



# Special Olympics College Club Starter Guide

UPDATED 2022



Special Olympics  
**Unified Champion  
Schools®**

# Contributing Authors

## College Club Leaders

Keaton Bentley  
*Unified partner and coach*  
*Colorado State University*

Corey Chitwood  
*Unified partner*  
*University of Louisville*

Charlotte Geier  
*Unified partner*  
*University of North Carolina Chapel Hill*

Hayden Redmon  
*Athlete leader*  
*Special Olympics Kentucky*

Abby Widd  
*Unified partner*  
*North Central University (Illinois)*

---

## State Programs

Allie Stockburger  
*Special Olympics North Carolina*

Ben Wrubel  
*Special Olympics Colorado*

---

## Special Olympics North America:

Kaitlee Fransisco

Scott George

Jeffrey Hares

Kelsey Koupal

Lexxi O'Brien

---

## Graphic Designers:

Elise Calanni  
*Special Olympics North America*

Briane Lipscomb  
*Special Olympics North America*



*The contents of this "Special Olympics College Club Starter Guide" were developed under generous funding from the US Department of Education, #H380W150001 and #H380W160001. However, those contents do not necessarily represent the policy of the US Department of Education, and one should not assume endorsement by the Federal Government.*



# Special Olympics Unified Champion Schools®

## Hear from Rowan University



**Isabella Knapp, Co-President**  
**Jason McEwen, Athlete Representative**  
**Executive Board Members, Rowan Unified Sports**

“Special Olympics College Clubs create an environment like no other. In our Special Olympics College Club, Rowan Unified, college students and Special Olympics athletes come together to create a competitive, but a tremendously positive atmosphere.

Our Special Olympics Unified Sports® program is growing every year and we are so grateful for such strong support from our school and local community! We agree that being active and playing sports together is an extremely important part of the club; however, our favorite part is getting to meet new people!

Our athletes love making new friends, especially with college students. The bonds that are built on and off the playing field will last a lifetime. Living Unified is more than just playing a game. We enjoy all the extra activities that come with being a member of the club at Rowan such as our annual Fall Ball and Banquet! Unified has become a way of life at Rowan.

Good Luck as you not only play, but live Unified!”

# Table of Contents

<b>Section 1: Introduction to Special Olympics college programs</b>	<b>5</b>
Purpose of Starter Guide & Additional Resources .....	6
What Your Special Olympics College Program Can Become .....	7
Terms to Know .....	8
<b>Section 2: Starting a Special Olympics College Club</b>	<b>10</b>
Roles and Responsibilities .....	11
7 Steps to Starting a Special Olympics College Club .....	12
Step 1: Connect with Your Special Olympics state Program .....	13
Step 2: Identify Team & Advisor .....	13
Step 3: Establish an Executive Board.....	16
Step 4: Contact Student Activities .....	17
Step 5: Host Your First Team Meeting .....	19
Step 6 Communication .....	20
Step 7: Sustainability.....	21
<b>Section 3: Additional Resources and Toolkit</b>	<b>25</b>
Links from Document .....	26
Sample Resource Toolkit .....	27



SECTION 1:

# Introduction to Special Olympics College Programs



Special Olympics  
**Unified Champion  
Schools®**

# Purpose of Starter Guide & Additional Resources

The Special Olympics College Club Starter Guide was developed to help college students create and establish an official student organization on campus. This resource provides the steps and guidance for a Special Olympics College Club to start, grow and become sustainable. This guide should be used with other Special Olympics college program resources to meet the needs of the college as it moves toward meaningful inclusion.

## [Special Olympics college program page](#)

- Learn about national partner organizations to connect with on your campus and connect with other clubs across the country.

## [Special Olympics college program map](#)

- Find out where there are existing college programs across the United States.

## [Special Olympics Unified Champion Schools® Resources](#)

- Find more information about hosting events, logos and branding, inclusion campaigns, and how to bring Unified Intramural Sports to a college campus.
- Resources include
  - Special Olympics College Program Event Guide
  - Special Olympics Unified Intramural Sports guide
  - Logos and Branding
- [Sample Resource Toolkit](#)
  - This drive is available for all Special Olympics College Clubs and college programs to use as editable templates. Users can download and edit their own documents to fit their own needs.

## [GenerationUnified.org](#)

- Stay up to date on the latest stories of youth and students leading the Special Olympics movement toward a world of meaningful inclusion.

