



# INDIANA SADD

## ADVISOR GUIDEBOOK



A resource for advisors dedicated to empowering student leaders and strengthening prevention efforts through support and inspiration.



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Welcome to the Indiana SADD (*Students Against Destructive Decisions*) network! Whether you're a first-time advisor or a seasoned veteran, we're thrilled to have you as a vital part of our statewide mission to empower, engage, and educate youth to make positive decisions.

As a SADD advisor, you play a powerful role in shaping the lives of young people. You are a mentor, a guide, a motivator, and a catalyst for change. Through your leadership, students are given the opportunity to step into leadership roles, design impactful campaigns, and foster a culture of safety and wellness in their schools and communities.

This guidebook is your go-to resource to help you confidently navigate the year ahead. Inside, you'll find practical advice, proven strategies, and helpful tools to support your chapter's success. Whether you're organizing your first Red Ribbon Week or preparing for the Indiana SADD Summit, this guide will serve as your companion.

Thank you for investing your time, energy, and heart into Indiana SADD. Together, we are not just building student leaders—we are building safer schools, stronger communities, and a brighter future for all.

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## Message from the State Coordinator

Welcome to Indiana SADD. As the State Coordinator, it is both my privilege and my joy to welcome you into this extraordinary network of advisors and student leaders who are working together to make Indiana a safer, stronger, and more supportive place for young people.

SADD is more than a student organization, it's a movement. At its core, SADD is about empowering students to lead with courage, make positive choices, and inspire their peers to do the same. But none of this would be possible without dedicated adult mentors like you. Advisors are the heart of our success, helping transform student energy and passion into sustainable, transformational action.

Whether you're stepping into this role for the first time or returning with years of experience, your leadership matters. You are not expected to have all the answers; instead, you are here to guide, listen, and support students as they take the lead in shaping their school culture.

In this manual, you will find the tools, tips, and templates you need to start or grow a thriving SADD chapter. You are never alone on this journey. The Indiana SADD team and advisor network are here to offer guidance, share best practices, and cheer you on every step of the way.

Thank you for your willingness to serve, your dedication to our youth, and your commitment to building a better future. We look forward to partnering with you in the exciting year ahead!

With gratitude and enthusiasm,

Mark R. Kaser  
Indiana State SADD Coordinator

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## Overview of SADD's Mission, Vision, and History

SADD empowers young people to successfully confront the risks and pressures that challenge them throughout their daily lives.

### SADD Vision

All students collaborate to create a healthier and safer world, one positive decision at a time.

### SADD Mission

SADD empowers and mobilizes students and adult allies to engage in positive change through leadership and smart decision-making.

SADD's mission is accomplished by creating, equipping, and sustaining a network of student-run chapters in schools and communities focused on peer-to-peer education. SADD fosters a sense of belonging and promotes resiliency, leadership, and advocacy skills so that young people make positive life decisions that will carry them throughout life.

SADD was founded in 1981 in Wayland, Massachusetts, when a group of students and their advisor, Robert Anastas, came together to confront the rising tragedy of young lives lost to drinking and driving.

Originally called Students Against Driving Drunk, SADD quickly grew into a nationwide movement, giving students a voice in promoting safe choices.

As issues facing youth expanded, so did SADD's mission—evolving into **Students Against Destructive Decisions** to address substance use, traffic safety, mental health, and other challenges.

Today, SADD remains the nation's largest peer-to-peer youth health and safety organization, with chapters across the country empowering students to lead, educate, and inspire positive change in their schools and communities.

**Indiana SADD** receives support from the Indiana Division of Mental Health and Addiction (DMHA) to strengthen our substance misuse prevention work. This partnership allows us to provide resources, Strategic Prevention Framework training, and opportunities for students statewide to make informed, safe, and healthy choices.

While the DMHA funding highlights substance misuse prevention, but Indiana chapters can also focus on issues relevant to their schools and communities. Indiana SADD empowers students to lead important initiatives, including traffic safety, mental health, leadership, and other prevention efforts.



## Responsibilities and Expectations

A SADD advisor serves as a mentor, coach, advocate, and facilitator for the chapter. Your primary role is to empower students to take ownership of the chapter and their projects while ensuring their efforts align with SADD's mission and school guidelines. Responsibilities include:

- **Guidance:** Helping students brainstorm and plan activities, while letting them take the lead in decision-making.
- **Logistics:** Securing event locations, arranging transportation, and managing permission forms.
- **Liaison Work:** Communicating between the chapter, school administration, parents, and community partners.
- **Safety Oversight:** Ensuring that all activities follow school policies and student safety protocols.
- **Encouragement:** Recognizing and celebrating students' efforts, regardless of the scale of their achievements.

