



WE ARE ON A MISSION

To protect our nation's youth from the horrors of drug abuse, using highly effective tactics to foster their bright futures.

WE ENVISION

A promising generation of healthy, safe teens, who are confident that they can depend on our strategies to defend and encourage their drug-free lives.

WE VALUE

Integrity. *Our success* can only be achieved through reliability, respect, and honor.

Innovation. *Our creativity* inspires progressive, relevant and effective methods.

Optimism. *Our drive* to view challenges from a positive perspective fuels opportunity.

Fellowship. *Our teamwork* is vital to strengthen our collective impact.

Resilience. *Our motivation* persists and evolves since the cost of giving up is too great.

**“There are so many reasons why DFCA is a valuable resource
in our community...”**

-William J. Ihlenfeld, II, United States Attorney

“The Drug Free Club has helped me find who I am and who I want to be. The ability to say ‘no’ in case there is a testing is a big help anytime I am feeling weak and about to give in. Thanks for making my senior year rock!”

-Torie R., DFCA member

“Their programs are well thought out and certainly would benefit any school or community wanting to implement them.”

-Jay DeWispelaere, President/CEO of PRIDE Youth Programs

“Thank you Drug Free Clubs for inspiring youth everyday to say no to drugs, because I know you inspired me!”

-Haley B., DFCA member

“I support Drug Free Clubs of America 100% and I believe that these Clubs result in less kids experimenting with or becoming addicted to drugs.”

-US DEA Special Agent Mark Simala , 15 year veteran

“Being drug free gave me the opportunity to do things that I enjoy while being around good people.”

-Kelsey T., DFCA member

“Drug Free Clubs is refreshing in that it rewards students and youth for making healthy, substance free decisions. Celebrating such life decisions was a major determining variable with our faculty and parent community in selecting your program.”

-Michael Clines, Covington Diocese Superintendent –Richard Flesch, Personal Counselor

“The Drug Free Club has made me a better man this year by not being influenced as so many others have.”

-Trevor C., DFCA member

Testimonials

‘The weekend was shaping up to be great...my friends were chomping at the bit to get out and party. We gathered up and went to a party just fifteen minutes from home. The party was nothing new except that not long into it I was confronted by an offer. One of the kids who had been outside most of the night offered me a substance and I quickly declined. The kid continued to offer it and asked why I was afraid of it, CLEARLY A SIMPLE NO WOULD NOT END THIS CONFLICT. I explained that I could not, due to the drug tests I’m subject to at anytime, and quickly walked away. I felt as though an immense weight had been lifted from me. The Drug Free Club had provided me with an ironclad defense against the darker side of high school. The Drug Free Club was my way out and I will never forget that.’

-Reid, HS Junior

“Making the Right Choice Easy”™



4 elements necessary to establish a DFCA branch in a new community

1. **Provider** - Determine the entity that is going to provide DFCA for the community.
 - a. Current "Providers" vary greatly including Rotary clubs, a parent-led drug prevention organization, and a career placement office. Schools that wish to run all aspects of their club themselves without working with a third party in the community may choose to be "self-provided". This requires a strong team to engage the community, parents, and students.
 - b. Providers are in control of their own "branch" of DFCA. They tailor, implement, and operate the DFCA system to best fit their unique local culture and resources. In doing so, their first tasks are the remaining steps which may happen in any order:
2. **Chapters** - Identify schools wishing to host DFCA chapters. (n/a for self-provided chapters)
 - a. As the hub of DFCA activities, each school appoints a coordinator who then hand-selects "student officers" to steer the effort. Student officers have a critical role in helping to define, build, market and execute the chapter's details both in school and in the community.
3. **Collector** - Collaborate with a hospital or medical professional to perform the drug tests.
 - a. Typical testing schedule includes 1-2 dates for tests to initiate new members (depending on absences) and 5 random test dates over the course of the school year to re-test 20%.
 - b. The hospital or other medical professional helping with collections does NOT need to provide kits, labs, or Medical Review Officer (MRO) services. Those are covered by DFCA. The collaboration is simply to provide an individual to help with the collection and urinalysis process, sending any non-negative samples to DFCA's contracted lab and MRO. DFCA provides a test kit for each program applicant with a collection cup, dip card, and chain of custody form as well as pre-paid shipping supplies for samples to be sent to the lab.
4. **Funding** – Manage expenses and reporting (if requested by funders) throughout the year.
 - a. Fees paid to DFCA
 - i. One time set-up fee per chapter of \$300 (paid at the time of agreement, includes creation of online processes, customized banner, and program binders)
 - ii. \$67 annually per member. (Note that parents will pay a portion of this, typically about \$20 per year of membership. **It is a club requirement for schools to create a plan for families in need to assist with the parent portion of the fees.**)
 - b. Funding to carry out in-school positive reinforcement rewards.
 - i. The amount of this fund is up to the chapter and provider depending on the chapter size and reward details. DFCA's only pre-determined reward requirement is to purchase treats for a goody bag on the 1st test day - about \$1 per bag.
 - ii. Typically the greater the community participation, the less this fund needs to cover. Chapters generally provide these funds for themselves, perhaps with a provider's help.
 - c. Collaborations with the collector are typically donated free of charge as good public relations or a way to give back to the community. However, that may not always be the case. Any of these fees are negotiated and paid at the branch or chapter level. DFCA has no responsibility for these expenses.