For questions regarding the Special Olympics College Club Starter Guide, or any other related college program inquiries, please contact [socollege@specialolympics.org](mailto:socollege@specialolympics.org).

# What Your College Program Can Become

## Special Olympics college programming

Special Olympics college programming falls under the Special Olympics Unified Champion Schools® (UCS) umbrella. All U.S. postsecondary institutions (colleges, universities, community colleges, junior colleges, etc.) with Special Olympics college programming, including Special Olympics Unified Sports®, inclusive leadership, and whole campus engagement, are following the Special Olympics UCS model.



## Special Olympics Unified Champion Schools®

Once your school has achieved one or more of these three main components, your school can become a Unified Champion School in your respective state Program. With sports as the foundation, Unified Champion Schools offers activities that equip young people with tools and training to create climates of acceptance within sports, classrooms, and campus life.

The program is designed to be woven into the fabric of the school, enhancing current efforts and providing rich opportunities that lead to meaningful change in creating a socially inclusive school that supports and engages all learners.

What a Unified Champion School “looks like” can vary greatly from school to school, based on the needs, goals, schedules and other factors unique to each school; but the three basic building blocks remain the same.

# Special Olympics Unified Champion Schools®: The Three Components

## Special Olympics Unified Sports®

Special Olympics Unified Sports joins students and Special Olympics athletes on the same team. It was inspired by a simple principle: training together and playing together is a quick path to friendship and inclusion. In the context of a Special Olympics College Club, Unified partners are college students without intellectual disabilities playing with Special Olympics athletes, individuals with an intellectual disability, on an equal playing field.

At many schools, Unified Sports functions as an intramural or club sports on campus. At advanced levels, this becomes tournaments with other local Special Olympics College Clubs.

## Inclusive Leadership

Inclusive leadership invites students and Special Olympics athletes to fulfill meaningful roles and lead together in their college program.

A Special Olympics College Club functions as an officially registered student-led club on campus, where students meet multiple times a month to plan events. This club includes Special Olympics athletes and college students working collaboratively and as equals. The club works to achieve three the main components of Unified Champion Schools: Unified Sports, Inclusive Leadership, and Whole Campus Engagement.

## Whole Campus Engagement

Acceptance and Inclusion Campaigns bring the whole college community together. Pledge signing drives, like Spread the Word >> Inclusion, and rallies for respect can engage the whole student body.

All college students can be fans in the stands at local games, cheering on the team. Whole School Engagement is a great entry point to introduce more students to the Special Olympics movement and encourage participation in the Inclusion Revolution.

## Special Olympics National School Recognition Program

After your school has received recognition as a Unified Champion School in your respective state, your club can become a National Unified Champion School. A college or university operating as a Unified Champion School that demonstrates an inclusive campus climate as well as a sense of collaboration, engagement and respect for ALL members of the community, qualifies for national banner recognition.



Special Olympics recognizes these colleges and universities that meet the ten national standards across the three core components.

At the college level, these are the National Standards for banner recognition:

- [College/University Standards](#)

## Terms to know

- **athlete:** not capitalized. Person, either a student or from the campus community, with intellectual disability that is a member of the club or competes in Unified Sports on campus. At the college level, athletes should be adults with the ideal age range being 18-34 years old.
- **college:** not capitalized. The term used in this resource for all postsecondary education institutions. Includes colleges, universities, junior colleges and community colleges, amongst others.
- **partner:** not capitalized. College student without intellectual disability that is a member of the college club and/or competes in Unified Sports on campus.
- **state Program:** Each state (US) has a Special Olympics Program that is responsible for all Special Olympics events and activities that happen within its local areas. This is the shortened version of the term "Special Olympics state Program" that is used in this resource. For colleges in countries outside of the United States, this is like a local or provincial program.



