



# Operation Snowball, Inc.

**Leadership development that empowers  
Youth to lead drug-free lives**

**A Community of Caring**





Thank you for your interest in Operation Snowball.

We are sending you this Operation Snowball packet for your information and to encourage your group to become an accredited Chapter of Operation Snowball, Inc. Once a group becomes accredited, you may conduct any “Snow” events for any age group:

Operation Snowflurry.....	Preschool and elementary school
Operation Snowflake.....	Middle school and junior high
Operation Snowball.....	High school
Segue.....	18-22 age group
Operation Blizzard.....	Families or adults
Operation Snowcap.....	Senior Citizens

Operation Snowball Inc. has over 150 accredited Chapters in Illinois, Indiana, New York, Wisconsin, Lithuania, Poland and Colombia. Some of the benefits these Chapters receive are:

- 4 issues of *Impact* annually
- Publicity for their snow events in our publications
- Technical assistance including curricula and program ideas
- Annual conferences
- Free trainings
- Networking with local/regional accredited chapters
- International and Statewide recognition
- Accredited chapter certificate suitable for framing
- Representation on the Board of Directors by an individual who is working within your district

I hope you will decide to become an accredited Chapter. If you need help completing the application form, or if you need samples of the Action Plan and Mission Statement please let us know. We will be happy to assist you in any way we can.

If you have any questions, please contact me at 800/252-6301 or 217/528-7335, extension 18.

Sincerely,

Mary Jo Peavy  
Prevention Coordinator

## **History: “A Community of Caring”**

Operation Snowball began in 1977 through the efforts of several Rockford area youths and adults who had attended the Illinois Teen Institute on Substance Abuse (ITI) sponsored by the Illinois Alcoholism and Drug Dependence Association (IADDA). This group saw an opportunity to develop a prevention program focused on youth leadership and empowerment through adapting the ITI model to local community needs.

The Rockford group decided to hold a weekend training experience using the ITI agenda as a model. From the beginning, Operation Snowball was planned and implemented entirely by youth – with adults serving in advisory roles. They chose the name Operation Snowball from the belief that “If I have a positive impact on you, you can have a positive impact on someone else, and the effect snowballs.” And, just as they envisioned it, the program picked up speed, like a snowball rolling downhill.

The first Operation Snowball training experience was held nearly a year later and built the foundation of “A Community of Caring.” Operation Snowball Chapters began to develop all over the state of Illinois, from community to community, and IADDA supported its expansion. The first efforts were directed toward high school age youth. Then Chapters began to ask high schoolers to serve as facilitators and presenters in events for middle and elementary school students. These programs are Operation Snowflake, for junior high age youths and Operation Snowflurry, for elementary school age youth.

In 1981, with the help of IADDA, the Operation Snowball name and logo were registered as service trademarks. A statewide steering committee began approving franchises for groups and IADDA kept records of the Chapters that were developing across the state. IADDA provided staff and technical assistance to support the growth and development of Operation Snowball with funding from the Illinois Department of Alcoholism and Substance Abuse.

In 1987, the steering committee incorporated as a not-for-profit organization affiliated with IADDA, using the corporate name Operation Snowball, Inc. The Board of Directors of Operation Snowball, Inc. grandfathered in current Chapters and began a process of accrediting new groups to ensure the program’s integrity. While this was occurring, Operation Snowball began to expand to surrounding states.

Operation Snowball currently has accredited Chapters in Illinois, Indiana, Wisconsin, New York, Lithuania, and Poland.

## What is Operation Snowball?

### **Philosophy**

The Operation Snowball philosophy, developed by the Steering Committee, summarizes the underlying focus and beliefs of the prevention-oriented Snowball program.

Operation Snowball is an ongoing youth and adult cooperative process, focusing on prevention, and founded on the belief that every person has the capacity to make sound decisions regarding life and behavior, based on accurate information and an understanding of self, attitudes, and motivations. This process is designed to promote personal and interpersonal growth, leadership skills and healthy decision-making, regarding a broad range of life concerns.

