



Best Buddies International Citizens Chapter Planning Calendar

Below is a template for your chapter to utilize when determining your calendar of events and activities for the year, including dates, times, and locations for all required/suggested meetings and activities throughout the year. Once your leadership team has completed the calendar, please send all dates to your Best Buddies staff to input into your BBO chapter portal.

August			
Chapter Meeting		Friendship Updates Due	
Date:		Date:	August 1
Time:		Time:	
Place:		Place:	www.bestbuddiesonline.org
Leadership Meeting <i>Do you have someone in your chapter to nominate for Champion of the Year Candidate if your state has one? Plan events</i>		Chapter Activity	
Date:		Date:	
Time:		Time:	
Place:		Place:	
Recruitment Drive <i>Recruit new chapter members to join your chapter! Work with Host Site Coordinator to get buddy recruits.</i>			
Date:		Date:	
Time:		Time:	
Place:		Place:	
Please note:			
<input type="checkbox"/> Champion of the Year Is an 8 week campaign competition to raise funds and awareness for Best Buddies that concludes with a large Gala event. Candidates can be anyone who is looking to utilize connections and resources to help Best Buddies. All funds raised support Best Buddies. If your state has a Champion event or Gala, be sure to tell your chapter members how they can attend.			
<input type="checkbox"/> Work with Host Site Coordinator to set up dates for chapter meetings and events. Start crafting ideas of what to do.			
<input type="checkbox"/> Work with Host Site Coordinator to get chapter members signed up with completed applications and interviews.			



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September			
Leadership Meeting		Volunteer Fair	
<i>Complete planning calendar and give dates to PM and Host Site Coordinator.</i>		<i>Publicize your Best Buddies chapter on campus or in community and promote opportunities to join the chapter for the new year!</i>	
Date:		Date:	
Time:		Time:	
Place:		Place:	
Organizational Meeting		Peer Buddy Interviews	
Date:		Date:	
Time:		Time:	
Place:		Place:	
Leadership Meeting			
<i>Determine matches.</i>			
Date:		Date:	
Time:		Time:	
Place:		Place:	
Global Volunteer Training		Leadership Meeting	
<i>Lead by chapter leadership</i>		<i>Plan your match party with Host Site Coordinator.</i>	
Date:		Date:	
Time:		Time:	
Place:		Place:	
Eunice Kennedy Shriver Day		Match Party	
Date:	Fourth Saturday of September	Date:	
Time:		Time:	
Place:		Place:	
<p>Please note:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maintain communication with your Best Buddies staff during this critical month of planning, recruitment, and selection. <input type="checkbox"/> Complete all required chapter information. <input type="checkbox"/> Pick a consistent time/location for leadership meetings. <input type="checkbox"/> Call your Best Buddies staff to confirm plans for your organizational meeting so he/she can attend. <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 in order for them to complete their membership applications and Friendship Updates. Share Best Buddies University resources with chapter members <input type="checkbox"/> Have all chapter members complete their membership applications and interviews. <input type="checkbox"/> Is there a candidate you can support for Champion of the Year if your state has one? 			



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October			
Chapter Meeting		Friendship Updates Due	
Date:		Date:	October 1
Time:		Time:	
Place:		Place:	www.bestbuddiesonline.org
Leadership Meeting		Match Party / First Group Activity	
<i>Plan your October activity, and call your program manager to give him/her logistics.</i>			
Date:		Date:	
Time:		Time:	
Place:		Place:	
Please note:			
<input type="checkbox"/> Maintain and update your chapter information on the chapter portal at www.bestbuddiesonline.org . <input type="checkbox"/> 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 . Use this month's friendship updates to evaluate matches and address any problems with buddy pairs that are not meeting the Best Buddies commitment. <input type="checkbox"/> Pick a consistent time/location for chapter meetings (example: first Tuesday of month at 5:00 pm in room 101). <input type="checkbox"/> Attend a Champion of the Year candidate's event if your chapter and state has one.			

November			
Chapter Meeting		Friendship Updates Due	
Date:		Date:	November 1
Time:		Time:	
Place:		Place:	www.bestbuddiesonline.org
Leadership Meeting		Group Activity and/or Fall Fundraiser	
<i>Plan your fall fundraiser and organize activities for November & December.</i>			
Date:		Date:	
Time:		Time:	
Place:		Place:	
Please note:			
<input type="checkbox"/> 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 . Use this month's friendship updates to evaluate matches and address any problems with buddy pairs that are not meeting the Best Buddies commitment.			