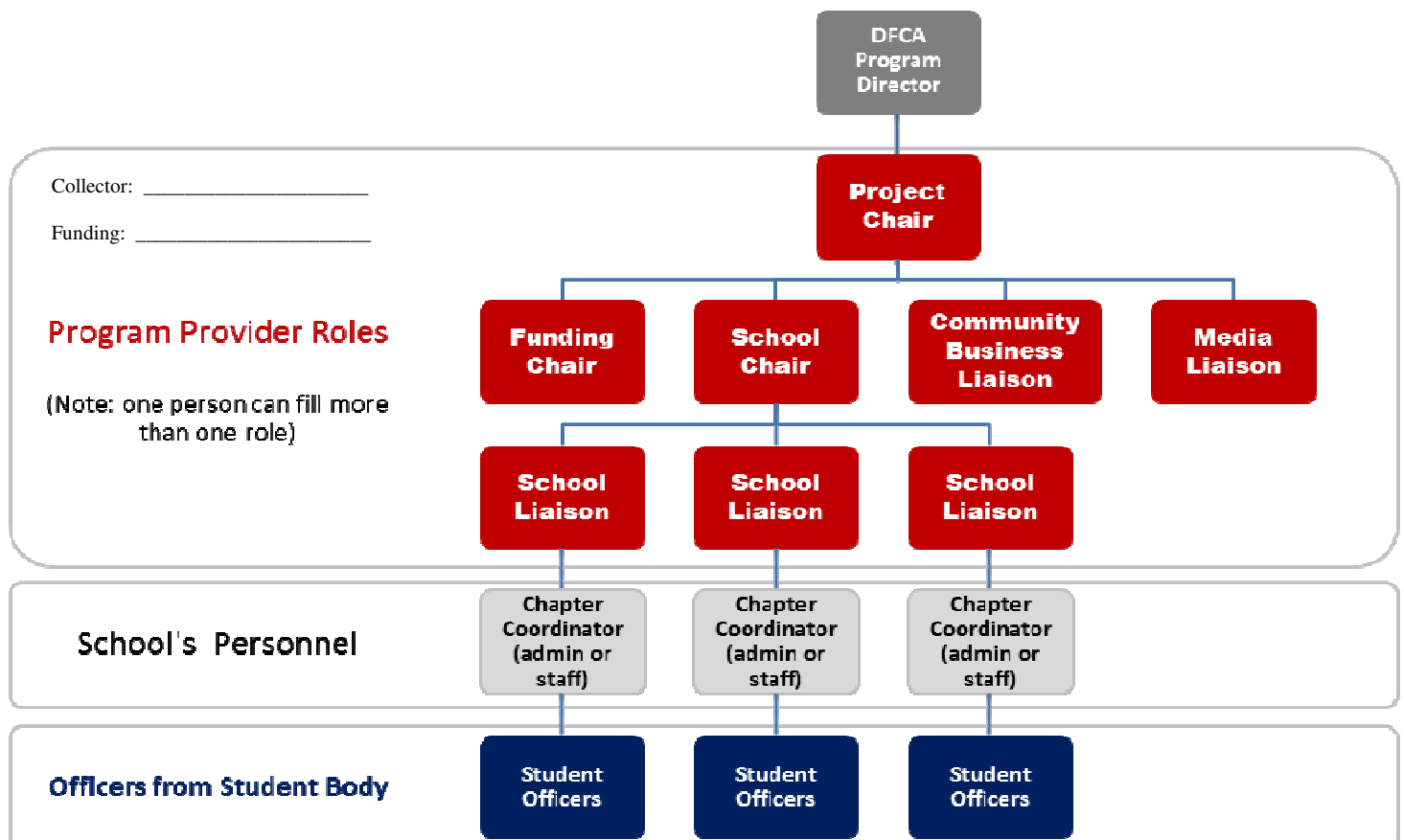


Revolutionize Your Drug Prevention!

The energy that is generated from strong local efforts can accomplish amazing things. Our growth model is designed to harness that momentum and direct it to stop drug addiction before it begins. By joining together the efforts of Drug Free Clubs of America with like-minded community organizations a highly relevant, efficient prevention plan is possible.

Local groups become DFCA "Program Providers", using the system as their vehicle for change. Providers customize and operate their own DFCA branch to empower their community, energize their schools, and engage families around the shared goal of protecting local youth.

Examples of current providers vary from a Rotary Club, to a local Elks lodge, a Career Placement office, and a parent-led prevention group.



Lead the Way!



Program Provider Roles

Thank you so much for stepping up as the take-charge group making sure that the Drug Free Clubs of America (DFCA) strategy is provided for your community!

Everything that must be accomplished in order for an organization to successfully implement DFCA can be broken down into four very distinct roles. These roles are reflected on the Provider's Organizational Chart and their tasks are listed in the agreement between DFCA and the Provider. Each of these four positions will be orchestrated by the Project Chair, who manages the activities of the team and communicates directly with DFCA. This is probably the leader of your organization, or has been directly appointed by that person as a detail-oriented individual familiar with project management.

On the following pages you will find a description of each role as well as an idea of the necessary skills and time commitment associated with each. IT IS IMPORTANT TO KEEP IN MIND THAT **ONE PERSON MAY COVER SEVERAL ROLES**. For example, the project chair often handles the tasks of the Media, and Community Liaisons. Please know that this organizational structure is only our suggestion on how to proceed. As long as the necessary tasks are accomplished, your organization is free to tailor implementation of this strategy to whatever best fits your resources.

The most important thing to remember is to ENJOY carrying out these roles to impact your community and local youth!

