

Students Against Drinking & Driving

STARTUP MANUAL



***“Student Leaders Dedicated To
Preventing Impaired Driving”***

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www.saddsask.ca





This will outline some steps in how you can successfully create a new SADD chapter. In addition to this document, there is a district representative for all areas of the province that can help you out with questions or direct you to someone who can help you. If you do not know what district you are in, don't worry! You can take a look at the list on our website (under New Chapters) and find out which district your school is in. Once you find this out, send an email to sadd@sasktel.net and it will be forwarded to your district representative. You can also find a full list of all the representatives on the website under Meet Our Boards.

Should you have any questions, please do not hesitate to ask us. We would love to hear from you about how this has helped you out or with any other questions that you may have.

Working with you towards ending impaired driving,

The Executive, Boards, and Staff of Students Against Drinking & Driving (SADD) Saskatchewan, Inc.

The Steps To Starting A SADD Chapter

A black and white photograph of three women sitting on a grassy field. The woman on the left is seen in profile, looking towards the other two. The woman in the center is looking down at something in her hands, possibly a book or a set of papers. The woman on the right is looking towards the center woman. They are all smiling and appear to be in a positive, collaborative conversation. The background is a textured, grassy field.

There are no hard and fast rules for starting and maintaining a SADD Chapter. Part of the beauty of SADD is that it is unique to each and every school and community. Each will present its own challenges and rewards. We know that you are a true visionary. You have taken a stand and are taking the lead in dealing with a huge social issue that knows no age, but yet is still the #1 killer among young people in Canada. We know that you believe in what you are doing and care a great deal about the project you are undertaking. We know that you have chosen to participate in your SADD Chapter for all the right reasons and now you need to put in a genuine effort.

SADD Saskatchewan congratulates you and will be here every step of the way to support and assist you. Please give us a call or drop us a line. We love hearing about how things are going with your Chapter (both positive and negative) and we love being able to assist you with your SADD Chapter. We can give you many ideas on how to maintain an effective SADD Chapter. The time for ACTION is NOW!

Step 1: Form A Core Group:

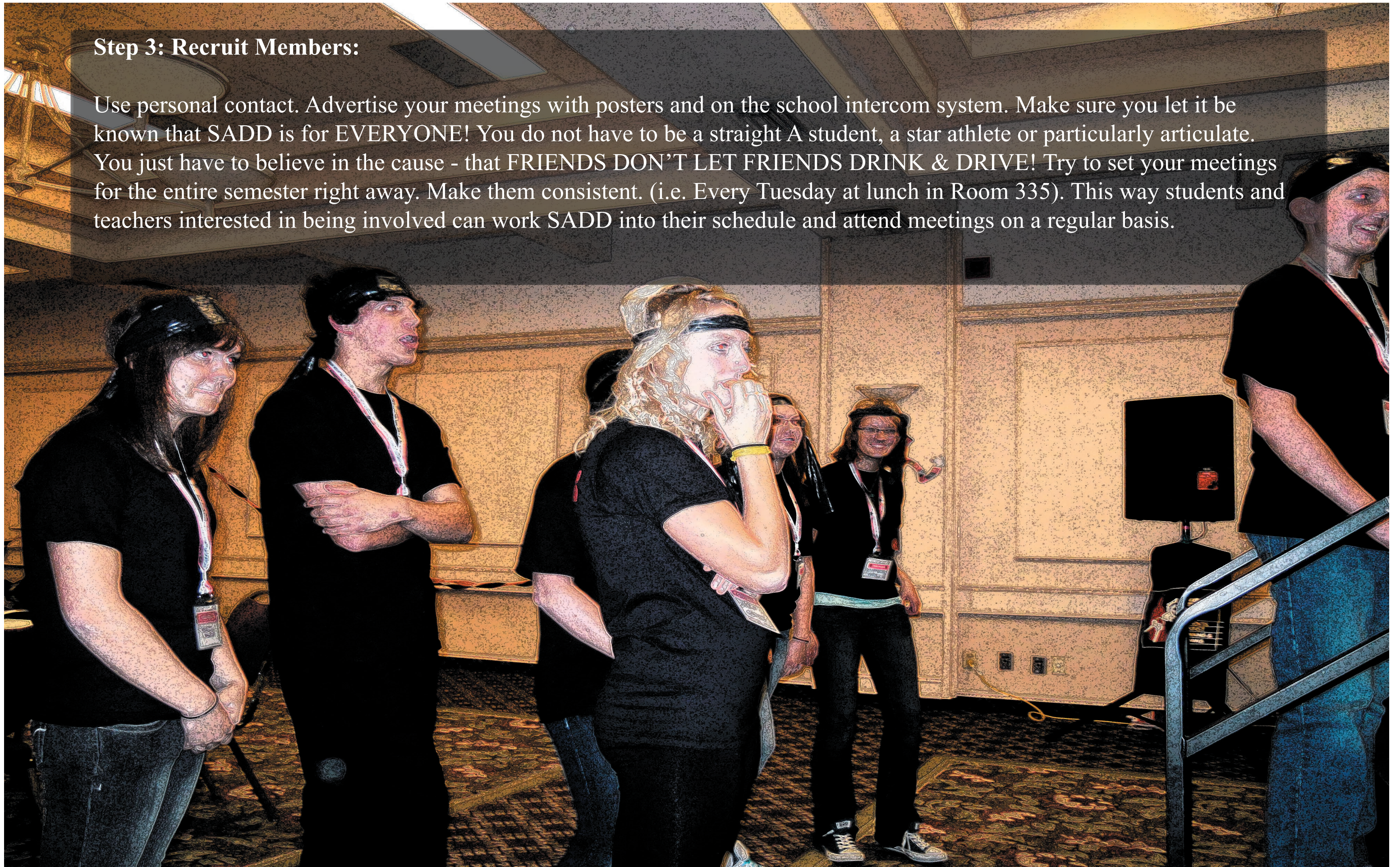
Many chapters start with only a handful of members. This core group will get the Chapter going. Don't be discouraged if your core group is small. All great things start small.

Step 2: Recruit an Advisor:

Your SADD Advisor should be an adult over the age of 21. Teachers, administrators, police officers and parents (just to name a few) will all make great SADD Advisors. Try to keep in mind that having an Advisor that is also a teacher or administrator at your school is a great asset. Your SADD Chapter will benefit from having that contact when it comes time for approval for events and conference attendance, etc. They know the policies, etc. and will do their best to support your Chapter. You can also have more than one adult Advisor if it works for your group.

Step 3: Recruit Members:

Use personal contact. Advertise your meetings with posters and on the school intercom system. Make sure you let it be known that SADD is for EVERYONE! You do not have to be a straight A student, a star athlete or particularly articulate. You just have to believe in the cause - that FRIENDS DON'T LET FRIENDS DRINK & DRIVE! Try to set your meetings for the entire semester right away. Make them consistent. (i.e. Every Tuesday at lunch in Room 335). This way students and teachers interested in being involved can work SADD into their schedule and attend meetings on a regular basis.



Step 4: Elect an Executive to Lead Your Chapter:

To function smoothly you need to decide how your SADD Chapter will run. Some SADD Chapters like to elect an Executive team (See Executive duties for more info) and others have 2 Co-Chairs and set up a Board of Directors. Talk to the people involved in setting up your SADD Chapter and come to a consensus on what is best for your group. Work on the strengths of those you have within your Chapter and be creative and flexible.