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December			
Chapter Meeting		Friendship Updates Due	
Date:		Date:	December 1
Time:		Time:	
Place:		Place:	www.bestbuddiesonline.org
Leadership Meeting <i>Prepare for December activity and winter holidays.</i>		Group Activity	
Date:		Date:	
Time:		Time:	
Place:		Place:	
Leadership Meeting <i>Prepare for Back to Best Buddies meeting and activity in January.</i>		Mid Year Report Interview <i>Meet with your Best Buddies staff to review the fall progress.</i>	
Date:		Date:	
Time:		Time:	
Place:		Place:	
<p>Please note:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Many people are gone during winter holidays and buddy pairs will not see each other during this time. Plan an event early and promote to ensure attendance. <input type="checkbox"/> Begin preparing for the spring. <input type="checkbox"/> Ask you state office about a Friendship Walk in your area and start recruiting team members and fundraising. 			

January			
Chapter Meeting		Friendship Updates Due	
Date:		Date:	January 1
Time:		Time:	
Place:		Place:	www.bestbuddiesonline.org
Leadership Meeting <i>Reconnect, complete spring planning worksheet, and finalize logistics for January's activity.</i>		Back to Best Buddies Group Activity	
Date:		Date:	
Time:		Time:	
Place:		Place:	
<p>JANUARY</p> <p>Please note:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Encourage your chapter members to wear Best Buddies merchandise to increase awareness. <input type="checkbox"/> Remind Chapter members to sign up and fundraise for the Friendship Walk and join your team if you have one! 			



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February

Chapter Meeting		Friendship Updates Due	
<i>Talk about Spread the Word to End the Word Event</i>			
Date:		Date:	February 1
Time:		Time:	
Place:		Place:	www.bestbuddiesonline.org
Leadership Meeting		Group Activity and/or Spring Fundraiser	
<i>Plan your Best Buddies month event and Spread the Word, Inclusion Event for March</i>			
Date:		Date:	
Time:		Time:	
Place:		Place:	
Please note:			
<input type="checkbox"/> February is a good month to have your second fundraiser.			

March—Best Buddies Month!

Chapter Meeting		Friendship Updates Due	
Date:		Date:	March 1
Time:		Time:	
Place:		Place:	www.bestbuddiesonline.org
Leadership Meeting		Best Buddies Month Activity	
<i>Finalize plans for Best Buddies Month and Spread the Word, Inclusion!</i>			
Date:		Date:	
Time:		Time:	
Place:		Place:	
Leadership Meeting		Spread the Word, Inclusion	
<i>Meeting to discuss chapter recruitment.</i>			
Date:		Date:	First Wednesday of March
Time:		Time:	
Place:		Place:	
Please note:			
<input type="checkbox"/> Plan a Best Buddies Month activity or attend the event hosted by your local Best Buddies office.			
<input type="checkbox"/> Host an event on campus to raise awareness for Spread the Word, Inclusion			



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April			
Chapter Meeting		Friendship Updates Due	
Date:		Date:	April 1
Time:		Time:	
Place:		Place:	www.bestbuddiesonline.org
Leadership Meeting		Indianapolis Friendship Walk!	
Date:		Date:	
Time:		Time:	
Place:		Place:	
Notes:			

May			
Chapter Meeting		Friendship Updates Due	
Date:		Date:	May 1
Time:		Time:	
Place:		Place:	www.bestbuddiesonline.org
Leadership Meeting <i>Complete officer transition to new leadership team and review chapter organization plan.</i>		Chapter Activity	
Date:		Date:	
Time:		Time:	
Place:		Place:	
Date:		Date:	
Time:		Time:	
Place:		Place:	
Notes :			



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June			
Chapter Meeting		Friendship Updates Due	
Date:		Date:	June 1
Time:		Time:	
Place:		Place:	www.bestbuddiesonline.org
Leadership Meeting <i>Complete officer transition to new leadership team and review chapter organization plan.</i>		Chapter Activity	
Date:		Date:	
Time:		Time:	
Place:		Place:	
Notes:			

July			
Chapter Meeting		Friendship Updates Due	
Date:		Date:	July 1
Time:		Time:	
Place:		Place:	www.bestbuddiesonline.org
Leadership Meeting <i>Do you have someone in your chapter to nominate for Champion of the Year?</i>		Chapter Activity	
Date:		Date:	
Time:		Time:	
Place:		Place:	
Notes:			