

Informational Meeting Agenda

Best Buddies International



Informational Meeting Overview

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

Discussion Points:

- The mission of Best Buddies and the commitment of being involved in the chapter
- Details on the one-to-one commitment for buddy pairs
- Provide parents/guardians with the contact information of their child's buddy
- Explain how parents and family can support the chapter: transportation to events, donating food for activities, fundraising support, parent advisor role, etc.
 - Bring a sign-up sheet to the meeting and ask for volunteers to sign-up to help the chapter
- Introduce chapter members and ask returning members share about their experience involved in the chapter
- Handout instructions that explain how to access and use Best Buddies University (bestbuddies.org/bbu)
- Remember, parents are often an untapped resource for a Best Buddies chapter – this meeting is a great opportunity to connect individually with families and request support for the year

Sample Agenda

Welcome and Introductions

- Introduce chapter leadership team and advisors
- Ask buddy pairs to introduce themselves & talk about their friendship
- *If matches have not yet been made, this is a great time to have a match party & informational meeting all in one!*

Explain Best Buddies Basics

- Share the Best Buddies mission, vision, and commitment
- Provide history of the chapter and community impact
- Share information on programs around the state/region and events

Share a Best Buddies Success Story

- Chapter leadership, buddy pair, advisor, etc. to share their mission impact story and highlights from last year
- Share a Best Buddies video or PSA showcasing the mission (youtube.com/bestbuddies)

Discuss Membership and Chapter Overview

- Explain roles and responsibilities of chapter members, chapter leadership team, and advisors
- Provide the schedule of events and meetings for the year; discuss logistics support needs (communication, transportation, permission slips, etc.) and any family support requests during this time
- Share contact information for chapter leadership team (advisors, officers, etc.)
- Confirm Membership Applications have been submitted for all prospective members; share the BB360 link

Conclusion

- Share with parents how they can be involved in the chapter and provide sign-up sheet to collect interest
- Provide information on Best Buddies University (bestbuddies.org/bbu) and resources available online
- Thank attendees for coming and leave time for Q&A