



CHAPTER TWO

OFFICERS

Selecting Drug Free Clubs of America Officers will be one of the most important tasks you perform as the School Coordinator. With your support, these teens can make a very positive impact on their peers. They are not only the future leaders of tomorrow - they are the leaders of TODAY! This chapter outlines steps to take in selecting them, the roles they will play during the school year, and ways to keep this phase of your Chapter exciting.

1. SELECTING YOUR OFFICERS
2. STUDENT OFFICER EXPECTATIONS

SELECTING YOUR OFFICERS

HOW MANY DO YOU NEED?

Here is a general idea of how many Officers you need for the number of students enrolled in your high school.

For schools with an enrollment of...

1. 0-500=6-8 Officers
2. 501-1,000=8-10 Officers
3. 1,000 or more=10-15 Officers

The number of Officers that you select is less important than who you select. The above table is a guideline. Feel free to customize this to fit the culture of your school.

WHERE DO YOU FIND THEM?

After you decide how many Officers are needed, you can start to think about who can fill those roles. Consider sitting down with a team of Teachers, Coaches, and current Officers to discuss who they see as leaders or students who can influence others in a positive way. Getting input from your team will help you form a target list of who to ask. You should first look at different grade levels. If you are a 9-12 high school, we recommend getting members from the 10th-12th grade. Here are some questions you can ask yourself to start thinking about who your Officers might be. Remember to consider a diverse mix of male vs. female, athletic vs. academic, etc!

1. What students are involved in your most popular sports?
2. What students are the funniest?
3. Who are the students in your school that have battled adversity?
4. Who are natural leaders in your school?
5. Which students are on the path towards military service?
6. Who are some of your strong academic students?
7. Who are your students involved in music, theatre, and art?
8. Who could you see making DFCA their legacy?

Make this request part of your morning announcements for a week or two, so the word is out that you're looking. Mention the officer opportunity at orientations and club exhibit days. Talk to some students in class or walking down the hallway about applying. This will mean a lot to them that you believe they will potentially make good leaders.

HOW DO YOU SELECT THEM?

We have outlined several options for where to find your officers, but now we will get into the steps you should take to make all of this come full circle. Being a Drug Free Clubs of America Officer is an honor, and we want to help you through the selection process. Drug Free Clubs of America is unique in that it will give your school the chance to bring together students from many different walks of life. It is motivating to see how these students can come together with one collective voice and, perhaps for the first time, be unified. This could be the first time that a marching band member feels like they have something in common with a football player. Think about some of the clubs, sports, or programs your students are currently in. What about the student who isn't involved in any other clubs or sports and maybe DFCA is their chance to shine and lead others? These are some points you will need to consider in establishing your Officers. They are just suggestions so please use the format that will work best for your school.

1. Once a student is selected as an Officer, will they re-apply each year, or stay in that role until graduation?
2. Consider a "Selection Committee" made up of current Officers, teachers or coaches who can rank the applications and give feedback. Using a broad approach can provide valuable information from those who know each student on a more personal level.
3. It is important to have a mix of leaders with all students represented as your chosen Officers. This may lead you to add more positions than the suggested amount on page one of this chapter based on your school's size.
4. You will need to have a few of your Officers who are willing and able to stand up in front of their peers and speak about DFCA. This could also include speaking with the media or other public groups.

THE APPLICATION PROCESS

On the next page, you will find an application that can be used after your first program year. Once completed, will help you understand a student's level of commitment, and how they will represent your school and club. We want them to feel the pride in being selected for this position and understand that only a few members of their school will have this distinction. It is best to have far more applicants than will be selected. This will give you a nice pool of students to choose from, and it will also make sure that those who did not get selected are not just one or two students left out.

Once you start sending out the applications, set a date for when the application needs to be returned, and a date when you will make your selection.

Now that you have your Officers, you can start shaping your upcoming year of Drug Free Clubs of America!

OFFICER COMMITMENT FORM

Once you have chosen your Officers, we have provided a form for them that you can use as an option. By signing this form, the student agrees to being added to random testing when/if you see fit. This is just an option, and not a requirement of the DFCA Program, but it is available as a way of holding your Officers accountable, if you so choose.

Drug Free Clubs of America Officer Application
(please fill out completely)



Name: _____

Date: _____

Circle current grade: **9** **10** **11** **12**

What is/was your favorite part of the Drug Free Club this year?

Do you have any ideas for improving the club for next year?

What clubs, sports or activities do you participate in? Please list a few hobbies or interests you have.

Explain why you think you would make a good Officer.

How would you stand up for another DFCA member in a situation where they are feeling pressured to try a substance?

Officer Commitment for Drug Free Clubs of America



We are thankful for your commitment to go the extra mile and take on the responsibility of being an Officer in your school. Your leadership will make an impact for years to come and we are honored that you have taken on this role.

Being an Officer in Drug Free Clubs of America and representing your school is a serious responsibility. As an Officer, your actions reflect upon your school, community, DFCA financial supporters, and the entire Drug Free Clubs of America organization.

By signing below, I agree to the responsibilities of my role, and understand the importance of setting a good example. I agree that as an officer I can have my name added to additional random tests at any time, and I must also keep an active membership status to be eligible for Officer participation.

As an Officer of Drug Free Clubs of America, I understand that my responsibilities include the following.

1. Recruiting members
2. Answering questions about DFCA
3. Leading activities
4. Helping with rewards and fundraising events
5. Being the face of DFCA representing the club with the utmost integrity

Print Student Name: _____

Student Signature: _____

Date: _____

Print Parent Name: _____

Parent Signature: _____

Date: _____

STUDENT OFFICER OPERATIONS

RESPONSIBILITIES

The hours or activities that these officers have invested can vary greatly based on how much you want to put into the program. There will be a few times in the year that will require a little more of their focus.

