



START a CHAPTER

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Idaho Drug Free Youth

**SAMPLE PAGE
FROM MANUAL**

Idaho Drug Free Youth (IDFY) is a community based drug, alcohol, and tobacco prevention program that educates and supports Idaho students.

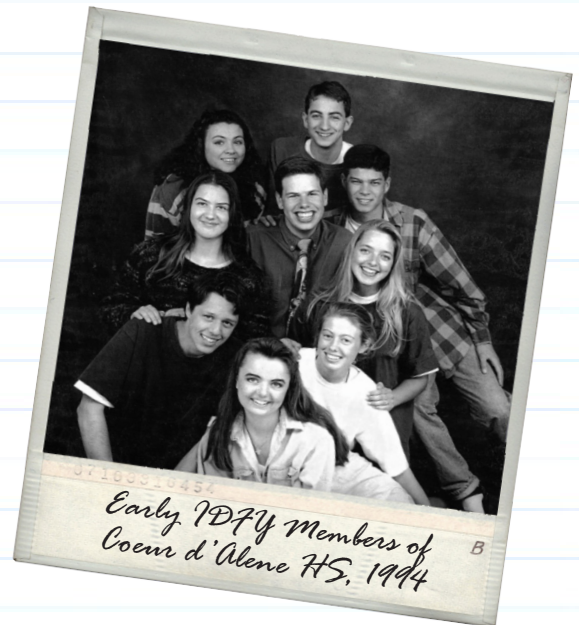
IDFY utilizes the Risk and Protective Factor research by Hawkins and Catalano as prescribed by the Communities That Care program as a basis for program development.

MISSION STATEMENT

Idaho Drug Free Youth's mission is to eliminate alcohol, tobacco, and other drug use among Idaho youth.

HISTORY

After learning about a similar program started by youth in Texas, a dynamic group of professionals rallied youth at Coeur d'Alene High School and began Idaho Drug Free Youth on January 4, 1990. In 1991, IDFY was incorporated in the state of Idaho as a non-profit, 501(c)(3) tax-exempt corporation. There are presently over 5,000 IDFY members from middle and high schools across the state. Since the beginning, more than 64,000 youth have been directly impacted by Idaho Drug Free Youth Chapters, Leadership Retreats, the Idaho Youth Summit, and i2i programs.



IDFY VALUES



EMPOWERMENT

To fulfill the need for young people to discover their full potential through meaningful leadership and service to create powerful change in their schools and communities.

FUN

To provide opportunities for youth to participate in positive, community-building events and unique experiences that strengthen character and inspire ingenuity.

KNOWLEDGE

To educate youth, families and community members about the risks of using drugs, alcohol and tobacco.

SUPPORT

To build a statewide community of youth and adults who promote a drug free way of life for all students by encouraging positive peer influence and recognizing those who are making healthy choices.



Idaho Drug Free Youth

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HOW THE PROGRAM WORKS

IDFY is a program administered by and for students with guidance from adult Advisors. IDFY members are students who have vowed to be drug, alcohol, and tobacco free. To validate this commitment, they submit to drug testing when they join and randomly thereafter.

THE IDFY CHAPTER IS BASED UPON THE FOLLOWING PRINCIPLES:

- Provides an equal opportunity to all students regardless of race, color, religion, sex, handicap, familial status, or national origin
- Provides opportunities for personal growth and student leadership skill development
- Provides a system of support among youth, their schools, and communities
- Provides direct student involvement in chapter activities
- Educates youth, parents, schools, and communities about the dangers associated with alcohol and drug use

THE IDFY CHAPTER PROVIDES THE FOLLOWING OPPORTUNITIES & INCENTIVES TO ITS MEMBERS:

- Personalized IDFY membership card
- Discounts from local and statewide merchants
- A quarterly newsletter, the *IDFY Notify*
- Monthly IDFY Chapter Member meetings
- Participation in events throughout the year including:
 - o Red Ribbon Week Awareness Activity
 - o IDFY Chapter Fun Activity
 - o IDFY New Member Recruitment Activity
 - o IDFY Chapter Awareness Activity
- Opportunity to attend the IDFY Leadership Retreat (November)
- Opportunity to attend the Idaho Youth Summit (June)
- Opportunity to apply for the statewide IDFY Youth Advisory Board
- Networking & Scholarship Opportunities



Chapter Organization: Starting an IDFY Chapter

✓ COMMUNICATE THE VISION

- To start a chapter, present the idea to a group of students.
- Meet with your school Administration, asking for permission to start an IDFY Chapter. Sign Chapter Contracts, and send to IDFY Office.
- Meet with your school staff to announce the new chapter.
- Communicate with your student body, announcing this opportunity to become involved.
- Communicate with your community through a press release to provide awareness and encourage volunteers and merchant support.

