SAFE & SOUND YOUTH COUNCIL
PROGRAM KIT
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When we founded Safe and Sound Schools, some of the first people to take note and ask how they could join us were students. Emails poured in from across the country—from Newtown to Northern California. These students have, in so many ways, inspired and contributed to the development of our inaugural community-based program, The Safe and Sound Youth Council.

As we launch this initiative, we want to acknowledge the young minds and courageous hearts of students from middle and high schools across America for their part in bringing this program to life. We want to extend special thanks to several remarkable young people:

To an enthusiastic young middle-schooler (now high-schooler) named Kaia, for sharing her great idea for a student school safety club. She called it Safe and Sound Students!

To Noah and his team of passionate classmates in Moore, Oklahoma, for hearing our message and responding—immediately—to the call.

To Trey and Makenzi also in Oklahoma, for eagerly and patiently awaiting the release of this kit, and for setting out on their own in the meantime.

To Colby and Anthony in Rhode Island, for their spirit, dedication, and wisdom at such a young age. It has been such fun to watch you grow as young leaders.

And finally to John, for reaching out from Newtown to help students and community members in the wake of our tragedy.

Of course, many adults have had a hand in the writing, editing, and reviewing of this program.

For her constant and invaluable help in all aspects of creating this program, we thank Shari Nacson. Shari, your guidance, attention to detail, and talent as a writer and editor truly helped us bring this program to life. Thank you!

To Michael Dowding for helping us push it over the finish line and capture the spirit of today’s youth. We are deeply grateful.

And to the Safe and Sound Schools staff—Amy Shanler, Ermolande Jean-Simon, Martha Gonzalez-Corona, and Susan Parziale—for always pitching in with their time and talents wherever needed.

We are especially grateful to our husbands and children for supporting our passion and work for safer schools.

Finally, we thank Emilie and Joey, for leading us, inspiring us, and healing us in this work.

– Alissa Parker and Michele Gay, Founder of Safe and Sound Schools
You are leaders. You care about your school. You have the passion and desire to take action. And now, you are putting this positive energy toward a good cause. Inside this kit you’ll find everything you need to create your own council chapter and to conduct safety-promoting service projects.

By starting a chapter of the Safe & Sound Youth Council at your school, you are taking an important step to secure the safety of your school community. You’re standing up for your classmates, teachers, and staff and creating a safer place to learn and grow. As you may know from the news, your timing couldn’t be better:

Of every $10 in federal emergency preparedness planning grants, less than $.01 goes toward activities that target child.

Eighteen states have yet to require all schools and childcare providers to have basic emergency preparedness plans.

In 2014 there were more than 486,000 nonfatal violent victimizations in middle-school and high-school settings.

Seventy percent of parents are concerned about school shootings.

You Can Be the Difference

Research shows that when students work together to improve their school community, they feel good about using their creativity, leadership, and critical thinking to improve the world around them. Working together, you will connect with others who share your values about making the world a better place. Participating in the Safe & Sound Youth Council is a meaningful way to develop real-world skills while standing up for something we all believe in — schools that must be safe places where students can learn, connect with others, and work toward their personal dreams.
Before we dive into the specifics of the Safe & Sound Youth Council, we think it’s important for you to have a good understanding of Safe & Sound Schools, as an organization.

Founded by parents who lost children at Sandy Hook Elementary School, Safe & Sound Schools is dedicated to empowering community members to learn how they can join hands, hearts, and minds to make their schools safer. Despite our sorrow at the loss of our children, colleagues, and teachers, we are united in our mission:

- To empower communities to improve the safety and security of their schools through discussion; collaboration; planning; and sharing of information, tools, and resources.
- To unite our nation’s school-safety strategies through a nonpartisan, grassroots approach to community-based and federal-level problem-solving.
- To provide communities with a platform to build local and national school safety partnerships among parents, educators, students, first responders, safety and security experts, mental-health professionals, and community members.

It’s because of smart and caring students like you that the Safe & Sound Schools movement continues to grow. We are proud to have you join us and be a part of this important initiative.

Together we can make a difference.
Together we can make our schools safe and sound.
Our Values

- Empowerment
- Community partnership
- Non-partisan problem-solving
- Discussion
- Collaboration
- Information-sharing
- Inclusivity
- Data-driven practices
- Accessibility of resources
- Sustainability
- Psychological mindfulness
- Developmental appropriateness

Our Approach

At Safe & Sound Schools, we advocate a collaborative, community-wide approach to school safety. We believe that, by joining together, we can be safer together and can provide a truly comprehensive approach to school safety. By including the perspectives and expertise of all community members—from students and emergency responders to educators and parents—we can improve the safety of our schools and the future of our communities.
What do we mean when we say comprehensive? This means preparedness strategies that address all hazards. Schools must consider all areas of school safety relevant to their site and community and remember to include representatives from each stakeholder group when creating an individualized School Safety Umbrella. The Safety Umbrella below shows several basic components of a comprehensive umbrella. We encourage you to think about the components that should be added to cover the unique needs and considerations of your school.
CHAPTER THREE
VALUES & PRINCIPLES

Straight-A Safety Improvement

We think the best results are achieved through a three-step process to improve school safety that we call “The Straight A’s.”

STEP 1

The first step in any project is to understand the broader context. In the Assess phase, you meet with your school principal, safety and security director, school resource/security officer, and mental-health staff to learn about your school’s safety plans, policies, and needs. Collaborate with these stakeholders to identify resources and materials you can appropriately share with your council members. Working with your Faculty Advisor, you will identify which areas work well and which pieces may benefit from a service project.

As you begin your council chapter, if you find that your school/district would like resources for self-evaluation, this link can be helpful:
http://www.safeandsoundschools.org/resources/toolkits/

STEP 2

During the Act phase, your council chooses a current safety issue at your school and creates a plan of action to address or improve it. You will use the Project Planning Form (Appendix I) to walk through all the steps. This will involve brainstorming; collaborating with school administrators, and your Faculty Advisor; making an Action Plan; and implementing the plan.