“Operation Snowball is a prevention program and does not provide individual or group treatment.”

### **Purpose**

Operation Snowball is further defined through its statement of purpose.

“Operation Snowball shall be an ongoing support system for youth and adults, providing community-based prevention and health activities with an emphasis on youth involvement. Such activities should include staff development/training, experiential events, leadership skills training, and follow-up educational and support programs for communities. Such activities should be designed and delivered by youth and adults together in response to community needs.”

### **Corporate Mission Statement**

Through the development of leadership skills, Operation Snowball shall be a youth and adult partnership, providing awareness and prevention of alcohol, tobacco, and other drug use, while encouraging healthy decision-making in an active community of caring.

## **Program Models**

Operation Snowball creates an environment that actively supports the decision of youth not to use alcohol and other drugs. We believe that youth are our most important resource and, rather than being part of the problem, our youth are at the heart of the solution. Operation Snowball includes the following program models:

- **Operation Snowflurry** – Preschool and elementary age youth
- **Operation Snowflake** – Middle school and junior high age youth
- **Operation Snowball** – High school age youth
- **Segue** – Young adults age 18-24
- **Operation Blizzard** – Families and adults
- **Operation Snowcap** – Senior citizens

Each program model focuses on the issues resulting from alcohol and other drug use and abuse in a manner appropriate for each age group. The concept of cross-age teaching and peer helping is an integral part of the Operation Snowball program. Together youth and adults can implement comprehensive prevention programs that are effective. It is this youth and adult partnership that makes Operation Snowball such a success.

## How Operation Snowball Works

### **Prevention Strategies**

Operation Snowball is a comprehensive community-based alcohol and other drug use prevention program focusing on empowering youth, families, schools, and communities to lead drug-free lives. Accredited Chapters of Operation Snowball, Inc. accomplish this empowerment by utilizing five prevention strategies.

1. Providing information about alcohol, tobacco, and other drug-related issues.
2. Developing life skills such as decision-making, enhancing self-esteem, problem solving, communicating, refusal skills, etc.
3. Training impactors to have a positive influence on others.
4. Providing alternatives to alcohol, tobacco, and other drug use.
5. Changing social policy and norms to create positive environments.

These steps are implemented by youth and adults working together to create positive change. Operation Snowball believes that youth and adults can make positive decisions regarding their own lives when they have accurate information and an understanding of themselves. Operation Snowball helps youth and adults make the personal decision not to use alcohol, tobacco, or other drugs, and we encourage each person to be a positive influence on others. This positive influence is exerted through peer-to-peer teaching, cross-age teaching, peer listening programs, peer participating programs, and community service projects.

The following provides a sample summary of what can result from the Snowball experience.

1. To provide a learning experience, which will promote positive self-image and the development of one's potential.
2. To differentiate between attitudes, feelings, and facts on a variety of topics relevant to teens.
3. To promote a greater understanding among teens from various racial, social, and ethnic groups.
4. To provide a quality learning experience regarding alcohol and other drug abuse and misuse and its effects on individuals and society.
5. To develop a greater sense of openness and trust among teens and adults which will promote personal growth.
6. To encourage the participants to develop follow-up support systems and alternatives for the use of alcohol and other drug abuse, as well as other self-destructive behavior.
7. To develop different types of communication skills in order to promote positive relationships with peers, adults, and parents.
8. To enable students to make more responsible decisions about alcohol and other drugs in their own lives.
9. To encourage the participation of parents in some aspects of the Snowball experience.
10. To create an atmosphere in which parents and teen relationships can develop positively.

## **Why Become an Operation Snowball Chapter?**

Schools and community groups have a wide array of choices when deciding what type of prevention program(s) they will undertake. There are lots of reasons why groups choose to be accredited by Operation Snowball. Here are a few:

### **Youth Participation**

Frequently adults are interested in creating a prevention activity for youth and become frustrated when they are unable to bring youth into the process. The Operation Snowball process, on the other hand, *begins with youth involvement*. All Chapters are required to provide leadership opportunities for youth, and to include youth in planning and carrying out Chapter activities.

