The following are simple steps to assist with planning and/or participating in a Special Olympics event.

**Step 1:** INITIATE contact with your local and/or state Special Olympics representative. If you have any problems connecting with someone, contact your national Student-Athlete Advisory Committee (SAAC) representative here.

**Step 2:** PREPARE several athletically based activities/events to present to your Special Olympics representative or ask how student-athletes can assist with established events in your area. Special Olympics can provide guidance regarding what may work best.

**Step 3:** REACH OUT to your campus community. Get them involved and excited about the event by doing the following:
- Engage your sports information director (SID) and faculty athletic representative (FAR).
- Advertise on social media (e.g., Facebook, Twitter).
- Tell your teammates, friends, classmates and professors.
- Put up flyers in the athletics facilities and around your campus.

**Step 4:** BE ORGANIZED and continue to communicate with the Special Olympics representative to ensure that everyone’s needs and expectations are met.

**Step 5:** BE HANDS ON and seek interaction with Special Olympics athletes during the event so you can utilize your knowledge and skills as a student-athlete to foster mutual learning with Special Olympics athletes.

**Step 6:** GET EXCITED and make the experience as memorable as possible for all involved, including the Special Olympics athletes.

**Step 7:** SHOUT IT OUT and share your story:
- Work with your sports information director to write an article about the event.
- Share it on your athletics department and institutional social media as well as on the NCAA Division III Facebook and Twitter.
- Submit information (e.g., reporting form, pictures, press release) about your event via the NCAA Division III/Special Olympics website here.

**Step 8:** FOLLOW UP with your Special Olympics and national SAAC representative after the event. Maintain the relationships for future events and planning.

GOOD LUCK AND HAVE FUN!