SECTION 2:

# Starting a Special Olympics College Club



Special Olympics  
**Unified Champion  
Schools®**

# Roles and Responsibilities

3 Components of a Unified Champion School	Special Olympics College Club	College/University	state Program
<b>Special Olympics Unified Sports®</b>	<ul style="list-style-type: none"> <li>Recruits partners and athletes</li> <li>Communicates with campus recreation to reserve fields, get officials, and select league night</li> </ul>	<ul style="list-style-type: none"> <li>Campus Recreation delivers intramural league experience (schedule game, officials, awards)</li> <li>Verifies partner eligibility (current, enrolled students)</li> <li>Informs of advancement opportunities with NIRSA or Athletics</li> </ul>	<ul style="list-style-type: none"> <li>Provides club with appropriate contacts to reach athletes</li> <li>Advises on administration of Unified Sports (rules, partner education, etc)</li> <li>Verifies athlete eligibility</li> <li>Informs of advancement opportunities with state events</li> </ul>
<b>Inclusive Leadership</b>	<ul style="list-style-type: none"> <li>Includes membership opportunities and leadership roles to both partners and athletes</li> <li>Meets at least once a month</li> <li>Discusses relevant topics and business to move towards meaningful inclusion</li> </ul>	<ul style="list-style-type: none"> <li>Provides opportunities and funding given to all student organizations</li> <li>Guides clubs to appropriate designation (sport club v. general club)</li> <li>Encourages students with intellectual disabilities towards involvement on campus</li> </ul>	<ul style="list-style-type: none"> <li>Provides advice and guidance regarding Special Olympics related questions</li> <li>Informs college/ members of off-campus Special Olympics leadership opportunities</li> <li>Works with other student leader groups (student-athletes, Greek organizations)</li> </ul>
<b>Whole Campus Engagement</b>	<ul style="list-style-type: none"> <li>Plans and organize events</li> <li>Partners with college departments and other groups on campus</li> </ul>	<ul style="list-style-type: none"> <li>Provides facility/venue and staff for event</li> <li>Promotes and reports on events</li> <li>Attends and supports events</li> </ul>	<ul style="list-style-type: none"> <li>Provides guidance regarding state level campaigns and events that campuses can join</li> <li>Attends and supports events</li> <li>Connects with campus groups (outside of club) that can engage with Special Olympics</li> <li>Assists with insurance requirements for events</li> </ul>

# 7 Steps to Starting a Special Olympics College



## 1. Connect with state Program



## 2. Identify team & advisor



## 3. Establish roles

- Fill the positions of President, Vice President, Secretary and Treasurer of the club
- Identify an athlete leadership position
- Decide any additional leadership positions for the club



## 4. Contact student activities

- Identify and complete the process to become a registered or official student organization/club on campus
- Things to consider:
  - Do you need to create a club constitution? Do you need to establish a club bank account?
- Develop name/logo and primary club contact information
  - Tip! Create an email account that can be passed through leadership members as you make transitions



## 5. Host your first team meeting

- Recruit students on campus
- Recruit athletes on campus or in the community
- Plan an activity for your first meeting



## 6. Continue Communication

- Social media, email, press release, etc. Use templates from the Sample Resource Toolkit!



## 7. Sustainability

- Why is sustainability important?
- Things to consider:
  - Finances
  - Short/long term goals
  - Planning for leadership changes

# 1 Step 1: Connect with your Special Olympics state Program

The first step in starting a college club at your school is getting in contact with your state Program. Regarding Special Olympics information and resources, the state Program will serve as the club's main contact. The state Program must approve the club in order to use the Special Olympics name and branding.

Use the [state Program finder](#) to find your contact.

Interested to learn more? Fill out our [Special Olympics college program interest form](#). A member from our team will reach out to discuss your interests and engagement goals and connect you to your state Program.

**Note** that the state Program staff may work directly with the club or have a local community Special Olympics staff work directly with the club. You may also email [socollege@specialolympics.org](mailto:socollege@specialolympics.org) for more information.

Each state Program has a different strategy and approach to Special Olympics college programs, and it is important to have a discussion early in the process about how the club fits in the statewide plan.

# 2 Step 2: Identify team and advisor

Once the club has been approved and the executive board is in place, it is time to begin recruiting other students. Colleges are full of students looking to get involved, and it is important to get the word out about the new club. Below is a quick Q&A to help:

## How do I recruit partners to join?

- Recruitment table during various involvement fairs
- Speak in classrooms
- Reach out to faculty members (Sports Marketing, Special Education, Health Studies, etc.)
- Meet with Campus Recreation
- Meet with Athletics
- Connect with Greek organizations
- Volunteer in the community and/or with other clubs



## How do I recruit athletes to join?

- Connect with your Special Olympics state Program
- Check to see if your college offers a postsecondary education program. Visit [ThinkCollege](#) for a list of schools and program contacts
- See if there are any other clubs or education programs on campus that focus on promoting inclusion and acceptance of individuals with intellectual disabilities
- Meet with Office of Disability Services on campus



## Connect with our National Partners

A great place to start! These organizations are committed to the inclusion movement of Special Olympics Unified Champion Schools through national partnerships. These organizations have established a relationship and shared goals at the national level.