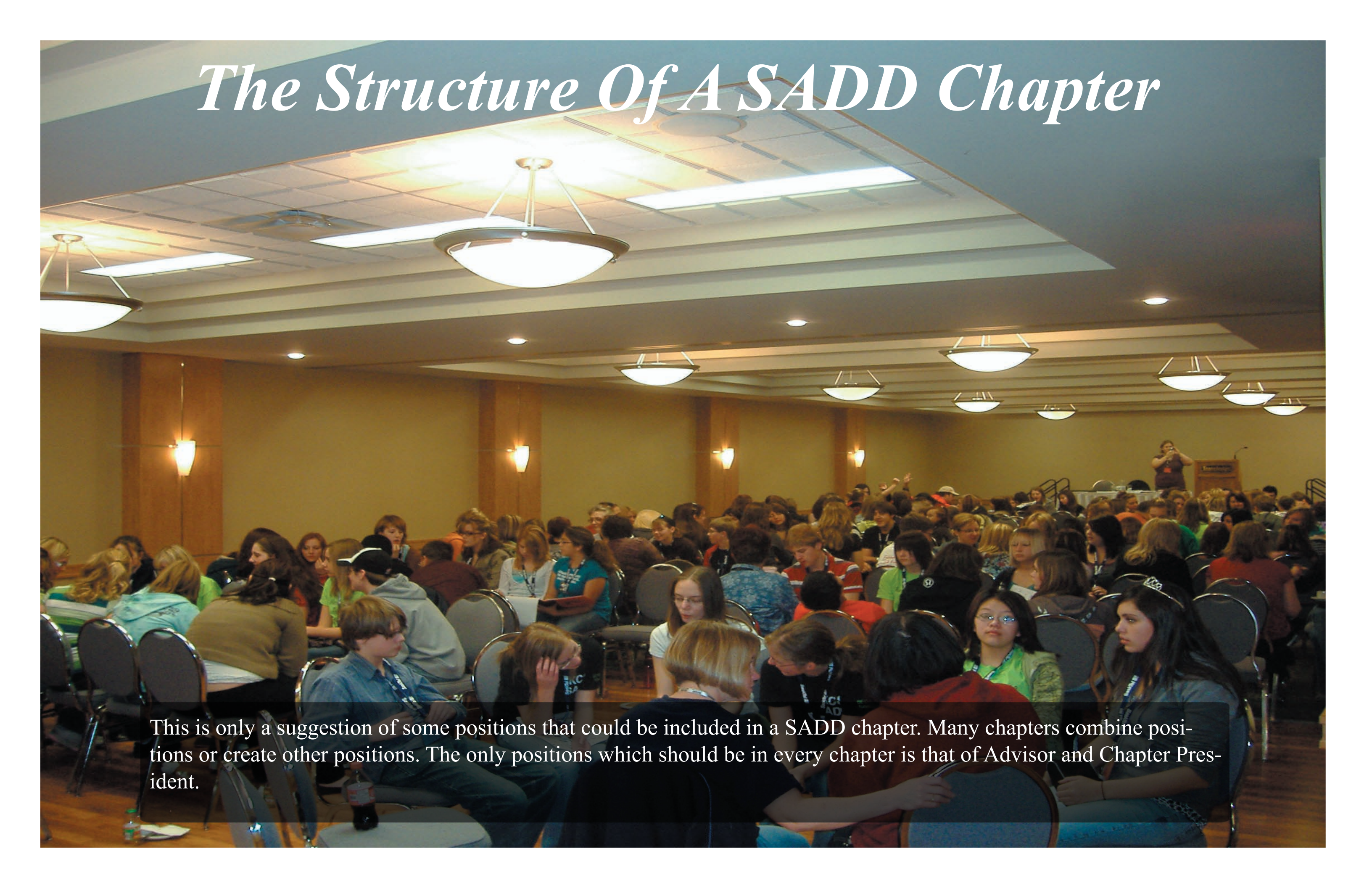
Step 5: Contact SADD Saskatchewan to Register your SADD Chapter:

SADD Saskatchewan requires that you register so we can recognize your group as an active “SADD Chapter”. You will receive resources such as newsletters, conference information, posters and various novelty items.



Once these things are done it is time to start planning events. It is usually useful to plan for the entire semester or year. Make a calendar and keep in mind when other school and community events are taking place so your functions don't conflict. Buddy up and have your events compliment each other whenever possible. Don't compete with other groups within the school but rather work in conjunction with them to add to the success of the event. The possibilities are endless.

