



# Score A Friend Club Start-Up Guide

[www.ScoreAFriend.org](http://www.ScoreAFriend.org)  
© 2016 Score A Friend, Inc.



# **Score A Friend Club START-UP GUIDE**

## **Table of Contents**

1. Start-Up Guide: 15 Steps to Start a New Club
2. Annual Information Meeting Forms:
  - Sample Club Recruitment Flyer
  - Sample Club Registration Form
  - Sample Volunteer Recruitment Form
  - Score A Friend Media Release Form
3. Club President Forms:
  - Club President Binder Table of Contents
  - To Do List
  - Club Contacts
  - Club Roster
  - Club Goals Planning Tool
  - Club Calendar Planning Tool
  - Club Volunteer Planning Tool
  - Club Meeting Planning Tool
  - Club Activity Planning Tool
  - Club Committee Planning Tool
  - Club Budget Planning & Tracking Tool
  - Score A Friend Week Planning Tool

**Score A Friend Club**  
**START-UP GUIDE CHECKLIST**  
**17 Steps to Club Start-Up Success!**

- \_\_\_1) **FOLLOW THE CHECKLIST!** Use the Start-Up Guide Checklist to guide and track your progress.
- \_\_\_2) **BUILD YOUR YOUTH LEADERSHIP TEAM!** Find peers who share your passion & want to start a club.
- \_\_\_3) **DO YOUR HOMEWORK!** Learn how to start a new club at your school. Learn about Score a Friend, Inc., Inclusion, Special Olympics Project UNIFY, & other key community organizations.
- \_\_\_4) **IDENTIFY YOUR TEACHER SPONSOR!** Find a teacher to sponsor your club.
- \_\_\_5) **IDENTIFY & MEET WITH KEY PLAYERS!** Meet with school staff, parent volunteers, & community organizations you want to involve in your club.
- \_\_\_6) **CREATE A VISION!** Use the Score A Friend Start-Up Guide Forms to make a plan for your club.
- \_\_\_7) **MAKE IT OFFICIAL!** Get school administration approval for your club. Make plans/sign contracts with community organizations. Complete the annual Online Score A Friend Club Registration Form.
- \_\_\_8) **SEEK FUNDING!** Identify your club funding sources. Complete grant applications as needed.
- \_\_\_9) **SHARE YOUR CLUB PLAN!** Set up your club Score A Friend Facebook Page. Add your club to your school website. Make a club recruitment plan.
- \_\_\_10) **HOST AN INFORMATIONAL MEETING!** Invite students, parents and key community players.
- \_\_\_11) **SIGN-UP MEMBERS!** Offer online and paper Club Registration Forms.
- \_\_\_12) **ADD SUPPORTS & SUPPLIES!** Determine your club's support needs and recruit school staff, parents, and volunteers as needed. Determine and collect donations or purchase needed supplies.
- \_\_\_13) **TIME TO MEET!** Use the club Facebook Page, emails, and text messages to keep club members on task. Have club officers document and photograph all club meetings and activities.
- \_\_\_14) **SCORE A FRIEND WEEK!** Plan and carry out Score A Friend Week activities the first full week of March. Use the Score A Friend Website for ideas, planning tools, and fundraising options.
- \_\_\_15) **AWARD YOUR TEAM!** Plan and carry out an end of year Score A Friend Award's Ceremony to award and thank all club participants. Use club photos to make and share a Club Video.
- \_\_\_16) **SHARE YOUR SUCCESS!** Keep your club Facebook Page and school webpage up to date with club details and photos. Invite yearbook representatives and/or local media to club meetings and activities.

- \_\_\_17) **PLAN FOR NEXT YEAR!** Determine club leadership for next year. Survey club members and make club plans for the next school year. Complete the annual Online Score A Friend Club End of Year Report.

© 2016. Score A Friend, Inc.

## **Score A Friend Club**

### **START-UP GUIDE**

### **17 Steps to Club Start-Up Success!**

#### **1) FOLLOW THE CHECKLIST!**

- Use the Start-Up Guide Checklist to guide and track your progress.

#### **2) BUILD YOUR YOUTH LEADERSHIP TEAM!**

- Find at least three peers who share your passion & want to start a Score A Friend Club.
- You and your three peers will serve as your Executive Committee the club's first year.
- If you want a new club to start by September, start planning the March before.
- If you want a new club to start by January, start planning the August before.