### Campus Recreation

- **NIRSA: Leaders in Collegiate Recreation** - Since 2015, Special Olympics and [NIRSA](#) have formed a partnership to bring Unified Sports to more college campuses.
  - When looking at a staff directory, look for either the coordinator or assistant director of Competitive Sports, Intramurals, or Club Sports.
  - Great connection for:
    - Unified Sports Intramural leagues
    - Unified Sports tournaments off-campus
    - Partner recruitment
    - Facilities, equipment, and officiating

### Athletics

NCAA DIII and NAIA are two collegiate athletic associations in partnership with Special Olympics Unified Champion Schools.

- [Find a NCAA DIII institution near you.](#)
- [Find a NAIA institution near you.](#)
- When contacting Athletics, ask to meet with the student athlete leadership council. The council names are:
  - NCAA DIII – Student Athlete Advisory Committee (SAAC)
  - NAIA – Association of Student Athletes (ASA)
- Great connection for:
  - Unified Sports partners
  - Whole campus engagement events
  - Facilities and equipment

### Fraternity and Sorority

- **Sigma Tau Gamma** and **Alpha Phi Omega** have chosen Special Olympics as their national philanthropy
- [Find a Sigma Tau Gamma chapter near you.](#)
- [Find an Alpha Phi Omega chapter near you.](#)
- Many fraternities and sororities across the country donate their time, resources, and money to the Special Olympics movement. They are great connections for
  - Unified Sports partners
  - Whole campus engagement events
  - Fundraising

# 3

## Step 3: Establish an executive board

Generally, a college requires a club to have an executive board consisting of a President, Vice President, Secretary, and Treasurer. Identify the needs of the club as a team and add additional positions where you see fit. Be sure to strive for inclusive leadership in the club and have the executive board consist of both partners and athletes. It is important to make sure that the club is Unified in every aspect!

The following are examples of executive positions the club could have, complete with a general description of duties and estimated time commitment.

### Executive Board Positions

#### President

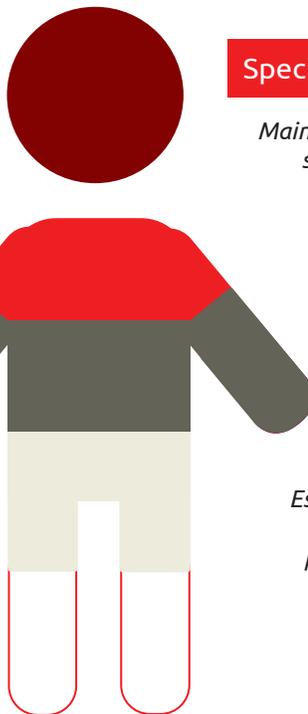
*Oversees chapter logistics and all executive board positions; organizes, plans, and runs meetings; acts as a point of contact with State Program, college, and advisor; in charge of submitting all paperwork to the school and local/national Special Olympics offices when necessary.*

**- Time Commitment: 7-10 hours/week**

#### Vice President

*Supports the chapter President as needed to keep the club running smoothly, meets with committee chairs/liaisons.*

**- Time Commitment: 3-5 hours/week**



#### Special Olympics Athlete Representative

*Maintains relationships with athletes and makes sure their voices and opinions are heard. Aids in anything athlete-related.*

**- Time Commitment: 2-3 hours/week**

#### Treasurer

*Establishes and maintains club's bank account; keeps records of all expenses and deposits; prepares budgets; communicates budgetary necessities to college and Program.*

**- Time Commitment: 2-4 hours/week**

#### Secretary

*Keeps detailed minutes from each meeting and records member attendance; emails chapter minutes after each meeting; distributes club announcements & reminders, maintains club email and/or Google Classroom account.*

**- Time Commitment: 2-4 hours/week**

See the sustainability section for additional positions.

# 4

## Step 4: Contact the Student Activities Office

The next step for establishing a club is to reach out to the college to find out the necessary steps to become a registered student organization. The steps for each college may be different, but overall the process is similar. The department/area within a college that should be contacted is the Student Activities Office, Student Government Association, or equivalent to gather the information necessary to start a club.

When registering a club, most colleges will require the following:

- Club Name/Logo
- Constitution
- Contact Information

Below are requirements and/or recommendations for each.