*Being a SADD advisor is not about doing the work for students but equipping them to lead. By combining structure with flexibility, you give students the space to learn, make mistakes, and grow while ensuring their projects are safe, inclusive, and effective.*

## Characteristics of an Effective Advisor

- **Approachable and supportive** – Students should feel comfortable bringing ideas or concerns to you.
- **Organized and dependable** – Consistency builds trust and ensures projects run smoothly.
- **Passionate about youth empowerment** – Believe in students' ability to lead and create change.
- **Able to foster student-led initiatives** – Step back when appropriate so students can grow in their leadership.

## Advisor Best Practice Examples:

- **Encourage student ownership:**  
If a student wants to run National Drug and Alcohol Facts Week, help them form a committee, set deadlines, and connect with the proper online resources.
- **Maintain open communication:**  
Hold regular meetings with officers to discuss progress, troubleshoot challenges, and keep everyone aligned.
- **Celebrate student achievements:**  
Host an end-of-year recognition event or highlight successes on social media.
- **Network with other advisors in the MySADD Indiana Advisors Group:**  
Share ideas across the state—for instance, a neighboring chapter's approach to peer-to-peer mental health campaigns might inspire your program.



2019-20 Outstanding Advisor - Salem HS SADD - Jeanne Page

“Advisors plant seeds of possibility that grow long after the meetings are over.”

**Back-to-School**—As summer fades and school hallways come alive again, SADD advisors step into a fresh year of opportunities—and challenges—to guide students in prevention, leadership, and making positive choices. Whether you've been advising for years or are stepping into the role for the first time, the start of the school year is a chance to lay a strong foundation for meaningful youth engagement.

Each year brings fresh tools—like SAMHSA's 2025 Back-to-School Toolkit—to help you spark conversations, plan events, and support student well-being.

But the most powerful resource you have isn't in a PDF or a website—it's your students. Let them lead. Invite them to select campaigns, adapt materials, and design activities that resonate with their peers. Youth-led, adult-guided is where SADD shines.

Guard against burnout (*yours and theirs*) by celebrating small wins, checking in on well-being, and pacing new initiatives so momentum builds over time. Your role isn't just about running programs—it's about believing in young people, guiding them with patience, and giving them space to lead change.



# Getting Started

## Register and Renew Your Chapter

All chapters are asked to register annually through the [Indiana SADD webpage](#). Registration ensures your chapter has access to resources, updates, and program opportunities.

## Sign Up for MySADD

With a MySADD account, students, advisors, alum, and partners can connect on state, and national levels. Members can access exclusive programming materials, online certification courses, contests, and more. ***Signing up is easy!***

1. First, go to [SADD.org/signup](#)
2. Create your MySADD account. Enter the information as required and click submit. *You may need to confirm your email. If so, be sure to check your spam folder to complete this step.*

**TIPS:** Make sure you type the correct school/organization affiliated with your local chapter.



Also, be sure to make your profile “public” so you may be added to the Indiana Statewide Group and, if applicable, the Indiana Advisors Group.

3. **Congratulations! You have a MySADD account.** You can now access SADD’s membership programs, learning modules, and more. Take a minute to explore your account!

4. Indiana’s state coordinator will confirm and add you to our exclusive, private, Indiana MySADD groups. Then, you can access the groups from your MySADD account.

5. Encourage EVERY member of your chapter to create a MySADD account!

## Start the School Year Strong

- Host a kickoff meeting
- Set chapter goals
- Identify student leaders early in the year.
- Review the Chapter Checklist (*next page*)

## Build Partnerships with School Administration

Keep administrators informed, seek their support for initiatives, and involve them in key events to build trust and buy-in.





# Chapter Checklist

- ❑ **Create your MySADD account** to access SADD membership programs, learning modules, contests, and more exclusive content.
- ❑ **Connect with Indiana SADD.** Receive updates on Indiana SADD-related news and opportunities via social media and our MySADD groups. We are @IndianaSadd on [Facebook](#), [Instagram](#), and [Threads](#). Don't forget also to follow SADD National, @saddnation. Finally, tag us when you post so that we can be sure to see them!
- ❑ **Make a plan of action.** Meet with members to create a month-by-month plan. Use the ITI-Indiana SADD event [Calendar](#) to find prevention campaigns, events, and upcoming opportunities. Click on an event to access toolkits and resources. Assign tasks and set deadlines for using these resources in your initiatives.
- ❑ **Take advantage of free materials!** Browse the [Indiana SADD webpage](#), the [Calendar](#), and MySADD to find what is available to you right now. Check back often for new resources. Additionally, follow our social media and read our newsletters and alerts for future updates.
- ❑ **Make plans to attend** in-person and virtual Indiana SADD events. Strengthen your chapter by meeting and exchanging ideas with like-minded leaders! Options include Days of Learning, Meet in the Middle gatherings, Advisor Trainings, and Indiana SADD Statewide events.