✓ RECRUIT MEMBERS

INVITE STUDENTS TO JOIN

- Present IDFY in classroom announcements or assembly format.
 - Pass out Membership Forms with initial due date
- Receive IDFY Membership Forms from students

✓ CREATE A SCHEDULE

SCHEDULE DATES FOR THE FOLLOWING ITEMS:

*(Personalize your Chapter's IDFY activities on the **Activities Calendar** located in Section 4)*

- Date of Classroom Announcements
- Deadline for Student Membership Form
- Date of the Orientation Meeting
- Dates of IDFY Member Meetings



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Chapter Expenses

The following guide is a breakdown of the expenses of an IDFY Chapter per year. For additional financial resources, refer to the **IDFY Chapter Budget** in Section 10 of this manual as well as under the "For Advisors" tab of the IDFY Website.

ANNUAL CHAPTER FEE

-Covers the cost of the IDFY Chapter Manual, Membership Cards, Brochures, Technical Support, Member Newsletters, & Drug-Testing Discounts.

NEW CHAPTER FEE: \$150

ANNUAL CHAPTER FEE: \$95 (Billed in September of each year)

DRUG TESTING SUPPLIES (PER YEAR)

-# of Members _____ X \$6.00 (Average price per member)

MEMBERSHIP SUPPLIES

- Cost of laminating IDFY Membership Cards
- Cost of printing IDFY Member photos for cards

**SAMPLE PAGE
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CHAPTER EVENTS

- Red Ribbon Week
- December Fun Activity
- February New Recruitment Activity
- April Awareness Activity

TRAINING & EVENTS

- Idaho Youth Summit Registration & Transportation
- IDFY Leadership Retreat Registration & Transportation
- Advisor Training Registration & Transportation
- Chapter Development Consultation & Training (\$175 + travel)

CHAPTER SUPPLIES

- T-Shirt, Sweatshirts, Banners, & Other Logo Items
- Meeting Snacks or Rewards
- Miscellaneous Supplies



In order to be effective, IDFY requires that you provide updated information from all of our chapters each year. Filling out a contract each year allows us to share important news and opportunities with you. Having accurate information also supports our requests for funding. Please submit an Advisor Contract each year.

IDAHO DRUG FREE YOUTH ADVISOR CONTRACT

Idaho Drug Free Youth (IDFY) is a community based drug, alcohol, and tobacco prevention program that educates and supports Idaho students. Idaho Drug Free Youth’s mission is to eliminate alcohol, tobacco, and other drug use among Idaho youth. IDFY’s values are EMPOWERMENT, FUN, KNOWLEDGE, AND SUPPORT.

IDFY is a program administered by and for students with guidance from adult advisors. IDFY members are students who have vowed to be drug, alcohol, and tobacco free. To validate this commitment, they submit to drug testing when they join and randomly thereafter.

Being an IDFY Advisor is both a fun and rewarding experience. An Advisor’s commitment is what makes IDFY so valuable, and Idaho Drug Free Youth would not be possible without our amazing advisors who see the potential of the youth in our state. IDFY Advisors encourage all youth to live a drug, alcohol, and tobacco free lifestyle.

Following are the minimum requirements of an individual who chooses to take on the responsibilities of an IDFY Chapter Advisor.

TIME COMMITMENT RESPONSIBILITIES

- Assist the Chapter Leadership Team in scheduling and holding monthly IDFY Member Meetings.
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- Conduct monthly drug-testing to test new members and 10% of existing membership.
- Distribute IDFY Member Identification Cards to new members.
- Assist your Chapter Leadership Team in scheduling and organizing the following events:
 - o Red Ribbon Week Awareness Activity
 - o FUN ROLE: IDFY Chapter Fun Activity (December)
 - o SUPPORT ROLE: IDFY New Member Recruitment Activity (February)
 - o KNOWLEDGE ROLE: IDFY Chapter Awareness Activity (April)

ADDITIONAL RESPONSIBILITIES

- Promote and encourage attendance at all chapter meeting & activities.
- Promote and encourage attendance at all statewide events (IDFY Leadership Retreat & Idaho Youth Summit).
- Seek additional resources for your chapter by visiting www.idahodrugfreeyouth.org.
- Plan to attend IDFY Advisor Training in April/August.
- Represent Idaho Drug Free Youth with full integrity by personally adopting the philosophy of no use of illegal drugs and no illegal use of legal drugs.

