

FLORIDA SADD

STUDENT ADVISORY BOARD

The FLORIDA SADD Student Advisory Board (SAB) was created in 1996 to assist the FLORIDA SADD State Coordinator in maintaining an open line of communication between the over 253 SADD chapters in Florida and the FLORIDA SADD office.

The purpose of the Student Advisory Board is to:

- ❖ Establish and maintain communication links between chapters, students, SAB and the State Coordinator
- ❖ Continue to improve FLORIDA SADD
- ❖ Set and accomplish goals by serving as student advisors to the FLORIDA SADD Coordinator

There are 9 student representatives and one youth advisor on the SAB. The SAB membership is comprised of a student representative from each of the 8 regions, the FLORIDA SADD Student of the Year, and a youth advisor. The FLORIDA SADD Student of the Year serves a limited one-year term and the 8 regional representatives serve a one year term, however, students may apply for a second one year term if they meet the guidelines. The one year term for the regional representatives begins at the fall student leadership summit in September and ends at the fall student leadership summit the following year. The regional representatives are selected through an application and interview process. The current Student Advisory Board members serve as the selection committee.

After a student serves on the SAB for one year, there is an evaluation process that is conducted by the State Coordinator and youth advisor. Although a student may apply for a second term, there is no guarantee that the student will be awarded the position pending the evaluation process. Students may not serve as the regional representative for more than 2 years and they must be enrolled in high school and have not graduated.

Each SAB representative is responsible for the following:

- Be committed to the philosophy and mission of SADD.
- Must be an active member of a registered SADD chapter.

- Make every effort to attend a Fall business meeting, Spring business meeting, Regional Meetings, State Conference, and the SADD National Conference. Pre-approved travel expenses for SAB members may be reimbursed pending availability of funds. FLORIDA SADD can not reimburse parent travel expenses. Travel expenses are paid upfront by student/parent and may be reimbursed after travel and completing a travel form. **Note: the student/parent may be asked to pay some of these expenses pending any budget changes by the Florida Peer Education office.**
- Attend monthly conference calls and/or business meetings as needed.
- Keep informed of the SADD activities in their respective region.
- Write newsletter articles and regional updates for the FLORIDA SADD newsletter and website.
- Speak at schools in respective region.
- Assist schools in respective region in establishing SADD chapters.
- Promote SADD within respective region including statewide programs and activities.
- Write and distribute a letter of introduction to the schools in your region. The SAB representative's school must be willing to absorb printing and mailing costs.
- Allow any photo taken of them at meetings, presentations, & conferences to be used in the FLORIDA SADD newsletter, on campaign materials such as posters and slicks, and on the FLORIDA SADD website. Allow email address to be posted on the FLORIDA SADD website and newsletters.
- Assist the State Coordinator in preparing and implementing regional meetings and the State Conference.

If these expectations are not met, the State Coordinator will take disciplinary actions. For the first offense, the SAB member will receive a written warning by the State Coordinator within one week of the offense. For the second offense, there will be a second written warning and a phone evaluation will be conducted to review the SAB expectations within one week of the offense. For the third offense, the SAB member will be asked to step down from their position and they will receive written notification within one week of the offense.

In the event there is an open position because of disciplinary action or resignation, the seat for that region will remain vacant for the remainder of the term.

Student Advisory Board Application Process

In the spring of each year, notification will be sent to registered SADD chapters within regions where a Board vacancy has occurred. The applicants are required to complete the SAB application forms and return them to the FLORIDA SADD office by a given deadline. Upon receipt, the application will be reviewed by the FLORIDA SADD coordinator to insure all requirements are met.

The selection process is as follows:

- The completed application is sent to the Florida SADD office. The State Coordinator will verify that the application is complete.
- A copy of each application will be sent to all Student Advisory Board Members.
- An interview will be conducted in person at the fall leadership summit by the members of the SAB. All applicants will be interviewed in the same manner.
- The Student Advisory Board will make the final decisions. The Student Advisory Board Representative from the applicant's region will not be involved in discussion or allowed to vote on selection for that region if the applicant attends the same school as the representative.
- Once the selection is made, all applicants will be notified as to whether they were selected or not.

