

The Indiana SADD Legacy Toolkit

A peer-to-peer sustainability guide for senior chapter leaders preparing the next generation to lead

FOR SENIOR CHAPTER MEMBERS

indianasadd.org

Welcome, Seniors

Your last year in your school's SADD chapter is your chance to make sure the chapter you helped build keeps going strong long after you graduate.



Pass the Torch is a peer-to-peer sustainability toolkit for spending this year training the underclassmen who will lead next.

This toolkit gives you three things

- **The why:** a clear case for chapter continuity you can share with your team and your advisor.
- **The how:** a month-by-month timeline from August to May, with simple training modules you lead yourself.
- **The support:** optional virtual Torch Talks with the Indiana SADD team and the SLT, so you never have to figure this out alone.

> **Start in the fall and work a little each month.** By spring your chapter will have trained leaders, a written playbook, and a plan that survives any change in leadership, even a new advisor.

What's Inside

01 **Why Legacy Matters**

02 **Your Legacy Mindset**

03 **The Year-Long Timeline**

04 **Torch Talks**

05 **Peer Training Modules**

06 **When Advisors Change**

07 **Tips for Success**

08 **Tools and Templates**

Why Legacy Matters

Chapters lose their entire student leadership team every four years by design, and most lose a big share of it every June.

Chapters that don't plan for turnover often go quiet the next fall: no officers, no registration, no events, and younger members who care but don't know how or where to start.



A planned handoff protects what you and your chapter have built

- **Momentum:** the next team starts in August with a calendar and a plan, not a blank page.
- **Know-how:** contacts, budgets, event steps and lessons learned get written down instead of graduating with you.
- **Active status:** Indiana SADD counts a chapter as active only when it submits a current registration. Continuity keeps your chapter on the map and connected to statewide trainings, events and support.
- **Consistency:** prevention works best when it is steady. Peers keep hearing positive decision-making messages year after year, not just during a good year.
- **Resilience:** a chapter with prepared student leaders and an up-to-date playbook can survive an advisor leaving, a schedule change or a slow year.

Sustainability is also a guiding principle of the Strategic Prevention Framework, built into every step. Pass the Torch is how your chapter puts that principle into practice.

Your Legacy Mindset

The best thing a senior leader can leave behind isn't a great event. It's a team that can run great events without them.

Think about the person who first pulled you into SADD. Someone invited you, showed you the ropes and trusted you. This year, you get to be that person for someone else.

Ask yourself three questions as you start

1. What do I want this chapter to look like five years from now?
2. Who are two or three underclassmen I can invest in this year?
3. What do I know that isn't written down anywhere yet?

Passing the torch doesn't mean stepping back early. It means leading ***with*** younger members instead of ***for*** them. Every time you hand off a task, explain the why, and step in only when needed, you are building your legacy.

The Year-Long Timeline

The year runs in four phases: Spark, Build, Practice and Pass. Each phase takes about 30 minutes of a regular chapter meeting each month, plus a little work between meetings.

AUG – OCT	NOV – JAN	FEB – MAR	APR – MAY	JUNE – JULY
Spark	**Build**	**Practice**	**Pass**	**Summer Bridge**

PHASE 1 · AUGUST–OCTOBER

Spark

Goal: commit to the legacy plan and identify the next generation of leaders.

- ☐ Read this toolkit as a senior team and share it with your advisor
- ☐ Set a chapter legacy goal (example: "*Five trained underclass leaders by May*")
- ☐ Make sure this year's chapter registration is submitted
- ☐ Recruit freshmen and sophomores in the fall
- ☐ Pair each senior officer with one or two underclass "Torchbearers"
- ☐ Start the Chapter Playbook (see Tools and Templates)
- ☐ Optional: join Indiana SADD's **Torch Talk** 1 (September)

PHASE 2 · NOVEMBER–JANUARY

Build

Goal: teach the skills and write down how your chapter works.