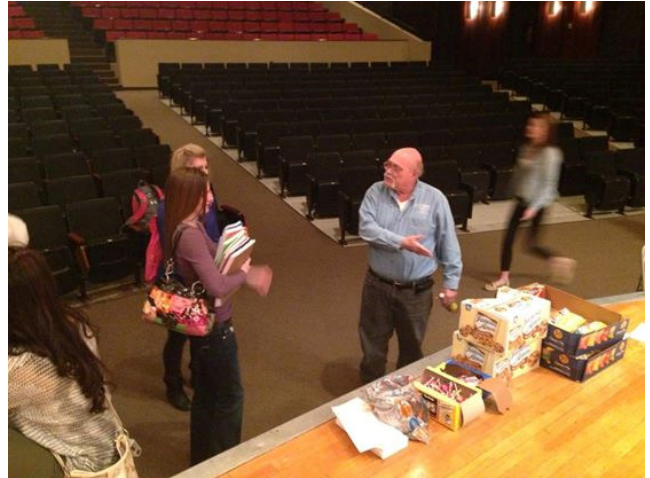
School Liaison (see below for school chair)

You enjoy creating positive student interactions and want to ensure everything is done right for the school. You are an enthusiastic helper great at planning, following up, and handling logistics on busy days.

APPROXIMATE TIME COMMITMENT:

Availability is needed in various amounts throughout the calendar year for this role, including daytime hours at the school. It is heavier in the fall and requires only monthly touches thereafter.

- In the 3 summer months leading up to the beginning of the school year the time commitment averages less than an hour a week.
- During the fall, the time spent is largely to help with logistics for drug testing days. It averages one-half to one full school day (3-6 hours) per school depending on the size of that school's club. In general 15 students can complete the testing process in an hour's time per drug tester, or "collector".
- Through the rest of the school year the time requirement is less than 30 minutes a month and an additional half a day about every 6 weeks.
- At the end of the year there is a final one hour time commitment required for the "End of the Year Review."



Frank guides John Marshall students through their test day

TASKS:

- Leading up through the summer work with the school to figure out marketing logistics (preparation starts in July and leads up through end of September):
 - **Mailers** (DFCA provides enough mailers for each school's the entire parent database. You simply give them to the school and ensure they were sent.)
 - **Open Houses/Parent Meetings** (There is usually just 1 per school. Typically you either set up a table or give a small 5 minute talk about DFCA's general concept of using drug testing as a student's tool to handle peer pressure and rewarding

students who remain drug free).

- **Work with the school to create in-school rewards and incentives** (Speak with student officers and school coordinators to brainstorm about what can be done in school to reward students. In School Reward Examples” is provided).
- **Determine a time for the homeroom handout to be distributed.** (DFCA will send these to you—contact the school’s chapter coordinator for appropriate timing).
- **Arrange drug test dates** (Call the coordinator at the school to find out what general dates are available, and then contact the drug testing partners to coordinate schedules. Visit the school before drug test day to determine the flow of drug test day).
- **Steer drug test days** (Initial test days: 1. hand students back the applications they previously turned in, 2. ask them to pull up drugfreeclubs.com to complete the online “test day” steps (an easy self-guided process) , 3. direct them to the restroom testing location and most importantly – 4. make sure they get their goodie bag! Random test days: no paper applications or online steps are needed unless new members are also joining that day. Just be there as a support to the collector and school coordinator.)
- **Check in with DFCA coordinators at the school** (monthly or bi-weekly to ensure rewards are running as planned and questions are answered).
- **Communicate with your team handling other DFCA tasks regarding updates and progress** (monthly or as your project chairperson sees fit)

NOTE: A school can be “covered” by more than one School Liaison for greater flexibility and the Liaisons may choose to help each other out with covering test days. This arrangement makes scheduling much easier.

School Chair

When Providers are making DFCA available in several schools throughout their community, one person should be in charge of making sure everything goes smoothly inside the schools. This is the School Chair who oversees activities and supports the School Liaisons to ensure that each chapter is carrying out program elements in a timely manner and in a quality fashion.*

Media Liaison

You are in contact with the media to keep them up to date on local DFCA advances. You are a strong and often persuasive writers, and are likely comfortable being interviewed about this as a passion (unless the project chair wants to do them).

APPROXIMATE TIME COMMITMENT:

- **2 hours during the beginning of the school year (initially writing press releases and getting the name out there).**
- **A maximum of 2 hours in the spring (writing about the Essay Scholarship Contest or other developments).**
- **A maximum of 2 hours towards end of calendar year (writing about milestones and accomplishments for the year).**



Tom poses for an article in the Wheeling Intelligencer

TASKS:

- **Inform local media about upcoming occurrences they might want to cover** (If this involves a presence at school it must be with their permission and support)
- **Write press releases** (related to current club events, opportunities, or needs).
- **Potentially do interviews to spread the word about DFCA** (Research local TV, print, or radio options and make them aware about the current effort whether it is time to sign up, want to broadcast a partner, tell the community about a new collaboration *Make sure you are very familiar with our FAQs before conducting any interviews)
- **Communicate with your team handling other DFCA tasks regarding updates and progress** (monthly or as your project chairperson sees fit)

Community Liaison

You are a networking guru working to engage your community behind protecting your local youth. Speaking with business owners is a strength and you are excited to collaborate with like-minded organizations to make a larger impact.