STEP 3

To Audit is to self-evaluate how a project has gone. The year always ends with some time to look back on your council’s work; to discuss and note what went well and what could have gone better; and to evaluate the impact of your project upon the safety of the school community. Your audit should include input from your Faculty Advisor, principal/administrator, and local safety professionals. Using the Year-End Report, note any successes and adjustments to inform next year’s work.
So, just who is a Safe & Sound student? Well, you are! Actually, anyone who attends your school should also be one, too. A Safe & Sound student:

- Cares about the school community
- Likes to make positive change
- Wants to keep the school a safe place for learning and fun
- Has ideas to engage students
- Looks for ways to give back to others
- Wants to get involved in a constructive way

Just starting out at high school as a freshman, looking to make new friends, or eager to make a big impact? Welcome! New perspectives bring new ideas.

Are you a sophomore hoping to see more proactive community involvement? Super! You have the perspectives we need.

Maybe you are a junior, pretty confident in your role as a student leader, but you want to leave a lasting impact. Terrific! Your influence and network will be a huge asset to us.

Or maybe you’re a senior who’s proud of your school and eager to offer your leadership. Great! We want – and need – you on board.

Every school year, you spend approximately 180 days on campus. It is the hub of your academics, social life, activities, sports, and clubs. It’s really a home away from home. We applaud your commitment to making your school community a safe and inclusive place for all. It only takes a few simple steps, and you can be on your way.
Here’s What a Few Students Have Told Us About School Safety...

“Lots of us have questions and ideas but we don’t seem to have anybody listening to us. We need a way to get involved and show that this is important to us.

–Julia H., Pennsylvania

“School is pretty much where everything happens for us. It’s the center of our lives. We want to know that we will be safe here.”

–Colby A., Rhode Island

“It’s not enough for me to be told that there’s a plan. I want to know it and be a part of it.”

–Olivia G., Maryland

“It’s been really helpful for us to bring Safe and Sound Schools’ resources to our principals. That’s how we’ve been able to become a part of it [school safety] here in our school.”

–James P., Utah
The Safe & Sound Youth Council is a nationwide network of motivated students who share a passion to provide safer and more secure schools for one another, their educators, and their communities. Safe & Sound Youth Councils help:

**DISCUSSION**
Initiate and sustain discussions about school safety

**AWARENESS**
Foster awareness about the roles students can play in creating safer schools

**SERVICE PROJECTS**
Design and complete service and awareness projects to improve their schools’ safety preparedness

**PARTNERSHIPS**
Build partnerships with teachers, parents, and community leaders

**PEER ROLE MODELS**
Serve as peer role models by emphasizing the importance of a safe environment for learning and growth
CHAPTER SIX
LAUNCHING YOUR COUNCIL

What You Need

• A minimum of four students
• A school staff member to act as your Faculty Advisor (see the role of the Faculty Advisor in Chapter 7)
• School approval (you’ll need an administrator to sign the registration form)
• Approval to form a council chapter
• Approval to learn about and discuss the official school safety protocols
• Meeting space

When you have these lined up, you’ll be ready to register your council chapter with Safe & Sound Schools.

See Appendix B for the QuickStart Checklist for Founding Members.
Registering Your Council

To register, you must complete the Registration Form (Appendix C) and your Council’s Charter Agreement (Appendix D). You will need to customize the Charter by adding your school/district name in several places, as indicated.

Once both documents are complete, including the required signatures, email them as PDFs to: SSYC@SafeAndSoundSchools.org

Our staff will confirm receipt and remain available to you for technical assistance over time.

Structuring Your Council

For new council chapters, you will initially select temporary “founding” officers: President, Vice President, Treasurer, and Secretary. Once your council is up and running, you will hold elections to assign these roles for the rest of the academic year. See Appendix D (Article V) for details on each officer’s role.

You will also need to find a Faculty Advisor and get permission from a school administrator.

The Faculty Advisor is a full-time faculty member who commits to working closely with council leadership, attending all meetings, and serving as a liaison to the administration and to Safe & Sound Schools. See Appendix D (Article VI) for a detailed explanation of this role.

The school administrator is your principal (or equivalent) who grants permission for the council chapter to be founded. You will consult with your school administrator to learn about existing strategies, to get approval for your service project, and to get feedback as you wrap up your year. See Appendix D (Article VII) for a detailed explanation of this role.
Planning Your First Meeting

Goal: At your first meeting, you want to help members understand:

- The mission of your group
- The expectations of members and your council
- Plans for the year

Supplies Needed:

- Calendar
- Handouts: Charter Agreement (Appendix D); Code of Conduct (Appendix E)
- Code of Conduct Manifest (Appendix F) to collect signatures
- Code of Conduct Confirmation Form (Appendix G) for Faculty Advisor to submit to Safe and Sound’s main office
- Meeting agenda

Choosing Your Service Project

**STEP 1**
Have all council members review the Menu of Service Project Ideas included in this kit (see Chapter 9) before your second meeting.

**STEP 2**
During the meeting, discuss and decide upon one Service Project for the school year.

**STEP 3**
Use the Project Planning Form (Appendix J) to walk through the process.
Clean it Up!

According to the principles of Crime Prevention Through Environmental Design (CPTED), simple things like landscaping, property maintenance, lighting, and way-finding signs can make a huge difference in community safety. A clean, well-maintained property conveys to visitors that your community is invested in the ownership and care of your campus. Thoughtfully trimmed shrubs and trees provide clear lines of sight for students and staff to quickly notice when something—or someone—is out of place. Way-finding signs inside and outside the building help visitors get to their destinations and prevent wandering/trespassing on school grounds and off-limits areas.

**ACTION PLAN:** Reach out to your school’s facility manager or custodial staff to see how you can help Clean It Up to increase campus safety!

Know Your Exits and Entrances

Across the country, state officials and emergency responders are requiring building blueprints be stored with emergency preparedness protocols so they are easily accessible to first responders. Labeled exit and entry points (inside and outside the building) must match those blueprints. The labeling of all exterior building exits helps first responders quickly get to people who need help.

**FEATURED PROJECT**

An Eagle Scout in Ohio tackled this project. He coordinated scouts and volunteers to have number signs printed by a local company, and then the team canvassed the district to install them. At no cost to the school district, this project took only a week of work. The signs help first responders as they practice and respond to school-based emergencies.

