INDIANA SADD

Chapter Playbook

Our record of roles, responsibilities, and key information.



IDENTITY

OFFICERS

FUNDS

PLANNING

LEGACY

THIS PLAYBOOK BELONGS TO

CHAPTER NAME

SCHOOL

SCHOOL YEAR THIS PLAYBOOK BEGAN

CURRENT SCHOOL YEAR

Fill in on screen or print and write by hand.

How to Use This Playbook

Every year your chapter learns who to call, how money moves, and what each officer really does. Too often that knowledge leaves with graduating seniors or a changing advisor. This Playbook keeps it in one place. It is your chapter's primary record, so next year's leaders start where this year's leaders left off.

Who fills it in

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

When to update it

At the start of each school year, whenever an officer changes, and at the end of the year before seniors graduate. Log each update on the next page.

Where to keep it

Save the master copy in a shared chapter folder the advisor can always reach. Keep one printed copy with the advisor as a backup.

Its companion: *Pass the Torch*

The Playbook holds the record. Pass the Torch, its companion, helps seniors prepare underclassmen to lead and keep the Playbook current.

Keep it safe
Never record passwords, Social Security numbers, or bank account numbers in this Playbook. Write down where secure information is kept and who holds it.

What's Inside

Playbook Update Log 3
Section 1 · Chapter Identity, Registration & Resources 4
Section 2 · Officers, Members & Meetings 9
Section 3 · Budget, Fundraising & Community Partners 24
Section 4 · Annual Planning & Event Recaps 28
Section 5 · Legacy Notes 33
End-of-Year Checklist 36
Quick Links & Glossary 37

Playbook Update Log

Record every update so everyone can see how current the Playbook is and who to ask about a change.

Date	Section(s) updated	Updated by	Notes

SECTION 1

Chapter Identity

The basics anyone would need to find, join, or restart your chapter. Confirm each fall.

CHAPTER NAME

SCHOOL

SCHOOL CORPORATION

CITY

COUNTY

YEAR CHAPTER STARTED

MEETING DAY & TIME

MEETING LOCATION

SOCIAL MEDIA ACCOUNTS

WHERE OUR DIGITAL FILES LIVE (SHARED FOLDER OR DRIVE)

OUR MISSION OR PURPOSE

Why the chapter exists, in a sentence or two.

TRADITIONS WORTH KEEPING

Yearly events, ways of welcoming new members, and anything that makes the chapter feel like ours.

CHAPTER GOALS THIS YEAR

What we want to accomplish and how we will know.

School Contacts

The people at your school who make things happen. Confirm names each fall and add anyone new who helped this year.

Role	Name	Email	Phone	Helps us with
Principal				
Assistant principal				
Activities director				
Bookkeeper				
School counselor				
Facilities / custodial				
Announcements				
Room scheduling				

WHAT OUR SCHOOL REQUIRES US TO GET APPROVED

Events, fundraisers, flyers, outside speakers, field trips: what needs approval, from whom, and how far ahead.

Registration

Indiana SADD counts a chapter as active only when it has a current registration on file. Register every school year, even when nothing about the chapter has changed.

School year	Indiana SADD registration date	Submitted by	School club approval renewed	Notes
2026-27			☐	
2027-28			☐	
2028-29			☐	
2029-30			☐	
2030-31			☐	
2031-32			☐	

Indiana SADD Contacts

indianasadd.org

Name	Role	Email	Phone

ALWAYS REGISTER AT

indianasadd.org

REGISTRATION STEPS AND DEADLINES

What information is needed and the dates that matter.

Before the year ends

Put next year's registration date on the chapter calendar and name the person who will submit it.

Accounts & Access

Every account the chapter uses, who controls it, and how access passes to new leaders. Losing an account when someone graduates is one of the most common ways chapters lose ground.

Two rules that prevent lockouts
Make a school or advisor email the owner or recovery contact on every account. Never write passwords here; note where they are kept and who holds them.

WHERE PASSWORDS ARE KEPT

WHO HOLDS THEM

Account	Handle or address	Owner / recovery email	Who has access now	Last checked
Instagram				
TikTok				
Facebook				
X				
YouTube				
Shared drive				
Canva				
Group chat				

Supplies & Storage

What the chapter owns and where to find it. Check it each spring so nothing goes missing over the summer.