- ❑ **Use media** to showcase your activities and promote your chapter's work. Share your pictures, videos, and stories with us using the [Activity Report Form](#) or the [Easy Media Share Form](#) to help us spread awareness and document your efforts.
- ❑ **Have fun.** Reward your hard work by planning time together to enjoy fun activities. Invite others to join as you model how to have a good time without the use of drugs and alcohol.



- ❑ **Stay connected.** We love to know what you are doing! Email us. Use the simple [Activity Report Form](#). Indiana SADD can amplify your messages and share your successes with other chapters looking for inspiration and fresh ideas! Also, let us know **how** we can assist you. Maybe even offer to host a training or workshop!

“When adults empower youth, youth empower communities.”

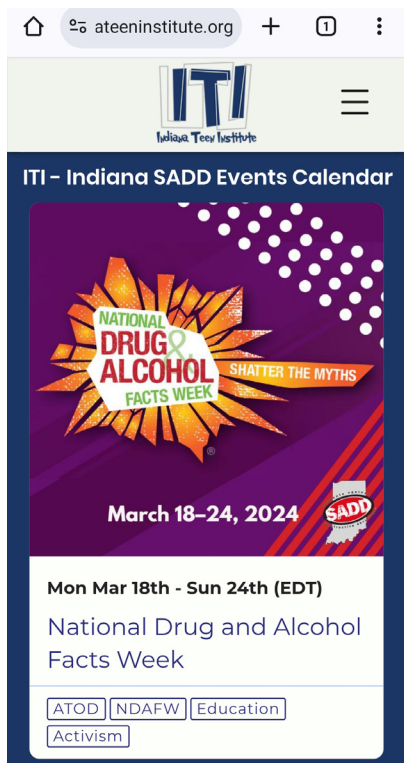


# Planning Activities and Events



## Create An Annual Programming Calendar

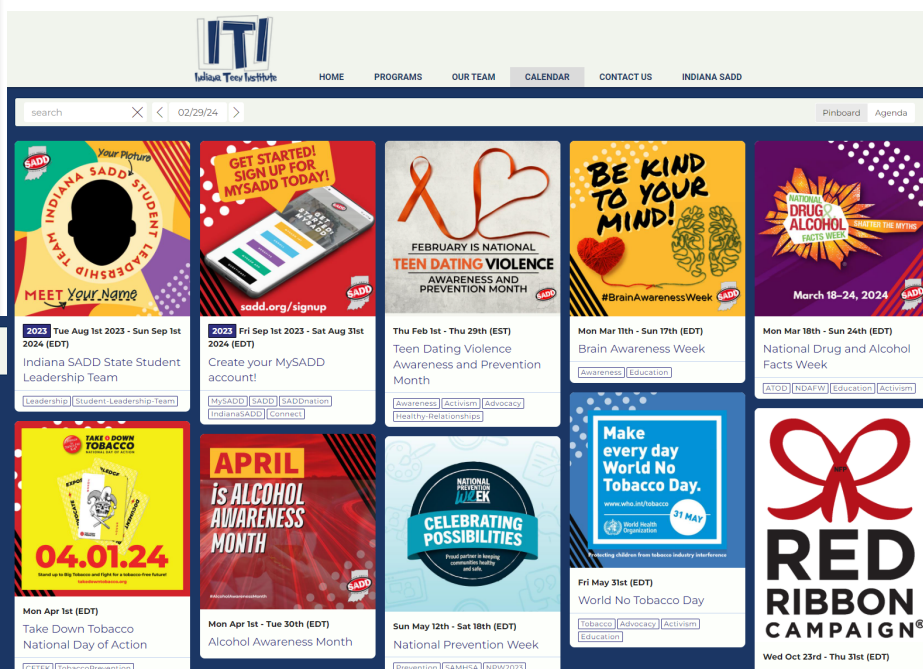
Plan ahead using the Indiana SADD calendar of events and the SADD National Mobilization Calendar. This will help keep your chapter active and prepared. [www.indianateeninstitute.org/calendar](http://www.indianateeninstitute.org/calendar)



**The Calendar page is your 24/7 source for current and upcoming opportunities.**

You'll find contests, activism events, national advocacy campaigns, and more. Access event details and links to additional information, registration and entry forms, and free toolkits, by clicking an event.

You may search for a specific event or sort events by type. For example, if you type "contests" (or *click the tag*), all active and upcoming contests will be displayed.



Give me six hours to chop down a tree and I will spend the first four sharpening the axe.

– Abraham Lincoln

# Explore MySADD

## Virtual Courses

Explore SADD's new virtual learning system. Members can be certified in leadership, advocacy, and more. Complete the courses online at your own pace or complete them together with your entire chapter.