**ACTION PLAN:** With permission from your principal and school district, coordinate the production and delivery of weatherproof number/letter signs for all school exit/entry doors. You may need to fundraise to cover production costs or seek donated services from a local printer. If your building already has these numbers, make sure other schools in your district have them.
Pack It Up

A common backpack can become an effective tool in an emergency. You’ll find variations of this idea in schools across the country, with features that are unique and essential to each school. What will go in your packs? Ideas include a charged cell phone or two-way radio; teacher’s car keys (dropped in the pack each morning); flashlight; batteries; emergency procedures handbook; first-aid kit; school directory; student emergency info; personal-care items; and markers and paper. See our website for more ideas.

ACTION PLAN: Assemble Teacher Emergency Bags for every classrooms in your school. This may require fundraising for purchases and/or request of donated items (backpacks and/or the contents). It will likely require several work sessions to organize, assemble, and deliver them. This is a project that must be revisited annually to ensure the bags are stocked and in working order. Check out our Audit toolkit, “Teacher’s Emergency Bag.”

Contents Checklist and Visual Guide

01. Duffle Bag or Backpack
02. Charged Cell Phone
03. Teacher’s car keys-dropped in bag (morning)
04. Charged Walkie Talkie
05. Fresh Batteries
06. Flashlight
07. Emergency Procedures Handbook
08. Bandages/ First Aid Kit
09. Non-latex / Allergy Free Gloves
10. Red Card ‘HELP!’ / Green Card ‘ALL GOOD!’
12. Student Emergency Info
13. Extra Paper / Pen / Permanent marker
14. CPR/Fast response chart with ABC’s
15. Hand Sanitizer / Soap
16. Feminine Products Kit
17. Books / Games To Quietly Occupy Time
18. 
CHAPTER NINE
MENU OF SERVICE PROJECT IDEAS

Open the Lines

Anonymous Tip Programs can empower stakeholders and help school communities encourage information-sharing about potential dangers/threats.

ACTION PLAN: Research if your state or community has a Tip Program. If there is one in place, find out how you can help students learn about it and conduct an education/awareness campaign. If there is no Tip Program, research existing programs and advocate within your district, community, and/or state for one to be implemented. This may involve a letter-writing campaign and/or attending meetings. There are many user-friendly programs, for example the nonprofits Safe2Tell (in Colorado) and OK2Say (in Michigan) are good models. Safe Oregon (in Oregon) is also another good model.

PLANNING TIP
There are legal aspects to consider when looking for a Tip Program. (Some states do not provide anonymity protection for tipsters, and this can be a deterrent for users).

Be Ambassadors

To remember and use what has been taught, many students need to hear safety information in a variety of ways. Young students enjoy the leadership and mentoring of older (i.e. “cooler”) students. To see teenagers talk about community safety is very powerful and reassuring. It also gives teens the opportunity to be leaders.

ACTION PLAN: Develop a Safety Ambassador Program where high schoolers travel to the elementary and middle schools to discuss safety education and help during drills.

FEATURED PROJECT

A participating Safe and Sound School district in Massachusetts assigned teams of high school students to each elementary school to organize safety patrols for arrival, dismissal & recess times, and to help plan and lead educational activities & assemblies for these young students. The same district sent high school students to the middle school to present on current safety issues such as social media safety and bully behavior.
CHAPTER NINE
MENU OF SERVICE PROJECT IDEAS

FUNdraise for Safety

The adults who run your schools have to make difficult choices about what their budgets can cover. Your Safe & Sound Youth Council can make a meaningful contribution by raising money to pay for a specific safety resource or improvement.

ACTION PLAN: Plan to raise funds for initiatives, projects, or facilities improvements in your school community or a neighboring school system in need. Consult your district safety team to learn where funding is most needed. Reach out to school administrators to find out what kind of fundraising activities are allowed (such as car washes, bake sales, 5K races, and online fundraising).

FEATURED PROJECT

Participate in Safe and Sound Schools’ Fall Campaign, Change for School Safety! Invite your school community to create change jars and collect spare change each fall up until Giving Tuesday. Then gather to count it up and turn it in to support Safe and Sound Schools or toward a specific school safety purchase for your school community. Watch how quickly small change can lead to big change for your school community or support our national efforts at Safe and Sound Schools.

Listen and Learn

Sometimes safety isn’t discussed enough because teachers and administrators have so many academic responsibilities. A meeting or series of forums with interested students can help your school community identify what is going well, what needs improvement, and how students can help.

ACTION PLAN: Talk to resource officers, administrators, and teachers to learn how you can support their efforts and needs. A group of capable high school students can often do the legwork and provide the volunteer hours needed to create a forum for safety information to be thoughtfully discussed by all stakeholders.
Cues for Kids

School safety plans should account for developmental abilities, learning differences, and special needs. You can take the lead by creating strategies that include and address the unique needs of students who might need more support to understand and comply with the required safety procedures.

To ensure that all teachers of special-needs students have communication tools to support safety, some schools have created small, laminated Cue Cards that provide prompts to assist students who respond better to visual reminders. Teachers wear the cards on their identification lanyards as a quick tool to help students remember protocols during drills or actual emergencies.

**ACTION PLAN:** With staff direction and supervision, identify what unique student needs exist in your school or elsewhere within your district. Council members can then develop the graphics, laminate, trim, and distribute the cards.

Survey Says

To make a meaningful impact on safety at your school, it’s important to identify and understand the concerns and issues of your school community. A survey is a great way to hear from many people at your school – and with so many online and digital survey tools available, it may be the easiest!

**ACTION PLAN:** Develop a survey to assess safety concerns and needs in your community. Focus on a specific group or several stakeholders (e.g. students, parents, educators, emergency responders). Analyze the results to develop a list of priorities and possible projects that you can then present to your school administration.

**PLANNING TIP**
Be sure to actively involve your Faculty Advisor and obtain approval from your school administration before creating or distributing any survey.
Be Our Guest

It’s easier for people to follow safety plans when they have hands-on experience to refer back to. Talking about safety alerts with all school community members gives everyone a sense of empowerment and preparation in the event of an emergency.

**ACTION PLAN:** Organize and host a Safety Day, School Safety Social, or Campus Safety Fair. Invite community leaders and safety professionals (such as school resource officers, school nurses, counselors, EMTs, police officers, and firefighters) to speak about safety topics like CPR, first aid, bullying prevention, cyber-safety, security, fire safety, and their careers as professionals in these areas.

