



CHAPTER ONE

TEST DAY PREPARATION

Drug Free Clubs OF AMERICA



FOR INITIAL TEST DAY

1. Leading up to Initial Test Day, Chapter Coordinator collects applications from students, following the Application Checklist
2. Four weeks prior to Initial Test Day, Chapter Coordinator gathers volunteers (parents? teachers? community members? student aides? Officers?), following the Volunteer Checklist
3. Three weeks prior to Initial Test Day, Chapter Coordinator determines logistics of the day, following the Miscellaneous Checklist
4. Two weeks prior to Initial Test Day, Chapter Coordinator consults with the school's IT Department to ensure necessary technology will be available and working properly on Initial Test Day, following the Technology Checklist
5. One week prior to Initial Test Day, Chapter Coordinator gathers supplies needed for each station, following the Supply Checklist
6. On the morning of Initial Test Day, Chapter Coordinator prepares for testing, following the Supply Checklist

FOR RANDOM TEST DAY

1. Chapter Coordinator verifies date and time of random testing with the collector
2. Chapter Coordinator determines how students will be called to the testing area
3. Chapter Coordinator prints the list of students to be tested, sent from DFCA 24-48 hours before testing
4. Chapter Coordinator facilitates the random testing, or assigns an adult in their place to do so

*After your first Initial Test Day, any testing through December can be a combination of Initial Tests and Random Tests-you can communicate your needs with DFCA and your collector as those dates approach



APPLICATION CHECKLIST

As applications are turned in to you, follow this checklist for each of them

_____ Check for parent AND student signature. Testing cannot happen without both-call parents for verbal permission if necessary.

***ALL APPLICATIONS MUST HAVE TWO SIGNATURES-** If student is 18 and signs their own name on school documents, please note that with your initials and date. Liability lies with the school in obtaining these signatures.

_____ Record payment information on application

_____ If payment is made by check or money order, record students name on the memo line

_____ Check to make sure number of years purchased is filled out, if applicable

_____ Record students name on a running list of students to be tested with payment info

_____ Alphabetize applications by students' last names for Initial Test Day



VOLUNTEER CHECKLIST

(4 weeks prior to test day)

**You will need at least one volunteer for each of the following stations
consider two volunteers if someone is unexpectedly unavailable or if membership numbers are high**

*volunteers can be parents, teachers, community members,
Student Officers, student aides, etc.

_____ Check-in Station

_____ Computer Station

_____ Picture Taking Station

_____ Goodie Bag Station



MISCELLANEOUS CHECKLIST

(3 weeks prior to test day)

_____ Determine your Initial Test Day location-a low traffic area near private restrooms is best

_____ Determine your testing schedule for the day
*schedule 12-15 students per collector per hour, so approximately 3 or 4 students per collector, every 15 minutes

_____ Determine how students will be called to the testing area-examples:
Over the PA?
With hall passes handed out in homeroom stating the time they be excused?
Emailing a list to teachers with times to excuse students?
Student Officers retrieving students from classrooms?

_____ If volunteers will be working through lunchtime, will you provide lunch for them?

_____ Check to make sure you have enough signs for your testing area (found in this binder)-more are available to be printed via the Google Drive folder



TECHNOLOGY CHECKLIST

(2 weeks prior to test day)

_____ Reserve computers for students to use for the Computer Station with your IT Department (*as a rule, reserve five computers per collector)

_____ Reserve an iPad (preferable) or laptop with a webcam for ID card photos

_____ Verify with your IT Department that computers are on your wireless network and can be easily accessed in the area that you plan to use for testing

_____ Verify the following websites are not blocked by your school's firewall:

www.DFCATestDay.com

www.drugfreeclubs.com

www.zoho.com

www.surveymonkey.com

_____ Set and record the username and password for the computers so that you have it in the event a computer goes to sleep on Test Day (use a generic login rather than having each student log in and out with their own information)

_____ Record your school's username and password (found in Chapter #) for the Test Day portion of www.drugfreeclubs.com so that each computer is set to the proper screen when a student arrives at the Computer Station

_____ Confirm that the Initial Test Day computer station process and picture taking process works by creating your own profile



SUPPLY CHECKLIST

(1 week prior to test day)

_____ Test Day Binder

_____ Pens-more than you think, as the quantity tends to dwindle throughout the day

_____ Tape for signage

_____ Small table or desk for each restroom (Both Mens & Womens)

_____ Test Kits, chain of custody forms and shipping materials, sent previously



MORNING OF TEST DAY CHECKLIST

_____ Print your list of students to be tested for the Check-In Station

_____ Print any applications sent by DFCA and file into your alphabetized stack of applications

_____ Arrange tables and chairs (check in station table and chairs, computer station table and chairs, goodie bag station table, chairs in test area for student that are waiting)

_____ Set up each station with appropriate signs and supplies

_____ Power up computers and login to "Test Day" at www.drugfreeclubs.com with your username and password

_____ Have a brief meeting with your volunteers and share their duties with them

_____ Communicate with your janitorial staff your need for LARGE trash cans, extra toilet paper, paper towels and garbage bags for each restroom