The Structure Of A SADD Chapter

A photograph of a large group of students, mostly teenagers, seated in a lecture hall or auditorium. They are facing towards the front of the room where a person is standing at a podium, likely giving a presentation. The room has a high ceiling with several large, modern pendant lights and recessed lighting. The walls are a light color with wood paneling. The students are dressed in casual attire, and some are looking towards the front, while others are looking down or talking to each other.

This is only a suggestion of some positions that could be included in a SADD chapter. Many chapters combine positions or create other positions. The only positions which should be in every chapter is that of Advisor and Chapter President.



Advisors:

Each chapter must have at least one adult advisor, who acts as a meeting facilitator, or a general go-to person if the chapter members have inquiries. Since SADD Saskatchewan is a student-based organization, we believe the students should have the greatest roles. Although the students make up the chapters, success may not be achievable without the assistance of the staff advisors. This means that the advisors are also an integral part to the success of each chapter.

Staff advisors act as facilitators, mentors, as well as leaders. They are in place to guide the chapters and to act as an additional resource of information. The advisors keep the group in focus, and make sure they don't sway far from the group's goals. The staff advisor must be someone who the students like, and respect, as this will form a good working relation amongst the group.

The staff advisor must also be dedicated to both the organization, and the students. The students must also be able to see the commitment from their advisors, as the advisors are the ones who set the example. Advisors also have a huge impact on the success of recruitment, and retention. The advisors also act as liaisons between community members and the members of the individual group.

Students:

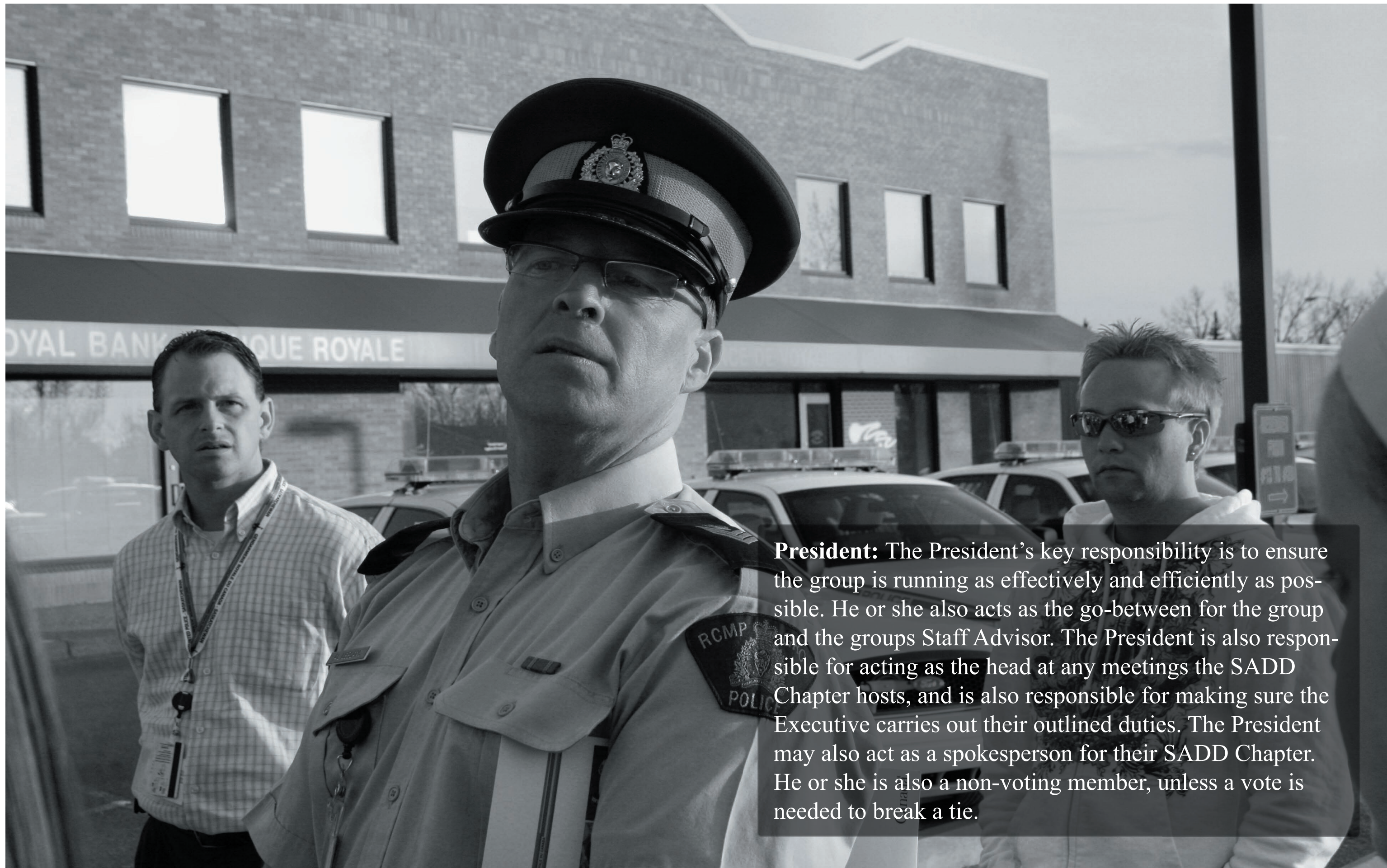
Without students, SADD Chapters would not be possible. These students, mainly in high school, are from across the province, and are what makes up the base of the organization. There are many different roles for the students to be a part of in their chapters. Most chapters form an Executive consisting of the following positions: President, Vice-President, Activities Coordinator, Treasurer, Secretary, and Grade Representatives. Some schools may choose to have these positions, or ones that slightly vary. Other chapters have chosen not to form an executive, so that all members are viewed as equals in their group.



