

Buddy Handbook

BEST BUDDIES®



MARYLAND

“A friend is a gift you give yourself.”

-Robert Louis Stevenson

Revised December 2007



What is My Role as a Buddy?

5 Steps to Becoming a Great Buddy

What is a Best Buddies Friendship?

Best Buddies Citizens is a one-to-one friendship between you (the Buddy) and your Citizen Buddy.

Your friendship will grow when you and your Citizen Buddy (your new friend) spend time together and do things that you both enjoy.

All you have to do for your friendship to grow on its own is to speak with your Citizen Buddy once a week and make plans to hang out twice a month. You can even send them an e-mail if you use the Internet. That sounds easy right?

***Here are some things you should know:**

1. Speak with your Citizen Buddy once a week about what activities you both would like to do.
2. You are responsible for paying for yourself when you hang out with your Citizen Buddy. Your Citizen Buddy must pay for themselves too.

Friendships should be fun and should make you feel good. Always be honest with your Citizen Buddy about the way things are going and especially about what you like to do for fun. Make sure you both agree on the things you do together.

1. Make plans to set a day and time for your first outing with your new friend.
2. Talk to your Citizen Buddy once a week after your first outing. Tell them what you've done all week and ask them questions about what they've done.
3. Make sure you and your Citizen Buddy do fun things together.
4. Always talk and share with your Citizen Buddy when you meet. The best way to make a friendship last is to talk about things!
5. Relax and have fun!

**All that's left
is to have FUN making a
great new friend!**



What Do I Do with My Citizen Buddy

You can do anything that you and your Citizen Buddy both like to do. Talk to your new friend and write down all the things you like or that you would like to do. *Make a list and make plans!*

Here are 72 places you can go or activities you can do together!

park	nature trail	library
beach	mall	coffee house
Internet café	dog park	parades
art museum	bingo	cook-out
downtown	picnic	recreation center
zoo	hobbies	volunteer
eat lunch	eat dinner	eat breakfast
bake cookies	hiking	miniature golf
volleyball	handball	kickball
roller-blading	tennis	skating
bowling	basketball	ice-skating
walk the dog	feed ducks	swimming
craft fair	plays	family dinner
gardening	concerts	video games
board games	bike riding	visit friends
use computer together	puzzles	make crafts
celebrate holidays	history museum	rent a movie
movies	science	fishing
sporting events	street festival	community fair
County Fair	art festival	State Fair
circus	Special Olympics	carnival
beauty parlor	boat ride	horseback riding
go for a drive	shopping	a day at the spa
canoeing	rafting	camping

You can ask your Program Manager and your Citizen Buddy for ideas, too!

What to Expect from Best Buddies

Best Buddies is a *friendship* program. It might be a little confusing to decide just what we mean by “friendship.”

Here are some guidelines so that you know what to expect from a Best Buddies friendship.

1. Best Buddies is a friendship. A friendship is when two people get to know each other by talking and spending time with each other.
2. It is a *casual* friendship. That means you don't see each other every day, just a *few* times a month. You keep in touch over the phone.
3. It will take *time* for you and your Citizen Buddy to get used to each other. You won't be best friends overnight!
4. Your new friend is not your boyfriend or girlfriend.
5. Your new friend is not a caregiver.
6. Only visit your friend when they have invited you. Friends need to let each other know when they're going to meet.
7. Friends aren't responsible for letting your Sponsor know where you are. Always remember to *tell someone where you are going, when, and who you are going with.*


“All These Things To Remember!”

***KEEP YOUR HANDBOOK IN A
SAFE PLACE AT ALL TIMES!***



Phone Tips

The Best Way to Use the Phone to Keep in Touch



Here are some easy rules to remember when calling your Citizen Buddy on the phone.

- 1) Talk to your friend **only once a week**, unless you **both agree** to talk more. Some people are very busy, and may not have time to chat more often.
- 2) If they are not home, and you get the answering machine, don't hang up! **Leave only one message.**
- 3) A phone call is about **10 minutes** long. Remember, your Citizen Buddy may be very busy!
- 4) Only chat with your Citizen Buddy! If you haven't met the person who answers the phone, just leave a message.
- 5) Always say something! If someone who is not your Citizen Buddy answers, you need to tell them who you are.

When to Call Your Citizens Program Manager

- 1) ...once a month to tell them about your outings and how you like your friendship.
- 2) ...if your Citizen Buddy will not call you back for more than two weeks.
- 3) ...if you aren't happy with your new friendship.