WHERE SUPPLIES ARE STORED

WHO HAS THE KEY OR ACCESS

Item	Quantity	Location	Condition / notes
Banners			
Tablecloths			
Display boards			
Signs and posters			
Giveaway items			
Event supplies			
Craft supplies			

SECTION 2

Advisors & Officer Roster

Who leads the chapter this year. Update whenever someone joins or steps away.

LEAD ADVISOR	EMAIL	PHONE

CO-ADVISOR	EMAIL	PHONE

IF THE ADVISOR ROLE OPENS, WHO AT SCHOOL APPOINTS A NEW ADVISOR?

Officer role	Name	Grade	Email	School year
President				
Vice President				
Secretary				
Treasurer				
Communications / social media				
Events & projects				

HOW OFFICERS ARE CHOSEN

Election or application process, timing, who votes, and how members learn about open roles.

Members & MySADD

Every new member should sign up for MySADD, SADD National's member hub. Make sign-up part of how your chapter welcomes people, not an afterthought.

Why every member should sign up

Members get SADD news, programs, and educational resources, plus messages from SADD National about scholarships and events. The MySADD app puts it all on their phones.

SIGN UP AT
sadd.org/signup

MYSADD SIGN-UP LEAD

BACKUP

WHEN WE HELP NEW MEMBERS SIGN UP (FOR EXAMPLE, THE FIRST MEETING EACH FALL)

Need a list of your MySADD members?

Contact the Indiana SADD team for a current spreadsheet of your chapter's MySADD members. Use it to see who still needs to sign up.

MEMBER LIST LAST REQUESTED (DATE)

REQUESTED BY

HOW WE FOLLOW UP WITH MEMBERS WHO HAVEN'T SIGNED UP
Reminders, a sign-up table at meetings, or a buddy who helps them through it.

Recruiting & Welcoming Members

How the chapter grows and how new members find their place. Record what works so the next team does not have to guess.

RECRUITMENT LEAD

WHEN WE RECRUIT (CLUB FAIR, FALL, SPRING...)

WHAT HAS WORKED TO BRING IN NEW MEMBERS

HOW WE WELCOME NEW MEMBERS

First meeting, a buddy, MySADD sign-up, and how they get their first role or task.

HOW WE KEEP MEMBERS INVOLVED ALL YEAR

IDEAS TO TRY NEXT YEAR

Activity Forms

Activity forms are how your chapter's work gets counted. Decide now who submits them, so nothing goes unreported when officers or advisors change.

PERSON RESPONSIBLE (NAME & ROLE)

BACKUP PERSON

ALWAYS SUBMIT ACTIVITY FORMS AT
indianateeninstitute.org/chapteractivityreport

SUBMIT WITHIN HOW MANY DAYS OF AN ACTIVITY?

HOW WE GATHER DETAILS AFTER EACH ACTIVITY
Photos, attendance counts, and notes: who collects them and where they go.

What the activity form asks for

Gather these details at or soon after each activity so the form takes only a few minutes.

REQUIRED

- **Name** of the event or activity
- **Date** of the activity
- **Primary focus:** substance misuse, tobacco-vaping, mobility safety, mental health, bullying, digital wellness, community service, or other
- **Primary audience** (all that apply): high school, middle school, elementary school, college, parents, decision makers, community, or other
- **SPF use:** whether the Strategic Prevention Framework was used to plan, implement, or evaluate the activity (yes, no, or unsure)

ALSO REQUESTED

- **Community partners** or organizations involved
- **Estimate** of the number reached
- **Media coverage:** whether the activity received any
- **Photos or documentation** (optional upload)
- **Brief description:** what you did, who participated, and one outcome or highlight

Role Card

Written by this role's officer for whoever holds it next. Add to it all year long.

ROLE
President

CURRENT OFFICER

NEXT OFFICER

WHAT THIS ROLE DOES

RECURRING TASKS

Task	When (weekly, monthly, each fall…)

ACCOUNTS AND FILES THIS ROLE MANAGES
Name each account and where access is kept. Never write passwords here.