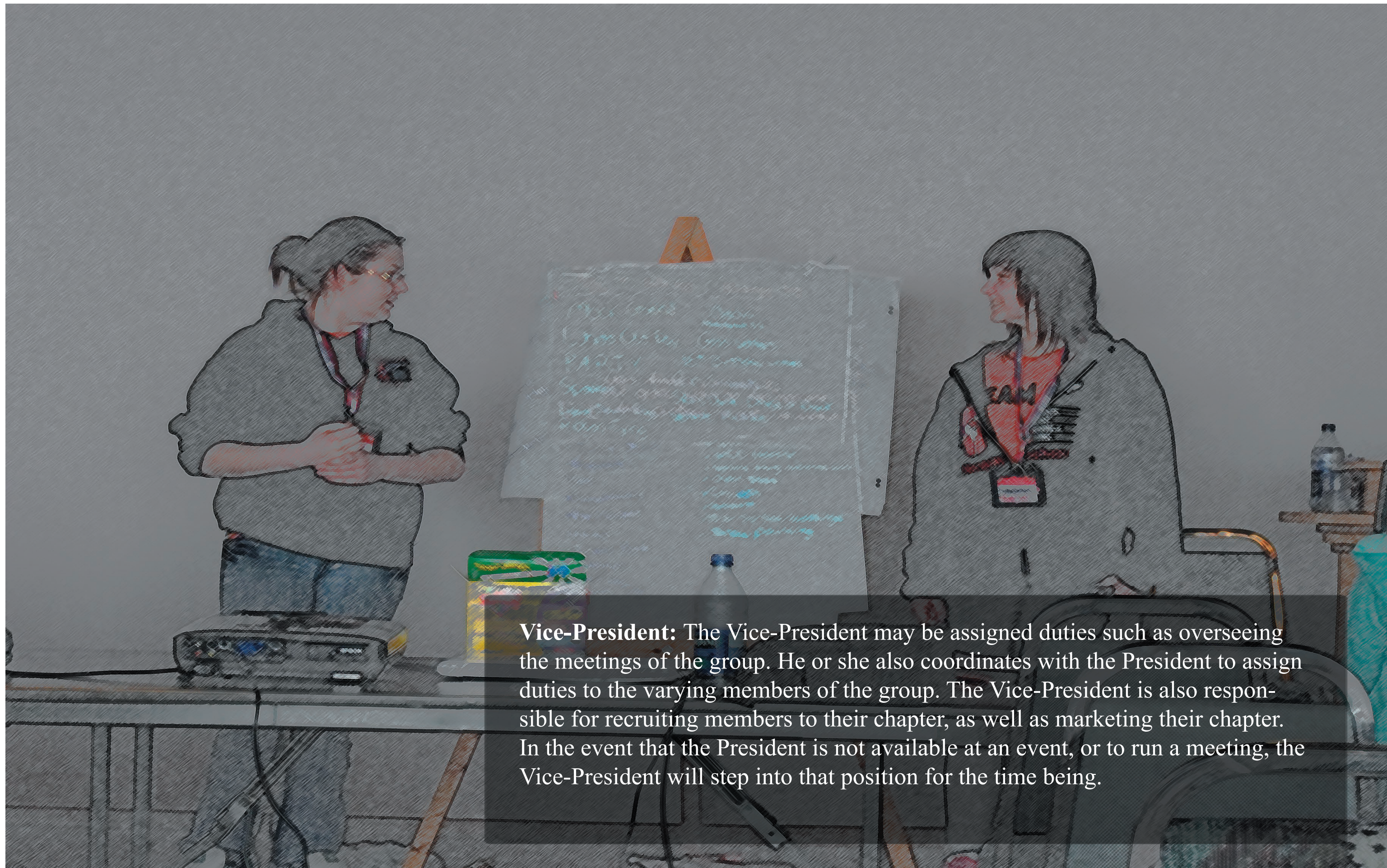
The Chapter Executive

Being on the Chapters Executive does not make a person elite, and that is a point the Advisors should stress. The Executive positions are typically voted on, in election/campaign style. Once again, it is up to the chapter to decide how the Executive is chosen. In conjunction with the Executive positions are the members of the SADD group. These members are extremely important to the functioning and success of each SADD Chapter. The following gives a breakdown for each of the Executive positions:





President: The President's key responsibility is to ensure the group is running as effectively and efficiently as possible. He or she also acts as the go-between for the group and the groups Staff Advisor. The President is also responsible for acting as the head at any meetings the SADD Chapter hosts, and is also responsible for making sure the Executive carries out their outlined duties. The President may also act as a spokesperson for their SADD Chapter. He or she is also a non-voting member, unless a vote is needed to break a tie.



Vice-President: The Vice-President may be assigned duties such as overseeing the meetings of the group. He or she also coordinates with the President to assign duties to the varying members of the group. The Vice-President is also responsible for recruiting members to their chapter, as well as marketing their chapter. In the event that the President is not available at an event, or to run a meeting, the Vice-President will step into that position for the time being.

Activities Coordinator: The Activities Coordinator is responsible for planning activities, as well as coming up with these events. This does not mean that the Coordinator should be doing everything. He or she should take input from all members of the group, as well as seeking out assistance in the coordination of events. The AC should be a very motivated person, with the ability to motivate others to help out with the activities. He or she shall also seek out ways to reach a broad audience, and get support from as many people as possible.

Treasurer: The Treasurer is responsible for all funds coming and going in the Chapter. This person should coordinate with either the Staff Advisor, or the schools Business Office to hold an account of all funds. The Treasurer may also be required to produce reports showing all transactions made by the group. He or she is also responsible for paying any outstanding bills for the SADD Chapter.

Secretary: The Secretary's main responsibility is to take minutes at each of the meetings. They may also keep a log of all minutes accumulated over the course of the school year. The Secretary also keeps a log of all the happenings of the SADD Chapter throughout the year.





Grade Representatives: The Grade Representatives are responsible for communicating with their grade level. They are also responsible for coordinating events, and holding recruitment activities for their grade.

