



## **Best Buddies Massachusetts School Friendship Project**

Best Buddies Massachusetts (BBMA) is a 501(c)(3) nonprofit organization dedicated to establishing a global volunteer movement to create opportunities for one-to-one friendships, integrated employment and leadership development for people with intellectual and developmental disabilities (IDD) such as Down syndrome, cerebral palsy, multiple disabilities and autism.

Best Buddies was founded in 1989 when Anthony K. Shriver observed the unjustified lack of opportunity for people with IDD to socialize with their peers without disabilities. Best Buddies has grown from one original chapter to more than 2,150 middle school, high school and college chapters located in all 50 states along with 54 international locations.

Best Buddies Massachusetts is a state affiliate of Best Buddies International. BBMA currently serves over 7,000 students in Massachusetts. These chapters are part of the Best Buddies Friendship Program, which work to break through social barriers and allow students and adults with and without IDD to bond and create new relationships.

### ***Project Description***

Best Buddies Friendship builds one-to-one friendships between students with IDD and those studying the standard curriculum, offering social mentoring while improving the quality of life and level of inclusion for a population that is often isolated and excluded. Through their participation, people with IDD form meaningful connections with their peers, gain self-confidence and self-esteem, and share interests, experiences and activities that many other individuals enjoy.

BBMA staff recruit, train, and guide faculty and student leaders in running 154 successful chapters. At each high school, a faculty advisor and a special education advisor work with student leaders to recruit students with IDD (buddies) to be matched in one-to-one friendships with students without disabilities (peer buddies). College chapters work with faculty advisors and with host site coordinators who work at host sites—organizations that provide material and employment support to adults with special needs—to recruit participants with IDD. Best Buddies requires that new friends contact each other once per week and that they spend time together at least twice per month.

### ***Population Served and Demographics***

While we support people with IDD and students studying the standard curriculum, our primary beneficiaries are people with IDD. Our participants are most typically diagnosed with IDD's including traumatic brain injury, Down syndrome, Fragile X syndrome, Williams syndrome, autism and autism spectrum disorders. We engage students in middle school, high school, college, and adults with and without IDD. BBMA supports 7,084 members. 70% are female and 30% are male. 76% are White, 6% are Hispanic, 3% are Asian, 2% are Black, 1% are American Indian, and 12% did not respond. 21% of our participants are students with IDD.

BBMA has 22 full time and 2 part time employees. 19 staff members are female and 5 are male. 95% are white and 5% are black. 2 employees have IDD. The BBMA advisory board has 15 members, all are white, and there are 9 males and 6 females.



### ***Goals and Expected Outcomes***

Goals for this program include:

- 1) Increase opportunities for socialization and inclusion of people with IDD
- 2) Help individuals with IDD develop life skills critical to furthering education and employment
- 3) Provide opportunities for leadership development in middle school, high school, and college students, so that they will continue to improve their communities
- 4) Increase awareness of the abilities of people with IDD in students and community members.

Based on results of our 2016-2017 survey, we anticipate that:

- 96% of peer buddies report that they are more aware that people with IDD can hold jobs in the community
- 94% of peer buddies report that they support having neighbors with IDD
- 82% of faculty advisors report that buddies in their schools are more socially integrated in the school community
- 85% of special education advisors report their school has increased understanding of capabilities of students with IDD
- 89% of students with IDD report they feel more accepted in their communities
- 92% of volunteers recommend participating in Best Buddies to others

### ***Sustainability***

As with all non-profit organizations, funds to operate Best Buddies are contingent on the philanthropic attitudes of community, individuals, and corporations, as well as the efforts of staff in developing effective fundraising events. We will continue to secure funding sources, build a donor base, and educate about social inclusion. To support and sustain chapters throughout the state, BBMA hosts several marquee events during the year such as our Best Buddies Friendship Walk.