TIME COMMITMENT REQUIRED:

1. In the first year of implementing the program, in the summer or early fall, an average of about 2 hours a week while initial rewards are established. This reduces to about an hour a week in following years.

2. Quarterly or bi-annual contact (by phone and/or email) no more than an hour to maintain the relationship with businesses and get feedback.



A community grill-out joined by DFCA workers to spread awareness

TASKS:

- **Approaching potential businesses for rewards**
 - Networking with current business connections as well as forging new connections
- **Meet with local authorities and community leaders** (such as city council, chamber of commerce and the media liaison to spread the word)
- **Communicate with your team handling other DFCA tasks regarding updates and progress** (monthly or as your project chairperson sees fit)

Funding Chair

You are a dollars and cents kind of soul who enjoys making sure the future of your project is sustainable. You are a pro at coordinating with funding sources, putting together proposals, and painting a picture for funders to understand the impact their financial support is making.

TIME COMMITMENT REQUIRED:

Since funding sources and the requirements that come with them differ greatly, availability is needed in various amounts throughout the calendar year for this role. It is likely to be the most busy at the end of the calendar year and in the spring.



TASKS:

- **Establish the breakdown of fees** (the overall cost of the club is almost always divided into the parent's portion and the Provider's portion. In the first year conversations should be held with schools and the Project Chair about what a good parent fee could be for your area.)
- **Determine the amount that will be needed per year to run your program for all schools invited to participate.** (Consider the option of communicating to schools that we have "x" amount of money and the first applications we receive will be eligible for those funds. The other will have to pay the full cost or wait until more funds become available)
- **Ensure that each school has a plan for families in financial need who may need additional assistance.** (This is written in the chapter agreement as the school's responsibility, but is often covered by the Provider depending on the school's funds).
- **Identify and complete proposals and/or grant applications** (as needed)
- Report to funding sources in a manner consistent with the requirements of their support (if any)
- **Communicate with your team handling other DFCA tasks regarding updates and progress** (monthly or as your project chairperson sees fit)



A Guide to the DFCA Agreements

“Providers” (required by June to establish your community’s DFCA branch)

The DFCA-Provider agreement is between Drug Free Clubs of America and the entity making DFCA possible in an area. They are fully responsible for establishing, funding and operating their DFCA. The responsibilities listed on this agreement are reflected within the breakdown of Program Provider Roles which tie to the positions in the organizational chart. If a school chooses to keep DFCA as an in-house effort, they are a self-provided program. In this case the school authorities sign the Provider and Chapter agreements. The “Branch Profile” form sets forth the details of each Provider’s branch.

“Chapters” (required by June to establish your school’s club)

When a school signs their DFCA agreement, they have officially established their own DFCA Chapter. The agreement exists to set expectations regarding what is going to be needed for everyone to be successful. Since school is the main site of DFCA activities, many of the items listed on this agreement are done with the help of school personnel and/or someone from the Provider’s team. The “Chapter Profile” form sets forth the details of each school’s DFCA chapter.

“Collectors” (required by July to begin drug testing)

The Provider-Collector document is simply an understanding between the established Provider (above) and the hospital or other medical professional they choose to collaborate with to help with the urinalysis process on drug test day at the schools. Since the nature of this collaboration is completely under the control of the Provider, the agreement is between those two entities, with DFCA as a party to the understanding. Note: drug test kits, labs and MRO services are provided by DFCA. The request to a collector is simply for the donation of staff time to conduct the urinalysis and ship the necessary items in our pre-paid shipping supplies. No further steps are needed.

“Reward Authorization” (establishing reward sites with this form will be ongoing)

Merchants wishing to offer members a reward at their location complete this simple form. It gives the authorization to publicize the offer they detail on the form and can be cancelled anytime.

DFCA / Program Provider Agreement

This agreement is governed solely by the applicable laws of the State of Ohio and is entered into by:

Drug Free Clubs of America ("DFCA") description: (EIN: 20-5197881) A non-profit organization working to protect America's youth from the horrors of drug abuse, using highly effective tactics to foster their bright futures. *"Making the Right Choice Easy"™*

Program Provider ("Provider") Legal Name: _____

(EIN/FIN): _____ Description: _____

A. Document Purpose. This agreement demonstrates that the above organizations have coordinated their activities so they may successfully carry out the Drug Free Clubs of America (DFCA) program. This document represents the entire agreement and may only be revised in writing, signed by each party. In the case of conflict between this and other agreements associated with any aspect of DFCA, the terms of this Program Provider Agreement shall prevail. This agreement and its rights may not be reassigned by either party without the prior written permission of the other.

B. Roles and Responsibilities. The strategy of DFCA is such that collaborations with like-minded organizations both strengthen and broaden each entity's impact. One such collaboration grants groups permission to be the full providers of the DFCA program, making its strategy possible in their community. The Roles and responsibilities between these Program Providers and DFCA below exist so teens participating may be armed with the ability to say "I can't, I might get tested" when faced with pressure to abuse drugs. The drug screen also provides the potential for early use detection, and the process itself is evidence to peers that DFCA members are being regularly tested so the occurrence of offers to use may be reduced. Member rewards boost teen self-esteem, providing positive reinforcement of good decisions. Parent and community engagement bolsters the message to teens that they are surrounded by people who care about their futures.