**FEATURED PROJECT**

The students of Moore High School planned and hosted a Safety Awareness Day at their school for students and staff, inviting local speakers and experts for presentations, demos, and classes that addressed the specific safety issues of their school community. Safe and Sound Schools was honored to be a part of planning and participating in this day!

**There’s An App for That?**

Using technology to support school safety can be a fun way to get everyone engaged and on the same page! Today, most students, staff, and parents, carry a cell phone at all times, and there are apps for safety topics ranging from CPR guidance to emergency notification and communication.

**ACTION PLAN:** Develop an app or research and recommend an existing app to support your school’s established school safety protocols or enhance emergency notification and communication.
CHAPTER NINE
MENU OF SERVICE PROJECT IDEAS

Post It!

We’re talking about the old-school posting – on your walls! Catchphrases help remind students and staff about your school’s safety protocols, promote resources, and reinforce messages that support safety.

ACTION PLAN: Create posters with eye-catching graphics and phrases. Some ideas:

- “Speak Up for Safety!” with directions for reporting a safety concern in your school.
- “Stomp Out Bullying” with information about your school’s policy about bullying.
- “Know Your Options” offering a list of established emergency choices such as our “Stay Safe Choices” tool in our ACT toolkit.
- “Prepared, Not Scared,” a tool for teaching basic emergency protocols (that’s also in the ACT toolkit).

FEATURED PROJECT

A participating Safe and Sound School community in New Jersey has enlarged and posted out toolkit tools “Stay Safe Choices” and “Prepared, Not Scared” to remind students and staff of important emergency actions. Students were taught using these tools and then helped to create and display posters around their school buildings.
CHAPTER TEN
END-OF-THE-YEAR WRAP-UP

With a year’s work behind you, it’s time to wrap up and start looking ahead! Before you head off to summer jobs and adventures, be sure to gather your chapter to close out the year.

• Revise and submit your Year-End Report.
• Ask all executive officers to organize and store their materials to support the work of next year’s officers.
• Arrange for transition to new leadership.
• Book a date/time/room for next year’s initial meetings (or the whole year, if it’s hard to get desirable meeting space in your school).

PLANNING TIP
It’s up to you and your team how/when to elect officers. We recommend electing officers each spring so supplies and knowledge can be easily transferred, ensuring a smooth kickoff when school resumes.
APPENDIX

A Safe & Sound Schools’ Mission, Vision, & Values Statement

B QuickStart Checklist for Founding Members

C Registration Form

D Charter Agreement Template

E Code of Conduct

F Code of Conduct Manifest

G Code of Conduct Confirmation Form

H Sample Year of Meeting Agendas and Tasks

I Project Planning Form: Straight-A Safety Improvement

J Sample Project Planning Form

K Year-End Report
Safe and Sound Schools aims to educate and empower a nation of safer schools. To empower communities to improve the safety and security of their schools through discussion, collaboration, planning, and sharing of information, tools, and resources. To unite our nation’s school-safety communities through a nonpartisan, grassroots approach to community-based and federal problem-solving. To provide communities with a platform to build local and national school safety partnerships among parents, educators, students, first responders, safety and security experts, mental-health professionals, and community members.

**VALUES**
- Empowerment
- Community partnership
- Nonpartisan problem-solving
- Discussion
- Collaboration
- Information-sharing

**MISSION**
- Inclusivity
- Data-driven practices
- Accessibility of resources
- Sustainability
- Psychological mindfulness
- Developmental appropriateness
APPENDIX B

SAFE AND SOUND SCHOOLS
QUICKSTART CHECKLIST FOR FOUNDING MEMBERS

☐ Commitment of Four Founding Members, Designated Temporary Officers
Temporary President: _______________________________________________________________
Temporary Vice President: ___________________________________________________________
Temporary Secretary: _______________________________________________________________
Temporary Treasurer: _______________________________________________________________

☐ Commitment of Faculty Advisor
Name: _______________________________ Job Title: _______________________________

Commitment of Faculty Advisor
Name: _______________________________ Job Title: _______________________________

☐ Meeting date to seek administrator approval
Administrator: _________________________________________________________________
Meeting Date: ________________ Time: ___________ Location: ___________________________

☐ Prepare Registration Form

☐ Have faculty advisor review Registration Form

☐ Meet with Faculty Advisor to prepare for meeting with administrator
☐ Be prepared to explain why you want to form a council chapter
☐ Make a list of questions about running a council in your school
☐ Think about what you know about school safety protocols in your school and what would be the next step. Your group’s goal is to learn what is in place and to identify ways to be helpful to your administration and community

☐ Meet with faculty to seek administrator approval
When you receive approval...

- Select a date, time, and place for your first meeting
- Promote your council and invite others to join your first meeting!
- Prepare your council charter with consensus of all founding members
- Collect required signatures on your council charter

Submit your Registration Form and Charter to Safe and Sound Schools

- Email materials to SSYC@SafeAndSoundSchools.org
- Your registration application will be reviewed by our team and you will receive a registration confirmation (usually within 5 business days).
School Name: ____________________________________________________________________________

Street Address: __________________________________________________________________________

City: _____________________________ State: ________________________ Zip code: _______________

Telephone: _______________________________________________________________________________

Principal’s name: _________________________________________________________________________

Principal’s email: _________________________________________________________________________

Number of participants: ___________________________________________________________________

Founding Members                                                                      A Minimum of 4 is required
                                                                                                           
________________________________________________________________________________________
                                                                                                           
________________________________________________________________________________________

We, the undersigned, have read and agree to the guidelines to establish our own chapter of the Safe & Sound Youth Council. We promise to adhere to the mission and guidelines set forth by Safe & Sound Schools, which we will implement under the guidance of our Faculty Advisor (below) and with permission of our school principal or administrator (also below).

Our chapter will be called: ________________________________________________________________

Our first meeting date will be on: _________________________________________________________

Our meeting location will be: _____________________________________________________________

Membership, meetings, and projects will be promoted via the following school announcement tools: ________________________________________________________________

Signed Code of Conduct forms for all members will be on file in this location: ______________
                                                                                                           _________________________________________________________________________ after verification by the Faculty Advisor.

