Indiana SADD
Advisor Guidebook

2026–27 School Year Edition

- Look.
- Get Ready.
- Make a Plan.
- Do the Work.
- Learn and Improve.



A year-long roadmap for advisors who help student leaders plan prevention that fits their school and creates real change.

Welcome to Indiana SADD

A message from the State Coordinator

Welcome to Indiana SADD. As State Coordinator, it is both my privilege and my joy to welcome you into this extraordinary network of advisors and student leaders 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. None of this would be possible without dedicated adult mentors like you.

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

This guidebook is your roadmap for the year. It follows the same Strategic Prevention Framework we teach statewide, so your chapter's energy goes into work that fits your school and creates meaningful change. 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 dedication to our youth. We look forward to partnering with you in the year ahead!

With gratitude and enthusiasm,

Mark R. Kaser
Indiana SADD State Coordinator

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Using this guide

Every link works in the PDF and online versions. The **Chapter Checklist**, **Plan on a Page**, and **Meeting Agenda** are designed to print and share with officers.

About SADD

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

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

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

SADD accomplishes its mission through a network of student-run chapters focused on peer-to-peer education. Chapters foster belonging and build resiliency, leadership, and advocacy skills so young people make positive decisions that carry them throughout life.

Our history

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

Originally Students Against Driving Drunk, SADD grew into a national movement and became **Students Against Destructive Decisions** as the issues facing youth expanded. Today it is the nation's largest peer-to-peer youth health and safety organization.

Indiana SADD

Indiana SADD receives support from the Indiana Division of Mental Health and Addiction (DMHA) to strengthen substance misuse prevention, including SPF training and statewide opportunities for students.

Statewide priorities are **substance misuse prevention** and **mobility safety**, supported by SPF training and chapter development.

> **Let local data set your chapter's priorities. If another issue matters most at your school, the SPF helps you confirm it before deciding what to do.**

Our approach to prevention

Indiana SADD encourages chapters to move from "activities first" to thoughtful, informed decisions. Six ideas guide every page of this roadmap.

Youth-led, adult-guided
Students choose the issue, shape the message, and lead the work. Advisors coach, open doors, and keep it safe.

Look before you leap
Start with local data and student voice. Ask "What is the real issue?" before "What should we do?"

Purpose before posters
Activities are not outcomes. An event is what you do; an outcome is a change in what students believe, know, or do.

Positive and accurate
Most Indiana teens make healthy choices. True, current, local norms work better than scare tactics.

Steady, not one-time
One strong strategy carried out all year beats a calendar full of one-day events.

Built to fit and built to last
Work that fits your students and community, and continues after seniors graduate or an advisor changes.

Approaches that rarely work on their own

- Scare tactics, shock messages, and exaggerated warnings
- One-time assemblies or activities run as a "show"
- Information alone, without skills or changes to the environment
- Old, misread, or national statistics when local data exists
- Adult-delivered lectures instead of peer-led conversation

Learn more: What Does NOT Work in Prevention (Great Lakes PTTC)

Coach, not captain

An advisor is a mentor, coach, advocate, and facilitator. Your job is to help students own the chapter and its work while keeping it aligned with SADD's mission and school guidelines.

Your responsibilities

- **Guidance:** help students use the SPF to make decisions, then let them make them.
- **Logistics:** locations, transportation, permission forms, and school approvals.
- **Liaison:** connect the chapter with administrators, families, and community partners.
- **Safety:** make sure every activity follows school policy and safety protocols.
- **Encouragement:** celebrate effort, learning, and progress.

Coaching moves that work

- **I do, we do, you do.** Show once, do it together once, then let students lead while you watch.
- **Ask, don't tell.** "What does the data say?" and "How will we know it worked?"
- **Explain the why** so students can make the next decision on their own.
- **Let them stretch.** Safe mistakes are part of learning; debrief them together.
- **Pace the work** to prevent burnout, yours and theirs.

Keep growing

See the Magnificent 7 in the appendix, and explore ITI's FUNdamentals of Facilitation models, including Hart's Ladder of Participation, at indianateeninstitute.org/programs.

When a student needs more support

Follow your school's protocols and connect them with a counselor or administrator. In a crisis, students can call or text **988**. Learn more at 988indiana.org.