To be eligible to apply for a FLORIDA SADD Student Advisory Board representative position, a student must:

- Be committed to the philosophy and mission of SADD.
- Must be an active member of a registered SADD chapter.
- Be willing to serve for a term of office that runs for one year and may be renewed for a second year.
- Attend a Fall business meeting, Spring business meeting, Regional Meetings, State Conference and the SADD National Conference. The FLORIDA SADD office may reimburse pre-approved travel expenses to the fall and spring meetings and the majority of travel expenses to the SADD National Conference pending availability of funds.
- Maintain an overall grade point average of a 2.5.
- Submit a letter of support from the SADD chapter advisor.
- Submit a signed Contract for Life
- Submit a picture of them to be used in the newsletter, on campaign materials, and the website.

Student of the Year Application Process

Sometime in November, the FLORIDA SADD office will be accepting applications for the FLORIDA SADD Student of the Year. An application will be sent to each registered SADD chapter and posted on the FLORIDA SADD website at www.floridasadd.org. The applicant is required to complete the Student of the Year application form and return the form to the FLORIDA SADD office by a given deadline. Upon receipt, the application will be reviewed by the FLORIDA SADD State Coordinator to insure all requirements are met. The State Coordinator will appoint a committee to review and select the Student of the Year. Once the committee has made its selection, all applicants will be notified as to whether they were selected or not.

The applicant who is selected as the FLORIDA SADD Student of the Year will be given the chance to complete an application for SADD National Student of the Year and/or to serve on the SADD National Student Leadership Council (SLC). The application used to select the FLORIDA SADD Student of the Year will be forwarded to the SADD National office by a given deadline set forth by SADD National. The applicant will be contacted by the selection committee chosen by SADD National and given a phone interview. Once the committee has made their selection, all applicants will be notified as to whether they were selected or not.

To be eligible to apply for the FLORIDA SADD Student of the Year, a student must:

- Be committed to the philosophy and mission of SADD.
- Must have been an active member of a registered SADD chapter.
- Be willing to serve for a term that runs for one year starting at the SADD National Conference and ending at the following SADD National Conference and a second term as the youth advisor starting in July and ending in June.
- Attend a Fall business meeting, Spring business meeting, Regional Meetings, State Conference and the SADD National Conference. Pre-approved travel expenses for SAB members may be reimbursed pending availability of funds.

The FLORIDA SADD Student of the Year must meet all the expectations set forth by the FLORIDA SADD office. If selected to serve as SADD National Student of the Year or to serve on the SADD National Student Leadership Council, the student must meet all the expectations set forth by SADD National. These expectations are listed on the application for both positions.

Youth Advisor

In the spring of each year, notification will be sent to the previous Student of the Year asking for their intent in regards to serving as the Youth Advisor for the following year (July through June). If the previous Student of the Year does not want to serve in the role of Youth Advisor for the following year, the application process will be open to the outgoing members of the FLORIDA SADD Student Advisory Board who meet the eligibility requirements below.

If the outgoing Student of the Year does not assume the role of Youth Advisor, The selection process is as follows:

- A completed application is sent to the Florida SADD office. The State Coordinator will verify that the application is complete.
- The State Coordinator will conduct an interview with each applicant.
- Once the selection is made, the Youth Advisor will go through a training session and their new role as Youth Advisor will begin in July.

To be eligible to apply for the FLORIDA SADD Youth Advisor, a student must:

- Be committed to the philosophy and mission of SADD.
- Must have been an active member of a registered SADD chapter for 2 years
- Be willing to serve for a term that runs for one year starting in October and ending after the Student Leadership Summit in September
- Should be a graduated high school senior starting at the beginning of their term
- Attend a Fall business meeting, Spring business meeting, Regional Meetings, State Conference and the SADD National Conference. Pre-approved travel expenses for SAB members may be reimbursed pending availability of funds.