In order to achieve these goals, the parties agree to:

Provider

1. Arrange funding to cover program-related expenses including membership fees, and operational items.
2. Complete any and all necessary paperwork and reporting thoroughly and timely.
3. Ensure thorough communications with each other, collaborative organizations, and DFCA.
4. Accept responsibility for the performance of their collaborative organizations/agencies.
5. Learn and utilize DFCA's resources so as to achieve high quality standards in carrying out program tasks including but not limited to:

School Related Tasks

- Partner with schools or school districts to open new chapters of DFCA.
- Create and carry out school-related marketing opportunities including mailers, orientations, parent meetings, announcements, and other existing modes of communication.
- Work with student officers and coordinators to identify in-school rewards and incentives.
- Coordinate and assist with drug testing (arranged by contacting the school and the collector).
- Serve as a valued resource for the coordinators running their chapters in the schools by checking in monthly or bi-weekly to sustain their momentum, monitor progress and assist with challenges.

Media Related Tasks

- Research local TV, newspaper, online or radio station media opportunities.
- Identify key moments in your program to reach the media about the current effort such as telling the community about a new collaboration, boosting sign-ups, or recruiting community rewards.
- Write press releases and potentially do interviews to spread the message.
- Connect with team handling other DFCA tasks regarding updates and progress (monthly).

Community Related Tasks

- Recruit and maintain relationships with reward partners in the local business community.
- Network with current business connections as well as forging new connections on the topic of your efforts in providing DFCA in your community.
- Meet with local authority community members to discuss the effort and identify opportunities for community engagement (city council, chamber of commerce, and the media liaison to spread the word).

Provider's Initials & date: _____ / ____/____

Drug Free Clubs of America

1. Provide ongoing education, training, and assistance to Program Providers so that they may achieve success in carrying out their responsibilities.
2. Supply printed materials for marketing to schools, community entities, brochures for parent mailers, homeroom handouts, and other such materials as long as they are branded only by DFCA. (Dual branded items may be generated by Program Providers according to section G below).
3. Provide drug tests, collection cups, and forms for test day needs, including 20% additional supplies for random retesting.
4. Handle all items related to final test results including but not limited to completing lab processes and conversing with parents about the findings when necessary.
5. Offer online resources (website) for Providers, school coordinators, parents, members, and community members.
6. Maintain and offer information on members, parents, participation, and other such reporting elements
7. Provide ongoing communication and with members and parents.
8. Keep Program Provider updated with any developments relevant to their efforts and serve as a valued resource by checking in to sustain their momentum, monitor progress and assist with challenges. DFCA is available to answer any questions or offer support. We appreciate all that you do!

C. Terms & Rates. This agreement will begin upon the signature dates below and will terminate upon a 90-day written notification by either party. The current set up rate of \$300 per chapter, and annual program rate of \$67 per member is to be locked in by DFCA for a full school year. Any future increases require a 6 month written notice, with no more than one in a school year. Locations that allow students to pre-register for future memberships must meet all membership obligations before closing as fees/payments are non-refundable.

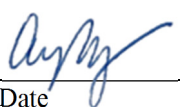
D. Relationship. The Provider is an independent entity and is not an agent or employee of DFCA. The Provider will not compete with, circumvent, or have a relationship with competitors of DFCA following the end of this agreement for a period of two years. Nothing in this document shall be interpreted to create any joint venture or legal partnership between the parties and DFCA may engage at will with other Providers in similar relationships to expand their ability to implement the program.

E. Intellectual Property & Consent. *The Provider may use the system, name, logo, and trademarks of DFCA ("DFCA IP") in relation to the purpose of carrying out the roles and responsibilities described above.* The DFCA IP is valuable intellectual property of DFCA. The Provider agrees that they will not duplicate and do not have ownership or other property interest in any version or aspect of the DFCA IP or system outside the terms of this agreement. DFCA reserves all rights not expressly granted.

F. Confidentiality. In order to ensure the safety and satisfaction of everyone contributing to DFCA's mission, all parties agree to maintain absolute confidentiality regarding all aspects of the application, testing and membership process. This includes, but is not limited to test results, which are *only* to be revealed to or discussed by parents and DFCA's home office.

G. Protections. The Provider and DFCA shall defend, protect and hold each other harmless from any claims, causes of action, or liability arising out of the breach of either party's obligations in this agreement or other applicable law. The DFCA program is made available to the Provider AS-IS and AS-AVAILABLE without warranties. It is considered to be an ever-evolving approach to preventing drug abuse and can be expected to change for the good of the program at the discretion of DFCA, as need arises.

H. Other Notes or Agreements:

Drug Free Clubs of America
Authorized Signature 
Printed Name, Title & Date Angie Ferguson, Executive Director Accepted:

Program Provider
Authorized Signature
Printed Name, Title & Date



The person completing this profile certifies that he/she has the authority to create such protocol for this Provider's DFCA branch.

New Branch Profile

The following information is necessary for us to get you set up...

Provider name:	EIN/FIN (or other IRS identifier):
Provider Address:	

Branch Chair:	Name:
	Address:
	Cell Phone: Work Phone:
	Email:

Financial Structure:	A) Parent payment due at the time of application (balance of this and the overall fee per member is covered by the Provider): \$0 \$10 \$15 \$20 \$25 \$30 \$35 Other: \$ _____
	B) Allow students to register for multiple years at once? Yes No (circle NO unless previously authorized by DFCA)

Invoices go to:	<input type="checkbox"/> Same as Provider The attention of:
	Address:

Chapters (schools) in this branch:	
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Other Important Notes or contacts	
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This form completed by:	Date:
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Complete this form and save it in your shared dropbox folder or email to heatherm@drugfreeclubs.org in order to finalize the creation of your DFCA branch.