### ***Proposed Use of Funds***

Personnel (\$471,584) 8 program managers and 2 program supervisors will spend 100% of their time working with the school chapters. State Director will spend 25% of time, Director of Operations will spend 50% of time and 2 program assistants will spend 48% of time on project. Fringe benefits are calculated at 15% for FICA, medical, unemployment, and workers compensation.

Site Visits/Travel (\$19,366): Cost includes mileage for monthly visits to the school chapters.

Staff Training (\$13,456): Lead staff are required to attend the Best Buddies International (BBI) Staff Leadership Conference. Included is the cost of the training, airfare, food and lodging. Cost is also included for staff to attend local professional trainings.

Volunteer Training (\$70,099): Cost for student leaders to attend the BBI Leadership Conference to learn how to recruit, train, and manage the volunteers in their chapter to ensure the Best Buddies mission is carried out. Included in this cost are training, airfare, food and lodging.



Volunteer Management (\$6,930): Cost for Best Buddies Online (BBO), an online chapter and member management system, program evaluations, and participant stewardship.

Community Engagement (\$5,117): Cost includes program events, public awareness, memberships, and publications.

Equipment (\$2,767): Cost includes copier and postage machine rental as well as other equipment needs as they arise.

Office Space/Utilities (\$32,272): Monthly rent and utilities for a portion of the office space.

Supplies/Printing/Postage (\$3,240): General printing, office and computer supplies. Also general mailings, which include program materials, evaluations, newsletters to volunteers, and chapter paperwork to BBI.

Technology/Telecommunications (\$8,894): Telephone and internet access.

Shared Services (\$158,432): 20% of the project cost is used by BBI to oversee the administrative and management needs of our state offices. The funds are also used to cover a portion of the BBI Programs Department salaries to ensure the state office follows BBI's standard of high quality service to our participants.

**Best Buddies  
Massachusetts Friendship Program**

<b>Summary of Expenses</b>	<b>Total</b>
<b>Staff Time</b>	
State Director (25% of time on project)	\$ 23,288
Director of Operations (50% of time on project)	\$ 39,043
2 Program Supervisors (100% of time on project)	\$ 82,161
8 Program Managers (100% of time on project)	\$ 235,988
2 Program Assistants (48% of time on project)	\$ 7,400
Fringe Benefits @ 15%	\$ 83,706
<b>Subtotal</b>	<b>\$ 471,584</b>
<b>Programs Operations</b>	
Site Visits/Travel	\$ 19,366
Staff Training	\$ 13,456
Volunteer Training	\$ 70,099
Volunteer Management	\$ 6,930
Community Engagement	\$ 5,117
Equipment	\$ 2,767
Office Space/Utilities	\$ 32,272
Supplies/Printing/Postage	\$ 3,240
Technology/Telecommunication	\$ 8,894
<b>Subtotal</b>	<b>\$ 162,141</b>
Shared Services	\$ 158,432
<b>Total Expenses</b>	<b>\$ 792,157</b>

**Best Buddies Massachusetts  
2018 Organizational Budget**

<b>REVENUE</b>	<b><u>Total Budget</u></b>
<b>Unrestricted Revenue</b>	
Contributions	
Corporate	\$45,000.00
Team Rosemary	\$20,400.00
Individual Donations	\$122,000.00
<u>Contributions Total</u>	<u>\$187,400.00</u>
Grants	
Foundation	\$8,000.00
<u>Grants Total</u>	<u>\$8,000.00</u>
Special Events	
Hyannis Port Challenge	\$450,000.00
State Fund Raisers	\$160,000.00
State Walks	\$140,000.00
<u>Special Events Total</u>	<u>\$750,000.00</u>
Other Revenue	
Chapter Dues	\$36,400.00
<u>Other Revenue Total</u>	<u>\$36,400.00</u>
<u>Unrestricted Revenue Total</u>	<u>\$981,800.00</u>
<b>Restricted Revenue</b>	
Corporate Contributions	\$45,312.96
Foundation Grants	\$156,500.00
Individual Contributions	\$4,000.00
City Government Grants	\$105,000.00
State Government Grants	\$512,301.04
<u>Restricted Revenue Total</u>	<u>\$823,114.00</u>
<b><u>TOTAL REVENUE</u></b>	<b><u>\$1,804,914.00</u></b>

