



**GEORGIA GOVERNOR'S OFFICE
OF HIGHWAY SAFETY**

STUDENTS AGAINST DESTRUCTIVE DECISIONS



**A complete guide to the SADD grant
process**

**OCTOBER 1, 2020-
SEPTEMBER 31, 2021**



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CALENDAR

The online calendar can be found [HERE](#). It will be updated with contests and events as they are created, and you will be notified. Below are general monthly events. Please note: EACH SCHOOL FUNCTIONS DIFFERENTLY AND THEREFORE SHOULD DETERMINE COMPLETION DATE AS LONG AS IT IS PRIOR TO THE END OF THE SCHOOL YEAR.

October	
Pedestrian Safety Month 7 Walk to School Day 18-24 National Teen Driver Safety Week 23-31 Red Ribbon Week	Monthly Meeting Seatbelt check
November	
Wipe Out Smoking Month 1-8 Drowsy Driving Prevention Week 21 Great American Smoke Out	Register Chapter in Portal Monthly Meeting
December	
National Drunk and Drugged Driving Prevention Month	Monthly Meeting Grant Announcement SADD Campaign
January	
11 National Human Trafficking Prevention Day	Monthly Meeting
February	
Teen Dating Violence Awareness Month	Monthly Meeting License Education Night
March	
22-28 Drug and Alcohol Facts Week	Monthly Meeting
April	
Alcohol Awareness/Distracted Driving Awareness Month	Monthly Meeting Seatbelt Check Event
May	
Global Youth Traffic Safety Month Mental Health Awareness Month	Monthly Meeting
June	
SUMMER	
July	
SUMMER	
August	
Back to School	Monthly Meeting
September	
National Suicide Prevention Month 6-12 National Suicide Prevention Week	Monthly Meeting

GRANT OVERVIEW

SPECIAL CONDITIONS

Special Conditions for the grant can be found on the GOHS website, under Special Conditions: SADD, [HERE](#). This is mailed out with the award letter and attached to your grant. Please make sure to read through them and follow them. The document goes over very important items like approval, advisor stipend, reporting, SADD National fee and more.

REPORTING

Monthly reports are due by the 20th of every month. Because the SADD grants are a template every month should already have an assigned activity. Your report is broken down into different sections that will be explained in the guide. Please fill out these sections and give documentation for the activities completed in the month. Claims are also due by the 20th of every month. A claim is the financial part of your monthly reporting. GOHS grants are reimbursement based grants, which means your organization buys the item and submits a monthly claim for reimbursement for the item. Each claim is broken into sections that will be explained in the guide. Budget changes cannot be made after June 30, 2021.

MILESTONE

SADD Grants have a template program. The objectives, activities, and evaluations are based on best practices for these grants. Your milestone is the heart of your grant and program. Months have been designated for you to accomplish the the milestone. If you cannot accomplish the milestone in the assigned month, and explanation with a plan to reschedule should be in the challenges section of your monthly report. In the following pages, each milestone objective, activity and evaluation will be explained. Resources for each milestone will be linked in this guide and can also be found on the GOHS website under the SADD section.

ONSITE

Every year half of the SADD projects will be chosen to complete an onsite evaluation with the grant planner. This is usually a face-to-face meeting with everyone involved in the grant. This is used as a way to make sure the program is running smoothly. During the onsite, the planner will pick a month to go over and make sure documentation matches the project activities. They will also ask financial questions, and verify documents. The onsite is a great time for the project to shine, and show what wonderful activities are being done.

FINAL REPORT

At the end of every grant term a final report will be initiated. This final report is a summation of the project. It will answer what milestone were completed, milestones not completed, and why. If the guide is followed all milestone should be met by the end of the grant term.

REPORTING

Monthly reports and claims are due by the 20th of every month in eGOHS. Make sure when submitting, you are submitting both a monthly report and a claim to be reviewed.

Monthly Reporting:

- **Narrative:**
 - Should be specific and thorough
 - Tell us what you are doing based on your activities/milestone
- **Statistical Summary Report**
 - How many people have been reached (it is a youth grant so the majority of your number will be in the youth age ranges)
 - Education events, exhibits, media events
- **Milestone Chart**
 - Matches your Narrative!
 - If it was not completed that month, explain why in the challenges section
 - Follow the GUIDE
- **Documentation**
 - Photos, reports, social media, sign in sheets, agenda, grant announcements, etc.