KEY PEOPLE THIS ROLE WORKS WITH

WHAT I WISH I HAD KNOWN

HANDOFF CHECKLIST

- ☐ Met with the next officer
- ☐ Transferred account and file access
- ☐ Reviewed this card together
- ☐ Walked through recurring tasks
- ☐ Introduced key people
- ☐ Logged the handoff (page 19)

Role Card

Written by this role's officer for whoever holds it next. Add to it all year long.

ROLE
Vice President

CURRENT OFFICER

NEXT OFFICER

WHAT THIS ROLE DOES

RECURRING TASKS

Task	When (weekly, monthly, each fall…)

ACCOUNTS AND FILES THIS ROLE MANAGES

Name each account and where access is kept. Never write passwords here.

KEY PEOPLE THIS ROLE WORKS WITH

WHAT I WISH I HAD KNOWN

HANDOFF CHECKLIST

- ☐ Met with the next officer
- ☐ Transferred account and file access
- ☐ Reviewed this card together
- ☐ Walked through recurring tasks
- ☐ Introduced key people
- ☐ Logged the handoff (page 19)

Role Card

Written by this role's officer for whoever holds it next. Add to it all year long.

ROLE
Secretary

CURRENT OFFICER

NEXT OFFICER

WHAT THIS ROLE DOES

RECURRING TASKS

Task	When (weekly, monthly, each fall…)

ACCOUNTS AND FILES THIS ROLE MANAGES

Name each account and where access is kept. Never write passwords here.

KEY PEOPLE THIS ROLE WORKS WITH

WHAT I WISH I HAD KNOWN

HANDOFF CHECKLIST

- ☐ Met with the next officer
- ☐ Transferred account and file access
- ☐ Reviewed this card together
- ☐ Walked through recurring tasks
- ☐ Introduced key people
- ☐ Logged the handoff (page 19)

Role Card

Written by this role's officer for whoever holds it next. Add to it all year long.

ROLE
Treasurer

CURRENT OFFICER

NEXT OFFICER

WHAT THIS ROLE DOES

RECURRING TASKS

Task	When (weekly, monthly, each fall…)

ACCOUNTS AND FILES THIS ROLE MANAGES

Name each account and where access is kept. Never write passwords here.

KEY PEOPLE THIS ROLE WORKS WITH

WHAT I WISH I HAD KNOWN

HANDOFF CHECKLIST

- ☐ Met with the next officer
- ☐ Transferred account and file access
- ☐ Reviewed this card together
- ☐ Walked through recurring tasks
- ☐ Introduced key people
- ☐ Logged the handoff (page 19)

Role Card

Written by this role's officer for whoever holds it next. Add to it all year long.

ROLE _____ CURRENT OFFICER _____ NEXT OFFICER _____

WHAT THIS ROLE DOES

RECURRING TASKS

Task	When (weekly, monthly, each fall…)

ACCOUNTS AND FILES THIS ROLE MANAGES

Name each account and where access is kept. Never write passwords here.

KEY PEOPLE THIS ROLE WORKS WITH

WHAT I WISH I HAD KNOWN

HANDOFF CHECKLIST

- ☐ Met with the next officer
- ☐ Transferred account and file access
- ☐ Reviewed this card together
- ☐ Walked through recurring tasks
- ☐ Introduced key people
- ☐ Logged the handoff (page 19)

Role Card

Written by this role's officer for whoever holds it next. Add to it all year long.

ROLE _____ CURRENT OFFICER _____ NEXT OFFICER _____

WHAT THIS ROLE DOES

RECURRING TASKS

Task	When (weekly, monthly, each fall…)

ACCOUNTS AND FILES THIS ROLE MANAGES

Name each account and where access is kept. Never write passwords here.

KEY PEOPLE THIS ROLE WORKS WITH

WHAT I WISH I HAD KNOWN

HANDOFF CHECKLIST

- ☐ Met with the next officer
- ☐ Transferred account and file access
- ☐ Reviewed this card together
- ☐ Walked through recurring tasks
- ☐ Introduced key people
- ☐ Logged the handoff (page 19)

Handoff Meeting Record

Use this page when an outgoing officer meets the incoming officer. Pass the Torch, the Playbook's companion, covers the training side of the transition.