The roadmap at a glance

The Strategic Prevention Framework (SPF) in five plain-language steps.

The steps run roughly in order across the school year, but they aren't a strict checklist. What you learn in planning may send you back to build more capacity, and what you learn in evaluation shapes next year's assessment.

Purpose before posters.



Step	Your chapter	Pass the Torch
Start strong **Aug – Sep**	Register, create MySADD accounts, meet your administrator, recruit, hold a kickoff.	Seniors choose Torchbearers. Torch Talk 1 (Sept.)
1. Look **Sep – Oct**	Gather local data and student voice. Choose one priority issue.	Start the Chapter Playbook.
2. Get Ready **Oct – Nov**	Build your team, roles, and partners. Attend SPF training.	Peer training modules begin.
3. Make a Plan **Nov – Dec**	Set an outcome goal, choose a strategy, decide how to measure it.	Playbook Role Cards. Torch Talk 2 (Dec.)
4. Do the Work **Jan – Apr**	Carry out the plan consistently, collect measures, report activities.	Torchbearers lead. Torch Talk 3 (Feb.)
5. Learn and Improve **Apr – Jun**	Compare results to your goal, share them, celebrate, and decide what to continue.	Finish the Playbook. Torch Talk 4 (Apr.)

Start strong

Before Step 1, put the basics in place. Plan on August and September.

Register your chapter every year

Register at indianasadd.org using the **Register Your Chapter** button. Indiana SADD counts a chapter as active only when it has a current registration, so registering early keeps you connected to trainings, events, and support.

Meet with your administrator

Share the Benefits of an Active SADD Chapter handout, then ask:

- Who approves events, student surveys, and guest speakers?
- What are the fundraising and money-handling rules?
- Can the chapter see the school's Indiana Youth Survey report?
- Can we use announcements, the website, or social media?

Sign up for MySADD

1. Go to sadd.org/signup.
2. Create your account. If asked to confirm your email, check your spam folder.
3. Type your chapter's school or organization, and set your profile to public.
4. Indiana SADD will add advisors to the Indiana Advisors MySADD group.
5. Invite every student member to create an account, too.

Hold a kickoff

Keep it welcoming and student-led. Explain that the chapter chooses its issue using real data, and ask one question: "*What is the biggest risk for students at our school?*" The answers start Step 1.

Chapter checklist

Feeling overwhelmed with how to begin? Here are some suggestions.

- [ ] **Register your chapter every school year** at indianasadd.org. Registering and reporting your activities helps Indiana SADD document the good work of chapters across Indiana and secure more resources and programs for you.
- [ ] **Create your MySADD account** for SADD's membership programs and learning modules. Indiana SADD will add advisors to the Indiana Advisors MySADD group, the ideal place to network with advisors throughout Indiana. Encourage every member to sign up at sadd.org/signup.
- [ ] **Make a plan of action.** Sit down with your members and use the SPF and Chapter Action Plan to create a plan. The Calendar page features prevention campaigns, events, and opportunities, with toolkits linked from each event. Check SADD National's Mobilization Calendar, too, and record your plan in your Chapter Playbook.
- [ ] **Start your Chapter Playbook.** Keep your chapter's contacts, roles, plans, and stories in one place, so next year's leaders start where you left off. See page 17.
- [ ] **Take advantage of free materials!** Browse indianasadd.org and MySADD, check back often, and watch our social media and newsletters for updates.
- [ ] **Make plans to attend.** Meet and exchange ideas with like-minded people at SPF Workshops, Meet in the Middle gatherings, Advisor Trainings, and Indiana SADD statewide summits and events.
- [ ] **Report and share.** Submit an Activity Report Form after every activity, and name who on your team submits them. Share stories and photos with the Easy Media Share Form so Indiana SADD can spread the word and share your successes with other chapters.
- [ ] **Have fun.** Spend time together enjoying fun activities, a great way to model a good time without drugs and alcohol.

A one-page Chapter Checklist (PDF) is available on the Indiana SADD Resource Hub to print and post.