When to Talk to Your Citizen Buddy

- 1) Talk to them once a week when you want to make plans for your visits.
- 2) Call them back if they called and you were not home.
- 3) Never call your Citizen Buddy two times in the same day, unless you are returning his/her call.
- 4) Call your Citizen Buddy during the hours they said it was okay to call.
- 5) Call them if they ask you to.
- 6) Only call your friend's pager or cell phone if they gave you permission.

Emergencies

- 1) When your Citizen Buddy doesn't call you back about plans you made, *it's not an emergency.*
- 2) If you just want to say "Hi" and talk, it's not an emergency either.
- 3) *It's only an emergency if someone is hurt, or if something bad is going to happen.*
- 4) Saying "emergency" when there isn't one is not safe.



Phone Manners

When Someone Answers

1) Greeting

(when someone answers the phone)

No matter who answers, always say,

“Hi, this is _____, may I please speak to _____?”

2) What to talk about

- How your week has gone
- Work, school, or day program
- Your favorite things to do
- What you would like to do with your friend
- Outings you have been on with your friend
 - Problems you’ve been having
- Something that’s going well for you that makes you happy
 - Anything you both feel comfortable talking about!

3) What time you can call

Monday:
between _____ and _____

Tuesday:
between _____ and _____

Wednesday:
between _____ and _____

Thursday:
between _____ and _____

Friday:
between _____ and _____

Saturday:
between _____ and _____

Sunday:
between _____ and _____

Leaving Messages

If your Citizen Buddy is not home...

Always leave a message that you called. You can either tell the person who answered the phone, or leave a message on the answering machine.

1) Leaving a message with a Person

Say, **“Will you please tell them that _____ called? I need to tell them say why you called .”**

2) Leaving a message on the answering machine

1. Listen to the message
2. Wait for the beep
3. After the beep, say, **“Hi, _____, this is _____. It’s say the day and time. I just called to tell you say why you called. Please call me back.**

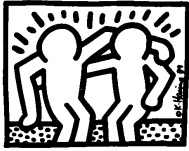
3) Message tips

a. Have you already called today?

Leave only one message with a person or on the machine and wait for them to call you back.

b. What if your Citizen Buddy does not call back soon?

That means they may not have received your message yet. Wait for them to return your call. Leaving more than one message will not make them call sooner.



Frequently Asked Questions & Answers

Question: *How does Best Buddies Citizens make the right match?*

Answer: The program tries to match people who are the same gender, like to do the same things, live near each other, and are close in age.

Question: *How does Best Buddies find my Citizen Buddy?*

Answer: We talk to business people at company meetings, go to colleges, clubs, community groups, the local community center, and through media like newspapers, magazines, and the Internet.

Question: *How long will it take to be matched with my Citizen Buddy?*

Answer: Sorry to say, there is no way of knowing! We want to find you the best Buddy we can, and there may be a list of people waiting just like you.

Question: *How often should I meet with my Citizen Buddy?*

Answer: Best Buddies asks you to see each other twice a month. How long you spend with each other and when will depend on each person's schedule.

Question: *Who pays for expenses when we go out?*

Answer: Like any friendship, each person pays for himself or herself.

Question: *How often do I talk to my Citizen Buddy?*

Answer: Once a week

Question: *Whom do I call if there's a problem?*

Answer: Call your sponsor first. If they are not there, call your Program Manager.

Question: *What if my Citizen Buddy does not call me back right away?*

Answer: They may not have received your message yet. Wait for them to return your call.

Question: *What if I can't get a hold of my Citizen Buddy for more than two weeks?*

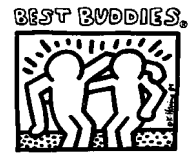
Answer: Call your Program Manager. There may be a problem or they may be out of town.

Question: **How am I going to remember all of this???**

Answer: *Keep your handbook on a bulletin board, near your phone, or on the refrigerator at all times.*

Best Buddies International Citizens

BUDDY MEMBERSHIP APPLICATION



This is a membership application used solely by Best Buddies International to track volunteers. This information will be used to communicate with our participants and will not be shared with any outside organizations. Accepted applications entitle you to the full rights and protection of Best Buddies International and the full benefits of all members of the organization.

This application must be completed in order to participate in Best Buddies.