DATE	ROLE(S)	OUTGOING OFFICER	INCOMING OFFICER

WHAT WE COVERED

STILL OPEN / FOLLOW UP

DATE	ROLE(S)	OUTGOING OFFICER	INCOMING OFFICER

WHAT WE COVERED

STILL OPEN / FOLLOW UP

Advisor Transition

When an advisor changes, a chapter can lose years of know-how. The outgoing advisor completes this page for whoever comes next.

OUTGOING ADVISOR	INCOMING ADVISOR	TRANSITION DATE

SCHOOL APPROVALS AND PAPERWORK

Forms, deadlines, and who signs off.

CHAPTER MONEY

Accounts, purchase and reimbursement steps, and timelines.

WORKING WITH INDIANA SADD

Contacts, registration, activity forms, and events.

CHAPERONING AND TRAVEL

School rules for events, trips, and permission forms.

WHAT I WISH I HAD KNOWN

CHECKLIST

- ☐ Met with the incoming advisor
- ☐ Added to chapter accounts
- ☐ Walked through this Playbook together
- ☐ Introduced to school administrators
- ☐ Introduced to the Indiana SADD team
- ☐ Shared where files and supplies are

How We Run Our Meetings

Good meetings keep members coming back. Agree on how meetings work, give everyone a job, and write it down so the next team runs them the same way.

HOW OFTEN WE MEET

WHO SETS THE AGENDA

WHERE MEETING NOTES ARE KEPT

MEETING ROLES

Role	Who	What they do
Facilitator		Runs the agenda and keeps discussion moving
Note-taker		Records decisions and action items; updates the Decisions Log
Timekeeper		Keeps each agenda item on schedule
Greeter		Welcomes new members and helps them sign up for MySADD
Setup		Room, supplies, slides, and snacks
Activity reporter		Submits an activity report after each meeting

OUR STANDARD AGENDA

Minutes shown are examples. Adjust them to fit your meetings.

Agenda item	Minutes	Notes
Welcome and quick check-in	5	
Updates and announcements	5	
Main business and planning	20	
Activity, training, or guest	15	
Action items: who does what by when	5	
Wrap-up and next meeting date	2	

Meeting Tips

What makes a chapter meeting worth showing up for.

Send the agenda ahead.
A day or two before, so members come ready.

Start and end on time.
Respecting time builds trust and attendance.

Open with a welcome.
A quick check-in helps new members feel part of the group.

Give everyone a job.
Members who have a role are members who come back.

Let students lead.
Advisors support and coach; officers run the meeting.

Decide out loud and write it down.
Record key decisions in the Decisions Log on page 23.

End with action items.
Every task gets a name and a due date before anyone leaves.

Follow up within two days.
Share notes and action items so nothing slips.

Park side topics.
Keep a list of ideas to come back to so the meeting stays on track.

Ask how meetings are going.
Check in with members a few times a year and adjust.

HOW WE MAKE DECISIONS (VOTE, CONSENSUS, OFFICERS DECIDE)

OUR MEETING AGREEMENTS
Phones, respect, side conversations, and how we disagree.

WHAT MAKES OUR MEETINGS WORK
Traditions, formats, or ideas the next team should keep.

Decisions Log

Key decisions and why they were made, so future leaders understand why things are done the way they are.

Date	Decision	Why	Decided by

SECTION 3

Chapter Funds

How money moves for your chapter. The advisor confirms this page each fall.

WHERE CHAPTER MONEY IS HELD

SCHOOL FUND NAME OR CODE

WHO APPROVES SPENDING

WHO KEEPS THE RECORDS

HOW TO MAKE A PURCHASE

Step by step, including forms and how long it takes.

HOW REIMBURSEMENTS WORK

SCHOOL SPENDING RULES TO KNOW

YEAR-BY-YEAR SUMMARY

School year	Starting balance	Money in	Money out	Ending balance
2026-27				
2027-28				
2028-29				
2029-30				
2030-31				
2031-32				

Fundraising Log

Record each fundraiser so the next team knows what worked, what it took, and what to try differently.