### **Quality**

Operation Snowball works. The Operation Snowball programs for high school age youth, younger students, college age youth, and other groups are quality programs that attract knowledgeable volunteers. Operation Snowball offers group program outlines necessary to provide effective training events, staff training ideas, and technical assistance (from office staff and neighboring Chapters). New program ideas are shared among Chapters through the Illinois Teen Institute and cooperation among the hundreds of adult volunteers who participate.

### **Credibility**

Operation Snowball is a national award-winning prevention program, with over a 25-year history of successful youth and adult partnerships. By becoming a part of the Operation Snowball Community of Caring, your group is able to take advantage of the positive name recognition Operation Snowball has developed. This is helpful in fund-raising and in publicizing your activities. The use of the Operation Snowball name is restricted to accredited Chapters, and no one else may use the name. This protects Operation Snowball's identity and integrity.

### **Low cost**

Operation Snowball Chapters pay only a \$120 application fee—which includes the *OS Prevention Resource Guide*—and \$65 annual accreditation fee, making Operation Snowball a very inexpensive prevention program. Schools frequently pay much more for curricula, videos, and other prevention activities that have far less “staying power” than Operation Snowball. Operation Snowball, Inc. requires that groups pay an accreditation fee to help:

- Ensure that groups are committed to carrying out the program,
- Offset the costs of providing IMPACT (quarterly publication),
- Protect the Operation Snowball name/logo – a registered service trademark, and
- Support technical assistance, training, and other activities.

## **Becoming an Accredited Chapter of Operation Snowball**

There are six steps to becoming an accredited Chapter of Operation Snowball, Inc. These steps should be completed in the following order.

### **STEP ONE: FORM A PLANNING COMMITTEE AND FIND AN ACCREDITED MENTOR CHAPTER**

Begin the process of identifying youth and adults interested in prevention in your community. Now is the time to pull these individuals together as a working group. This group should have equal youth and adult representation.

An active community collaborative with membership representing youth, adults, community, businesses, schools, media, social services, clergy, ethnic groups, and other special interest groups is the start of the Operation Snowball “team.” These people can help you access resources in the community, help write the Chapter Action Plan and Mission Statement and recruit volunteers to implement Operation Snowball. **Your mentor Chapter should be represented on the community collaborative if possible.**

A community collaborative provides the opportunity for other groups and individuals with a shared interest in youth to get involved in Snowball. This will help create a sense of community ownership in the program and may build stronger community support. Committee members will need to develop an understanding of:

- Philosophy, purpose and process of Operation Snowball
- Community and youth attitudes toward alcohol, tobacco, and other drug use
- The youth’s current use of alcohol, tobacco, and other drugs
- Addiction and recovery
- Family roles and systems
- Children of alcoholics issues
- Community resources available to the Chapter and community “turf” issues
- Responsibilities the Chapter has to the community
- Cooperative efforts to “tackle” the problem

Refer to the *OS Curriculum Guide* for suggestions on forming a planning committee and facilitating meetings.

Identify a mentor or mentor Chapter to help you plan and complete the following:

- Co-sponsor events and activities of your group (this includes putting their Chapter name and the OS logo on all materials your group sends out prior to your official accreditation)
- Assist with staff and volunteer training

- Allow youth and adults from your group to participate in their Chapter activities
- Sign off on your accreditation papers and submit a letter of support documenting your group's ability to function as an active Operation Snowball Chapter
- Assist in evaluating the group's activities

## **STEP TWO: DEFINE YOUR CHAPTER AND FIND A FISCAL AGENT**

There are two types of Operation Snowball Chapters:

- School-based Chapter
- Community/Neighborhood-based Chapter

A school-based Chapter is sponsored by a school or school district and is usually staffed by school personnel who work with youth and adults in the school. The school or school district would then assist in coordinating the Chapter, be the Chapter's sponsoring fiscal agent, and obtain insurance coverage.