Step 1: Look

SPF step: Assess Needs | Best time: Sep – Oct

Key question: What is the real issue at our school?
Understand what is really happening before choosing an activity, campaign, or program. *Look before you leap.*

Students lead

- Review the Indiana SADD Fact Sheets alongside the Using Data Right guide.
- Ask a counselor for your school's Indiana Youth Survey report, or your county's LCC for county data.
- Gather student voice with short surveys, listening sessions, or conversations with peers outside the chapter.
- Identify who is most affected, and when and where the risk shows up.
- Agree on **one priority issue** for the year.

Advisors coach

- Help secure school data and any approvals needed to survey students.
- Coach students to read data accurately: time frame, what was measured, and how local it is.
- Make sure many voices are heard, not just the chapter's.
- Keep the focus on understanding the issue before jumping to solutions.

Use the most local data you can find

School best | **County** | **State** | **National** last resort

Indiana SADD tools for this step

- Using Data Right and the Fact Sheet Series
- Indiana Youth Survey and the CDC YRBS
- Indiana county crash data
- Your county's Local Coordinating Council

Ready for the next step when...

- [ ] You can state the issue in one sentence with a current, local data point.
- [ ] You know who is most affected.
- [ ] Members agree on one priority.

Step 2: Get Ready

SPF step: Build Capacity | Best time: Oct – Nov

Key question: Do we have the people, skills, and support to do this well?
Put partnerships, training, and resources in place before the work begins. *Build the team before building the strategy.*

Students lead

- Assign roles or a committee for your priority issue, with a Torchbearer in each.
- Recruit members connected to the issue, such as new drivers for a seat belt effort. Students recruiting students works best; see the Recruiting Tips.
- List partners who care about the issue: your LCC, school resource officer, health department, coalitions, and families.
- Attend the Indiana SADD SPF Workshop and explore MySADD virtual courses.

Advisors coach

- Secure administrator support and approvals early.
- Make first introductions to partners, then let students lead the conversation.
- Identify the time, space, budget, and fundraising rules the work will need.
- Arrange officer training; the Indiana SADD team can help.

Recruit for the work ahead, and keep SADD from feeling "preachy": frame it as a group that celebrates healthy choices and builds leaders.

Indiana SADD tools for this step

- Fall SPF Workshop (application)
- Advisor Trainings and Meet in the Middle gatherings
- LCC directory and Indiana Youth Institute
- Technical assistance from the Indiana SADD team

Ready for the next step when…

- [ ] Every member knows their role.
- [ ] At least one partner is on board.
- [ ] Your administrator has approved the direction.
- [ ] Student leaders have SPF training.

Step 3: Make a Plan

SPF step: Planning | Best time: Nov – Dec

Key question: What change do we want, and what strategy is most likely to get us there?
Connect the issue to a strategy, decide who does what, and decide how you'll measure success before you schedule anything. ***Purpose before posters.***

Students lead

- Write an **outcome goal**: what will change, for whom, by how much, and by when.
- Choose a strategy that fits your data and has evidence behind it.
- Pick activities that carry out the strategy, spread across the year.
- Take a "before" measure now, and fill in the **Plan on a Page**.

Advisors coach

- Ask, "How will we know it worked?"
- Steer students away from approaches that rarely work.
- Check that the plan is realistic for your time and resources.
- Align dates with the school calendar and approvals.

An activity is what you do…	…an outcome is what changes
Hold a seat belt pledge week	More students buckle up in the student lot
Hang 50 posters about vaping	Fewer students believe "everyone vapes"
Host a safe-ride assembly	More students can name a safe ride option and plan to use it

Indiana SADD tools for this step

- Plan on a Page (appendix) and the worked example
- Evidence-based Prevention (PTTC) and Blueprints
- NHTSA Countermeasures That Work
- Community Tool Box planning guides

Ready for the next step when…

- [ ] Your goal is specific and measurable.
- [ ] You have a before measure.
- [ ] Every activity connects to the strategy.
- [ ] Tasks have owners and dates.

From data to results: a worked example

One priority, all five steps. The chapter and its school counts are a sample; the state figure is from the Indiana SADD Mobility Safety Fact Sheet.

