

Local Committee Timeline at a Glance 2023-24



Item	Date
SEPTEMBER	
Host fall-winter sport registration	June-Sept
National Coaches Week recognition & engagement opportunity	Sept. 16-24
SOBC Awards Virtual Ceremony	Sept. 20
Share sport schedule with Community Development Coordinator (as per Accreditation)	By Sept. 30
Local Committee Meeting + Meeting minutes to CDC & Regional Coordinator	Sept +2 weeks
OCTOBER	
Local Coordinator attend Virtual Regional Meeting	October
Finalize local competition hosting plans and sanctioning	October
Registration in Portal (as per Accreditation)	October
Regional Meeting attended by Local Coordinator	Oct/prior to Leadership Council meetings
SOBC will share more info about Bring a Buddy program for volunteer and athlete word-of-mouth recruitment	October
Host a Fall-Winter Coach Meeting for all coaches or Head Coaches	Sept-Oct
Local Committee Meeting + Meeting minutes to CDC & Regional Coordinator	October +2 weeks
SO Team BC 2024 Training Squad sport-specific training camps (TBD)	Oct-Nov
NOVEMBER	
Host and/or attend winter sport competitions	Nov to March
Local Committee Meeting	November

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+ Meeting minutes to CDC & Regional Coordinator	+2 weeks
Consider running a year-end fundraising campaign, sharing your CrowdChange page with your donors >> Giving Tuesday 2023: November 28	Nov-Dec
DECEMBER	
Local Committee Meeting + Meeting minutes to CDC & Regional Coordinator	December +2 weeks
SOBC will share information about the Polar Plunge fundraising opportunity in Feb	December
JANUARY	
Book spring sports facilities	January or sooner
Finalize plans and sanctioning for hosting summer Regional Qualifiers , where athletes will compete to qualify for 2025 Special Olympics BC Summer Games	Jan-Mar
Local Committee Meeting + Meeting minutes to CDC & Regional Coordinator	January +2 weeks
FEBRUARY	
Tim Hortons Special Olympics Donut province-wide fundraising campaign	Feb 2-4
Polar Plunge for Special Olympics BC province-wide fundraising event	Feb 17 – March 3
Plan summer sport registration event	February
SO Team BC 2024 competing in Special Olympics Canada Winter Games Calgary 2024	Feb 27 – March 4
Local Committee Meeting + Meeting minutes to CDC & Regional Coordinator	February +2 weeks
SOBC Awards nominations open – due in April (TBD)	February (TBD)
MARCH	
Community Gaming Grant Sport Sector applications + Apply between March 1 and May 31, will be notified by Sept 30 + Human and Social Services applications submit between June 1 and Nov 30 + More grant-writing resources	Mar. 1 – May 31

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Spread The Word>> Inclusion annual awareness day + Campaign can be offered anytime year-round	1st Wed in March
Host Spring Coach Meeting for all coaches or Head Coaches	March-April
Share summer sport schedule with Community Development Coordinator (if different from fall)	March
Local Committee Meeting + Meeting minutes to CDC & Regional Coordinator	March +2 weeks
motionballU fundraising and awareness events at universities in select communities (TBD based on motionball operations)	March
APRIL	
Host and/or attend Regional Qualifiers for summer sports	April to June/July
SOBC Awards nomination deadline	April (TBD)
National Volunteer Week recognition/engagement opportunity	April 14-20
Confirm your community's recipients of Service Pins	TBD
Regional Meeting attended by Local Coordinator	April/prior to Leadership Council meetings
Local Committee Meeting + Meeting minutes to CDC & Regional Coordinator	April +2 weeks
MAY	
Discuss goals with Local Committee, Community Development Coordinator, Regional Coordinator	May/June
Community Gaming Grant Sport Sector applications due	May 31
BC LETR Torch Run province-wide fundraising event	May 25 – June 9
Empire Company Limited (Safeway & Thrifty Foods) province-wide fundraising campaign	Late May (dates TBD)
Local Committee Meeting + Meeting minutes to CDC & Regional Coordinator	May +2 weeks

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Host Annual Meeting for all members + Meeting minutes to CDC & Regional Coordinator	May/June +2 weeks
JUNE	
Set plans for hosting fall registration	June
Book winter sports facilities	June
Local Committee Meeting + Meeting minutes to CDC & Regional Coordinator	June +2 weeks
Send Annual Budget to Community Development Coordinator (as per Accreditation)	June 30
Meet with Community Development Coordinator for Accreditation planning	June to Sept
motionball Marathon of Sport fundraising and awareness events in select communities (TBD based on motionball operations)	June and Sept
SUMMER	
Data clean up in the Portal	July
Special Olympics Global Week of Inclusion	Third week of July
Share program schedule with Community Development Coordinator ASAP	

Note for 2024-25 planning: [2025 Special Olympics BC Summer Games](#) coming summer 2025

Events are added throughout the year (e.g. Healthy Athletes Screening Days, Volunteer Professional Development Series, coach development opportunities).

Please use the below sources to find ongoing details. Thank you!

[SOBC Calendar of Events](#) | [SOBC E-Newsletter](#) (sent monthly to all members) | [SOBC Social Media](#)
[SOBC Local Coordinator and Leadership Council Newsletter](#) | [SOBC News Articles](#)