**Best Buddies Massachusetts  
2018 Organizational Budget**

**EXPENSES**

**Total Budget**

Personnel		
	Salaries	(\$882,297.47)
	FICA	(\$67,495.76)
	Medical Insurance	(\$86,507.52)
	Retirement Plan	(\$12,433.48)
	Fringe Benefits	(\$7,602.39)
	Workers Comp.	(\$1,159.25)
	Personnel Total	(\$1,057,495.86)

Program Expenses

	Shared Services	(\$321,652.10)
	Delivery	(\$280.00)
	Equipment	(\$3,205.39)
	Evaluation	(\$276.18)
	Fixed Assets	(\$2,500.00)
	Government Fees	(\$932.40)
	Leadership Conference	(\$69,480.00)
	Leadership Training Day	(\$1,250.00)
	Memberships	(\$550.00)
	Office Rent	(\$55,132.45)
	Online Materials (BBO)	(\$11,691.60)
	Postage	(\$2,100.00)
	Printing	(\$1,200.00)
	Program Events	(\$8,000.00)
	Public Awareness	(\$2,000.00)
	Staff Recruitment	(\$1,000.00)
	Staff Leadership Conference	(\$19,920.00)
	Staff Training	(\$3,400.00)
	Supplies	(\$3,100.00)
	Telecommunication	(\$18,334.80)
	Travel	(\$39,925.00)
	Utilities	(\$11,400.00)
	Volunteer Management	(\$2,320.00)
	Total Program Expenses	(\$579,649.92)

Management Expenses

	Advisory Board	(\$200.00)
	Equipment	(\$17.95)
	Misc. Operating	(\$1,350.00)
	Online Processing Fees	(\$5,175.00)
	Staff Leadership Conference	(\$3,420.00)
	Total Management Expenses	(\$10,162.95)

**Best Buddies Massachusetts  
2018 Organizational Budget**

Fund Raising Expenses

State Fund Raisers	(\$38,000.00)
State Walks	(\$28,000.00)
Delivery	(\$200.00)
Equipment	(\$665.66)
Government Fees	(\$177.60)
Office Rent	(\$100.00)
Postage	(\$9,929.99)
Printing	(\$400.00)
Staff Recruitment	(\$250.00)
Staff Leadership Conference	(\$2,200.00)
Staff Training	(\$1,100.00)
Stewardship	(\$1,300.00)
Supplies	(\$400.00)
Telecommunications	(\$2,035.20)
Travel	(\$2,400.00)
Utilities	(\$1,600.00)
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Total Fund Raising Expenses	(\$88,758.45)

**TOTAL EXPENSES** (\$1,736,067.18)

**NET SURPLUS/(DEFICIT)** \$68,846.82

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In reply refer to: 0438190075  
Apr. 18, 2016 LTR 4168C 0  
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BEST BUDDIES INTERNATIONAL INC  
100 SE 2ND ST STE 2200  
MIAMI FL 33131-2151



009422

Employer ID Number: 52-1614576  
Form 990 required: Yes

Dear Taxpayer:

This is in response to your request dated Apr. 07, 2016, regarding your tax-exempt status.

We issued you a determination letter in March 1989, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

Our records also indicate you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Section 509(a)(2).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If a return is required, you must file Form 990, 990-EZ, 990-N, or 990-PF by the 15th day of the fifth month after the end of your annual accounting period. IRC Section 6033(j) provides that, if you don't file a required annual information return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

For tax forms, instructions, and publications, visit [www.irs.gov](http://www.irs.gov) or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).



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BEST BUDDIES INTERNATIONAL INC  
100 SE 2ND ST STE 2200  
MIAMI FL 33131-2151

Sincerely yours,



Ginni L. Redfern  
Program Manager, AM OPS 1