

START-UP GUIDE

16 Steps to Starting a Score A Friend Club at YOUR school!

1) BUILD YOUR YOUTH LEADERSHIP TEAM!

- Find at least four peers who share your passion & want to start a Score A Friend Club.
- You, your four peers, a teacher sponsor(s), and two parent representatives will serve as your Executive Committee.

2) DO YOUR HOMEWORK!

- Learn how to start a new club at your school.
- Watch the “Our Story” video ([link](#)) and the “Score A Friend Club” video ([link](#)).
- Learn about Score a Friend, Inc., Special Olympics, and other key community organizations that serve kids with disabilities and their families in your area.

3) IDENTIFY YOUR TEACHER SPONSOR(S) AND PARENT REPRESENTATIVES!

- Find a teacher(s) to sponsor your club. Choose a teacher(s) that shares your passion and supports the mission and goals of Score A Friend, Inc.
- Find a Parent Representative for your club and a parent representative for your Unified Sports.

4) IDENTIFY & MEET WITH KEY PLAYERS!

- Meet with your parent representatives to plan a Unified Booster Club and/or to gain support and input into your club plans.
- Meet with school staff, including your school Athletic Director and Special Education Department, to gain support and input into your club plans.
- Meet with Special Olympics and other key community organizations to gain support and input into your club plans.

5) MAKE IT OFFICIAL!

- Get School Administration approval for your club.
- Add your new club to your school’s website
- Sign a Special Olympics Unified Schools Agreement ([link](#)) and send it to your local Special Olympics office.
- Complete the annual [Online Score A Friend Club Registration Form \(link\)](#)
- Score A Friend, Inc. will email you your access logins to the Score A Friend Networks and your school’s Score A Friend Club Facebook page
- Score A Friend, Inc. will send you a Club Start Up Kit including: Executive Committee t-shirts, lanyards, a Club President Binder, a Club Teacher Sponsor Binder, and an event table cloth.

6) CREATE A VISION!

- Club Presidents: Make your Score A Friend Club President Binder using forms and planning tools from the Score A Friend Student Ambassador Network ([link](#))
- Club Teacher Sponsors: Make your Score A Friend Club Teacher Sponsor Binder using forms and planning tools from the Score A Friend Teacher Sponsor Network ([link](#))
- Use the Score A Friend forms and planning tools to make a plan for your club!

7) SEEK FUNDING!

- Contact your School PTO to gain support and help with your club start-up.
- Consider starting a Unified Booster Club to support and fund your club
- Contact Special Olympics in your area to request funding.
- Contact local businesses and community organizations for donations
- Determine any club member dues as needed for club start-up.

8) SHARE YOUR CLUB PLAN!

- Prepare club member recruitment materials from the Score A Friend Networks.
- Post your club registration materials on your school's website
- Post pictures and events to recruit members through your school's Score A Friend Club Facebook Page.

9) HOST AN INFORMATIONAL MEETING!

- Determine a date and invite students, parents and key community players to a Club Kick-Off Meeting.
- Prepare Informational Meeting Forms and Videos available on the Score A Friend Networks.
- Introduce all club meeting participants.
- Have the Club President present the Club Meeting and Activity Plans for the year, including the Club Facebook Page.
- Have the Club Executive Officers present the Club Committees and Score A Friend Week Plans.
- Have Special Olympics and any other community organizations present their programs and plans with the club.
- Distribute Club Registration Forms and/or complete online, including:
 - Club Member Registration Form
 - Score A Friend Media Release Form
 - Club Volunteer Recruitment Form
- Collect forms and/or give instructions for returning forms to Club Teacher Sponsor or Club President.
- Announce the first Club Meeting Date.

10) SIGN-UP MEMBERS!

- Add all Club Members to your Club Roster.
- Tell Score A Friend Club Members to join your school's Score A Friend Club Facebook page
- Email Club Members/Parents the Club Calendar and Club Roster
- Email Club Volunteers their job duties, dates and times, including snack providers.

11) 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 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, etc.
 - Club Supply Bin: Add Score A Friend Club event table cloth and office supplies

12) TIME TO MEET!

- Use the club Facebook Page, emails, and text messages to keep club members on task.
- Identify Club Executive Officers and Committee Chairs.
- 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.

13) SCORE A FRIEND WEEK!

- Plan and carry out Score A Friend Week activities in the first full week of March or another week your school determines
- Use the Score A Friend Week Program Information and Planning Tool located in the Score A Friend Networks 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.
- In January, Score A Friend, Inc. will contact you about your Score A Friend Week Kit.
- Have Education Committee Chairs contact Special Olympics and other community organizations by January to invite them to “Get Connected!” day of Score a Friend Week, as needed.

14) 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, Special Olympics, and all other community organizations.
- Order Score A Friend, Inc. awards, apparel, and/or gifts in early April from the Score A Friend Store.

15) 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 your annual Online Score A Friend Club End of Year Report in May and share your stories and success with Score A Friend, Inc.

16) PLAN FOR NEXT YEAR!

- Determine club leadership for next year.
- Make club plans for following school year
- Congratulate yourself on a job well done!