### Club Name/Logo

To help ensure clubs are in alignment with Special Olympics branding guidelines and to avoid possible trademark issues, please follow these guidelines:

#### Correct Club Names:

- ✓ Special Olympics College Club at [College/University Name]
- ✓ Special Olympics Club at [College/University Name]
- ✓ Special Olympics [College/University Name] College Club

#### Incorrect Club Names:

- ✗ SO College at [College/University Name]
- ✗ [College/University Name] Special Olympics Club
- ✗ [College/University Name] Special Olympics

#### Helpful tips!

When registering a club, a college may ask for proof of permission to use the name Special Olympics and any associated logos. If a college does require permission, contact the state Program. The state Program can provide permission and all guidelines associated with logo usage.

For proper use of the logo, please refer to the [Special Olympics College Clubs Branding Guidelines](#).

## Constitution

A college will probably require the club to have a constitution. A constitution provides the foundation and guidelines for how the club will function. A club should follow the letter of the constitution when conducting business.

For a template to create a constitution unique for the club, please refer to [this sample constitution](#).

## Contact Information

Pro tip! Most colleges will require contact information for the club. While a personal email may be preferred for contacts between club leaders, advisors, college administration and state Program, it is highly recommended that a general organizational email is created through any email service. This email can then be passed on each year without changing due to transition of leadership. It is also recommended that one of the officers be responsible for maintaining and managing the organizational email.

## Faculty/Staff Advisor

Most colleges require a faculty or staff member to serve as an advisor for the club. Find an advisor that will show an interest in and work productively with the club.

*What to look for:* Someone with experience related to Special Olympics, sports, events or inclusion.

*Advisor roles:* The advisor can be consulted on any challenging club business, help a club connect to different departments on campus, and should be invited to meetings and events.

[See the club advisor invitation template](#) for an example letter inviting an advisor to be part of your club.



# 5 Step 5: Host your first meeting

Once the club is officially established on campus and more students are on board, it is time to start planning events. It is important not to wait too long after the initial informational meeting to host an event.

For event ideas and tips on how to plan a first event, download and review the **Special Olympics College Program Event Guide**.

1. Recruit partners to join by connecting with other student groups/departments with similar interests
  - Tabling at student organization or volunteer fairs are a great way to show your presence!
2. Recruit athletes to join by connecting with your Special Olympics state Program
  - Does your campus have an inclusive education program for people with ID?
3. Plan a club activity or event. Check out the Special Olympics College Program Event Guide
4. Connect with Campus recreation to start Unified Intramural Sports. Check out the Special Olympics Unified Sports Intramural Guide.



## Activity idea: Inclusion Tiles

Break the ice with an activity that will get you all talking about your inclusion experience. Use the [Inclusion Tiles activity](#) on GenerationUnified.org to spark meaningful conversation, and get your club off on the right foot.



## Activity Idea: Special Olympics Unified Intramural Sports

One recurring event that promotes inclusion through sport is Special Olympics Unified Intramural Sports. Coordinating these leagues should be a collaborative effort between the club, Campus Recreation, and the state Program. Use the **Unified Intramural Sports guide** for how to best build a quality program.

See the [Making an Ask template](#) to reach out to your Campus Recreation department.

# 6 Step 6: Communication

A communication plan is essential for any successful organization. Define who in your club will be responsible for each channel of communication.

## Social Media

Through social media, clubs can keep members up to date with information as well as share great stories and results with state Programs, Special Olympics North America, and clubs from other colleges. Be excited about what the club accomplishes and share stories. Check out the Special Olympics college program map to make sure your social media handles are up to date. If they are not, [fill out this quick information form](#).

## Share stories with local and national outlets

Keeping up with the media and sharing a story can be tough. Make sure to connect with the college campus newspaper/television channel as well as work with the state Program to connect with any local or statewide media. Also, check in with the state Program if there is a story that should be shared with the Special Olympics Unified Champion Schools® team at the national level. This team is always looking for stories and moments of acceptance, achievement and inclusion.

[See this media release template](#) for an example how to reach out to your local news outlet.

## CONNECT with Special Olympics at a national level



Twitter

@SpecialOlympics  
@SONorthAmerica



Instagram

@SpecialOlympics  
@SONorthAmerica



Facebook

@SpecialOlympics  
@SONorthAmerica



TikTok

@unifiedgeneration

# 7 Step 7: Sustainability

Once you've got your club up and running, it doesn't stop there. Having a plan to sustain your club is critical, especially in its first few years in operation. Ensure your club can grow and prosper—not fizzle out—using the methods below.

