

# 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 350 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 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, a student 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 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.

- Attend a Fall business meeting, Spring business meeting, Regional Meetings, State Conference, and the SADD National Conference. \*The FLORIDA SADD office reimburses pre-approved travel expenses to the fall and spring meetings and the majority of travel expenses to the SADD National Conference pending grant approval. FLORIDA SADD cannot 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 call 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 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 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.

Student Advisory Board members will be asked to resign if these expectations are not met. For the first offense, they will receive a written warning within one week of the offense. For the second offense, they will be given a second written warning and a phone evaluation will be conducted to go over the SAB expectations within one week of the offense. For the third offense, they 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, the region will remain vacant for the remainder of the term.

The only exception to these rules is the FLORIDA SADD Student of the Year whose position is an advisor to the board. They serve as the Student Leadership Council (SLC) member to SADD National where their expectations are given by SADD National.

## **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 applicant is 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.
- Should be a Junior during the fall of their first year in office.
- 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 grant approval.
- 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 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?

**My chapter/school understands and agrees to cover travel expenses when necessary and all regional mailings.**

\_\_\_\_\_  
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 grant approval. FLORIDA SADD cannot 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 their position if these expectations are not met. I agree to support my son/daughter in this position and help them meet the Student Advisory Board expectations.**

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APPLICANT (sign)

DATE

APPLICANT (print)

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PARENT

DATE

PARENT