1. Look	Only 56% of Indiana high school students always wore a seat belt as a passenger (Indiana YRBS, 2023), a slim majority. On two September mornings, members counted belt use at the student lot entrance: **62 of 100** were buckled.
2. Get Ready	Four officers and two Torchbearers form the team. The drivers' ed teacher and school resource officer join as partners, and the principal approves lot checks and announcements.
3. Make a Plan	**Goal:** raise observed seat belt use in the student lot from 62% to 75% by April. **Strategy:** build the slim majority into a strong one with visible, positive reminders and recognition. **Measure:** repeat the same count in March and April.
4. Do the Work	Students run monthly "caught buckling" recognition, share positive messages that name the source and year, and talk with drivers' ed classes. The secretary submits an Activity Report after each one.
5. Learn and Improve	The April count shows **71 of 100** buckled. The chapter didn't reach 75%, but use rose 9 points. Members keep the recognition, add a parent message next fall, and record it in the Chapter Playbook.

Why it works

A measurable goal, a strategy matched to the data, steady effort for months, and the same measure each time. The pledge week alone would be an activity; the higher count is the outcome.

When norms don't fit

About 54% of Indiana high school drivers used apps while driving, so "most of us don't" isn't true. For phones, promote Indiana's hands-free law, Do Not Disturb While Driving, and passenger roles instead.

Step 4: Do the Work

SPF step: Implementation | Best time: Jan – Apr

Key question: Are we carrying out the plan with quality and consistency?
Follow through with clear communication and a steady message over time. *Do what you planned, and do it well.*

Students lead

- Carry out activities as planned, spread across months rather than crowded into one week.
- Keep messages positive, accurate, and local.
- Favor peer-led, small-group, hands-on activities over assemblies.
- Collect your measures the same way each time.
- Submit an Activity Report after each activity.

Advisors coach

- Oversee safety, permissions, and school policy.
- Coach, don't take over; Torchbearers lead with seniors as backup.
- Make sure every activity ends with a debrief that connects it to real life.
- Help students adjust when something isn't working.

> **Awareness weeks are tools, not plans. Red Ribbon Week, National Teen Driver Safety Week, National Drug and Alcohol Facts Week, and National Prevention Week can boost your strategy when they fit your priority.**

Indiana SADD tools for this step

- Fatal Vision Goggles Guidelines and goggle loans
- Rock the Belt Guide
- Toolkits linked from events on the calendar
- Easy Media Share for photos and stories

Ready for the next step when…

- [ ] Activities happened as planned, or you know why not.
- [ ] After measures are collected.
- [ ] Activity Reports are submitted.

Step 5: Learn and Improve

SPF step: Evaluation | Best time: Apr – Jun

Key question: What changed, and what should we continue, change, or stop?
Look honestly at what happened so next year starts smarter. *Don't just finish it. Learn from it.*

Students lead

- Compare your after measure with your before measure and your goal.
- Ask what worked, what didn't, and why.
- Decide what to **continue, change, or stop**.
- Share results with your administrator, partners, and Indiana SADD.
- Record lessons in your Chapter Playbook, then celebrate!

Advisors coach

- Help students interpret results honestly; small, real change counts.
- Celebrate effort and learning, not just wins.
- Make sure what you learned shapes next year's Step 1.
- Note next year's registration date and confirm a backup adult.

> **Activity Reports show what your chapter did. Your before and after measures show what changed. Share both.**

Indiana SADD tools for this step

- Chapter Playbook: Event Recaps and End-of-Year Checklist
- Community Tool Box evaluation guides
- Activity Report for final results
- Jim Noffsinger Legacy Award nominations (spring)

Ready for the next step when…

- [ ] Results are written down and shared.
- [ ] Next year's officers know what to continue.
- [ ] Your Playbook is up to date.

Student leaders

A strong officer team shares the work and keeps the chapter focused on its plan. Choose roles that fit your chapter's size and needs.

Officer roles

- **President:** leads meetings and keeps the chapter on its plan.
- **Vice President:** coordinates committees and steps in when needed.
- **Secretary:** keeps minutes and attendance, and submits Activity Reports.
- **Treasurer:** manages funds and records, and helps with fundraising.
- **Communications:** shares accurate, positive messages on approved channels.
- **Data lead:** tracks the chapter's before and after measures.

Supporting officers

- Hold a planning session at the start of the year.
- Meet with officers separately from full chapter meetings.
- Pair every officer with an underclass Torchbearer.
- Recognize officers publicly and rotate roles when possible.