## Setting short and long-term goals

After hosting events and regular meetings successfully, it's great to set some goals for the club and its team in place. This will ensure your club can grow and gives the executive board a project to look forward to.

Having the executive board meet to set goals at the beginning of a school year and assess the success of these goals at the end of a school year is a great way to hold your club accountable. Whatever goals you set, make sure they are **S.M.A.R.T. goals**: Specific, Measurable, Achievable, Relevant, and Time bound.

- **Personal goals:** Have each executive board member set goals for themselves as a leader and for their role in the club. These goals may hold the executive member accountable for certain weekly tasks or be a longer-term goal for their specific position.
- **Annual goals:** It's great to set goals that can be achieved each year. These may include target metrics for the number of events hosted each season or a number of club members to attain by the end of the year. Annual goals may maintain the same target metrics or increase each year.
- **Short-term goals:** When an event or meeting is coming up, setting short-term goals and actionable steps can help events and meetings run smoothly and efficiently. More information on setting steps and goals for events can be found in the Special Olympics College Program Event Guide.
- **Long-term goals:** Long-term goals for the club may not be achieved until down the road, but creating a vision for the club is a step to maintain a consistent vision. Long-term goals may include National Banner recognition or inclusion-based initiatives across campus.

## Expanding leadership roles

As your club grows, the executive board may find delegating tasks to other members of the club as helpful. This will give club members more opportunities to get involved while expanding your club's potential reach.

Below are numerous suggestions for chair positions your club may choose to add. These positions may be filled by partners, athletes, or a Unified pair. Positions can be elected or delegated, depending on what your club finds best fit.

### Fundraising Chair

**Time Commitment: 2-3 hours/week**

- *Plans and executes all the chapter's fundraising events; contacts clubs and organizations to partner on with events.*

### Marketing Chair

**Time Commitment: 2-3 hours/week**

- *In charge of club's social media pages, markets events; designs marketing material (submits designs to local Special Olympics office for approval); contacts local and campus media outlets to secure coverage for the club's events.*

### Relationship Chair

**Time Commitment: 2-3 hours/week**

- *Establishes relationships with campus Greek life, outside clubs and organizations, athletes, parents, schools and community to build inclusivity, invite to and collaborate on events and develop partnerships.*

### Unified Sports Chair

**Time Commitment: 2-3 hours/week**

- *Recruits partners and athletes for Unified Sports leagues; communicates with Campus Recreation regarding schedules, rules and other league considerations; proposes new Unified Sports opportunities based off needs and wants.*

### Recruitment Chair

**Time Commitment: 1-2 hours/week**

- *Engages with students who express interest in joining the club; communicates with Special Olympics athletes for participation in upcoming events; informs students of upcoming meetings and events.*

### Awareness Chair

**Time Commitment: 1-2 hours/week**

- *Plans and executes the chapter's awareness events such as Spread the Word Inclusion®, Polar Plunge, etc.; works with other officers to ensure awareness is incorporated into all events.*

### Volunteer Chair

**Time Commitment: 1-2 hours/week**

- *Engages with clubs and organizations to participate in volunteer opportunities; works closely with Relationship Chair for recruitment; ensures events have the appropriate number of volunteers and keep record of their attendance.*

## Planning for leadership changes

Developing a plan for leadership changes should begin the semester before the leadership change will take place. While this may be early, it is important to give new club leaders time to learn their role from their predecessor and learn the common vision of the club.

- **Keep an eye out:** It is important to make sure your executive board keeps an eye out for dedicated and leader-like club members. Who consistently shows up to meetings and events? Who offers to help out during practices and meetings? Anyone who stands out should be kept in mind and encouraged to continue the good work.
- **Share an application:** In the last semester that your current leaders hold their positions, an executive board application can be sent to the entire club via your communication platform. Encourage all active members to apply.
- **Selection Process:** The current executive board may sit down and review applications. For roles in which current executive board members have applied or reapplied, the president may meet with their club advisor or state Program to discuss who is best suited for these roles. Once decisions are finalized, share and celebrate the future board members with the rest of the club!
- **Preparing your next leadership team:** Begin including future executive board members in meetings and assign them leadership roles at events to encourage hands-on learning. Set up a time for your executive board to meet your club advisor or state Program and establish a relationship prior to the end of the school year.
- **The final handoff:** Send over any account logins, physical or digital resources, and contacts to the next executive board. Ensure your club advisor or state Program is aware of this final handoff.