Chapter (School) Agreement

DFCA strives to protect the youth from the horrors of drug abuse by creating a unified message to teens from their parents, schools, and the community about the importance of remaining drug-free. In order to ensure we are all successful, the school is relied upon to provide or carry out the following minimum items:

1. **COORDINATOR:** A point-person with a positive, upbeat, professional attitude. This person:
 - A. Finds value in protecting students through the drug testing strategy
 - B. Is driven to reward good decisions through positive reinforcement
 - C. Selects, motivates and manages their chapter's members and DFCA student officers, who will spearhead the club's efforts, and assist the Chapter Coordinator whenever possible.
2. **PROGRAM:** Creation and timely planning of program elements such as random test dates and in-school rewards and a plan to assist students in financial need. (Note: If multiple year registrations are offered, the program may be discontinued only after all membership obligations are met.)
3. **COMMUNICATION:** Thorough communication opportunities to the Chapter Coordinator, parents, students and staff including but not limited to:
 - One mandatory mailer to all parents in the beginning of every year to get them talking about prevention in their home. This is the school's first Club-related prevention effort. It is sent to every family as a tool for students to sign up for the Club, as well as education for parents on the importance of having an ongoing dialogue with their child on drug abuse. The pamphlet goes in a school envelope with a letter from the Principal encouraging participation (template provided by DFCA). Through this mailer, even the families that do not sign up for the Club have been offered a measure of prevention by promoting increased parent/child talks.
 - An email / digital campaign in the beginning of every school year to the school's parent base.
 - A homeroom handout given to all students encouraging participation (provided by DFCA).
 - A link on the school's website to www.drugfreeclubs.com as a resource for prevention information, registration, and frequently asked questions.
4. **ACCESS:** Provide photos of students who join the club (parental consent is included on DFCA's application) as well as the use of in-network laptops, desktops, or tablets on test days for students to complete necessary online processes.
5. **REVIEW:** An annual meeting with the school official authorizing the Club (below) and the Chapter Coordinator, to discuss the year's experiences and a plan for next year's success.

For _____ School I have the authority to agree to the requirements above and oversee a chapter of Drug Free Clubs of America (DFCA). I pledge that the requirements will be met and understand that if our school fails to perform these requirements in whole or in part, DFCA has the authority to immediately terminate our chapter without refunds, reimbursements or compensation of any kind.

Printed Name

Title

Signature

Date



The person completing this profile certifies that he/she has the authority to create such protocol for this school's DFCA chapter.

New Chapter Profile

The following information is necessary for us to get your new chapter up...

Chapter name:

School Address:

DFCA start year:

Student Body #:

School year start:

School year end:

Chapter
Coordinator:

Contact Name:

Work Phone:

Cell Phone:

Email:

Financial
Structure:

A) Parent payment due at the time of application:

\$0 \$10 \$15 \$20 \$25 \$30 \$35 Other: \$_____

B) Allow students to register for multiple years at once?

Yes No (circle NO unless previously authorized by DFCA)

DFCA provided to the
school by ("Provider"):

Community Entity Name_____

-OR- SELF (circle if the school is not working with a community provider)

Testing provided at the
school by ("Collector"):

This form completed by:

<input type="text"/>	Date: <input type="text"/>
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Complete this form and save it in your shared dropbox folder or email to heatherm@drugfreeclubs.org in order to finalize the creation of your DFCA chapter.

Drug Free Clubs of America (DFCA) believes strongly in the power of local collaborative efforts to produce results. As such, there exists an understanding between an entity offering the DFCA program as the local “Provider”: _____ & a “Collector” _____ that carries out drug testing processes essential to the DFCA strategy. DFCA is subject to this collaboration however; details are established between the Provider and Collector for the highest likelihood of their success. Below are the minimum items understood. Additional items may be explained in an attachment if needed.

Provider will:

1. Provide ample opportunities for students in participating schools to apply for DFCA membership.
2. Arrange test-day logistics such as testing locations, dates, and ensuring that each student being tested has a signed consent form.
3. Have a trusted representative present at each test day unless otherwise agreed upon by the Collector and the school involved.

Collector will:

1. Send one or more individuals to conduct urine drug screens at participating schools. These individuals must be proficient with conducting a urinalysis and will ensure the integrity of the collection process.
 - **A Note About The Time Commitment:** A minimum of six collection events will be needed for each school over the school year. The first test day is a part of the DFCA application process for every applicant so initial test day(s) may be longer than the following random test days. An average pace is approximately 15 tests per collector, per hour*. Once every applicant is initially tested, five random occurrences follow or a percentage of members. Typically these take only about an hour* or two*. (*Times vary, depending on the donor’s ability to produce a sample.)
2. Bring general testing supplies to the testing site such as blue dye, evidence tape, rubber gloves, sanitary wipes, pens, etc. Note: drug test kits, collection cups, and forms are provided by DFCA.
 - **Next-Steps:** Non-negative tests on site are sent to DFCA’s contracted lab. Lab and Medical Review Officer services are not a part of this collaboration unless desired and agreed to by all.
3. Donate these services at no cost to Provider or DFCA unless otherwise detailed below. (Any testing-related expenses arranged between the Provider and Collector will be the responsibility of the Provider)

Confidentiality will be maintained at all times by all parties, keeping in mind the sensitive nature of drug testing in the school environment. This understanding begins on the signature date below. It may be discontinued at anytime with a 60 day written notice. In the event of anyone’s negligence or misconduct, the arrangement may be immediately abandoned.

