

## Action Planning Form:

- Please complete this Action Planning Guide with your club members.
- You will be completing an Action Planning Google Form as well to send to Molly Jackson. She will be keeping track of your school's progress throughout the year and checking in with your club!
- You will keep this guide for your records to reflect back on throughout the year.

## YOVASO Expectations and Code of Conduct:

- The following are recommendations for a Code of Conduct Contract. When developing your club's personalized contract, use these examples as a guide.
- You should have the students discuss and decide on the rules for the contract.
- You should have members sign and agree to the contract. Keep the signed contracts or have students complete the digital version of the Code of Conduct YOVASO has provided for you.
- It is recommended for the sponsor to keep a record of the signed contracts from members of your club.

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## Action Planning Form for Member Clubs

Use the following Action Plan with your school or youth group members to discuss how you will manage your club and decide on goals and projects for the upcoming year. This form should be filled out annually with your club to set your goals and projects for the year. This form is for your reference throughout the year. You will keep this with your Membership Manual.

1. School/Youth Group Name:
2. Sponsor's Name:
3. Sponsor's Email:
4. What is the mission/purpose of your club?
5. What are your club's goal(s) for this year?
6. What traffic safety problems will your club focus on based on the needs in your community? Think about the problem areas at your school and in your community.
  - a. Seat belts
  - b. Speeding
  - c. Defensive Driving/Driving Skills
  - d. Underage Drinking/Impaired Driving/Zero Tolerance Law
  - e. Distracted Driving
  - f. Virginia's Teen Driving Laws
  - g. Risky Driving Behaviors
  - h. All of the Above
7. Circle the YOVASO traffic safety campaigns your club plans to participate in this school year:
  - a. Save Your Tailgate
  - b. Arrive Alive
  - c. Halloween Safe Driving Campaign
  - d. Holiday Safe Driving Campaign
  - e. We plan to participate in all of the campaigns
8. What are some ideas your club has to promote the campaigns you plan to participate in?
9. Circle the resources below that your club plans to use for the campaigns you intend to participate in:
  - a. Vince and Larry Crash Dummy Costumes
  - b. Large Field Stencil to display "Txt Later. Buckle Up Now. Arrive Alive" message
  - c. Fatal Vision Goggles
  - d. Grim Reaper Costumes and Ghost Out T-Shirts
  - e. Seat belts

f. ScanEd: Physics of a Crash Program

g. Distracted Driving Simulator

10. Are there any other resources YOVASO may be able to provide to help you accomplish your campaign goals?
11. What activities can your club do between campaigns to continue promoting traffic safety in your school?
12. Will your club have rules/requirements for its participants? If so, what will they be? Will your club charge a fee for members?
13. Will your group have a leadership council, board, or officers? If so, who will select the leadership and how many students will be selected?
14. If conflict were to arise among club members, how will your club address it?
15. How often will your club meet and at what time?
16. How will you have the members complete the Club Membership Training?
  - a. Request a YOVASO Staff Member to conduct the training
  - b. Club Peer Leader(s) will conduct the training
  - c. Sponsor/SRO will conduct the training
17. What obstacles may your club face in completing activities and reaching goals?
18. What steps will you make to overcome these obstacles?
19. Was this Action Planning Exercise helpful in guiding your group through the process of setting goals and determining your strategies for the upcoming year? Please circle the answer that best fits your group's experience.
  - a. Our group has a good plan in place as a result of completing the planning steps.
  - b. Our group has some of its plan in place, but needed more time/guidance to complete all the steps.
  - c. Our group had difficulty completing the exercise and needed more guidance/help with working on our planning process.

# YOVASO Club

## Code of Conduct Contract

While participating in YOVASO activities, all participants are asked to comply with all existing rules of their school, as well as the YOVASO Code of Conduct. The Code of Conduct is designed to promote a safe, friendly, and open environment for club members to share ideas and be creative.

- Follow all existing school rules regarding clubs.
- Be respectful to other students, sponsors, SROs, teachers and YOVASO staff members.
- Follow all directions the first time they are given.
- Use respectful language at all times and be respectful of others' ideas and opinions.
- Actively participate in club meetings, activities, and programs by sharing ideas, participating in discussions, and signing up for projects.
- Be on time and be accountable for attendance at club meetings, activities, and programs.

## YOVASO Disciplinary Policy and Disciplinary Actions

As with any other disciplinary policy, there will be consequences for misbehaving or not following the Code of Conduct. Disciplinary Actions may include:

- Disciplinary meeting with Club Sponsor/SRO
- Suspension from the club until issue may be resolved
- Removal from the club
- Other disciplinary action from school administration for non-compliance of school rules

## Attendance Policy

Out of respect for club members and in order to ensure the safety of students, the following attendance policies must be followed:

- Students signing up to participate in YOVASO activities, programs, or meetings are expected to be in attendance. If an emergency arises, it is the responsibility of the student to let the club Sponsor/SRO know in advance that attendance plans have changed and why.
- Inconsistent or lack of attendance for YOVASO programs or activities will result in the student's name being removed from the club member list. The club Sponsor/SRO will notify students of removal from the club.

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I have read and reviewed the YOVASO Code of Conduct, and I agree to accurately carry out the policies and procedures.

Participant Name: \_\_\_\_\_

Participant Signature: \_\_\_\_\_

Sponsor Name: \_\_\_\_\_

Date: \_\_\_\_\_

# YOVASO Club Expectations and Commitment

*Your work as a YOVASO club member will help save many young lives!*

## As a Club Member, You Agree to:

- Participate in club meetings and activities. Be committed, responsible and enthusiastic.
- Share your talents by signing up for projects and committees that need your skills.
- Provide your innovative and unique ideas for how to better reach your peers on the importance traffic safety.
- Be a Role Model. Speak out and save lives by encouraging your friends and peers to drive safely and responsibly.

## Your Commitment as a YOVASO Club Member:

I agree to the requirements of a Club Member. I agree to practice safe driving habits, including the five listed below, and to encourage my peers to do the same. I understand that my role as a traffic safety advocate can help reduce crashes, injuries, and fatalities among young drivers and passengers in my school and community.

- ✓ Always Buckle Up
- ✓ Limit Passengers in Your Car
- ✓ No Texting or Cell Phone Use While Driving
- ✓ Drive the Speed Limit
- ✓ No Alcohol/Drugs

Student Signature: \_\_\_\_\_

Sponsor Signature: \_\_\_\_\_

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