Monthly Claim:

- **Expense Detail:**
 - Based on the line items, and categories within your budget
 - If there are expenses use the Budget Category drop down box
 - If there are no expense for this month check the box, save, fill out the expense summary, save, and submit
- **Expense Summary:**
 - The Mandatory fields that need to be filled out are the Final Claim and the Payment method
 - **YOU WILL SELECT FINAL CLAIM ON THE 12th CLAIM ONLY**
 - If changes are needed in regards to your payment information, please contact the grant planner
- **Documentation:**
 - Purchased items require documentation.
 - Receipts, invoices, contracts. pay stubs, ledgers, etc.
 - Your school's finance person should have this information readily available for you

MILESTONE

Objective 1: Establish or maintain a SADD Chapter by November.

Activity: Contact National SADD annually to register the chapter on the SADD Portal. www.sadd.org

Evaluation: Submit a copy of the registration form or registration certificate to GOHS by December.

1. Register the chapter and students on the portal
 - Change status of students that have graduated, add new students to the chapter, and update information as needed
 - GOHS covers up to 10 student's national fee (\$5)
2. Save the PDF of the paid invoice for documentation for the claim and progress report

Resources:

- Chapter Portal How-To
- Advisor Portal Manual (SADD PORTAL)
- Membership Drive information

Documentation:

Claim:

- Paid invoice from SADD National

Report:

- Screenshot of chapter registration, Paid invoice from SADD National



Membership Invoice

Chapter ID:
 Invoice Number:
 Invoice Date:
 Invoice Amount: \$0.00
 Terms: Net 30
 Invoice Year: 2018 - 2019

Please remit payment to:

SADD, Inc.
 Attn: SADD Membership
 1440 G Street NW
 Washington, DC 20005

Please include the top section with your payment.

✂

Chapter ID:
 Invoice Number:
 Invoice Date:

Balance Due \$0.00

Total Payment Amount \$31.50

Item	Misc Product Notes	Unit Price	Quantity	Amount
Chapter Advisor Affiliation		\$5.00	6	\$30.00
Georgia State Chapter Advisor Affiliation		\$0.00	6	\$0.00
Convenience Fee		\$1.50	1	\$1.50
Invoice Total				\$31.50
Payment				-
Balance Due				\$0.00

MILESTONE

Objective 2: Hold monthly meetings of the SADD Chapter.

Activity: Elect officers, establish regular meeting times and establish strategies/activities and set chapter calendar.

Evaluation: Submit monthly reports: The description should include the number of young people who participated, a list of officers, members in attendance, and the chapter calendar.

- Determine a meeting time and place
 - Announce meeting on social media, announcements, bulletin board, etc.
 - Update the meeting agenda, and print out sign in sheet for meeting
 - Officers will do this monthly after elected
 - Elect President, Vice President, Secretary
 - Officer's job is at the advisor discretion. Other Officers can be elected as needed by the chapter.
- Best Practices are as follows:
- President runs the monthly meeting and is the primary student contact, determines the calendar for the chapter
 - Vice President assists the President, helps with event planning and implementation of chapter activities
 - Secretary keeps notes during the monthly meeting, assists Advisor with the monthly report, keeps track of the sign-in sheets and attendance at events
- Elections are held at the advisor discretion. Best Practices are as follows:
 - Nominations are held during a designated few days, this can be electronically or in-person.
 - Students who have been nominated will need to be notified and accept the nomination. Chapter will need to be notified of students who have accepted the nomination
 - Voting is held at the monthly chapter meeting, and the officers assume their roles following the results.
 - Voting can be ballot based, or electronically- just make sure it is fair to all students

Resources:

Agenda example with overview and sign-in sheet

Documentation:

Claim: No payment attached to this milestone

Report: Sign in Sheet, Agenda

Other: Picture of Officers, Picture of meeting

MILESTONE

Objective 3: Complete a minimum of two safety belt checks.

Activity: It is suggested to complete the pre in the first quarter of the grant period (Oct. – Dec.) and the post in the second quarter months (Feb. – March) or prior to the close of the school year.

Evaluation: Once assessment survey is completed, results should be calculated and submitted to GOHS within the Monthly Progress Report.

- Designate a time and place to meet for the survey
 - Pick a place that is heavily traveled in your school's area
- A team of two will survey 100 cars
 - Multiple teams can in in different locations
- On the Resource worksheet the team will mark YES the car has seat belt usage. If NO, please mark no.
- Following the worksheet completion please fill out the results page and verify by signing your name.

***THIS CAN ALSO BE DONE IN UNISON WITH ROCK THE BELT**

Resource:

Seat belt Survey
Rock the Belt (SADD PORTAL)

Documentation:

Claim: No Payment Attached to this milestone
Report: Seat Belt Survey

Objective 4: Announce receipt of grant award in newspaper or other media outlet (i.e.) website, school newspaper, etc. within 1st quarter of grant period.