## Establishing finances

Work with the policies from the college and the state Program when establishing club finances for the first time. Here is an important checklist of things to consider:

- ❑ **Annual budget:** Many colleges require that clubs create an annual budget. [This budget template](#) can be used to track revenues, expenses and profits
- ❑ **Club bank account:** Work with your college and state Program to decide if a club bank account should be created. Bank accounts are recommended for any clubs that manage their own finances. They also may be required if the club is to receive any funding from the college. Some helpful tips when creating a bank account:
  - Never use a personal bank account for the organization
  - Make sure at least two people can access bank account information, can write checks or use organizational card (recommended President and Treasurer)
  - Fill out any required forms (i.e. direct deposit or tax information). If filling out tax information, do not use a personal Social Security Number. Use an Employee Identification Number (EIN) instead. An EIN number can be acquired for the club at no cost through the IRS [at this online application](#)
    - When selecting the type of organization, select View Additional type and select either “Community or Volunteer Group, School Organization, or Sports Teams (community)”
- ❑ **Revenue sharing:** Discuss with the state Program how club revenues/profits are to be used. Many clubs have a fundraising component with the state Program and might agree to a percentage breakdown, i.e. 15% of all club fundraising will be donated back to the state Program.
- ❑ **Transparency:** Always be transparent and up to date on finances!





SECTION 3:

# Additional Resources and Toolkit



Special Olympics  
**Unified Champion  
Schools®**

# Links from Document

**Complete the College club interest form:**

<https://app.smartsheet.com/b/form/8f0d0734721445508dfec423035dcf79>

**NIRSA:**

<http://play.nirsa.net/nirsa-championship-series/>

**Find a NCAA DIII institution near you:**

<https://www.ncaa.org/about/resources/research/ncaa-member-schools>

**Find an NAIA institution near you:**

<https://www.naia.org/schools/membership-map>

**Find a Sigma Tau Gamma chapter:**

<https://sigtau.org/chapters/>

**Find an Alpha Phi Omega Chapter:**

<https://apo.org/start-a-chapter/chapter-map/>

**ThinkCollege**

<https://thinkcollege.net/college-search>

**Special Olympics College Clubs Branding Guidelines**

[https://media.specialolympics.org/resources/community-building/youth-and-school/so-college/SO-College-Clubs-Guideline-v1-0.pdf?\\_ga=2.251973449.1102387958.1562098880-592238100.1548541711](https://media.specialolympics.org/resources/community-building/youth-and-school/so-college/SO-College-Clubs-Guideline-v1-0.pdf?_ga=2.251973449.1102387958.1562098880-592238100.1548541711)

**Play the Inclusion Tiles Game:**

<https://www.generationunified.org/games/inclusion-game-page-1/>

**Special Olympics college program information form:**

<https://app.smartsheet.com/b/form/249b36879f5e4dc1b631960fd15f8610>

**EIN number application (no cost):**

<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>

**Access all other Special Olympics Unified Champion Schools Resources:**

<https://resources.specialolympics.org/community-building/youth-and-school/unified-champion-schools>

# Sample Resources Toolkit

This toolkit offers a variety of sample documents that are used when starting a Special Olympics College Club. Download, save, and edit to customize these documents to fit the needs of your club and school.

[Sample Constitution](#) - when making your club an official student organization on campus, some student activities offices require a constitution outlining the club purpose and structure.

[Club Advisor invitation](#) - this can be used to reach out to a staff member on campus to serve as your club advisor.

[Making an ask](#) - whether you're making an ask to campus recreation, campus leadership, or community partners, this can be used for general language.

[Press release template](#) - when your club has an event coming up that you'd like to share with the greater community, this can be used to send to local media.

[Budget template](#) - it's important to keep track of club finances. When you host fundraisers, track dollars in, and when you host events, track dollars out.

[\*Access the Sample Resources Toolkit here!\*](#)

Thanks for reading through the Special Olympics College Club Starter Guide! Best of luck in your future endeavors. Should you have any questions, reach out to your local Special Olympics office. For additional help, email [socollege@specialolympics.org](mailto:socollege@specialolympics.org).