A community/neighborhood-based Chapter could be sponsored by a drug abuse treatment or prevention agency/program, a civic organization, or a community/neighborhood group. A staff person from the agency or a volunteer from the civic organization or community/neighborhood group usually works with youth and adults in the Chapter. That agency, organization, or group would then assist in coordinating the Chapter, be the Chapter's sponsoring fiscal agent, and obtain insurance coverage.

The fiscal agent of an Operation Snowball Chapter is legally responsible for the Chapter. The fiscal agent deals with all Chapter financial obligations, obtains insurance for events, and addresses liability issues. Your fiscal agent should be someone you trust and someone you can contact easily if a need arises.

Regardless of which kind of Chapter you become, your group will also need to:

- Identify two adult contacts
- Identify two youth contacts
- Identify a sponsoring fiscal agent and secure liability insurance coverage

The Adult Chapter Contact Person #1 will receive all Chapter bills, applications, and ballots for electing Snowball supporters to the Operation Snowball, Inc. Board of Directors. The Chapter contact's responsibilities to Operation Snowball, Inc. are to:

- Compile and submit the completed Chapter Accreditation Packet and fee;
- Provide information to Operation Snowball, Inc. about Chapter activities, goals, accomplishments, and changes in contacts in a timely manner;
- Vote for members to sit on the Operation Snowball, Inc. Board of Directors;
- Complete the annual renewal process for Chapter accreditation; and
- Distribute *Impact* to your group.

### **STEP THREE: ASSESS COMMUNITY NEEDS**

There are several questions for which you will want to find answers prior to developing your group's action plan. Many tools are available to assess community needs and identify areas of support. Some of the questions you will want to have answered are:

- What types of prevention activities are already provided? Who supports these activities?
- What age groups are being served or what age groups are under-served?
- What type of program is needed in our community in the area of alcohol, tobacco, and other drug use prevention?
- Who would support an Operation Snowball Chapter in our community?

With your group, you will need to discuss where this information can be found. Once you have answered these questions you will be ready to choose your target group. In choosing a target decide on the geographic area: your school, your school district, your town, or your county. Decide also on the age group(s) you want to involve. Identify the target's needs, identify community supporters to help in the planning process, and begin developing a Chapter action plan and mission statement.

### **STEP FOUR: DEVELOP A CHAPTER MISSION STATEMENT AND ACTION PLAN**

These are required documents in order to receive accreditation. The community collaborative or core group should be involved in writing (or revisiting) the mission statement\* and action plan. They should be submitted on the enclosed forms.

(\* Review Operation Snowball, Inc.'s mission statement and see **Chapter Mission Statement** for assistance in developing your Chapter's mission statement.)

### **STEP FIVE: SUBMIT THE ACCREDITATION PACKET**

Your group's Accreditation Packet should include:

- Your completed application
- A check for the \$120 accreditation application fee
- Certificate of Insurance

Applications will be processed when all documents are received. Once accredited, your Chapter will receive a Certificate of Accreditation. Accreditation must be renewed yearly. The annual renewal fee is \$65. An invoice and forms are sent to the Chapter contact in the fall of each year for renewal January 1.

## **STEP SIX: ... ATTEND BEST PRACTICES FOR IMPLEMENTING OS TRAINING**

Operation Snowball, Inc. has designed a Best Practices for Implementing OS training that is required for all new chapters. This training is designed to assist you and the youth in your new chapter in planning and implementing your event as well as offer you ideas about how to keep the interest in your chapter growing. The training is offered several times throughout the year.

## **STEP SEVEN: ... AND THE PROCESS GOES ON**

Welcome to the family! As you can see, Operation Snowball is more than drug-free alternatives for youth – it is a comprehensive alcohol, tobacco, and other drug use prevention program focusing on empowering youth, families, schools, and communities to lead drug-free lives. Many Chapters continue to grow and meet this goal by providing programming to other age groups or providing a variety of services like peer helping, SADD, CLOWNing, community service projects, and advanced leadership training.