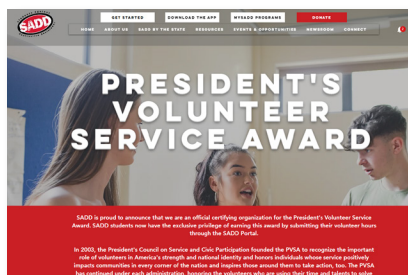
SADD Leader



## Indiana's MySADD Groups

Connect with SADD Members from throughout Indiana. We have an exclusive Statewide Chapter Group and an Indiana Advisor Group. These are ideal places to discover new opportunities and resources, ask questions, and share SADD-related information.

## President's Volunteer Service Award



**SADD is an official certifying organization for the President's Volunteer Service Award.**

SADD members have the privilege of earning this award by submitting volunteer hours through SADD National.

In 2003, the President's Council on Service and Civic Participation founded the PVSA to recognize the vital role of volunteers in America's strength and national identity. The award honors volunteers who are using their time and talents to solve some of the toughest challenges facing our nation.

Log your volunteer hours with SADD, including non-SADD activities (church, community organizations, and other school clubs). The Award designation is based on age and the number of eligible hours completed.

Please contact the Indiana SADD office if you have any questions or visit [www.sadd.org/pvsa](http://www.sadd.org/pvsa) to begin the application process.



# Unlocking Your Superpowers

SAMHSA's Strategic Prevention Framework and SADD

## What Is SAMHSA's Strategic Prevention Framework (SPF)?

Imagine having a superhero tool to help you better understand and prevent destructive decisions and promote community well-being. The Strategic Prevention Framework (SPF) is that tool. It's designed to help communities, schools, and organizations create a safer and healthier environment for everyone.

*Let's break it down:*

### 1. Assess Needs—

Consider this your “detective” phase. You gather data, talk to people, and understand the specific substance-related challenges in your community. What substances are prevalent? Who's most affected? Knowing specifics helps you plan better!

### 2. Build Capacity—

Now it's time to level up your skills. Build a team of fellow superheroes (*community members, educators, peers*) who share your mission. Together, learn about prevention strategies and strengthen your abilities.

**3. Plan**—Imagine you're designing a battle strategy. You set clear goals, decide which prevention programs and tools to use, then create an action plan based on your assessment. This step ensures you're ready to face substance misuse head-on.

1. Decide which prevention programs/strategies to use.
2. Create an action plan with a realistic timeline.

### 4. Implement—

Action time! You roll out your plan, and keep track of what is working and what adjustments need to be made as you go along.

### 5. Evaluate—

Assess your efforts. Did your actions reduce substance misuse or increase protective factors? Are peers making smarter choices? If yes, celebrate! If not, tweak your approach, try again, and adapt.



Explore Resources: [SAMHSA's SPF Guide](#)



## Why Should Teens Care?

As teenagers, you're navigating a world full of choices. Some of those choices involve substances like alcohol, tobacco, and other drugs. Every choice you make contributes to the bigger picture. By understanding and using the SPF, you become a real-life hero—one who protects not just yourself but also your peers and future generations.

*Additional benefits:*



- **Empowerment**—The SPF empowers you to make informed prevention choices.
- **Peer Influence**—Lead prevention efforts and be a positive role model.
- **Open Conversations**—Discuss sensitive topics openly and break down stigma.
- **Be an Advocate**—Spread awareness. Talk to friends, teachers, and family members. Let them know that prevention matters.
- **Join Forces**—Collaborate with school clubs, youth organizations, or local agencies. Together, you can amplify your influence and outcomes.
- **Learn and Share**—Educate yourself about substance misuse risks and protective factors. Share this knowledge with others.
- **Support Each Other**—If a friend struggles, be a supportive sidekick. Encourage seeking help and provide a listening ear.



“A goal without a plan  
is just a wish.

– Antoine de Saint-Exupéry



## Student Leaders *always* Wanted!

The Indiana SADD State Leadership Team is a group of dynamic student leaders from across the state who represent Indiana SADD at events, lead initiatives, and help guide our mission. If you have members who want to share their passion and talents beyond the school and community levels, please encourage them to apply!

### Eligibility Requirements

- A current middle or high school student in Indiana.
- An active member of an Indiana SADD chapter.
- Demonstrates leadership skills, reliability, and a passion for prevention and youth empowerment.
- Able to participate in virtual meetings.

### Responsibilities

- Serve as a voice for Indiana SADD students—*Share ideas, feedback, and perspectives to help shape statewide initiatives.*
- Lead by example—*Model positive decision-making in school, online, and in the community.*
- Support statewide campaigns—*Help plan, promote, and participate in prevention awareness campaigns.*
- Participate in monthly virtual meetings—*Contribute ideas, collaborate on projects, and receive leadership training.*
- Create content—*Help develop social media posts, videos, and presentations to engage peers statewide.*

### Time Commitment

- Monthly 1-hour virtual meeting.
- In person attendance at capacity building events, *when possible.*
- Participation in statewide events or campaigns, *when possible.*
- Occasional communication and collaboration between meetings.



