



Getting Started Checklist for Unified Clubs

A Unified Club is a club for students with and without intellectual disabilities that comes together for sports, games, community service, school events, and most of all, to have fun!

1. Find out your school's requirements for starting a club and make sure you follow their steps.

When completing this first step, be sure to address these things:

- a. Why it is important to have a Unified Club? (improving social inclusion in your school, creating positive attitudes, etc.)
- b. What types of events you want your club to plan?
- c. Facts to show why a Unified Club would be beneficial to your school.



2. Talk to the special education teacher(s) in your school.

- a. Recruit special education students as club members.
- b. Ask if they would like to participate your Unified Club meetings.
- c. Provide them with materials to help spread the word about the club to parents and other Special Olympics athletes they may know.

3. Now that you have your members create a core group of students to serve on your "executive committee":

- a. Co-Chairs/Presidents: This unified pair (a special education student and a general education student) will be in close communication with your club advisor.
- b. Treasurer: This person will keep track of the funds you have. They will be in charge of figuring out the cost of putting on each event.
- c. Secretary: This person will be in charge of taking notes at meetings and make sure all club members have up to date information.
- d. Special Olympics Athlete Adviser: This is a special education student who is responsible for representing the Special Olympics perspective and fellow special education students.



i. As your group grows, there may be the need for other executive committee members and potentially forming “subcommittee” roles to provide more leadership opportunities.



4. Make decisions as an executive committee before the first meeting:

- a. How often will the club meet?
 - i. It is important to pick a time that allows for the most students to attend without any conflict, preferably after school.
- b. How long will each meeting last?
 - i. An hour should be enough time - An upcoming event may require an extra meeting or a longer meeting time.

c. Where will your club meet?

- i. In your liaison’s classroom?
- ii. Does your school have a space for clubs to meet?

d. How will you increase membership?

- i. Make sure you contact parents of the special education students so they know this opportunity is available.
- ii. For general education students, look for connections in your school where people already interact with special education classes or ask brothers and sisters for initial recruitment.
- iii. Create colorful and eye-catching posters. Make sure they include the meeting time and place.
- iv. Form a Facebook group. This should have a description of a group, a list of upcoming events, and pictures.

e. Develop rules for your club:

- i. Examples include attendance requirements and "Share the Space" to make sure everyone has a voice.
- ii. Make sure everyone understands their roles and expectations.
- iii. Create a system for making decisions (blind votes, ballots, etc.)