Other Things To Keep In Mind:

Your Administration can be your best friends or your worst enemies. As a chapter of SADD Saskatchewan, you have to realize that there may be restrictions on the activities you wish to run, and your group has to work within these restrictions. If you realize these, and work within them, you'll be happy, and hopefully your group will be successful.

If an activity disturbs the regular schedule of classes, the Principal may have to consult the staff or board to change the schedule at the school. This could take more time, and if this is the case, be prepared to give your principal sufficient time for clearing this sort of event.

When you decide to start a group, check with your principal for varying rules in your school. Remember: your administration can be some of your best supporters - don't count them out!

Provincial Organization:

The Provincial organization of SADD is also structured with various positions. SADD Saskatchewan has a board of directors, representatives, executive, as well as a team of volunteers who help in all aspects of the organization. Each person has a specific task or role that he or she looks after. For a complete list of these positions, please feel free to visit www.saddsask.ca.



Your First SADD Meeting - Some Ideas

- Make the meeting an informal one
- Forget sorting out concrete details
- Get to know each other
- Acknowledge each other's support
- Talk about the goals and objectives of SADD Saskatchewan
- Discuss general goals your chapter would like to achieve
- Lay out responsibilities that will need to be filled
- Give yourselves "things" to think about
- Have fun


A Few Things To Consider

Time for the first meeting:

Date for the first meeting:

Place for the first meeting:

Recruiting Members

A photograph of two young women in a room. On the left is a tall wooden bookshelf filled with books. In the center, a woman with blonde hair, wearing a green and yellow patterned tank top and jeans, is looking down at her hands. To her right, another woman with long dark hair, wearing a black jacket with red and yellow stripes and a red headband, is also looking down. The room has a white wall with a single light fixture, a dark wooden ceiling with exposed beams, and a large potted plant on the right. A semi-transparent text box is overlaid at the bottom.

There are many different ways in which a chapter may recruit new members. Two of the easiest ways are through word of mouth, and by getting your own friends to join. Recruiting new members may require a bit of legwork, but the efforts are all worth it. If the SADD Chapter has established members at the beginning of the school year, your group might want to use them when it is time to register for classes, as they can set up a table and recruit members there

Recruiting does not have to be just at the beginning of the year, and can be continuous throughout the school year. If you show fellow students that SADD is both fun, and has a good message, it is more likely that you will gain new members. Here are a few recruitment ideas or tips:

- Set up a table outlining what SADD does
- Host a recruitment drive
- Have friendly competition between the grades to see who can recruit the most members
- Recruit at various events your chapter hosts
- Hold a Recruitment Pizza Party
- Put up posters and announcements around your school

These are only a few ways to get new people involved in your chapter. For more ideas, try networking with other chapters on www.saddsask.ca or Face Book (SADD Saskatchewan).



About SADD Saskatchewan

SADD will continually strive to bring deaths due to drinking and driving in Saskatchewan down to zero. We believe this goal can be achieved using the following objectives:

- Expand the scope of the SADD program so that it reaches larger segments of society with its drinking and driving prevention message.
- Work to establish greater continuity within local SADD chapters and the provincial SADD organization.
- Save lives and prevent injuries caused by drinking and driving through education.
- Influence legislation and public policy in areas related to drinking and driving.



A Message From SGI

TO: Students Against Drinking and Driving

SGI appreciates the invaluable role that Students Against Drinking and Driving (SADD) plays in the fight to reduce the unfortunate consequences of drinking and driving in Saskatchewan. Through your numerous chapters, spread across the province, SADD continues to educate and motivate youth to make the healthy choice of not drinking.

SGI believes that the long-term decreasing trend in the overall number of alcohol-traffic collisions and associated casualties that we have seen in this province is in part due to the great work that SADD has been doing. The toll from drinking and driving is, however, still too high. In 2006, alcohol was reported to be a factor in 45 fatal collisions and over 400 injury collisions. With the continued commitment and enthusiasm demonstrated by SADD, we trust that the magnitude of this problem can be greatly reduced.