[Leadership Team Online Application Form](#)

### Perks & Benefits

- Leadership development through training, mentoring, and hands-on experience.
- Professional networking with prevention leaders, state officials, and youth advocates.
- Public speaking opportunities at conferences, schools, and community events.
- Resume and college application boost with documented leadership and community service hours.
- Exclusive SLT gear (*shirts and other branded items*).
- Postential travel opportunities to state and national conferences.
- Recognition on the Indiana SADD webpage, social media, and publications.



## Empowering Youth to Lead

Encourage students to take initiative, lead projects, and speak on behalf of their chapter.

### Forming & Supporting Officer Teams

A strong officer team helps distribute leadership responsibilities and ensures the chapter runs smoothly. You can determine the positions and respective duties based on the size and needs of your chapter.

*Common officer positions include:*

- **President** – Leads meetings, sets agendas, primary representative for the chapter at school and community events, and ensures projects align with SADD's mission.
- **Vice President** – Supports the president, coordinates committees, and steps in when the president is unavailable.
- **Secretary** – Records meeting minutes, maintains attendance, helps with communications and documentation, submits online chapter activity reporting forms.
- **Treasurer** – Manages chapter funds, keeps financial records, and helps organize fundraising efforts.
- **Public Relations/Communications Officer** – Manages social media, creates promotional materials, and helps publicize events.
- **Event Coordinator** – Oversees logistics for events and ensures timelines and checklists are followed.

### Supporting Your Officer Teams

- Hold officer retreats or planning sessions at the start of the school year.
- Provide officers with leadership training, such as public speaking practice or project management workshops. Indiana SADD can assist with training.
- Encourage officers to mentor younger members, building continuity for the chapter.
- Meet regularly with officers (*separately from full chapter meetings*) to discuss leadership challenges and provide guidance.
- Recognize officers publicly for their efforts and ensure their contributions are valued.
- Rotate roles when possible to give more students leadership experience.



“Leadership is not about being in charge. It is about taking care of those in your charge.”

– Simon Sinek



## @indianasadd

### ■ Using Social Media Effectively

Social media is one of the most powerful tools a SADD chapter can use to spread and amplify its message. Platforms like Instagram, TikTok, (and even Facebook) help you showcase events, highlight student leadership and spread positive prevention messages.



Advisors should ensure that students managing social accounts do so responsibly and in line with school policies. Indiana SADD provides digital wellness and literacy resources on its webpage to help chapters navigate safe, responsible, and effective social media use and wisely engage with online resources.

### ■ Creating Effective Chapter Communication

Successful chapters use a mix of communication methods to stay connected with members and the larger school community.

This can include newsletters, group chats, school announcement systems, or even QR codes on posters to link to event information. Encourage officers to be creative while keeping communications clear, professional, and inclusive.

### ■ Branding Guidelines

Maintaining a consistent and professional brand is essential for building credibility and recognition. All chapters must follow SADD National's branding and logo guidelines, especially regarding the official SADD logo. Using the logo correctly ensures that your chapter's materials are aligned with statewide and national efforts. Unauthorized logo modifications (such as changing colors, fonts, or shapes) weaken the brand's identity and may cause confusion.



Following the guidelines also protects the integrity of your chapter's message and helps students feel connected to the larger SADD movement. Official logos and branding guides are available from Indiana SADD upon request.

## Funding and Resources

- **Grants and Fundraising Ideas**  
Apply for Indiana SADD mini-grants when available and explore local funding sources. Organize school approved fundraising events such as car washes or spirit nights. Enter national prevention contests, many offer cash prizes for winning entries.
- **Budgeting and Financial Oversight**  
Track income and expenses. Involve student leaders in the budgeting process to build financial literacy.
- **Accessing SADD Materials and Support**  
Visit the [Indiana SADD webpage](#) for downloadable toolkits, materials, and activity guides. Reach out to the State Coordinator for additional support.

## Advisor Support and Recognition

- **Advisor Trainings and Webinars**  
Attend regular professional development sessions hosted by Indiana SADD to stay informed and connected. Visit the [Musings](#) blog page on the ITI website for posts on youth engagement, youth empowerment, and related topics.
- **Indiana SADD Advisor Network**  
Engage with a statewide network of advisors in the Indiana SADD MySADD Advisors Group to share ideas, resources, and encouragement.
- **Recognition and the Jim Noffsinger Legacy Award**  
Nominate yourself or a fellow advisor for annual awards recognizing outstanding leadership and dedication. Look for details each spring.

## Jim Noffsinger—A Legacy of Leadership



Jim Noffsinger, a SADD chapter advisor, attended the 2000 SADD National Conference and returned to Indiana determined to lead the development of Indiana SADD.

In 2001, he secured a grant from the Indiana Criminal Justice Institute's Council on Impaired and Dangerous Driving, laying a strong foundation for the program.