#### **3) DO YOUR HOMEWORK!**

- Learn how to start a new club at your school.
- Use the Score A Friend Website and other resources to learn about Inclusion, Public Laws, and Rights for kids with disabilities.
- Use the Score A Friend Website and other resources to learn about Score a Friend, Inc., Special Olympics Project UNIFY and Unified Sports®, the National Sports Center for the Disabled (NSCD), Best Buddies, Parks & Recreation - Therapeutic Recreation, and other key community organizations that serve kids with disabilities and their families.
- Use the Score A Friend and Special Olympics Websites to learn how to start new Unified Sports® at your school.

#### **4) IDENTIFY YOUR TEACHER SPONSOR!**

- Find a teacher to sponsor your club.
- Choose a teacher that you want to work with.
- Choose a teacher that that shares your passion and supports the mission and goals of the Score A Friend Organization.

#### **5) IDENTIFY & MEET WITH KEY PLAYERS!**

- Meet with school staff, including your school Athletic Director and Special Education Department, to gain support and input into your club plans.
- Meet with school parents to gain volunteer support and input into your club plans.
- Identify key community organizations in your area, including Special Olympics, NSCD, Best Buddies, Parks & Recreation, and set up meetings to gain support and input into your club plans.

#### **6) CREATE A VISION!**

- Make your Score A Friend Club President Binder using forms from the Score A Friend Website: Information Packet and Club Start-Up Guide:
  - To Do List: Use the list to track your Club President Jobs
  - Club Contacts: Use the form to track all School, Volunteer, and Community Organization Contacts.
- Use the Score A Friend Start-Up Guide Planning Forms to make plans for your club:

- Goals Planning Tool: Use the Information Packet Mission & Goals Form to guide you.
- Calendar Planning Tool: Determine Club Meeting & Activity Plans for the year.
- Volunteer Planning Tool: Determine the volunteer needs of your club.
- Meeting Planning Tool: Make a Meeting Plan for each Club Meeting during the year.

© 2016. Score A Friend, Inc.

- Activity Planning Tool: Make an Activity Plan for each Club Activity during the year.
- Committee Planning Tool: Work with Executive Officers to plan Committee activities for the year.
- Budget Planning & Tracking Tool: Determine your club budget for the year.
- Score A Friend Week Planning Tool: Determine your club plans for Score A Friend Week in March.

## 7) MAKE IT OFFICIAL!

- Get School Administration approval for your club.
- Get School Administration approval for any new Unified Sports.
- Make plans/sign contracts with community organizations.
- Complete the annual Online Score A Friend Club Registration Form on the Score A Friend Website.

## 8) SEEK FUNDING!

- Request a New Club TOOL KIT from Score A Friend, Inc. on your Online Club Registration Form, including:
  - Score A Friend Club Banner Kit – to make a personalized Club Member Banner
  - Score A Friend Club Table Cloth – to use for events and fundraising
  - Score A Friend Club Apparel – to wear, use as gifts, and sell as a Club Fundraiser
  - Score A Friend Club Fundraising Kits – to make as a Club and sell as a Club Fundraiser
- Contact your School PTO to gain support and help with your club start-up.
- High Schools should contact their School PTO to gain support to start a new Unified Booster Club.
- Contact Special Olympics Project UNIFY to request grant funds.
- Contact local Businesses and Community Organizations for grant funds or donations.
- Determine any Club Member Dues needed for club start-up.

## 9) SHARE YOUR CLUB PLAN!

- Set up your Score A Friend Club Facebook Page and add the username and password to your Club Roster. Use the Score A Friend Logo available on the Score A Friend Website. Be sure to “tag” Score A Friend, Inc. to add your club to the Score A Friend Website.
- Make Club Recruitment Materials using the Score A Friend Club Start-Up Guide Annual Information Meeting Forms & Sample Recruitment Video on the Score A Friend Website:
  - Create a Club Flyer – use sample flyer and add your school and club information
  - Create a Club Recruitment Video – use sample video and add your school and club information
  - Create a Club Member Registration Form – use sample and add your school information
  - Create a Club Volunteer Needs Form – use sample and add your school and club information
- Show the Club Recruitment Video to students at your school.
- Distribute Club Flyers Online and/or Paper.
- Have your club added to your School Website. Attach all Club Registration Forms, including any registration forms needed by community organizations involved with your club.