State Leadership Team (SLT)

The SLT is a group of student leaders from across Indiana who represent Indiana SADD at events, lead initiatives, and help guide our mission. Members meet online monthly, with occasional in-person meetings.

- **Eligible:** Indiana middle and high school students active in an Indiana SADD chapter
- **Benefits:** leadership training, networking, public speaking, and documented service
- **Applications reviewed:** January 6, 2027, and March 26, 2027 (apply online)



The Chapter Playbook

Our record of roles, responsibilities, and key information.

Every year a chapter learns who to call, how money moves, and what each officer really does. The free Chapter Playbook keeps that knowledge in one fillable PDF that officers and advisors update all year, so next year's leaders start where this year's left off. Pass the Torch is its companion.



Section	What it holds
Getting started	How to use the Playbook and the Update Log
1 Identity	Chapter basics, school contacts, registration, accounts and access, and supplies
2 Officers	Roster, MySADD, recruiting, activity forms, role cards, handoffs, advisor transition, meetings, and decisions
3 Funds	Chapter funds, fundraising, grants, and community partners
4 Planning	SPF planning tools, data sources, year at a glance, and event recaps
5 Legacy	Stories every future member should hear
Wrap-up	End-of-Year Checklist, quick links, and glossary

Who keeps it

Officers and the advisor share it. Officers record how their roles work; the advisor confirms school details, funds, and registration.

When to update it

At the start of each school year, whenever an officer or advisor changes, and before seniors graduate. Keep the master copy in a shared school account.

Download the Chapter Playbook from the Resource Hub at indianasadd.org.

Pass the Torch

Lead today. Prepare tomorrow. Leave a legacy.

Chapters lose their whole student leadership team every four years by design. Sustainability is a guiding principle of the SPF, and the free **Pass the Torch Toolkit** is how your chapter puts it into practice: seniors spend the year preparing underclass *Torchbearers* to lead.



Phase	What happens
Spark **Aug – Oct**	Seniors set a legacy goal, recruit underclassmen, pair with Torchbearers, and start the Chapter Playbook.
Build **Nov – Jan**	Seniors lead peer training modules, Torchbearers shadow planning, and officers complete their Playbook Role Cards.
Practice **Feb – Mar**	Torchbearers plan and lead a full activity and run meetings, with seniors as backup. Hold elections.
Pass **Apr – May**	New officers draft next year's calendar, the Playbook is finished, and a ceremony makes it official.

Torch Talks

Four optional 45-minute virtual sessions with the Indiana SADD team in September, December, February, and April, for seniors and Torchbearers together.

When advisors change

Name a backup adult, keep the Playbook in a shared school account, and introduce any new advisor to the Indiana SADD team before May.

> **Your legacy is who you leave ready.**
>
> **Pass the Torch Toolkit**

Share your message

Peers trust messages that feel real. Social norms messages share the true, healthy majority, so they only work when the numbers are right.

Before you post: five questions

- **Is it local?** School beats county, county beats state, state beats national.
- **Is it current?** Use the newest survey, and name the source and year.
- **Does it match my audience?** Use the grade levels you want to reach.
- **Is the healthy behavior the majority?** If not, choose another strategy.
- **Would a skeptical classmate believe it?** Test it with peers first.

From Using Data Right

Words that work

"Most," "the majority," "more than 9 in 10," "in the past month," "Indiana students," and "according to the 2026 Indiana Youth Survey."

Skip the scare tactics

Relatable stories, honest facts, and celebrating positive choices keep SADD from feeling "preachy."

Use social media responsibly

Students managing chapter accounts follow school policy. The Indiana SADD Resource Hub's digital wellness tools can help.

Use the official logo

All chapters follow SADD National's branding and logo guidelines. Changing the logo's colors, fonts, or shapes weakens the brand and causes confusion. Official logos and branding guides are available from the Indiana SADD team on request.

The Indiana SADD Resource Hub

Everything at **indianasadd.org** is curated to match the SPF: data for Step 1, partners for Step 2, strategies for Step 3, and activity guidelines for Step 4.