After he died of cancer in 2015 in Gulf Shores, Alabama, Indiana SADD honored his influence by establishing the Jim Noffsinger Legacy Award in 2016.

This annual award recognizes outstanding SADD chapters statewide, upholding Jim's commitment to SADD, student empowerment, and substance misuse prevention.





# Web Page Resources

Be sure to visit the [Indiana SADD page](#) on the ITI website regularly!

You'll find information and links to resources to assist your chapter. New content is added regularly.

We curate the resources and tools you need to design and implement effective prevention programs in your school and community.

The screenshot displays the Indiana SADD website with a red header and a white background. The main navigation bar includes links for HOME, PROGRAMS, MUSINGS, CALENDAR, CONTACT US, and INDIANA SADD. The central banner features the SADD logo and the text 'The POWER of SADD'. Below this, there are sections for 'Substance Misuse Resources', 'Chapter Resources', 'More Resources', and 'Prevention Resources'. The 'State Leadership Team' section is highlighted at the bottom, featuring a 'WANTED STUDENT LEADERS' poster and information about the application process.

**Substance Misuse Resources**

- [Stop Underage Drinking](#)
- [NIAAA Facts About Teen Drinking](#)
- [Vape-Free Indiana - Free School Toolkits & Resources](#)
- [Vaping: know the truth](#)
- [You and Me, Together Vape-Free](#)
- [Youth Marijuana Prevention - Johnson's Ambassadors](#)
- [Fantasy Facts - Song for Charlie](#)
- [The Real Deal on Fantasy!](#)
- [Overdose Lifeline](#)
- [Classroom Resources on Drug Effects](#)
- [Just Think Twice - Get the Facts about Drugs](#)
- [Communities Talk - Prevent Alcohol & Drug Misuse](#)
- ["Talk, They Hear You" Campaign](#)

**Chapter Resources**

Not sure how to get started?  
See our [CHAPTER CHECKLIST](#)

For upcoming opportunities and events, visit the [CALENDAR page!](#)

**Indiana SADD E-Forms**

- [Chapter Activity Reporting Form](#)
- [Easy Photo/Media Share Form](#)
- [Sign Up: Indiana SADD Newsletter](#)

**State Leadership Team**

- [Online Application Form](#)

**SADD National Links**

- [Create your MySADD account!](#)
- [President's Volunteer Service Award](#)

**More Resources**

Links to additional online resources helpful to Indiana SADD Chapters.

- Additional Indiana Programs**
  - [IYSA - Make Good Decisions](#)
  - [Indiana Center for Prevention of Youth Abuse & Suicide](#)
  - [Overdose Lifeline](#)
- Digital Wellness - Literacy**
  - [Is This Legit? Health Literacy Lessons](#)
  - [Common Sense Education: Digital Citizenship](#)
  - [Boston Children's Digital Wellness Lab: Teens Guide](#)
  - [U of San Diego: Digital Literacy Guide for Educators](#)
  - [KQED Media Literacy & Media Making for Educators](#)
- Mental Health**
  - [National Association of Mental Health - NAMI](#)
  - [2nd Foundation](#)
  - [SAMHSA - Mental Health](#)
  - [American Foundation for Suicide Prevention - Indiana](#)
  - [Erika's Lighthouse Mental Health Training](#)

**Prevention Resources**

- [Youth Risk Behavior Surveillance System \(YRBSS\)](#)  
A set of surveys that track behaviors that can lead to poor health in students in grades 9-12
- [Indiana Youth Survey \(IYVS\)](#)  
A biennial survey of students in grades 6-12 assessing students' substance use, mental health, gambling, and risk and protective factors that can impact student success.
- [Prevention Technology Transfer Center \(PTTC\)](#)  
A wealth of resources, including a [Prevention Learning Portal](#) with high-quality, accurate information on [Evidence-based Prevention](#) and [What Does NOT Work in Prevention](#)
- [Prevention Partners](#)  
Organizations partnering with DMHA and communities across Indiana, helping to prevent substance misuse.
- [SAMHSA's Strategic Prevention Framework \(SPF\)](#)  
An overview of the Strategic Prevention Framework
- [Indiana Youth Institute](#)

**State Leadership Team**

*Empower. Engage. Mobilize. Change.*

If you are a SADD member in Indiana and want to share your passion and talents beyond the school and community levels, please apply! New applications will be reviewed on September 12, 2025, December 12, 2025, and March 11, 2026.

[Online Application](#)

**Indiana SADD STATE LEADERSHIP TEAM**

**WANTED STUDENT LEADERS**

As a peer-to-peer program, we are committed to providing meaningful opportunities for student leaders to contribute at every level—chapter, state, and national. We meet virtually, with occasional in-person meetings.

## How can you help Indiana SADD provide resources to Chapters?

**Regularly submit activity report forms documenting your chapter activities.**


Submitting activity reports is more than a formality; it strategically supports SADD's growth, recognition, and effectiveness. Documenting and reporting your efforts truly makes a difference!

