome and Introductions

- Introduce key players
- Have buddy pairs introduce themselves & talk about their friendships
**If matches have not yet been made, this is a great time to have a match party & parent night event all in one!*

Explain Best Buddies Basics

- Explain Best Buddies and chapter history
- Share Best Buddies University and resources
- Share the Best Buddies vision, importance, and commitment
- Share information on state programs and events

Share a Best Buddies Success Story

- Buddy director, buddy pair, advisor, etc. to speak
- Short Best Buddies video via YouTube and www.bestbuddies.org
- Highlights from last year

Discuss Membership and Chapter Overview

- Explain roles and responsibilities of advisors, peer buddies, buddies, associate members, and officers
- Membership Applications (have parents complete consent forms at the meeting)
- Fall calendar of events
- Contact information for chapter leadership team (advisors, officers, etc.)

Conclusion

- Share with parents how they can be involved: carpools, fundraising, community engagement, etc.
- Thank attendees for coming
- Have time for questions and answers