Section	What you'll find	Use it in
Your chapter	Registration, Chapter Checklist, Chapter Playbook, Recruiting Tips, this guidebook, activity reporting, media sharing, newsletter, Pass the Torch, and SLT	Start strong
SPF & prevention planning	Youth survey data, SPF guidance, evidence-based strategy guides, What Does NOT Work, LCCs, and the Indiana Youth Institute	Steps 1–3
Fact Sheet Series	Indiana teen data on alcohol, vaping, cannabis, fentanyl, medicines, emerging products, mobility safety, gambling, and bullying, each with campaign angles	Steps 1, 3
Substance misuse	Underage drinking, vaping, cannabis, fentanyl, and drug education toolkits, plus tools for family and community conversations	Steps 3–4
Mobility safety	Indiana crash data, teen driver resources, Countermeasures That Work, Rock the Belt, and Fatal Vision Goggles guidelines	Steps 1, 3–4
More resources	Digital wellness and media literacy, plus mental health and suicide prevention resources, including the 988 Indiana toolkit	As needed

Start with the Using Data Right guide, and pair every fact sheet with local data when you have it.



Coming soon: What's Your Move?

A new Indiana SADD resource is on the way. Watch indianasadd.org, the newsletter, and @IndianaSADD for the launch.

Support, training, and funding

From the Indiana SADD team

- **Trainings and gatherings:** SPF Workshops, Meet in the Middle gatherings, Advisor Trainings, and statewide summits and events.
- **Technical assistance** with planning, partners, officer training, and advisor transitions.
- **Fatal Vision Goggles loans** for comprehensive underage drinking and traffic safety programs.
- **Custom workshops** for team building, youth leadership, and officer training, designed around your chapter's goals. Contact the Indiana SADD team.

Connect and keep learning

- **MySADD virtual courses** in leadership, advocacy, and more.
- **Indiana MySADD groups:** the Statewide Chapter Group and the Indiana Advisors Group.
- **Musings blog** on youth engagement at indianateeninstitute.org/musings.
- **Newsletter and social media:** follow @IndianaSADD.

Funding your plan

- Start with your plan, then budget for what it needs, with students involved.
- Apply for Indiana SADD mini-grants when available, and ask partners like your LCC about local funding.
- Hold school-approved fundraisers and enter national prevention contests, many with cash prizes.

Volunteer service hours

SADD is a certifying organization for the President's Volunteer Service Award, but AmeriCorps paused the award in May 2025 and hasn't announced when it will resume. Keep logging members' verified hours so students are ready if it returns. A documented service record strengthens college, scholarship, and job applications either way.

Recognition and reporting



Jim Noffsinger

The Jim Noffsinger Legacy Award

After attending the 2000 SADD National Conference, chapter advisor Jim Noffsinger returned to Indiana determined to build Indiana SADD, and by 2001 he had secured a grant from the Indiana Criminal Justice Institute's Council on Impaired and Dangerous Driving. Jim passed away in 2015. Since 2016, this award has honored an outstanding Indiana SADD chapter each year. Look for nomination details each spring.

Recent honorees

- **2025–26 New Chapter of the Year:** Waldron Jr/Sr High School SADD, Barb Lecher, Advisor
- **2023–24 New Chapter of the Year:** Shelbyville High School SADD
- **2022–23 Chapter of the Year:** Western High School SADD
- **2019–20 Chapter of the Year:** Greensburg Community HS SADD
- **2019–20 Outstanding Advisor:** Jeanne Page, Salem HS SADD
- **2018–19 Co-Chapters of the Year:** Greensburg Community HS SADD and Sheridan HS SADD



Waldron Jr/Sr High School SADD, 2025–26 New Chapter of the Year

Report every activity

Activity Reports document chapter work across Indiana, help Indiana SADD report to funders, and keep resources coming to you. Recent Chapter of the Year recipients had a student submit a report after every event. Include your measures so your story shows what changed. Report at **indianateeninstitute.org/chapteractivityreport** and share photos at **indianateeninstitute.org/easymediashare**.

Plan on a page

Complete together in Step 3, revisit in Step 5, and keep a copy in your Chapter Playbook.

Chapter _____ **School year** _____

The issue (Step 1)
What does the data show? Source and year

Who is most affected?
Grades, groups, places, or times

Team and partners (Step 2)
Roles, partners, approvals, resources

Outcome goal (Step 3)
What will change, for whom, by how much, by when?

Strategy
Why should it work?

Measure
Same method before and after

Before _____ **After** _____

Activities (Step 4)
Spread across the year

What	Who	When

Results (Step 5)
Did we reach the goal? What did we learn?