Officers are expected to lead chapter activities to the highest degree possible with the adults being in the background providing support and organization. This demonstrates to the student's membership that this is "Student-Lead" endeavor. Please remember this when selecting Officers.

Student Officer Responsibilities

1. Recruiting members
2. Answering questions about DFCA
3. Leading activities
4. Helping with rewards, and fundraising events
5. Being the face of DFCA representing the club with the utmost integrity
6. Helping out with the planning and execution of initial test day

Selecting your Officers in April will help you get the ball rolling on planning in-school rewards and activities for the upcoming school year. Rewards will help make recruiting members easy by having examples in your school. These examples can be sent to each student with the application in the required mailer or handout.

If you are starting your chapter of DFCA, you will want to establish your Officers as soon as the school year begins so recruitment for your chapter has excitement built around it.

PLANNING AND COMMUNICATING

This area is vital to your Chapter so establish how you are going to send and receive information. You can use phone calls, texting, emails, social media or another platform but be sure to let everyone know what that method will be. Your time spent communicating and planning will certainly help with the enjoyable journey these teens are about to embark.

Planning for the year can not only save you some time, but it can help the students understand how committed you are to them by listening to their ideas and then putting them into a written plan. We recommend these areas to target your time and will cover them in more detail later in Chapter Four, "Rewards."

1. In-School Rewards Schedule
2. Community Rewards
3. Chapter Activities
4. Communications (In School/Social Media)
5. Fundraising Ideas

STUDENT OFFICER TIMELINE

Summer/Fall

1. Create list of businesses for potential rewards
2. Sign off on Officer Commitment Form
3. If desired, elect officers to the position of President, Vice President, Secretary, etc.
4. Create a recruiting plan for members
5. Plan in-school rewards
6. Help during Initial Test Day
7. Support planned events

Winter

1. Help with random tests as needed
2. Spread the word about DFCA Scholarship Contest
3. Support planned events

Spring

1. Recruit/Welcome new officers and prepare them for next school year
2. Plan a year-end celebration for your members or officers

FREQUENTLY ASKED QUESTIONS

It is common for your Officers to field a wide variety of questions from their peers about DFCA and we want them to feel confident in answering these questions. The next page can be shared with your officers or anyone else who has questions or concerns about Drug Free Clubs of America. These FAQ are meant to prepare them to talk with their peers and feel confident. Feel free to reach out directly to any of us at DFCA if we can assist you in fielding these questions.



STUDENT OFFICER FAQs

WHY SHOULD I JOIN?

Some teens say they love the message it sends on paper to colleges and employers about their character. Some say that it's a great way to make parents, teachers, and coaches proud, while others see it as a role modeling opportunity for classmates or younger children who look up to them. All enjoy the rewards of staying drug free and can count on the club to protect their futures by offering the chance to get out of drug-related situations by saying, "I can't, I get tested."

WHAT IF I TAKE A PRESCRIPTION DRUG FROM MY DOCTOR?

If you are participating in Drug Free Clubs of America and take a prescription medication, you will NOT be asked to reveal the details of your medication to your school or at the time of testing. If any substance is present in your sample, your parent will receive a phone call from DFCA to verify prescription details. Medications prescribed for some students could also be abused by others, so the collection and prescription verification process are kept private. No need to worry – go ahead and join the club.

DOES DFCA TEST FOR ALCOHOL?

All members must pledge to remain drug and alcohol free on the day they are initiated in the club. Since DFCA focuses on steering clear of all substances, members often apply that belief to their decisions about staying alcohol free. However, since our body's systems get rid of alcohol so quickly, there is no alcohol panel on the drug test.

WHO CONDUCTS THE TESTS AND HOW ARE THEY OBSERVED?

A medical group, who serve as the Collector for DFCA, conducts the test. The tests are not observed, and your privacy during the test is kept as a high priority. We make every effort to be sure you're comfortable during testing.

WHEN IS TESTING PERFORMED?

There will be an initial test day for enrollment into DFCA during the fall. There will be several random testing days throughout the school year where students will be called from class to take another test. A student could be called multiple times, or not at all. The selection process for randoms is done by a computer program. School requests for targeted tests are always declined except for officers.

WHO GETS THE TEST RESULTS?

Test results are NOT given to school staff or our volunteers. The confidentiality of the DFCA Program is very important, and we take several steps to ensure that. If there is a positive test, there is no need to worry about getting in trouble at school, or how results could affect one's reputation. Those results will be shared with parents only.

WHAT HAPPENS IF I CAN'T USE THE BATHROOM AT THE TIME OF TESTING?

Water will be provided so a sample can be taken as soon as humanly possible. Drink, dance, or feel free to sing a song if that helps. A shy bladder is something that often happens, so don't worry!

WHAT IF I WANT TO JOIN, BUT I AM CONCERNED ABOUT A POSITIVE TEST?

Many teens who have tried drugs in the past tell us that they want to change and are glad that DFCA could help them deal with social pressures in the future. We strongly encourage them to apply for membership! Since final drug test results are determined by a lab and doctor well after test day, even if substances are left in their body from previous use, they are still treated exactly the same as everyone else at school on test day. Once the final results come in, DFCA does not punish or judge them. This is an opportunity to help a young person get back on a healthy path before addiction makes the choice too hard. Parents will be told about the test results as well as resources to help them deal with the topic and how to arrange DFCA's free follow-up test. If the second test is passed, the teen's membership status changes from pending to active and the Club becomes a powerful tool to stay drug free!

WHEN WILL I GET MY CARD?

On test day, all applicants are given a 45-day temporary ID card to use while test results are being finalized. In less than 45 days, permanent ID cards will be distributed to members welcoming drug-free students into the club and rewards begin!