Consent: The Provider and Collector may use the system, name, logo, & trademarks of DFCA (“DFCA IP”) in relation to carrying out the items described above. The DFCA IP is valuable intellectual property of DFCA. The Provider and Collector agree that they will not duplicate and do not have ownership or other property interest in any version or aspect of the DFCA IP. DFCA reserves all rights not expressly granted.

Other Notes: _____

Program Provider
Authorized Signature
Printed Name and Title
Date

Collection Collaborator
Authorized Signature
Printed Name and Title
Date



Community Reward Authorization Form

(Name of business, individual, or entity)

We would like to offer a reward to members of Drug Free Clubs of America (DFCA) to recognize and encourage their choice to remain drug free.

The following "Community Reward" offer(s) may be made:

☐ **All members are eligible** - or - only members at the following school(s) are eligible:

Redeemable by: _____ Simply show a valid DFCA photo ID card.

_____ This business will provide a printed coupon/voucher for members to present along with their valid DFCA photo ID Card.

Participating Business Locations, Limitations, or Restrictions, if any. (Continue on back if needed):

By signing below, I confirm that:

1. I have the authority to present this offer as detailed on this agreement
2. I am not relying upon any promise, or representation of return other than as previously stated
3. The above reward offer will remain in place until a written request is made, upon which time any parties involved will comply with the request within two calendar weeks.

Signed: _____

Printed Name: _____ Title: _____

Phone Number: _____ Best Email: _____

Street Address: _____

City: _____ State: _____ Zip: _____



Membership Cost Description: DFCA charges one flat fee per member annually that covers the whole program including...

Physical / Printed Program Materials and Supplies Included:

- Collector Binder and Coordinator Binder with updated pages as needed annually
- Parent Brochure for every home in the school's database (sent out by school)
- Astro-bright student handout for homeroom, for the entire student body
- 10-panel, USA Made, Drug Test w/ temperature and triple adulterant strip
- 5-part carbon copy medical Chain of Custody forms
- Bluing tablets used in the process of securing the restroom on test day
- Pre-paid shipping supplies and air bills, for sample shipment to lab
- Pre-paid shipping supplies for sending documents from test day to DFCA
- "Congratulations New Member" mailer (sent by DFCA for school to distribute)
- "Congratulations Proud Parent" mailer (sent out by DFCA)
- Parent Survey (sent out by DFCA)
- Return envelopes in multiple mailers
- Bags and goodies for the famous DFCA Goody Bag on Test Day (or limited reimbursement for goodies purchased for locations not able to pick up from a Sam's Club)
- Member ID Cards (similar in size, shape and thickness to a credit card)
- Scholarship Contest: 1. Mailer 2. Awards 3. Prizes 4. Certificates (sent out by DFCA)
- Window clings for community reward partners to display their participation
- Laminated reward partner sign for participating businesses to display the details of their offer
- Thank-you letter to reward partners (sent with cling, & sign to new reward partners)
- Photocopies of each school year's ID card design (sent by DFCA to reward partners)
- Extensive, tailored metrics report printed and bound featuring: survey results, participation tracking, test tracking & club composition (sent by DFCA to each chapter and each branch)

Online/Digital Program Tools Included:

- Collector and Coordinator training videos
- Secure Test Day portal via DrugFreeClubs.com - for efficient test-day processes
- Survey Monkey - for parent & member surveys able to be filtered per school and branch
- Zoho CRM - for data management, member list generation, and communications
- Dropbox - for online collaboration, sharing of documents, training and reference materials, etc.
- Stripe – ecommerce software for online registration capabilities tailored to each school
- Sitelock - for high-level security regarding of digital information

Program Services Included:

- Liability Insurance Policy covering all members, schools, volunteers for DFCA activities
- "Take 5" program content and administration (strengthening parent-child dialogue)
- Lab Analysis of non-negative samples
- Medical Review Officer services for investigating/revealing positive drug screen results
- Follow-up measures after positive drug screens
- Parent Resource Counselor for parents to call directly with substance abuse issues
- Year-round analytics necessary to ensure goal completion and compile accurate metrics
- Branch support & development (planning, communications, accounting, advising, etc.)
- Full-time support staff for coordination, creation and assembly of items above, random test lists, drug awareness info, social media, data management, test results, program re-entry processes, etc.)
- HIPAA Compliance (Backup schemes, policy adoption, physical & digital record keeping, shredding, etc.)

Who is the collector collaboration technically between?

The collection collaboration is an arrangement between the medical entity providing the collectors for testing and the Program Provider (group in charge of the DFCA branch). For example, in Ohio County, WV their local Elks Chapter runs their DFCA branch and Wheeling Hospital donates collectors. This keeps decision-making power at the local branch level for a more efficient collaboration.

Who is the Lab and Medical Review Officer used by DFCA?

MRO: Dr. Patrick Kunkler,

St. Elizabeth Business Health, 2200 Connor Rd, Hebron, KY 41048, 859.344.2020

SAMHSA Certified Lab: Clinical Reference Laboratory, 11711 W. 83rd Terrace, Lenexa, KS 66150 800.452.5677

What about collection fees?

Fortunately, existing arrangements with collectors in almost every area are fully donated services in support of this drug prevention effort. Any other payment arrangements are between the two parties on the memo of understanding when the collaboration is established. If a fee for collections is agreed upon it should be noted on the empty lines provided on that document. In this way everyone is very clear about expectations and all of the correct details will be reflected in writing for future reference.