Next year we will…
Continue, change, or stop

One-page meeting agenda

Chapter _____ **Date** _____

Location _____ **Meeting leader** _____

1. Welcome and opening

Call to order _____

Icebreaker or check-in _____

Attendance taken? ☐**Yes** ☐**No**

2. Review

Last meeting highlights _____

Agenda approved? ☐**Yes** ☐**No**

3. Reports

President _____

Vice President _____

Treasurer _____

Secretary _____

Committees _____

4. Old business

_____

_____

5. Plan check

Which SPF step are we on? _____

On track for our goal? ☐**Yes** ☐**No**

What needs to change? _____

6. New business and action steps

Task, who, due _____

Task, who, due _____

Task, who, due _____

7. Announcements

_____

8. Reflection and closing

Member reflection _____

Next meeting date _____

Adjournment time _____

For officers: keep meetings short, focused, and fun. Always leave with clear action steps and the date of the next meeting.

For advisors: keep meetings youth-led. Step in as a facilitator, not a director, and have officers rotate facilitation.

The Magnificent 7

What makes or breaks adults who work with youth: seven qualities to bring, and seven traits to leave at the door.

Qualities youth need from us

1. **Authenticity.** Be real. Share your story, your growth, and your excitement.
2. **Respect.** Honor their opinions, identities, and dreams.
3. **Flexibility.** Things won't always go as planned, and that's okay.
4. **Facilitation.** Ask open-ended questions instead of lecturing.
5. **Empathy.** Listen deeply and validate their experiences.
6. **Patience.** Encourage progress without pressure.
7. **Humor.** Laughter builds bonds and makes you approachable.

Traits that turn youth away

1. **Rigidity.** Youth want structure, not straitjackets.
2. **Judgment.** Lead with criticism and you lose the chance to mentor.
3. **Ego.** It's not about you; it's about supporting them.
4. **Micromanagement.** Hovering kills motivation.
5. **Inconsistency.** Mixed messages leave youth unsupported.
6. **Negativity.** Be the "yes, and…" that opens possibilities.
7. **Dismissiveness.** Brushing off ideas teaches youth to 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. Leadership is a partnership, not a power trip.

Try this with your officers

Each person anonymously rates the chapter's adults from 1 to 5 on all seven qualities. Celebrate the strengths and pick one to work on this semester.

Quick links

Indiana SADD website and Resource Hub
indianasadd.org

MySADD sign-up
sadd.org/signup

Chapter Activity Report
indianateeninstitute.org/chapteractivityreport

SPF Workshop application
Apply through indianasadd.org

An Introduction to the SPF (PDF)
Resource Hub download

Pass the Torch Toolkit (PDF)
Resource Hub download

Recruiting Tips (PDF)
Resource Hub download

Fatal Vision Goggles Guidelines (PDF)
Resource Hub download

Local Coordinating Councils
LCC directory (in.gov/cji)

Evidence-based programs
Blueprints for Healthy Youth Development

FUNdamentals of Facilitation
indianateeninstitute.org/programs

Chapter Playbook (PDF)
Resource Hub download

Register your chapter
indianasadd.org (Register Your Chapter)

ITI–Indiana SADD Calendar
indianateeninstitute.org/calendar

Easy Media Share
indianateeninstitute.org/easymediashare

State Leadership Team application
Apply through indianasadd.org

Using Data Right (PDF)
Resource Hub download

Chapter Checklist (PDF)
Resource Hub download

Benefits of an Active SADD Chapter (PDF)
Resource Hub download

Indiana Youth Survey
inys.indiana.edu

What Does NOT Work in Prevention
Great Lakes PTTC

Mobility safety strategies
NHTSA Countermeasures That Work

988 Indiana
988indiana.org

A note of appreciation

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 plan you help shape, and every conversation you encourage adds to a culture of safety, leadership, and positive change.

SADD's mission thrives because of advisors like you who invest time, energy, and heart into empowering youth. When students 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. Together, we are building stronger schools, healthier communities, and a safer Indiana.

Stay encouraged, stay connected, and keep inspiring.

With appreciation,
The Indiana SADD team

Stand up. Speak out. Lead change.

indianasadd.org

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