

Student Action Board

2021-2022



Policies and Procedures

Attendance:

- SAB members are expected to attend all meetings and service projects. Students can have **no more than 4 total absences** whether excused or unexcused, during the course of the school year. "Excused" absences include illness, family emergencies, work, and school athletics (which include the arts—dance, choir, and theatre performances). All other absences are considered "unexcused"
- Members can have no more than 2 excused absences from the meetings.
- Members can have no more than 1 unexcused absence from the meetings.
- Members can have no more than 2 excused absences from the service projects.
- Members can have no more than 1 unexcused absence from the service projects.
- If a member has more than 4 total absences, whether excused or unexcused, they will be asked to leave SAB.
- SAB members who are unable to attend a meeting or project should contact the SAB Coordinator(s) and SAB Secretary at least 24 hours before the meeting/project.
- Since all meetings are scheduled at the beginning of the year, and all projects are scheduled with several weeks notice, students should not miss meetings/projects due to exams or homework.
- SAB members and officers are expected to arrive at all meetings and service projects on time. If a member misses more than half of the meeting or project, they will be counted absent.
- Amount of time that members arrive late or leave early for **unexcused** purposes will be accumulated. A summation of **3 hours** will be counted as an unexcused absence from a service project. A summation of **1.5 hours** will be counted as an unexcused absence from a meeting. For instance, if a student was 1 hour late to three separate service projects, these hours will constitute 1 unexcused absence.

Meetings and Projects:

- Meetings are held weekdays once a month usually from 6:00pm–7:30pm. Due to ongoing COVID-19 concerns, meetings will be held virtually. This will be re-evaluated in the future to determine if in-person sessions will be held. Service projects will be in-person.
- Meeting dates/times/location may be changed at the discretion of the Coordinator(s), but prompt notice will be given.
- The Executive Committee (made up of SAB officers) may also meet once per month as needed.
- SAB will plan and execute a total of at least 8-9 service projects during the school year.
- All SAB members will serve as Service Project Leader for one service project.
- The use of cellphones/electronics (unless being utilized for SAB business) is not permitted during meetings.

Other Membership Info:

- New members are invited to join each fall.
- Each member of the SAB is expected to serve on the board for at least one full school year, although membership for the remainder of your high school career is encouraged/preferred.
- Members are encouraged to run for a SAB office. The Executive Committee is made up of the officers: President, Vice President, Secretary, Treasurer, and Historian. The officers run the "business" of the SAB – enforce the policies and procedures of the SAB, set the agenda, and conduct meetings of the SAB, record and send minutes, keep track of SAB meeting and project attendance, maintain SAB records and successes, etc.

Membership Dues:

Membership dues are \$50 and are due upon joining. Dues will cover SAB meeting costs and supplies for SAB activities and projects. No student will be excluded from membership based on inability to pay. Any student unable to comply with the membership dues policies should contact Becca at (919) 321-6943 or Becca@thevolunteercenter.org

The Triangle Nonprofit & Volunteer Leadership Center
PO Box 3374, Durham, NC 27702 | 919.321.6943
youth@thevolunteercenter.org | www.thevolunteercenter.org



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Policy Agreement Statement – to be signed by the SAB member and Parent

The mission of the TNVLC's Student Action Board (SAB) is to promote volunteerism and encourage youth involvement in the Durham community by planning service projects, promoting SAB. This mission is made possible in part through adherence to the policies and procedures set forth by the members of the SAB. These policies and procedures are stated on the reverse side of this document.

Your agreement:

I have read and understood the policies and procedures of the Student Action Board and agree to comply to the best of my ability. I believe in the mission of the SAB, and I will do my best to serve as an ambassador of service in the community of Durham, show respect towards others, and follow all rules and regulations set forth by the TNVLC during activities, meetings, and service projects.

Print Name: _____

Signature of SAB Member: _____

Date: _____

Phone: _____

Home

Cell

Email address: _____

Release of Liability and Claims – to be signed by the member's parent/guardian if under 18 years of age:

My son/daughter _____ has my consent to serve on the 2021 – 2022 Student Action Board and participate in its activities. To the maximum extent allowed by law, I understand that my son/daughter assumes all risks and hazards of participating in Student Action Board activities. I release the TNVLC, its participating nonprofit partners, its agents, officials, and employees from all liability and assume all responsibility. I affirm that I am the parent/guardian of the above named SAB member and have read and understood the above information.

I have also read and understood the policies and procedures of the Student Action Board and will support my son/daughter in meeting these standards to the best of my ability.

Printed Parent/Guardian(s) Name(s): _____

Parent/Guardian Signature: _____

Date: _____

Phone: _____

Home

Work

Cell

Parent/Guardian email address: _____

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Photo Release Agreement

The undersigned, hereby, states and agrees as follows:

The Triangle Nonprofit & Volunteer Leadership Center (TNVLC) and its participating nonprofit partners has my permission to include photographic images of my child in print, and/or computer-based materials designed to be used in informational publications.

I understand that the images may be distributed in a variety of settings, such as reports and presentations. Images may also be included on the TNVLC website and thus be available to the general public. (Materials contained on the website are subject to U.S. copyright law: Title 17, United States Code.)

No identifying information (i.e., name, address, or school) will accompany the images.

I will indemnify, save, and hold harmless TNVLC, its nonprofit partners, its employees and agents against any and all claims, damages, liability and court awards including costs, expenses and attorney fees incurred as a result of any reliance by them on any statements or actions by me regarding the terms if this statement or as a result of including the submitted materials as a part of TNVLC. No compensation has been received by me in exchange for giving my permission to use these materials.

Parent Name: _____

Date: _____

Parent Signature: _____

Student Name: _____

Date: _____

Student Signature: _____

The Student Action Board Code of Conduct Agreement

- I agree to attend the monthly SAB meetings unless emergency circumstances prevent me from doing so.
- If I absolutely cannot attend and know ahead of time, I will alert SAB Secretary and SAB Coordinator(s) at least 24 hours before the meeting.
- I agree to attend SAB projects once a month, unless emergency circumstances prevent me from doing so.
- I understand that every effort will be made to work with my schedule when planning projects, and that if I am unable to attend a project because of a scheduling conflict that I will let the SAB Coordinator(s) know at least one week in advance.
- I understand that if I miss more than 4 meetings or projects excused or unexcused that I will be asked to leave the Board.
- I will commit to checking my email at least once a week, if not more.
- I agree not to use electronics during meetings unless I am the secretary recording minutes or the historian giving a presentation.
- I agree to fully participate in meetings, share my ideas, and speak up if I have questions or concerns about SAB.
- I promise to treat SAB members and the SAB Coordinator(s) with the utmost respect and sensitivity; to be a responsible and conscientious representative of the TNVLC within and outside of SAB.
- I promise to be enthusiastic about volunteering and helping my community!

Print Name: _____

Sign Name: _____ Date_____