What kind of drug test is administered?

Our test panels are made in the USA and are CLIA waived. The test panel is a multi-drug, rapid, qualitative immunoassay urine test for screening potential abuse of one or more of drugs. It will detect any combination of the designated drugs or drug metabolites at or above the specified cut off levels (NG/ML). The test panel is used only to provide a preliminary result. A more specific alternate chemical method will confirm analytical results at a qualified laboratory. GCMS or LCMS are the preferred confirmatory methods used.

Urine Drug Screen: Instant View CRL STAT Onsite Drug Cup Detects:

AMP 1000 NG/ML

BARBITUATE 200 NG/ML

BENZO 300 NG/ML

COCAINE 300 NG/ML

METH 1000 NG/ML

MOR/OPI 2000 NG/ML

OXYCODONE 100 NG/ML

THC 50 NG/ML

MDMA (ECSTASY) 500 NG/ML

Adulterant Panel: OX-SG-PH (Oxidants, Specific Gravity, pH of/in urine)

How long will collections take?

A minimum of six collection events will take place on-site at each school over the school year. All students who apply for DFCA will be tested for Club acceptance, and 4-5 random test dates will follow to re-test a portion of the members. The length of the test day depends on the number of members. An average collection pace is approximately 10-15 tests per collector, per hour*. Random test dates typically take only about an hour* or two*. (*Times vary, depending on the donor's ability to produce a sample.)

Who do we speak with to set up collection dates/times?

Each DFCA branch should have a school liaison that schedules test dates with their collector and DFCA (if necessary for training). Contact information for that liaison can be obtained from the branch's chairperson.

Who will have the chain of custody forms and kits for the testing?

Once the school begins receiving membership applications from their students they will get an idea of how many they need for test day. Before test day the person responsible for purchasing memberships will communicate with DFCA and the necessary testing kits will be shipped to that person. The kits from DFCA will include the drug test devices, collection cups, chain of custody forms, Temporary ID Cards (serve as a hall pass), and pre-addressed, pre-paid Fed Ex shipping supplies. Collectors will bring supplies for the collection process such as: gloves, evidence tape, blue dye, antibacterial wipes, etc. (A checklist is available).

How do we know that there is parental consent to test?

Students **and** their parents sign the consent language on the DFCA application and turn it in. This is how the school knows who to call down on test day. On test day the student is handed back their form, then they give it to the collector so consent can be verified. The collector attaches it to that student's testing documentation and sends them both to DFCA. (Contact information is with the test kits).

Is this an observed collection?

It is very important for collectors to keep in mind that these are teens, in a sensitive environment, among their peers. The test is not observed. It is also very important that the students are not asked to exit the restroom holding their urine sample. If the restrooms do not have a shelf, DFCA will provide a portable one, but you must communicate that ahead of time. Collectors should NOT ask about medications or voice comments about the properties of the sample (color, odor, etc.) unless they are concluding that the sample has been adulterated and a re-test is needed.

Where do we send the specimens and how do we send them?

Shipping supplies and instructions will be sent with test kits. This includes a pre-addressed and pre-paid label so all the collector has to follow the step-by-step directions on how to send it. No funds will be needed.

How are test results revealed?

One of the biggest aspects that sets the DFCA strategy apart from other drug testing programs is that **RESULTS ARE NEVER COMMUNICATED TO, OR AT, THE SCHOOL**. When collectors finish a test day they will send any non-negative samples to the lab, attach each student's consent form to their matching chain-of-custody form, and send the documentation to DFCA's home office. The lab will send their findings to the Medical Review Officer (MRO)'s office, who then calls parents directly to verify prescriptions and/or discuss results. The final MRO report is sent to DFCA. DFCA also calls the parent to discuss options for next-steps.

Are the parents informed of when the testing takes place and the results?

Parents are not informed ahead of time about test dates. On test day, collectors are provided with DFCA "Temporary ID Cards" to give students. This slip serves as documentation of when the student left the collector's area, and includes information on obtaining a copy of their documentation. Also, as a part of the initial computer process before students arrive for testing, parents are automatically sent an email link where they may simply click reply to request a copy of their paperwork. Lastly, every parent will receive a congratulatory letter as constructive notice of their child's acceptance into the club or a phone call to discuss results if substances are detected.

If the student does fail what does the school do?

Schools are never given preliminary or final test results. As such, they have no response requirements. The school's role is to focus on positive reinforcement strategies to encourage their drug-free students to continue making healthy choices.

I know that there are products out there that could help a student pass a drug test. Can the test detect that?

While no drug test is absolutely fool proof, DFCA's testing device process establish measures to ensure the integrity of the tested sample and the testing process. The testing device used is designed by DFCA and made in the USA with an "adulterant panel" to examine elements commonly affected by methods to "trick" tests including oxidants, pH and specific gravity. In addition, precautions are taken during the testing process including the use of evidence tape on soap and water sources within the restroom, removing jackets or unnecessary clothing, emptying of pockets, the testing of only one student in the restroom at a time, strips on the collection cups to confirm the urine temperature, and the drying of the toilet water before a donor goes in to produce the sample.

Could the parents request at any time that a test be administered?

As of right now parents are not permitted to request a test for their child. However, this program policy is currently under review by DFCA's Board of Directors. If a request policy is adopted it will only be possible as a parent's request, never the school and any results would still be given only to parents in accordance with DFCA testing protocol.