

Chapter Leader Checklist

Best Buddies International



Leadership Team Responsibilities

The list below shares ideas and suggestions for chapter leaders to reference when determining their responsibilities as a Best Buddies officer. The chapter leadership team should review the checklist together and select the responsibilities that best fit the interests and skillset of each officer position.

Recruitment

- ☐ Utilize the recruitment toolkit on the [Best Buddies University](#) (BBU) website for promotional materials
- ☐ Advertise Best Buddies at club fairs, on announcements or other communication, and through teacher recommendations
- ☐ Make fliers promoting the Best Buddies organizational meeting with information on the meeting
- ☐ Write article or ad about the chapter for the school newspaper
- ☐ Visit classrooms during an open period to promote chapter involvement and events
- ☐ Present information to student council, honor society, and community service clubs

BB360 Chapter Management Portal

- ☐ Review BB360 Quick Reference Guide for support navigating the platform
- ☐ Ensure that all chapter members, officers, and advisors have submitted a Membership Application
- ☐ Make friendship matches and monitor friendship progress using BB360
- ☐ Utilize the chapter calendar to list all schedule meetings, events, and activities
- ☐ Review member updates from chapter members and follow-up to discuss experience in the chapter
- ☐ Complete End Year Report at the close of the academic year
- ☐ Utilize Chatter to connect with chapter leaders and advisors of Best Buddies

Chapter Leadership Team Meetings

- ☐ Create a schedule for monthly officer meetings; include your chapter advisors
- ☐ Develop the agenda of topics to discuss during the meeting
- ☐ Plan for upcoming chapter activities, events, and meetings
- ☐ Review member roster, monitor buddy pairs, and develop communication schedule to check-in with members
- ☐ Delegate tasks to ensure a collaborative effort by all officers

Organizational / Interest Meeting

- ☐ Review sample Organizational Meeting Agenda template on BBU
- ☐ Identify mission moments to showcase during the meeting and coordinate with featured speakers
- ☐ During the meeting explain membership commitment of Best Buddies; highlight the expectation of members and discuss responsibility of being matched in a one-to-one friendship
- ☐ Setup a signup table at the meeting for prospective members to complete the membership application

Match Party

- ☐ Plan a fun activity or have a party theme to celebrate the announcement of friendship matches
- ☐ Announce matches by facilitating a game or activity where members work to identify who their match will be
- ☐ Hand out the "It's a Match" certificate to help buddy pairs get to know each other; ensure contact information is shared between pairs before they leave the party
- ☐ Check in with buddy pairs one week after the event to support initial communication between the members

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Member Training Meeting

- ☐ Provide orientation to all members; this should include a detailed overview of what to expect throughout the year and the member training presentation (available on BBU)
- ☐ Introduce chapter leadership team (including advisors) and have each officer share with their role in supporting the chapter
- ☐ Set mutually agreed upon goals for chapter and identify steps to achieve desired outcomes
- ☐ Encourage chapter members to join committees and volunteer to help plan and execute events

Informational Meeting for Families

- ☐ Work with chapter advisors to plan an informational meeting/social for parents, families, and friends (this could be held together during the Match Party)
- ☐ Advertise the event with invitations and invite school administrators and teachers to learn about the chapter
- ☐ Create slide show or photo collage of chapter activities; invite chapter members, officers, and advisors to share stories, explain responsibilities of members, and discuss upcoming events
- ☐ Work to secure donations for refreshments

Chapter Meetings and Events

- ☐ Collaborate as an officer team to plan the schedule of events that create opportunities for social connection amongst members
- ☐ Plan events and assemblies that can engage the whole school community and raise awareness; plan to recognize and celebrate Best Buddies Month and Spread the Word in March
- ☐ Share the calendar with chapter members and families during the Match Party and Informational Meeting; add schedule of events to BB360 calendar
- ☐ Utilize ice breaker activities to encourage engagement; resources available on [Sanford Harmony website](https://www.sanfordharmony.org/)
- ☐ Designate officer to track attendance on BB360 and monitor participation by chapter members
- ☐ Celebrating special occasions and feature a member or match of the month at events and on social media

Financial Management and Fundraising

- ☐ Discuss funding needs for chapter events, activities, and operations; work to develop a budget
- ☐ If available, apply for funding with student government and/or clubs and organizations
- ☐ Create fundraising committee; invite members and parents to help support the chapter's efforts
- ☐ Write letters to local businesses to solicit donations

Ongoing Responsibilities

- ☐ Create communication schedule for officers to connect with members regularly; review member updates in BB360 and follow-up to discuss feedback as provided; support development of friendship between buddy pairs
- ☐ Host monthly chapter events and meetings; update chapter calendar in BB360 with activities
- ☐ Continue outreach and recruitment efforts throughout the year to recruit new members and spread awareness
- ☐ Research community events or service projects to incorporate into your chapter activities
- ☐ Maintain chapter social media account(s) and share mission impact stories
- ☐ Maintain regular communication with Best Buddies staff and participate in officer training opportunities
- ☐ Organize a Best Buddies Friendship Walk team and participate as a chapter in the local walk

[illegible]

Meeting / Event	Date	Time	Location
Officer Meetings			
Organizational Meeting			
Match Party			
Member Training Meeting			
Chapter Meetings			
Chapter Events			