Also, it's fast and easy! In fact, in the time it takes you to read this, you could have already submitted a form. Okay, admittedly, that might be a slight exaggeration. But it is a quick and straightforward process (see *the screenshot to the left*).

Recent Statewide Chapter of the Year award recipients had a dedicated student assigned to submit a report after each event or chapter activity.

Please don't hesitate to reach out if you have ANY questions about reporting your activities.

To report from a phone, tablet, or computer, follow the link to the right or visit the Indiana SADD page on the ITI website.



### Indiana SADD Chapter Activity Report

By registering your chapter and reporting your activities, you help Indiana SADD document the good work done by SADD Chapters across the State of Indiana. This helps us to secure more resources and programs for you! We try to keep the reporting process quick and easy.

Indiana SADD encourages Chapters to select a dependable student to take responsibility for submitting Activity Reports. The more you report the better we can document and share the positive influence of SADD with fellow chapters, funders, supporters, and other decision makers.

#### SADD Chapter Information

**School or Organization \***

**Your Name \***

**Your Email (you'll receive a copy of your report) \***

**Your Phone (optional)**

**Your Role**

☐ Student Member ☐ Student Officer

☐ Advisor/Sponsor

#### Activity Information

**Name of Event/Activity \***

**Date of Activity \***

**Activity's Primary Focus \***

<input type="checkbox"/> Teen Traffic Safety	<input type="checkbox"/> Bullying
<input type="checkbox"/> Substance Misuse	<input type="checkbox"/> Community Service
<input type="checkbox"/> Tobacco-Vaping	<input type="checkbox"/> Fundraiser
<input type="checkbox"/> Mental Health	<input type="checkbox"/> Other <input type="text"/>

**Primary Target Audience (select all that apply) \***

<input type="checkbox"/> High School	<input type="checkbox"/> Parents
<input type="checkbox"/> Middle School	<input type="checkbox"/> Decision Makers
<input type="checkbox"/> Elementary School	<input type="checkbox"/> Community
<input type="checkbox"/> Pre-School	<input type="checkbox"/> Other <input type="text"/>

**Estimate of Number Reached**

**Did you receive media coverage?**

☐ Yes ☒ No

**Community Partners/Organizations Involved:**

**Optional: Media Coverage**

or drag files here.

**Optional: Activity Documentation, Video, or Photos**

or drag files here.

**Brief Activity Description and Highlights**

[www.indianateeninstitute.org/chapteractivityreport](http://www.indianateeninstitute.org/chapteractivityreport)





## The Magnificent 7 *(and Not-So-Magnificent 7)* What Makes or Breaks Adults Who Work With Youth

Working with youth is more than simply showing up—it's about how you show up. Whether you're a teacher, coach, advisor, or mentor, the relationship you build with young people can make all the difference in their development, confidence, and leadership. But let's face it: not all adult behaviors are helpful. Some can even be harmful despite good intentions.

Here are seven essential qualities every adult should bring to the table—and seven traits to leave at the door—if you're serious about making a meaningful impact with youth.

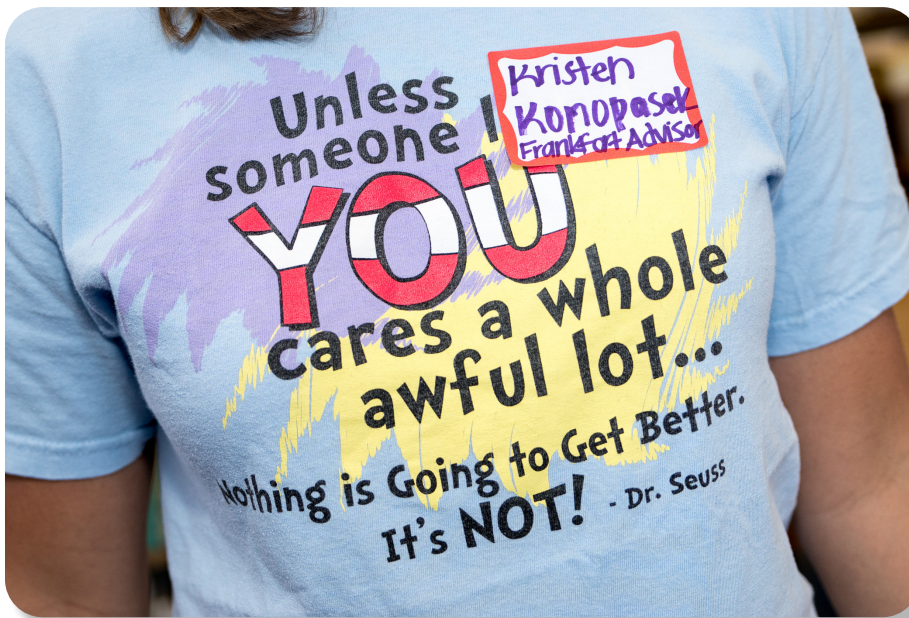
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### The Magnificent 7: Qualities Youth Need From Us