SGI remains committed to working with SADD in the coming year on initiatives aimed at advancing our mutual goal of making Saskatchewan's roads safer by reducing the incidence of drinking and driving.

The Benefits Of Membership

- Free Participation in Red Ribbon Campaign
- Comprehensive Chapter Manual
- Posters and Other Resource Materials
- Eligibility for SADD Scholarship, Chapter Bursary, Annual Awards and Regular Prizes
- Eligibility for Free Speakers
- Charitable Tax Receipts For Your Local Supporters
- Eligibility For Provincial Conference
- Voting Privileges and Opportunity to Hold Office on Provincial Board
- Continued Provincial Board and Office Support



More information is available online at:
www.saddsask.ca

FREQUENTLY ASKED QUESTIONS

Can we operate a SADD group without registering with SADD Saskatchewan?

No. Students Against Drinking and Driving is a legally registered name in Saskatchewan and can not be used without permission.

Registering a SADD Chapter is a very easy process and only costs \$25.00/year and offers many benefits.

Do we have to register with SADD each year?

Yes. If you would like to receive all our materials and participate in our conferences, etc., you need to be a registered SADD Chapter. Registration packages are sent to all Saskatchewan high schools in June and again in September. Registration forms are also available on our website.

How many interested students are needed to start a SADD Chapter?

Only 1. Although more students who support your chapter would be helpful, there are no minimum requirements for numbers of members. If your chapter is particularly small, perhaps we can partner you with another school and you can work together on some projects. Hopefully, the resources we can provide will help your local chapter grow. Attending Provincial Conferences and other events is also a good way to stay motivated and to meet new SADD friends.

Are 'Red Ribbons' sent to our chapter automatically? How many can we have?

Generally our red ribbons are not sent to chapters automatically. However, if you request them, they can usually be sent by mail the same day or the next day. You are not limited to a certain amount, if they are used for their intended purpose (distribution to drivers or friends and family members of drivers). They are not intended to be used for dance decorations, etc. Our Red Ribbon Campaign is generously sponsored by the SaskTel Pioneers.

Therefore, if you use any ribbons, we ask that you send a brief thank you note to the SaskTel Pioneers in appreciation for this important tool.

SaskTel Pioneers / 2121 Saskatchewan Drive / Regina, SK / S4P 3Y2

How does our school request a presentation on "How to start a new Chapter."

PLEASE CONTACT THE SADD SASKATCHEWAN PROVINCIAL OFFICE 757-5562 OR EMAIL sadd@sasktel.net. We will be happy to come to your school and talk about SADD Saskatchewan.

Suggested New Chapter Checklist

Before your first meeting:

- _____ Find people interested in starting a chapter
- _____ Form your core group
- _____ Check with the school office for any rules regarding a chapter
- _____ Find a staff member or community member to serve as advisor
- _____ Recruit members for your group

At your first meeting:

- _____ Elect an executive to lead your group
- _____ Get to know each other
- _____ Discuss what you would like to do for the year
- _____ Introduce the goals & objectives of SADD Saskatchewan
- *you can learn a lot about SADD Saskatchewan by reading the constitution & bylaws, which are available online on www.saddsask.ca*

After The First Meeting:

- _____ Contact SADD Saskatchewan to register as a chapter
- You can get a registration form online under Chapters*

Within A Week:

- _____ Place an announcement in your school announcements about the date, time, and location for the next meeting

Don't forget:

- _____ Have Fun! We are working on a serious issue but that doesn't mean we can't have fun while getting the information out.
- _____ Always let people know that it is an impaired driving collisions, not a drinking and driving accident.

Thank you very much for your interest in starting a new chapter of Students Against Drinking & Driving (SADD) Saskatchewan in your school!

We are excited to work with you in starting this new chapter and will support you in whatever way we can while you work through this process of starting a chapter.

If you have any further questions, please do not hesitate to ask us. We would love to help you out!

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