## 10) HOST AN INFORMATIONAL MEETING!

- Determine a date and invite students, parents and key community players to a Club Kick-Off Meeting.
  - Show the Score A Friend Start-Up Video on the Score A Friend Website.
  - Introduce all Meeting Participants.
  - Have the Club President present the Club Meeting and Activity Plans for the year, including Club Facebook Page availability and access.
  - Have the Club Executive Officers present the Club Committees and Score A Friend Week Plans.
  - Have any Community Organizations present their programs and plans with the Club.
- © 2016. Score A Friend, Inc.
- Distribute Club Registration Forms, including:
    - Club Member Registration Form
    - Score A Friend Media Release Form
    - Club Volunteer Recruitment Form
    - Any Registration Forms from Community Organizations
  - Collect forms and/or give instructions for returning forms to Club Teacher Sponsor or Club President.
  - Announce the first Club Meeting Date and the Club Calendar access on the Club Facebook Page.

### **11) SIGN-UP MEMBERS!**

- Add all Club Registration Forms to the School Website for all students to access.
- Add all Club Members to your Club Roster.
- Add all Club Members to the Club Facebook Page.
- Email Club Members/Parents the Club Calendar and Club Roster (with Facebook Page Username and Password).
- Email Club Volunteers their job duties, dates and times, including snack providers.

### **12) ADD SUPPORTS & SUPPLIES!**

- Determine your club's support needs and recruit school staff, parents, and volunteers as needed.
- Involve other Youth Leaders such as Student Council, National Junior Honor Society, Girl Scouts, Boy Scouts, Sororities, Fraternities, etc. to support your club.
- Determine and collect donations or purchase needed supplies:
  - Office Supplies: Paper, Pens/Pencils, Poster Board, Markers/Paint, DVD-R Discs and Cases
  - Club Supply Bin: Score A Friend Club Tool Kit, Score A Friend Fundraising Kits, and Club Office Supplies

### **13) TIME TO MEET!**

- Use the club Facebook Page, emails, and text messages to keep club members on task.
- Identify Club "Unified" Executive Officers and Committee Chairs, as able.
- Determine Club Committee Assignments for each Club Member honoring requests on the Club Member Registration Form.
- Have club officers document and photograph all club meetings and activities.

### **14) SCORE A FRIEND WEEK!**

- Plan and carry out Score A Friend Week activities the first full week of March.
- Use the Score A Friend Week Description in the Score A Friend Information Packet and the Score A Friend Week Planning Tool in the Club Start-Up Guide to plan activities for the week.
- Have Club Members use Score A Friend Fundraising Kits all through the year to keep students engaged and working together during meetings, while making items to sell during Score A Friend Week.

- Have Education Committee Chairs contact Special Olympics by January to request “Spread the Word to End the Word” School Kits.
- Order Score A Friend Apparel from Score A Friend, Inc. by January to sell as a club fundraiser during Score A Friend Week.
- Have Education Committee Chairs Contact Community Organizations by January to come to “Get Connected!” Day of Score a Friend Week.

### **15) AWARD YOUR TEAM!**

- Plan and carry out an end of year Score A Friend Award’s Ceremony to award and thank all club participants, volunteers, staff, and community organization providers.
- Order Score A Friend Apparel and Charms to use as awards and thank you gifts for participants. © 2016. Score A Friend, Inc.
- Use club photos to make and share a Club Video and give each member a DVD copy as a gift.
- Use Score A Friend Fundraising Kits to make Score A Friend “Go Unified” Charm Chains for each Club Member with personalized charms for each activity:
  - Score A Friend Club Charm – attach for each club member
  - Buddies Charm – attach for “Buddies Programs” participants (lunch, school event, etc.)
- Individual Unified Sports Charms are also available on the Score A Friend Website. Charms may be attached to Unified Sports Certificates and/or “Go Unified Charm Chains” made by club members and given out at end of season Unified Sports® celebrations. Sports and Buddies Committee Chairs will need to track which students have received Charm Chains during the year to manage one per student.
- Print personalized Certificates for each Club Member from the Score A Friend Website.
- Give out Certificates with Charms, Charm Chains (as needed), Club Video DVDs, and Score A Friend Apparel Gifts at the Award’s Ceremony.

### **16) SHARE YOUR SUCCESS!**

- Keep your club Facebook Page and school webpage up to date with club details and photos.
- Invite yearbook representatives and/or local media to club meetings and activities.
- Complete you annual Online Score A Friend Club End of Year Report and share your stories and success with Score A Friend, Inc., other Score A Friend Clubs, and the world!

### **17) PLAN FOR NEXT YEAR!**

- Determine club leadership for next year.
- Survey club members and make club plans for the next school year.
- Connect with Community Organizations and share plans for the next school year.
- Congratulate yourself on a job well done!