Completed applications must be given to your Program Manager or mailed to
Best Buddies Maryland: 3500 Boston Street, MS-47, Suite 210, Baltimore, MD 21224

Participant's Contact Information:

State:	Office:	Gender: (circle one) Male Female	Date:
Full Name:		Social Security Number:	
E-mail Address:		Birth Date:	
Ethnicity: (circle all that apply) African American Asian Caucasian Hispanic/ Latino Caribbean Middle Eastern South Asian Other:			

Current Address:

Street _____
 City _____ State _____ Zip _____
 Phone #:() Cell Phone #:()

Emergency Contact Information

Name: _____
Relationship to you: _____
Phone Number: _____
Alternate Phone #: _____
Address:
 Street _____
 City _____ State _____ Zip _____
Email Address: _____

Employer/Daytime Information

Employer: _____
Occupation/Title: _____
Phone Number: _____
Fax Number: _____
Address:
 Street _____ Suite # _____
 City _____ State _____ Zip _____
Length of time with employer: _____
Can you be called at work? ___ Yes ___ No
Business Email: _____

Participant's Membership Information (Please Circle Response):

1)	Are you a person with an intellectual or developmental disability?	YES	NO
2)	Do you give permission to be filmed or photographed at any Best Buddies activity and understand that any photograph or videotape may be used at the discretion of Best Buddies for publicity purposes?	YES	NO
3)	Have you ever been fired or asked to resign from a paid or volunteer position because of sexual harassment or physical violence?	YES	NO
4)	Have you ever been convicted of a sexual crime, including sexual harassment, sexual molestation, or abuse of a child?	YES	NO
5)	Are you an insured driver? <i>Please attach proof of automobile insurance.</i>	YES	NO
6)	Have you ever been involved with Best Buddies before? How?		
7)	Type of participant: How are you involved with Best Buddies? (circle one)	Citizen Buddy	Buddy

****All Participants: Please review the reverse side and sign at the bottom of the page****

Best Buddies International

Best Buddies is a 501(c)(3) non-profit organization whose mission is to enhance the lives of people with intellectual disabilities by providing opportunities for one-to-one friendships and integrated employment. By joining Best Buddies International, you become part of a growing movement of people with and without intellectual disabilities dedicated to ensuring everyone has the opportunity to have a friend. Socialization is one of the simplest, but most often underestimated, solutions to the pattern of exclusion that people with developmental disabilities, including intellectual disabilities, have faced for decades.

You will be joining an organization that has over 60,000 volunteers this year and has positively affected more than 350,000 people this year. Best Buddies accomplishes its mission through six unique programs: Best Buddies Middle Schools, Best Buddies High Schools, Best Buddies Colleges, Best Buddies Citizens, Best Buddies Jobs, and e-Buddies®. Best Buddies High Schools, Colleges, and Middle Schools are the foundation of the organization with chapters at more than 1200 chapters in each of the 50 United States, and operates accredited international programs in Australia, Brazil, Canada, Chile, Colombia, Cuba, Ecuador, England, Egypt, Finland, Germany, Ghana, Honduras, Hong Kong, Ireland, Israel, Jordan, Lebanon, Kenya, Malaysia, Mexico, the Netherlands, New Zealand, Panama, the Philippines, Qatar, Saudi Arabia, Scotland, Singapore, Spain, Sweden, Tanzania, Thailand, and the United Arab Emirates. Best Buddies Citizens matches adults with and without intellectual disabilities in California, Florida, Illinois, Maryland, Massachusetts, and Connecticut. Best Buddies Jobs, our supported employment program, helps people with intellectual disabilities find and keep well paying jobs in Miami, Florida; Los Angeles, California; and Boston, Massachusetts. e-Buddies seeks to match individuals with and without intellectual disabilities in online friendships.

We encourage you to learn more about Best Buddies by visiting our website: www.bestbuddies.org, and on behalf of the 350,000 participants in Best Buddies, we thank you for your support.

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PARTICIPANT CONSENT

I, _____, give consent to participate in Best Buddies
(Print Name)

International, Inc., as a participant in the Citizens Program.

- I understand that I will be matched in a one-to-one friendship that includes seeing my Buddy twice a month and contacting him/her weekly, attending group activities, and participating in Best Buddies events.
- I give permission to be photographed and/or filmed at any Best Buddies activity, and I understand that any photograph or videotape may be used at the discretion of Best Buddies for publicity purposes.
- Prior to the commencement of my participation, I will furnish Best Buddies with any medical information that may be necessary in treating me in the case of an emergency.
- I consent to Best Buddies use and the disclosure of such medical information to medical professionals that may need the information in order to treat me in the case of an emergency.