Activity: Submit final announcement for press release. Identify source to announce grant award. Draft and submit press release announcing award to the appropriate source. Submit copy of press release to GOHS in the first quarter of the grant period (Oct.-Dec.).

Evaluation: Documentation supporting the press release announcing the grant award.

- Use the Template to create your grant announcement
- Post the announcement on your school website, and use local media to announce the grant

Resources:

SADD Grant Announcement Template

Documentation:

Claim: No payment attached to this milestone
Report: SADD Grant Announcement

MILESTONE

Objective 5: To participate in the SADD campaigns: examples include SADD Rock the Belt or Textless Live More. More information can be found on the SADD Portal.

Activity: Download instructions and kit from the SADD chapter Portal to complete each campaign. Distribute media material prior to event and identify potential partners.

Evaluation: Provide a detailed summary of the campaign in the Monthly Progress Report.

Objective 6: To participate in at least one of the following activities: Mock Car Crash, Lights on For Life Day, Prom, Graduation or any other activity that includes a focus on impaired driving or distracted driving. More information can be found on the SADD chapter portal.

Activity: Download instructions from the SADD chapter Portal before conducting activity. Distribute media material prior to event and identify potential partners.

Evaluation: Provide detailed summary of the campaign in the Monthly Progress Report.

- Chapter determines what Campaign/Event it would like to participate in
- After viewing the Resources on the SADD Portal for the campaign, Officers plan the campaign/event
 - Make sure that approval from administration is granted, if needed
 - Date, Time, and Location determined
- Resources needed for Event are purchased with enough time
 - If approval for an item is needed, advisor will contact planner for approval
 - REMEMBER DESIGN APPROVAL IS NEEDED IF IT IS BEING PAID OUT OF THE GRANT
- Announce the Event
 - Social Media, School Announcements, and Local Media (if needed)
- Host the Event
 - President take the lead in hosting the event
 - Secretary makes sure to document the event through pictures, sign in sheets, etc.
 - Thank sponsors, volunteers, etc.
- Follow-up
 - At the next chapter meeting, make sure to celebrate a job well done and discuss future events and plans

Resources:

- Textless Live More Toolkit
- Project Ideas List
- MADD Activation Kit
- Teens in the Driver Seat Activity Ideas
- SADD Contract for Life
- Is it worth the Risk? (SADD PORTAL)
- Mock Car Crash instructions (SADD PORTAL)
- Grim Reaper Instructions (SADD PORTAL)
- All Nighter Instructions (SADD PORTAL)

Documentation:

Claim: Any receipts, invoices, contracts, or design approval

Report: Sign in sheets, photos, social media screenshots, forms, or design approval

MILESTONE

Objective 7: Attend a GOHS approved conference as designated by your GOHS planner.

Activity: Advisor and at least two students to attend GOHS approved conference. There may be special requirements to attend the conference. Refer to the SADD Special Conditions.

Evaluation will be reflected in the overall evaluation of the conference by conference attendees.

- Plan with administration for Travel
 - **Out of State Travel requires prior approval from GOHS before travel arrangements can be made**
- Book hotel rooms, transportation, food
 - Travel amounts are determined in your Budget
 - GOHS will only approve two students and one adult
- SADD National Conference every summer, GOHS Youth and Young Adult Conference Bi-annually

Resource:

Notification of Conference
Save the Date when applicable
Out of State Travel Request
(eGOHS)

Documentation:

Claim: Any receipts, invoices, travel approval once travel is completed
***Travel amounts claimed once travel is completed**
Report: Travel Request, Pictures
***Out of State Travel request Submitted through eGOHS**

Objective 8: Hold a Parent Student Information Night pertaining to licensing laws for the State of Georgia.

Activity: SADD Chapter will utilize an event in which parents and students can learn about licensing laws for the State of Georgia.

Evaluation: Provide a detailed summary of the event in the Monthly Progress Report, including agenda and sign-in sheet.


- Determine Date, Time and Location
- Purchase any item that is needed for event
- Work with administration to get the word out to Parents
 - Social Media, School Announcements
- Work with Local DDS Locations and Driver Schools to have a knowledgeable Presenter
 - Work with Local Law Enforcement to have a Safety Presentation for Parents
- Hold the Event
 - Meeting Agenda, sign-in sheet

Resource:

Local DDS Locations and Driver Education locations

Documentation:

Claim: Any receipts, invoices, contracts, or design approval
Report: Sign-in sheets, photos, social media screenshots, forms, or design approval



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