As of today’s date, our Youth Council has _____ members. Quorum for voting purposes would be at least _____ members (50 percent of total membership).
We understand that as an official chapter of the Safe & Sound Youth Council we must:

- Elect officers
- Schedule and conduct a minimum of eight meetings per school year
- Ensure all members sign the Code of Conduct
- Learn about our school or district’s official safety plan
- Using the Project Planning Form, conduct one service project per year
- Meet with school leadership to debrief about our year’s work
- Submit an End-of-Year Report to the national office

Name: ________________________________ Signature: ______________________ Date: ____________
Name: ________________________________ Signature: ______________________ Date: ____________
Name: ________________________________ Signature: ______________________ Date: ____________
Name: ________________________________ Signature: ______________________ Date: ____________
Name: ________________________________ Signature: ______________________ Date: ____________
Name: ________________________________ Signature: ______________________ Date: ____________
Faculty Advisor

Name: ______________________________________ Job Title: ______________________________________

Email: ______________________________________ Phone: ______________________________________

Alternate phone or colleague contact: _____________________________________________________

I authorize this student group to become a formal chapter of the Safe & Sound Youth Council. I agree to collaborate with student leaders about school safety protocols, so students can be well-informed and conduct related service projects.

I, the undersigned, acknowledge that I have read and agreed to the Faculty Advisor Position Description. I am responsible to ensure that student meetings and projects follow the guidelines and meet the criteria set forth by Safe and Sound Schools. I and my school district will be held legally responsible for any content that does not follow the guidelines or meet the criteria set forth by Safe and Sound Schools.

Signed: __________________________________________________________________________________

Date: __________________________________________________________________________________

Submit your completed Registration Form and your signed Youth Council Charter, together, electronically by emailing a PDF to: SSYC@SafeAndSoundSchools.org.
ARTICLE I. Organization Name

1. The name of the organization shall be The Safe & Sound Youth Council of ____________________ (the name of your school), hereafter “Safe & Sound Youth Council” or “Council.”

ARTICLE II. Authority

1. The Safe & Sound Youth Council of ________________________________ (school name) functions under the guidance and auspices of the _________________________________________(name of your school district or equivalent) administration, according to the guidelines of Safe and Sound Schools, as per the completed Safe & Sound Youth Council Registration Form that must be submitted with this Charter.

ARTICLE III. Council Purpose

1. Mission. Guided by the fundamental principles of Safe and Sound Schools and its mission to empower community members to work together to make schools safer, The Safe & Sound Youth Council of [insert your school name] aligns with the following goals:

   1.1 To work in partnership to better protect our schools.

   1.2 To provide safe and secure schools for students and educators.

   1.3 To help others do the same in their communities.

2. Values & Principles. All service projects implemented by the Council must align with the core values and principles of Safe and Sound Schools, specifically:

   • Empowerment
   • Community partnership
   • Nonpartisan problem-solving
   • Discussion
   • Collaboration
   • Information-sharing
   • Inclusivity
   • Data-driven practices
   • Accessibility of resources
   • Sustainability
   • Psychological mindfulness
   • Developmental appropriateness
ARTICLE VI. Membership

1. The Safe & Sound Youth Council will consist of currently enrolled students or active members at _________________________________ (name of your school).

2. Membership Requirements. The responsibilities of all members shall include ... [NOTE: Include any requirements you wish, such as meeting attendance, serving on a committee, participating in activities, donation of time, etc.]

   2.1. All members must review and sign the Code of Conduct, which will be submitted to the Faculty Advisor.

___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

3. Duties. Council members will serve and represent Safe and Sound Schools through participation in school-sponsored service projects.

4. Voting. Each member is entitled to one vote. Voting by proxy shall not be permitted. Decisions that require a vote shall be determined by majority vote of quorum, which is defined in Article VIII Section 1 as 50% of membership. Electronic voting for items that do not require active discussion is permitted with prior approval of the Faculty Advisor.

ARTICLE V. Officers

1. Officers. The officers of the Safe & Sound Youth Council of _______________________________ (school name) shall be the President, Vice President, Secretary, and Treasurer.

2. Executive Board. The Executive Board shall be comprised of the elected officers of the Council and shall meet on a regular basis to finalize agenda items, prepare reports, and collaborate on Council business.

3. Officer Duties. These officers shall perform the duties prescribed by this charter:

   3.1. President
   • Represent the Council at school and community venues
   • Formulate agendas and preside at all Council meetings
   • Facilitate Executive Board meetings
   • Meet with the Faculty Advisor and School Administrator
   • Be aware of all money matters
   • Collaborate with Executive Board to coordinate service projects
   • Oversee any Charter updates and/or revision process
   • Recognize Council members for achievements
3.2. Vice President
- Preside at Council meetings on behalf of the president
- Perform other duties as directed by the president
- Coordinate Council service projects with help from the Executive Board
- Promote Council activities to external audiences

3.3. Treasurer
- Prepare the Council budget, as governed by school policy
- Prepare purchase orders, requisition forms, and/or supply requests
- Maintain a financial history of the Council
- Collect Council dues (if your Council requires dues for each member)
- Report to Council officers/members on status of funds collaborate with Executive Board to coordinate service projects

3.4. Secretary
- Keep the Council informed of all activities and meetings
- Maintain attendance at all meetings
- Maintain a calendar of events
- Maintain a phone and email directory of all members
- File Code of Conduct forms after verification by Faculty Advisor.
- Perform other duties as directed by the President
- Provide publicity for Council activities
- Arrange for a replacement if unable to attend meeting
- Take, distribute, and archive minutes for each meeting
- Collaborate with Executive Board to coordinate service projects
- Work with the Vice President to notify members of upcoming activities
- Maintain records of service activities and volunteer hours served

3.5. All Officers recruit new members and retain current members
- Remain open to new ideas and any feedback
- Greet members at meetings and make them feel welcome
- Prepare for change of officers at the end of the school year, including arrangements for incoming officers to shadow outgoing officers for at least two meetings before the end of the school year

4. Qualifications. All officers must be enrolled students in good standing per _________________'s (school name) student handbook (or equivalent).