In consideration of the benefits and opportunities afforded to me through participation in the Best Buddies organization, the undersigned participant states as follows:

1. I hereby agree to release Best Buddies International, Inc., from any liability for any accident, injury, or illness suffered at, during, or in connection with any Best Buddies activities, except for any accident, injury, or illness which results from gross misconduct by Best Buddies International, Inc., or its staff.
2. I authorize Best Buddies International, Inc., to obtain medical treatment in the event of injury or illness in connection with a Best Buddies activity and agree to pay any expense incurred for treatment.
3. I understand that, in connection with any Best Buddies activity, if I am riding in a private passenger automobile which is involved in an accident, I may be primarily covered for bodily injury under my family automobile policy, and I agree to submit any medical bills incurred to my insurance company for payment. If my policy has been issued with a deductible clause relative to the personal injury protection, I understand that I have assumed that deductible on primary coverage.
4. If I am being transported in a commercial carrier or other leased or rented vehicles in connection with a Best Buddies activity and an injury occurs, I understand that I shall look to the commercial carrier or owner of the leased or rented vehicle to pay any medical bills incurred as a result of such injury.

NOTE: The undersigned agrees to assume all risk of accident, injury, or illness that may occur at, during, or in connection with any Best Buddies activity.

Participant Name (Please Print)

Signature of Participant

Date

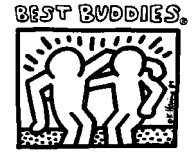
If the participant is under the age of 18 or a guardian signature is necessary, please sign below

Parent/Guardian Signature

Date

Best Buddies International Citizens

MATCHING SURVEY



We are excited you are joining Best Buddies and want to be matched in a mutually enriching one-to-one friendship. Please complete this matching survey to help your Program Manager identify someone who shares your interests.

Name: _____ Age: _____ Gender (circle one): **Male** **Female**

Were you matched previously (if so, name)? _____

How did you hear about Best Buddies (circle one)?

Radio TV Newspaper Work Friend Internet Billboard
Flyer Presentation Volunteer Website Current Participant Other _____

I would describe myself as:

Outgoing Athletic Non-Athletic Creative Studious Funny Independent Quiet
Compassionate Musical Talkative Artistic Friendly Considerate Gentle Assertive
Shy Other _____

Interests:

Eat with friends Talk on the phone Listen to music Go to sporting events Dance
Watch movies/TV Take bike rides Take long walks Exercise Shop
Read Visit with friends Spend time with family Swimming Bowling
Play sports Attend cultural events Skating Surfing the Internet Miniature Golf
Computer/Video Games Painting Sewing Playing Cards Cooking
Fishing Camping Traveling Gardening Sailing
Going out to eat Doing puzzles Other _____

Name 2 talents and/or hobbies that you have:

How do you like to keep in touch with your friends? (circle all that apply)

Write notes Talk on the phone E-mail each other Text message Hang out together

What is your favorite TV show?

What is your favorite type of music? Who is your favorite singer/band?

Name any activities, clubs, or sports teams in which you participate.

Circle the days that are best for you to attend a Best Buddies group activity and meet with your Buddy:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Put an "x" in the boxes where you are available to meeting with your Buddy or attend events:

	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00 pm
Monday													
Tuesday													
Wednesday													
Thursday													
Friday													
Saturday													
Sunday													

Why do you want to join Best Buddies? _____

Do you have any special requests about your Buddy? _____

Do you have any preference for what type of Buddy you wish to be matched with?

Age: _____ Gender: _____ Ethnicity: _____ Religion: _____ Other: _____ No preferences: _____

Would you prefer your Buddy to live near your: Home Work

What languages do you speak fluently?

Spanish French Sign Language Other: _____

Do you have special medical needs? _____

Do you have volunteer experience? YES NO

If yes, please explain: _____

Do you have a car? YES NO

If yes, are you willing to use your car to meet with your Buddy? YES NO

I (name) _____ want to be matched in a one-to-one friendship and will commit to establishing a true friendship with my Buddy. I agree to see my Buddy twice a month and to contact him/her weekly. I will keep any information released to me about my Buddy confidential.

Signature: _____

Date: _____