CONTACT WITH IDFY STAFF

- Sign and return **Advisor Contract** and **Chapter Contract** to IDFY Staff each year.
- E-mail an updated **IDFY Member Roster** to IDFY Staff monthly or as you increase membership.
- Maintain regular contact with IDFY staff through e-mail to receive monthly updates.
- Contact IDFY staff with changes to your contact information or decision to resign from your position.

I, _____ agree to fulfill the stated duties of an IDFY Advisor for the 2011-2012 school year.

X _____ School Name _____
 (Advisor Signature)

Advisor E-Mail _____

Mailing Address _____

Phone _____



In order to be effective, IDFY requires that you provide updated information from all of our chapters each year. Filling out a contract each year allows us to share important news and opportunities with you. Having accurate information also supports our requests for funding.

While IDFY does not charge student dues, a yearly Chapter Fee covers the costs of necessary chapter materials including the *IDFY Chapter Manual, Membership Cards, Brochures, Technical Support, Member Newsletters, & Drug-Testing Discounts.*

SELECT ONE:

NEW CHAPTER REGISTRATION (\$150 Startup Fee)

ANNUAL UPDATE (\$95/year billed in September)

IDFY CHAPTER CONTRACT OF PARTICIPATION

THIS AGREEMENT is entered into this __ day of _____, 2011, by and between Idaho Drug Free Youth, Inc., an Idaho non-profit corporation (hereinafter referred to as "IDFY") and _____ (School Name), an Idaho Drug Free Youth Chapter.

Idaho Drug Free Youth (IDFY) is a community based drug, alcohol, and tobacco prevention program that educates and supports Idaho students. The goal of the program is to promote drug, alcohol, and tobacco free youth in Idaho by cooperation between youth, parents, police, school staff, business people, treatment providers, and other concerned individuals in a community supported youth program.

NOW THEREFORE in consideration of the mutual promises and conditions contained herein the undersigned agree as follows: Each Chapter of the Idaho Drug Free Youth program may operate in a flexible fashion consistent with the purposes and goals of IDFY and with the basic requirements found in the IDFY Program Overview (see Idaho Drug Free Youth Chapter Manual) as now exists or as may be amended by the Board of Directors of Idaho Drug Free Youth. The participants in the program agree to abide by the following regulations and any other regulations properly instituted by the Board of Directors of IDFY:

- Each Chapter shall appoint at least one Advisor to oversee all Chapter Activities.
- Chapter Advisors are responsible for submitting an **Advisor Contract & Chapter Contract** each year.
- Each Chapter shall use confidential drug testing as a component to the program and shall require initial and monthly drug testing for each person in the program so long as the person shall participate.
- Youth shall be involved in the planning and implementation of all program activities.
- Each Chapter shall recognize and encourage community participation in their organization.
- Each Chapter shall use the official IDFY Membership Card for participants as determined by IDFY, and that in establishing community participation each business or supporter of the program shall agree to acknowledge statewide discounts from the use of the card.
- Each Chapter will have their own funds to support their own activities. Their financial dealings shall be on a cash basis and no Chapter shall enter into any debt arrangement.
- The IDFY logo image shall not be changed and must be used consistently throughout the organization—locally, regionally, and statewide.
- IDFY Board of Directors will provide promotional and administrative assistance to the participating regions, as financial constraints will allow. The participating Chapters may be requested to assist in the cost of providing such promotional and administrative assistance, but such payments shall be equitable and fair as deemed by the Idaho Drug Free Youth Board of Directors.

IDFY shall in its sole discretion evaluate the progress of each chapter and if for any reason IDFY determines that a local chapter has failed to meet the high standards of IDFY, or has failed to complete the requirements as specified herein or as later specified through further regulations, then the chapter may be canceled at the sole discretion of the Board of Directors of IDFY.

In the event of such cancellation of a chapter's charter all parties involved agree to immediately seize further actions in the name of IDFY and to make known to any creditors and to the community through publication and other appropriate means of notice that a charter of the chapter has been canceled and that the chapter is no longer associated in any fashion with IDFY. In interpreting this contract of participation, the wording shall be given its simple and fair meaning. All documents related to IDFY shall be understood to protect the integrity and benefit of the IDFY program. Any inconsistency between IDFY documents shall be resolved to assure that IDFY's program is granted the utmost protection.

DATED this _____ day of _____, 2011.

Name of School/Organization _____

Print Principal Name _____ Principal Signature _____

The undersigned approves of and agrees to be bound by the above agreement.

Print Advisor # 1 Name _____ Advisor Signature _____

Print Advisor # 2 Name _____ Advisor Signature _____

School Address _____ City _____ State _____ Zip _____

Phone #: _____ E-mail _____