- ☐ Lead Modules 1–3 with Torchbearers (one per month)
- ☐ Have Torchbearers shadow seniors as they plan one event or activity
- ☐ Fill in each officer role's Role Handoff Sheet
- ☐ Save contacts, passwords and files in a shared space the advisor can access
- ☐ Mid-year check-in: what's working, what needs adjusting?
- ☐ Optional: join **Torch Talk** 2 (December)

Timeline, continued



PHASE 3 · FEBRUARY–MARCH

Practice

Goal: underclassmen lead while seniors coach.

- ☐ Torchbearers plan and lead one full event or campaign (Red Ribbon follow-up, spring break safety, prom/graduation safety, etc.)
- ☐ Torchbearers run at least two chapter meetings with seniors as backup
- ☐ Lead Module 4 (Leading Through Change)
- ☐ Hold officer elections or appointments for next year
- ☐ Optional: join **Torch Talk** 3 (February)

PHASE 4 · APRIL–MAY

Pass

Goal: make the handoff official and celebrate.

- ☐ New officers draft next year's calendar and first three meetings
- ☐ Finish and review the Chapter Playbook together
- ☐ Confirm the advisor (or a backup adult) for next year
- ☐ Note the date for next year's chapter registration
- ☐ Hold a date for Indiana SADD Fall Kick-off Events
- ☐ Hold a Passing of the Torch ceremony at your last meeting
- ☐ Optional: join **Torch Talk** 4 (April)

Summer Bridge (June–July)
New officers keep in touch, follow Indiana SADD on social media, plan a back-to-school kickoff and consider attending a SADD summit. Graduates can stay on call as alumni mentors.

MY NOTES

Torch Talks: Virtual Meetings



Torch Talks are four **optional** 45-minute virtual sessions facilitated by the Indiana SADD team. Seniors and their Torchbearers attend together, meet chapters from across Indiana and get answers to real questions.

Session	Month	Focus	Bring
Torch Talk 1: Light the Spark	September	Why legacy matters; choosing Torchbearers; setting a legacy goal	Your chapter's legacy goal idea
Torch Talk 2: Build the Playbook	December	What to write down; role handoffs; shared files	One completed Role Handoff Sheet
Torch Talk 3: Let Them Lead	February	Coaching vs. doing; planning a Torchbearer-led event; elections	Your Torchbearer event idea
Torch Talk 4: Pass the Torch	April	Advisor transitions; next year's calendar; ceremony ideas	Draft calendar for next fall

Every session follows the same simple format

10 min
Welcome and a quick win from each chapter

15 min
Mini-lesson on the session focus

15 min
Chapter breakouts or open Q&A with the Indiana SADD team

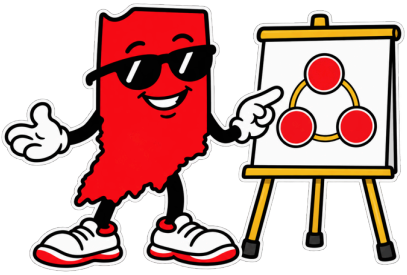
5 min
One commitment each chapter will act on before the next session

Sessions are recorded when possible so chapters with schedule conflicts can catch up. Dates and links will be shared through Indiana SADD's chapter communications, in MySADD, and on the Indiana SADD webpage and calendar.

MY NOTES

Peer Training Modules

Seniors lead four short modules with their Torchbearers, each about 30 minutes. Use a regular meeting, lunch period or after-school time, and keep it hands-on.



MODULE 1 · SEPTEMBER–NOVEMBER

Who We Are

- Share the chapter's story: when it started, what it's known for, proudest moments
- Review SADD's mission and the issues your chapter focuses on
- **Activity:** Torchbearers write a one-sentence answer to "Why does our chapter matter?"

MODULE 2 · DECEMBER

How We Work

- Walk through each officer role, the chapter calendar and how decisions get made
- Show where files, contacts and budgets live
- Explain chapter registration and how to stay connected to Indiana SADD
- **Activity:** Torchbearers fill in one section of the Chapter Playbook

MODULE 3 · JANUARY

Planning Events That Work

- Break down a past event step by step: idea, approval, promotion, day-of, follow-up
- Talk about working with administrators, community partners and the advisor
- **Activity:** Torchbearers sketch a plan for their spring event using the same steps

MODULE 4 · MARCH

Leading Through Change

- Discuss what to do if officers quit, membership drops or the advisor leaves
- Practice recruiting: how to invite a friend and keep new members coming back
- **Activity:** role-play two tough scenarios and decide who to contact for help

MY NOTES

When Advisors Change

A chapter that depends on one adult is one job change away from going dark. Plan for advisor turnover the same way you plan for senior turnover.