5. Elections. Elections must be conducted to provide new leadership for each academic year.

5.1. Officer terms will last for one academic year.
5.2 Safe & Sound recommends, whenever possible, holding elections in the spring to allow for an efficient start to the school year.
6. Removal From Office. Any officer not acting in accordance with the Safe & Sound Youth Council Code of Conduct or who does not fulfill the duties established for the office s/he holds (see Officer Duties) may be removed from office, with consideration of any input from the remaining Executive Officers, per the joint decision of the Faculty Advisor and the School Administrator.

ARTICLE VI. Faculty Advisor

1. Definition. A full-time __________________________(school name) faculty member shall serve as the Faculty Advisor for the Council.

2. Term. The Faculty Advisor shall serve a minimum term of two full (academic) years. There is no term limit.

3. Duties. As delineated in the Faculty Advisor Position Description, the Faculty Advisor’s duties are to ensure that Council meetings, decisions, and service projects follow the guidelines and meet the criteria set forth by Safe and Sound Schools.

4. Voting. The Faculty Advisor does not have voting rights.

5. Meetings. The Faculty Advisor must attend Council meetings as scheduled.

ARTICLE VII. School Administrator

1. Definition. A principal or other administrator within your school or district who grants permission for the Council to be founded. S/he is required to sign the Council’s Registration Form.

2. Duties. The School Administrator is responsible to ensure that the Council’s Faculty Advisor and Executive Board follow the guidelines and meet the criteria set forth by Safe & Sound Schools.

4. Voting. The School Administrator does not have voting rights.

5. Meetings. The School Administrator is encouraged to visit Council meetings as able.

ARTICLE VIII. Quorum

1. Definition. A quorum is the minimum number of members required for a vote to be authorized. For Council business, a quorum shall be defined as 50 percent of the total membership.
2. The process for general **decision-making**, including the expenditure of funds, shall be a simple majority of a quorum, unless otherwise specified in this Charter.

2.1 The Executive Board may, with a majority vote, authorize expenditures of up to $______ for routine operational expenses.

**ARTICLE IX. Amendments**

1. Amendments to this Charter, consistent with the original Safe & Sound Youth Council Charter, may be adopted at any meeting of the council in which a quorum is present, provided that a statement setting forth the substance of such proposed action is included in the notice of the meeting.

2. All active members will be notified of a final meeting before the close of the spring semester, during which proposals for amendments to the Charter can be made.

3. Any active member may propose an amendment to the Council’s Charter in order to ensure that the Council operates properly.

4. All proposed amendments will be distributed to all members in advance of the voting meeting.

5. At the final meeting, if a quorum is present, proposals will be read aloud and all active members in attendance will vote on the proposals. (If a quorum is not present, the vote cannot take place.)

6. A two-thirds majority vote of a quorum is required to approve an amendment.

*NOTE: Check with your school for any requirements it may have.*

This Charter is hereby adopted by the Safe & Sound Youth Council of:

________________________________________________________________________________________

[insert your school name]

___________________________________     ____________________________     ___________________
Council President (Please print)             Signature                   Date

___________________________________     ____________________________     ___________________
Faculty Advisor (Please print)      Signature           Date

___________________________________     ____________________________     ___________________
School Administrator (Please print)     Signature           Date
SAFE AND SOUND SCHOOLS
CODE OF CONDUCT

All members of the Safe & Sound Schools Youth Council must be students in good standing at [Insert School Name] High School and are to adhere to the following Code of Conduct. At the start of each academic year, every member shall receive and keep a copy of this document for future reference.

Each member will:

1. Strive to attend all meetings, sending apologies to the President for necessary absences.
2. Prepare for meetings by reading agendas, papers, and any emails in advance.
3. Talk to the President before the meeting if clarifications are needed.
4. Arrive on time.
5. Stay to the end.
6. Participate fully in the meeting:
   6a. Arrive with a positive attitude.
   6b. Listen to what others have to say. No interrupting.
   6c. Keep an open mind.
   6d. Contribute positively to discussions.
   6e. Try to be concise, stay on topic, and keep aware of time management.
   6f. Do not talk over other members. Wait to be recognized by the President.
   6g. Follow the agenda. If a topic is concluded, do not bring it back up.
7. Help others concentrate on the meeting.
   7a. Refrain from side conversations.
   7b. Silence electronic devices.
   7c. If you must tend to an urgent call or text, step out of the meeting room.
8. Focus on the best interests of the council and its stakeholders.
   8a. Rude or intimidating comments or behavior are not acceptable.
   8b. If you are concerned about another member’s comments/behavior, talk privately with the President or Faculty Advisor. If it cannot wait (e.g. occurs during a meeting), address the President directly by saying, “I have concerns about the way the current discussion is going.”
9. Think about the pros and cons of all proposals.

9a. Whom will the proposal benefit?
9b. Will the proposal harm anyone?
9c. What are potential unintended positive outcomes?
9d. What are potential unintended negative outcomes?

10. Only agree to work that you can promise to complete.
This step must be done at the start of each academic year.

School: ____________________________________________________________

Name of Chapter: ____________________________________________________

We, the undersigned, have received a copy of the ____________________ (school name) Chapter Code of Conduct and agree to all it requires. We each understand that violation of this Code of Conduct can result in dismissal or suspension from the council. This pledge is valid for one year from the date of signature.

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<thead>
<tr>
<th>Member Name</th>
<th>Signature</th>
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</table>
SAFE AND SOUND SCHOOLS
CODE OF CONDUCT CONFIRMATION FORM

This step must be done at the start of each academic year.

School: ____________________________________________________________

Name of Chapter: ____________________________________________________

I confirm that _____ (insert #) members of our chapter have received, agreed to, and signed the Code of Conduct; copies are on record with the chapter Secretary.