1. **Authenticity** - Young people have a sixth sense for sniffing out fake. Be real with them. Share your story. Let them see your flaws, your growth, and your excitement. Authenticity builds trust faster than a perfect resume.
2. **Respect** - Respect their opinions, identities, and dreams—even when they're still figuring them out. When youth feel respected, they rise to the occasion.
3. **Flexibility** - Things won't always go as planned—and that's okay. Flexibility enables youth to take the lead, try new things, and adapt when life presents challenges.
4. **Understanding of Facilitation** - Facilitation isn't telling—it's about creating an environment conducive to learning and growth. Instead of lecturing, learn to ask open-ended questions, encourage discussion, and help youth find their voices.
5. **Empathy** - Today's youth navigate a complex world. Try seeing through their eyes. Listening deeply and validating their experiences creates powerful connections.
6. **Patience** - Growth takes time, and mistakes are part of the journey. A patient adult encourages **progress without pressure**.
7. **A Sense of Humor** - Laughter builds bonds. Being able to laugh at yourself, tell a silly story, or lighten a tense moment makes you more approachable—and human.

## The Not-So-Magnificent 7: Traits That Turn Youth Away

1. **Rigidity** - A “my way or the highway” attitude stifles creativity and engagement. Youth want structure, not straitjackets.
  2. **Judgment** - Youth are growing, exploring, and experimenting. If you lead with criticism, you’ll likely lose the opportunity to mentor them.
  3. **Ego** - It’s not about you. If you’re more focused on being right or being admired than supporting youth, it’s time for a gut check.
  4. **Micromanagement** - Hovering kills motivation. Give youth space to try, fail, learn, and lead.
  5. **Inconsistency** - Trust is built through reliability. Mixed messages or unpredictable behavior can leave youth feeling uncertain or unsupported.
  6. **Negativity** - The world already gives youth enough “no.” Adults should be the “yes, and...” that helps them see possibilities, not roadblocks.
  7. **Dismissiveness** - Brushing off youth ideas or concerns sends the message that their voices don’t matter. And once they believe that they stop speaking up.
- .....



### The Bottom Line

Young people don’t need us to be perfect—they need us to be *present*, *honest*, and *willing* to grow alongside them. The most effective adults working with youth remember that leadership is a partnership, not a power trip. So, let’s lead with heart, listen with intent, and keep those not-so-magnificent traits in check.



# Indiana SADD One-Page Meeting Agenda

## 1. Welcome & Opening

Call to Order:

Icebreaker/Check-In:

Attendance Taken?    Yes    No

Chapter Name \_\_\_\_\_

Date \_\_\_\_\_

Location \_\_\_\_\_

Meeting Leader \_\_\_\_\_

Advisor(s) Present \_\_\_\_\_

## 2. Review

Last Meeting Highlights/Minutes:

Today's Agenda Approved?    Yes    No

## 3. Reports

President:

Vice President:

Treasurer:

Secretary:

Committees:

“A good meeting saves time later;  
a bad meeting wastes it twice.”

## 4. Old Business

## 5. New Business

## 6. Planning & Action Steps

Task: \_\_\_\_\_ | Who: \_\_\_\_\_ | Due: \_\_\_\_\_

Task: \_\_\_\_\_ | Who: \_\_\_\_\_ | Due: \_\_\_\_\_

Task: \_\_\_\_\_ | Who: \_\_\_\_\_ | Due: \_\_\_\_\_

## 7. Announcements & Reminders

## 8. Reflection & Closing

Member Reflection:

Advisor Reflection (optional):

Adjournment Time:

**Tip for Officers:** Keep meetings short, focused, and fun. Always leave with clear action steps and set the date for your next meeting.

**Tip for Advisor(s):** Keep the meeting youth-led. Advisors should step in as facilitators, not directors—helping students stay on track, but letting them own the process. Encourage officers to rotate facilitation so all leaders get practice.



As you finish this guidebook, remember that your role as a SADD Advisor is not about having all the answers—it's about walking alongside young people as they discover their own voices and potential. Every meeting you hold, every project you support, and every conversation you encourage adds to a culture of safety, leadership, and positive change in your school and community.

SADD's mission thrives because of advisors like you who are willing to invest time, energy, and heart into empowering youth. The work is not always easy, but it is always worth it. When students see that they have an adult who believes in them, guides them, and celebrates their achievements, it can change the trajectory of their lives.

Thank you for saying “yes” to this calling. Thank you for mentoring, supporting, and encouraging the next generation of leaders. Together, we are building stronger schools, healthier communities, and a safer Indiana.

Stay **encouraged**, stay **connected**, and most importantly—**keep inspiring**.

With appreciation,  
Indiana SADD