The FLORIDA SADD Youth Advisor must meet all the expectations set forth by the FLORIDA SADD office. These expectations are listed on the Youth Advisor Agreement form.

Student Advisory Board Calendar

September	Conference Call Fall Business Meeting/Student Leadership Summit SAB Interview/Selection SAB term starts
October	Conference Call
November	Conference Call Call for Student of the Year applications
December	Conference Call Applications for Student of the Year due Student of the Year selection
January	Student of the Year named
February	Spring Business Meeting SAB Evaluations
March	Conference Call
April	Conference Call Call for Student Advisory Board applications
May	Conference Call Letter of Intent from Student of the Year to accept Youth Advisor position
June/July	SADD National Conference
July	Youth Advisor starts term
August	Conference Call

All dates are subject to change without notice and are to be used as an approximate estimation only.

STUDENT ADVISORY BOARD APPLICATION FORM

Please type or print.

Name: _____ School: _____

Address: _____
STREET CITY ZIP COUNTY

Home Phone: _____ SSN: _____ Gender: Male Female (Circle One)

School Year: _____ Birth date: _____ GPA: _____

E-mail address: _____ Polo Shirt size: S M L XL XXL

Cell Phone: _____ MySpace/Facebook address: _____

I am applying for the FLORIDA SADD Student Advisory Board Region _____

Use additional paper to answer the following questions

How long have you been a member of SADD?

Offices/Committee Chair held in SADD chapter:

What other activities/clubs do you belong to:

Why should you be selected to serve your region?

What leadership attributes can you bring to the board?

What leadership qualities can I improve upon?

What one accomplishment have you had in SADD you are proud of? Why?

What is one goal you would like to accomplish on the SAB?

APPLICANT DATE

CHAPTER ADVISOR DATE

CHAPTER PRESIDENT DATE

SCHOOL PRINCIPAL DATE

PARENT DATE

APPLICANT AND PARENT CONTRACT

Both the applicant and parent must read the following Student Advisory Board expectations, the applicant must initial that they have read each bulleted point, and both sign the agreement.

This agreement must be signed before an applicant can be considered for this position.

- ___ Be committed to the philosophy and mission of SADD.
- ___ Must be an active member of a registered SADD chapter.
- ___ Be willing to serve for a term of office that runs for one year and may apply for a second one year term.
- ___ Attend a Fall business meeting, Spring business meeting, Regional Meetings, State Conference, and the SADD National Conference. The FLORIDA SADD office may reimburse pre-approved travel expenses to the fall and spring meetings and the majority of travel expenses to the SADD National Conference pending availability of funds. FLORIDA SADD can not reimburse parent travel expenses. Travel expenses are paid upfront by student/parent and may be reimbursed after travel and completing a travel form.
- ___ Attend monthly conference call and/or chat business meetings as needed.
- ___ Keep informed of the SADD activities in their respective region.
- ___ Write newsletter articles and regional updates for the FLORIDA SADD newsletter and website.
- ___ Speak at schools in respective region.
- ___ Assist schools in respective region establish SADD chapters.
- ___ Promote SADD within respective region including statewide programs and activities.
- ___ Write and distribute a letter of introduction to the schools in your region. The SAB representative's school must be willing to absorb printing and mailing costs.
- ___ Allow any photo taken of them at meetings, presentations, & conferences to be used in the FLORIDA SADD newsletter, on campaign materials such as posters or slicks, and on the FLORIDA SADD website. Allow email address to be posted on the FLORIDA SADD website and newsletters.
- ___ Assist the State Coordinator in preparing and implementing regional meetings and the State Conference.

Applicant/Parent Agreement

I understand and agree to the FLORIDA SADD Student Advisory Board expectations. I understand my son/daughter could be asked to resign if these expectations are not met. I agree to support my son/daughter in this position and help him/her meet the Student Advisory Board expectations.

_____ APPLICANT (sign)	_____ DATE	_____ APPLICANT (print)	_____ DATE
_____ PARENT (sign)	_____ DATE	_____ PARENT (print)	_____ DATE