___________________________________     ____________________________     ___________________
School Administrator (Please print)     Signature           Date
## APPENDIX H

### SAFE AND SOUND SCHOOLS

**SAMPLE YEAR OF MEETING AGENDAS AND TASKS**

*Use this as a guide, but feel free to make changes to suit your chapter.*

| INTERIM TASKS | • Secure commitment from Faculty Advisor  
• Secure approval of School Administrator  
• Complete Registration Form and Charter Agreement; submit to SSYC@SafeAndSoundSchools.org  
• Prepare handouts for Meeting No. 1 (Code of Conduct, Charter Agreement) |
|---|---|
| MEETING NO. 1 | • Welcome and orient members  
• Introduce founding officers  
• Discuss meeting logistics (recommended minimum of one meeting per month)  
• Review Code of Conduct  
• Sign Code of Conduct manifest and Advisor signs Confirmation Form  
• Plan council communications (emails, flyers, sub-council meetings)  
• Accept nominations for leadership positions (see Charter, Article V for position descriptions)  
• Coordinate the voting process for officer positions |
| INTERIM TASKS | • Reserve meeting rooms and list meeting dates on school/events calendar  
• Faculty Advisor submits Confirmation Form to main office  
• If not completed at Meeting No. 1, tally and announce election results |
| MEETING NO. 2 | • Introduce elected officers  
• Outline Chapter requirements (service project, meetings, forms/reports, related school policies)  
• Brainstorm Service Project (use Project Planning Page, Appendix J) |
| INTERIM TASK | Complete Project Planning Form and submit to Council Advisor and School Administrator |
| MEETING NO. 3-6 | • Develop and implement the Service Project Work Plan  
• Create a “Parking Lot” to record ideas/info for future years  
• Delegate interim tasks |
<table>
<thead>
<tr>
<th>INTERIM TASK</th>
<th>Officers or a designated team drafts the Year-End Report in advance of Meeting No. 7</th>
</tr>
</thead>
</table>
| MEETING NO. 7 | • Debrief from Service Project, Discuss Provisional Year-End Report  
• Accept and Document Feedback  
• Add notes/revisions to Year-End Report  
• Accept nominations for new leadership, coordinate voting process |
| INTERIM TASKS | • Submit Year-End Report to SSYC@SafeAndSoundSchools.org  
• Conduct election of officers for Year |
| MEETING NO. 8 | • Outgoing officers share summary of Year-End Report with handouts or slides  
• Introduce and welcome new leadership, explain transition plans  
• Remind members to follow Safe and Sound Schools on social media (we will share your work!)  
• Celebrate a job well done! |
SAFE AND SOUND SCHOOLS
PROJECT PLANNING FORM: STRAIGHT-A SAFETY IMPROVEMENT

Target Issue/Concern: Choose an area of focus for your service project:

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

ASSESS

Make a plan for how you will collect data about this aspect of school safety. What documents can you read? Who can you meet with? What permissions might you need for the project?

Step 1. Plan the Assessment

What documents can you read? Who can you meet with? What permission might you need?

Step 2. Gather & Collect Information

Divide any research tasks. Conduct interviews & surveys. Review and summarize your findings to share with the group.
### ACT

Now that you know about your school’s preparedness plans in this area, develop a Service Project that will improve or enhance what is already in place.

<table>
<thead>
<tr>
<th>Step 1. Brainstorm</th>
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<tbody>
<tr>
<td>As a group, think of every possible project that could relate to your goal.</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Step 2. Discuss &amp; Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cluster similar ideas. Discuss pros and cons of each idea. Pay attention to which projects generate enthusiasm and also to if the workload for the projects are realistic. Zero in on your final project.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 3. Develop Action Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>List the steps and timeline to complete the Service Project. Look ahead to AUDIT, Step 1, and consider how you will measure impact so you can collect relevant data as you go.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 4. Implement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delegate tasks, monitor follow-through, and set agendas for meetings to keep the work going to completion!</td>
</tr>
</tbody>
</table>
## SAFE AND SOUND SCHOOLS
### PROJECT PLANNING FORM: STRAIGHT-A SAFETY IMPROVEMENT

## AUDIT

A strong team evaluates its own work. Look back on what you did, making notes on what went well and what did not. Use concrete data as much as possible.

<table>
<thead>
<tr>
<th>Step 1. Brainstorm</th>
<th></th>
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</thead>
<tbody>
<tr>
<td><em>Before Implementation (ACT, Step 4)</em>, brainstorm how you can measure the impact of your Service Project. Identify 4 different ways you can test/check/refine/study how this Service Project has helped the school community. Include data collection in your Action Plan (assign tasks, monitor follow-through).*</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Step 2. Evaluate Impact</th>
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</thead>
<tbody>
<tr>
<td><em>After your Service Project is complete, review and analyze your data to measure your impact.</em></td>
<td></td>
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</tbody>
</table>
SAFE AND SOUND SCHOOLS
PROJECT PLANNING FORM: STRAIGHT-A SAFETY IMPROVEMENT

Reflect: How did it go? How will your experience inform the Three A’s next time? Make notes for your archives, to help future council members keep the work going!

Approved by Faculty Advisor: _______________________________ Date: __________________

Approved by Administrator: _________________________________ Date: __________________
**APPENDIX J**

**SAFE AND SOUND SCHOOLS**

**SAMPLE PROJECT PLANNING FORM**

Target Issue/Concern: Choose an area of focus for your service project:

Improving emergency accessibility to our school for first responders.

---

**ASSESS**

Make a plan for how you will collect data about this aspect of school safety. What documents can you read? Who can you meet with? What permissions might you need for the project?

<table>
<thead>
<tr>
<th>Step 1. Plan the Assessment</th>
<th>Documents:</th>
<th>meet with:</th>
</tr>
</thead>
<tbody>
<tr>
<td>What documents can you read?</td>
<td>- School blueprints/site map</td>
<td>- School Resource Officer/Local police liaison</td>
</tr>
<tr>
<td>Who can you meet with?</td>
<td>- Take photos of current accessibility issues</td>
<td>- Local fire liaison</td>
</tr>
<tr>
<td>What permission might you need?</td>
<td></td>
<td>- Local EMS liaison</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Principal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- District safety director</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Custodial/Facilities Director</td>
</tr>
</tbody>
</table>

**Get permission from Principal:**

- To take photos and get blueprints/site map
- Connect with emergency officials and district safety director

<table>
<thead>
<tr>
<th>Step 2. Gather &amp; Collect Information</th>
<th>Group 1:</th>
<th>Group 2:</th>
<th>Group 3:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Divide any research tasks. Conduct interviews &amp; surveys. Review and summarize your findings to share with the group.</td>
<td>meet with principal, district safety director, and SRO to share project idea and gather input and direction</td>
<td>meet with custodian/facilities director</td>
<td>create and conduct surveys for fire, police, EMS personnel</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- gather blueprints and site maps</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>- interview custodian/facilities director</td>
<td></td>
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<td>Group 4: create and conduct survey for students and community about needs and problems</td>
<td></td>
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<td></td>
<td></td>
<td>Group 5: take interior and exterior photos of access areas, paths, signage, and areas where signage may be needed</td>
<td></td>
</tr>
</tbody>
</table>

