



NCAA Division III Special Olympics Partnership Planning Guide



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!