Fundraiser	Date	Approved by	Raised	Costs	Worth repeating?	Notes
					☐	
					☐	
					☐	
					☐	
					☐	
					☐	
					☐	
					☐	
					☐	
					☐	
					☐	
					☐	
					☐	
					☐	
					☐	
					☐	

Grants & Outside Funding

Grants and donations often come with reporting deadlines. Record them here so no report is missed when leaders change.

Source	Amount	Award dates	Report due	Contact

REPORTING REQUIREMENTS AND WHERE REPORTS ARE SAVED

FUNDING IDEAS TO EXPLORE

Community Partners

Coalitions, health departments, law enforcement, businesses, faith groups, and others who support your chapter. A quick note keeps each relationship going after leaders change.

Organization	Contact name	Email / phone	How they help	Last contact

PARTNERS WE WOULD LIKE TO CONNECT WITH

SECTION 4

Annual Planning

Plan the year before it starts. The most successful Indiana SADD chapters use the Strategic Prevention Framework (SPF) to choose what to work on and to learn what is working.

1 Assess
What issues affect students at our school, and what data shows it?

2 Build capacity
Who can help: members, school contacts, and partners?

3 Plan
Choose priorities and activities. Complete the Chapter Action Plan.

4 Implement
Carry out activities and submit an activity form after each one.

5 Evaluate
What worked, what to change, and what to carry into next year.

At every step: keep it sustainable, and make sure it fits the students and community we serve.

PLANNING

Planning tools from Indiana SADD

Download these forms and find more tools on the Indiana SADD page at indianasadd.org.

FORM
Chapter Action Plan
Map out the year's priorities and activities.
Open the form ›

FORM
Chapter Checklist
Getting-started steps for every chapter.
Open the form ›

PLANNING MEETING DATE

WHO LEADS PLANNING

CHAPTER ACTION PLAN COMPLETED (DATE)

CHAPTER CHECKLIST REVIEWED (DATE)

WHERE OUR CHAPTER ACTION PLAN IS SAVED

LESSONS FROM LAST YEAR TO BUILD ON
Look back at last year's Year at a Glance and Role Cards. What should we keep, change, or try?

Our Data Sources

The SPF starts with assessment: understanding what is happening with students before choosing what to do. Record where the chapter finds local data and what it shows.

Source	What it tells us	Where to find it / contact	Last checked
Indiana Youth Survey			
School data			
County LCC plan			
Our student surveys			
Traffic safety data			

WHAT THE DATA TELLS US THIS YEAR

The issues that stand out and how they shape our priorities.

Our Year at a Glance

A one-page view of the year. Fill it in from the Chapter Action Plan and update it as plans change.

TOP PLANNING RESOURCES

Indiana SADD
Tools, forms, and updates
indianasadd.org ›

Calendar
Indiana Teen Institute dates
indianateeninstitute.org/calendar ›

Mobilization Calendar
SADD National campaigns
sadd.org ›

OUR PRIORITY ISSUES THIS YEAR

What our school's needs or data point to, and why we chose them.

Month	Planned activities	Focus area	Lead
Summer			
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			

Event Recap

Fill this in within a week of a major event so the next team can run it again without starting over.

EVENT

DATE

LEAD

NUMBER REACHED

TOTAL COST

PARTNERS INVOLVED

WHAT WE DID

TIMELINE

When planning started and the key steps along the way.

SUPPLIES AND VENDORS

What we used and where we got it.

WHAT WORKED

WHAT TO CHANGE NEXT TIME

☐ Activity form submitted

PHOTOS SAVED TO

Event Recap

Fill this in within a week of a major event so the next team can run it again without starting over.

EVENT

DATE

LEAD

NUMBER REACHED

TOTAL COST

PARTNERS INVOLVED

WHAT WE DID

TIMELINE

When planning started and the key steps along the way.

SUPPLIES AND VENDORS

What we used and where we got it.