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**SAFE AND SOUND SCHOOLS**

**SAMPLE PROJECT PLANNING FORM**

**ACT**

*Now that you know about your school’s preparedness plans in this area, develop a Service Project that will improve or enhance what is already in place.*

| Step 1. Brainstorm | - Replacing and adding interior and exterior signage for emergency personnel  
- Installing electronic key card system for emergency personnel  
- Installing key boxes for emergency personnel  
- Fundraising for access control equipment or signs |
| --- | --- |
| As a group, think of every possible project that could relate to your goal. | - Key card system  
- Key boxes  
- Fundraising for access control equipment for first responders  
- Replacing old signs, making new signs, installing new signs  
- Fundraising for sign printing and installation |

<table>
<thead>
<tr>
<th>Step 2. Discuss &amp; Select</th>
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<tbody>
<tr>
<td>Cluster similar ideas. Discuss pros and cons of each idea. Pay attention to which projects generate enthusiasm and also to if the workload for the projects are realistic. Zero in on your final project.</td>
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<tbody>
<tr>
<td>List the steps and timeline to complete the Service Project. Look ahead to AUDIT, Step 1, and consider how you will measure impact so you can collect relevant data as you go.</td>
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<table>
<thead>
<tr>
<th>October:</th>
<th>Gather blueprints, site plans, take photos, create surveys</th>
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<tbody>
<tr>
<td>November:</td>
<td>Conduct interviews &amp; surveys</td>
</tr>
<tr>
<td>December:</td>
<td>Share findings</td>
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<tr>
<td>January:</td>
<td>Call local sign companies for interest &amp; cost</td>
</tr>
<tr>
<td>February:</td>
<td>Fundraising event to help pay for printing &amp; installation</td>
</tr>
<tr>
<td>March:</td>
<td>Meet with custodian and district safety director to plan</td>
</tr>
<tr>
<td>April:</td>
<td>Recruit volunteers for installation day &amp; assemble groups, leaders, and tasks</td>
</tr>
<tr>
<td>May:</td>
<td>Coordinate for installation day</td>
</tr>
<tr>
<td>June:</td>
<td>Report to the school community and Safe and Sound, share photos, hold a thank you party for all volunteers and participants!</td>
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<tr>
<th>Step 4. Implement</th>
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</thead>
<tbody>
<tr>
<td>Delegate tasks, monitor follow-through, and set agendas for meetings to keep the work going to completion!</td>
<td>We created a white board and use post-its to mark who’s doing what and when.</td>
</tr>
</tbody>
</table>
## AUDIT

A strong team evaluates its own work. Look back on what you did, making notes on what went well and what did not. Use concrete data as much as possible.

### Step 1. Brainstorm

Before Implementation (ACT, Step 4), brainstorm how you can measure the impact of your Service Project. Identify 4 different ways you can test/check/refine/study how this Service Project has helped the school community. Include data collection in your Action Plan (assign tasks, monitor follow-through).

- We could interview students and staff about the changes we’ve made and compare the results to our original interviews.
- We could conduct surveys before and after and compare.
- We could invite emergency responders to a “drill” before our changes and then invite them back after, and compare their feedback.
- We could create a video to demonstrate to the community the before and after of our project.

### Step 2. Evaluate Impact

After your Service Project is complete, review and analyze your data to measure your impact.

We chose to compare our original surveys to follow up surveys and found that all stakeholders saw improvement in accessibility.

We wrote a report to summarize the results of our project to our principal, district safety director, custodian, and school resource officer.
SAFE AND SOUND SCHOOLS
SAMPLE PROJECT PLANNING FORM

Reflect: How did it go? How will your experience inform the Three A’s next time? Make notes for your archives, to help future council members keep the work going!

Our project was a success. Our council grew throughout the year as people started to get excited about what we were doing. We started out with a group of eight and ended up with 22.

The Three A’s kept us organized and actively involved throughout the project. This model helped us think differently about all the projects we do and helped us realize a real change that helped make our school safer.

Assessing first really helped us think carefully about what we wanted to do and target our objectives.

Creating the Action Plan was the hardest because we were always finding new tasks that had to be completed in order to get the bigger tasks done. This took a lot of teamwork. We ended up creating a giant white board to keep track of all of the little tasks that were necessary to complete each job. When more people joined our council, it really helped us divide and conquer. We also had to ask our Faculty Advisor, Mrs. Keynes, to pitch in. She brought a few more faculty members in too. It was great to see our project catch on with so many people.

The Audit step was our favorite because it is where we really got to show the difference we made. A few of us wrote a report to submit to our principal, custodian, SRO, and district safety director. Another group of us made a video that got played for the school over the morning news feed.

The school paper followed our project and that helped spread the word about the project and get us more volunteers.

Finally, we all received a letter from our principal thanking us for our service to the community, which we can include in our college and professional portfolios. All of the time we spent meeting and working on this project counted toward our community service requirements too.

We are already thinking about next year’s project!

Approved by Faculty Advisor: ___________________________ Date: ____________

Approved by Administrator: _____________________________ Date: ______________
Use this as a guide, but feel free to make changes as suits your chapter.

Use your Project Planning Form as a graphic organizer to explain your process. Include pictures or anything else you want to share with us. Summarize all of the actions you took, the work you’ve done, and the conclusions you draw from this experience. Make recommendations for the future and/or for other schools.

School Name: ____________________________________________________________________________

Chapter Name: ___________________________________________________________________________

Number of Members: _______________________________________________________________________

Service Project Title: _______________________________________________________________________

Number of People Impacted by this Project: _______________________________________________________________________

Please describe your service project:

Reflecting on your year's work, summarize your observations:

What were your challenges and successes?

Tell us your plans for next year:

Attach relevant photos, documents, or video clips!

Email your Year-End Report to ssyc@safeandsoundschools.org or mail it to us at P.O. Box 173 Newtown, CT 06470