- **Name a backup adult.** Ask a second teacher, counselor, coach or school resource officer to serve as co-advisor or emergency contact.
- **Share the keys.** Keep the Chapter Playbook, contacts and files in a shared school account, not one person's email or phone.
- **Introduce the new advisor early.** If your advisor is leaving, have officers meet the replacement before May and walk them through the Playbook.
- **Connect them to Indiana SADD.** Make sure the new advisor knows who to contact at Indiana SADD and when chapter registration is due.
- **Let students lead the transition.** Trained student officers can show a new advisor how the chapter runs, which keeps the chapter student-led from day one.

> **No advisor lined up?** Contact the Indiana SADD team right away. They can help you talk with administrators and find a new sponsor.

MY NOTES

Tips for Success

Do this	Instead of this
Start in August or September	Waiting until spring when seniors are busy and checked out
Pick Torchbearers from more than one grade	Training only juniors, who graduate a year later
Hand off real responsibility, with backup	Giving underclassmen only small or boring jobs
Write it down as you go	Trying to remember everything in May
Explain the why behind every task	Just telling people what to do
Celebrate small wins publicly	Saving all the recognition for seniors
Ask Indiana SADD for help early	Waiting until the chapter is already struggling

A few more tips from experienced chapter leaders

- **Use the "I do, we do, you do" model.** Show them once, do it together once, then let them lead while you watch.
- **Keep it social.** Food, games and inside jokes keep younger members coming back as much as the mission does.
- **Mistakes are part of training.** Let Torchbearers try things before you step in. That's how real leaders grow.
- **Think beyond officers.** Every member who knows how the chapter works makes it stronger.



MY NOTES

Tools and Templates

Chapter Playbook Checklist

The Playbook is your chapter's how-to guide, kept in a shared folder the advisor and officers can access.

- ☐ Chapter history, mission and goals
- ☐ Officer roles and responsibilities
- ☐ Advisor and backup adult contact information
- ☐ Indiana SADD contacts and registration steps and dates
- ☐ Yearly calendar of meetings, events and deadlines
- ☐ Event plans from this year, with what worked and what didn't
- ☐ School approval process (*room requests, announcements, fundraising rules*)
- ☐ Community partners and contacts
- ☐ Budget, fundraising and account information
- ☐ Social media accounts and login process
- ☐ Recruitment ideas and new-member welcome steps

MY NOTES

Role Handoff Sheet

Each outgoing officer completes one for their role. Make a copy for every officer position.

Question	Answer
Role and outgoing officer	
Main responsibilities	
Monthly or yearly tasks and deadlines	
Key contacts	
Files, accounts and where they live	
What I wish I had known on day one	
Biggest win this year	
One piece of advice for my successor	

Senior Reflection: My Legacy

Complete the first two questions in the fall, then revisit in May.

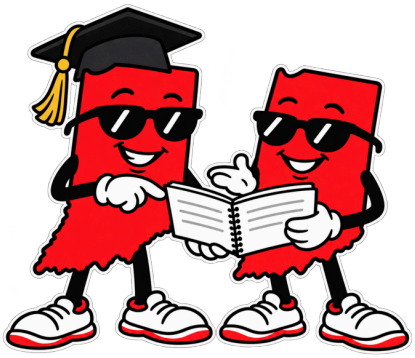
1. What do I want people to say about our chapter after I graduate?

2. Who am I investing in this year, and what will I teach them?

3. In May: what did I pass on, and what's still unfinished?

Passing of the Torch Ceremony

At your last meeting, each senior lights or hands a battery candle or paper torch to their Torchbearer and shares one sentence of advice. New officers accept and share one goal for next year. Take a group photo and send it to Indiana SADD to celebrate.



Your legacy is who you leave ready.

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