WHAT WORKED

WHAT TO CHANGE NEXT TIME

☐ Activity form submitted

PHOTOS SAVED TO

SECTION 5

Legacy Notes

Every chapter has stories that explain who it is: how it started, the moments that mattered, and the people who made a difference. Write them down here so every future member hears them.

Stories worth telling

- How our chapter got started
- Someone who made a difference
- A challenge we got through
- A moment we are proud of
- Where a tradition came from
- Something that changed because of us

1 Story

STORY TITLE

YEAR IT HAPPENED

TOLD BY

THE STORY

WHY EVERY MEMBER SHOULD HEAR IT

Our Stories

2 Story

STORY TITLE

YEAR IT HAPPENED

TOLD BY

THE STORY

WHY EVERY MEMBER SHOULD HEAR IT

3 Story

STORY TITLE

YEAR IT HAPPENED

TOLD BY

THE STORY

WHY EVERY MEMBER SHOULD HEAR IT

Our Stories

4 Story

STORY TITLE

YEAR IT HAPPENED

TOLD BY

THE STORY

WHY EVERY MEMBER SHOULD HEAR IT

5 Story

STORY TITLE

YEAR IT HAPPENED

TOLD BY

THE STORY

WHY EVERY MEMBER SHOULD HEAR IT

End-of-Year Checklist

Complete before seniors graduate so the next team starts the fall ready to go.

Done	Task	Completed by	Date
☐	Officer roster updated for next year		
☐	Every member signed up for MySADD		
☐	All activity forms submitted for the year		
☐	Every role card completed by its current officer		
☐	Handoff meetings held and recorded		
☐	Accounts & Access list current; logins handed off		
☐	Year-by-year funds summary added		
☐	Fundraising, grants, and partner pages current		
☐	Event recaps written for this year's events		
☐	Decisions Log up to date		
☐	Supplies inventory checked		
☐	Legacy Notes updated with this year's stories		
☐	School contacts list reviewed		
☐	Next year's registration date on the calendar		
☐	Next year's planning meeting scheduled		
☐	Master copy saved; printed copy given to the advisor		
☐	Update Log filled in		

NOTES FOR NEXT YEAR'S TEAM

Anything you want the next leaders to know as they pick up where you left off.

Quick Links

Every link in this Playbook in one place. Click on screen, or type the address.

Indiana SADD
Tools, forms, updates, and Pass the Torch
indianasadd.org ›

Chapter registration
Register every school year
indianasadd.org ›

Chapter activity report
Submit after every activity
indianasadd.org ›

Calendar
Indiana Teen Institute dates
indianateeninstitute.org/calendar ›

Chapter Action Plan
Indiana SADD planning form
Download from indianasadd.org ›

Chapter Checklist
Indiana SADD planning form
Download from indianasadd.org ›

MySADD sign-up
Every member, every year
sadd.org/signup ›

SADD National
Programs and the Mobilization Calendar
sadd.org ›

Glossary

Terms new members and advisors will hear, in plain language.

SADD	Students Against Destructive Decisions, the national organization behind every chapter.
Indiana SADD	The statewide program that supports SADD chapters across Indiana, housed at Indiana Teen Institute.
ITI	Indiana Teen Institute, the home of Indiana SADD.
SPF	Strategic Prevention Framework: a five-step process (assess, build capacity, plan, implement, evaluate) for planning prevention work.
DMHA	Indiana Division of Mental Health and Addiction, a funder of Indiana SADD.
ICJI	Indiana Criminal Justice Institute, which supports Indiana SADD chapters through SADD National.
LCC	Local Coordinating Council: the county coalition that plans local substance use prevention.
Indiana Youth Survey	A statewide survey of Indiana students about substance use and related behaviors; a key source for the SPF assess step.
MySADD	SADD National's member hub and app. Every member should sign up.
Mobilization Calendar	SADD National's yearly calendar of awareness dates and campaigns.
Mobility safety	Staying safe on the move: driving, riding, walking, and biking.
Activity form	The chapter activity report submitted after every activity.
Chapter Action Plan	The Indiana SADD form for mapping the year's priorities and activities.
Pass the Torch	The Playbook's companion, which helps seniors prepare underclassmen to lead.