By offering new prevention services to youth and adults, your Chapter gains more energy and expertise. Chapters must be accredited for one full year before mentoring another group. This will give the Chapter time to build a solid base of knowledge through continued training and experience. It is in this spirit that Operation Snowball continues to roll.

If you have any questions or need more information,  
call the Operation Snowball, Inc. office at  
800/252-6301 or 217/528-7335

## Developing a Chapter Mission Statement

A mission statement provides direction and clarifies purpose and meaning. Writing a mission statement specifically tailored to your Chapter will help you explain to others the purpose of your group.

The Chapter mission statement should include the principles outlined in the Operation Snowball, Inc. philosophy and purpose. Writing your own mission statement will help you define purpose and meaning within the context of your own community, neighborhood, or school.

The process of writing the mission statement should involve your core group or community collaborative of youth and adults. This will help give the group a common sense of purpose.

- Step 1: Who are you as a group? What is your group's name?
- Step 2: What do you believe as a group? What guiding principles will you follow?
- Step 3: Who does your group represent? Who is your audience?
- Step 4: Why do you want to be a Chapter? What is your purpose?
- Step 5: Take these four sets of ideas and summarize them in three to five brief sentences to form your Chapter statement.
- Step 6: Evaluate your mission statement. It is important to not let your mission statement get outdated. Periodically review and evaluate it to help your group stay in touch with your development and recognize opportunities for change. To evaluate, have the group answer the following:

- Is our mission based on timeless, proven principles? What are they?
- Does the mission represent the best that is within us?
- Does this statement help us feel direction, purpose, challenge, and motivation?
- Do we possess the strategies and skills we need to accomplish this mission? What are they? Are we developing those strategies and skills and using them?
- What do we need to start doing now to be where we want to be tomorrow?
- Does this statement inspire us?

If the group answered NO to any of these questions, it is time to review the mission statement.

## **Preparing to Conduct Snowball Activities**

This section provides suggestions for year round OS activities and the major components that most Chapters include in their agendas. In addition, we have provided examples of agendas, or schedules, that you can use to prepare your Snowball event. It is required that at least 10% of the activities are related to alcohol, tobacco, and other drugs.

Note that necessary and specific *planning processes and activities* are not included in this information. A detailed overview of planning and organizing tasks can be found in the Operation Snowball Prevention Resource Guide.

### **Year Round Activities**

Because youth and adults never stop learning and growing, it is necessary that the prevention process continues throughout the year. These year round activities are important and may be as simple as weekly meetings to share thoughts, feelings, and ideas to planning activities like dances, fundraisers, or outings. Gatherings may include group building activities, personal growth activities, new games, getting acquainted exercises, music, and fun! The best way to plan successful programs is to go to the experts – the youth – and brainstorm options and ideas. With a handful of committed, enthusiastic youth and several adult volunteers, ongoing programs and alternative activities are relatively easy to plan. Youth can be your best salespeople in the community as far as raising funds, gathering prizes, or recruiting sponsors. This gives youth a viable role in your organization and demonstrates to the community that youth are invested in improving their environment.

Following are some ideas for year round activities that have worked in communities in the past.

- *Weekly Keep It Going Meetings*
- *Clowning*
- *Prevention Theatre*
- *Group Outings*
- *Newsletters*
- *Community Projects*
- *Parent Programs*
- *Creating Chapter “Resources”*
- *Fundraisers*
- *Awareness Events*
- *Alternatives* (pool parties, picnics, dances, camp outs, bonfires, lip synch contests, bike rides, walks, etc.)
- *Adopt A Grandparent*

## Scheduling Options

Snowball Chapters, working from a similar model, create and implement agendas that best meet their school, community, and participant needs. Agendas currently being implemented generally consist of a three-day, weekend program that begins on Friday and ends on Sunday afternoon. However, many Chapters also implement two- and four-day programs.

Most Chapters conduct Snowball during the school season, as opposed to during the summer months. It is much easier to schedule a Snowball weekend event when youth are easily accessed during school months. It is much more difficult to schedule an event when youth are either on vacation or involved in other summer activities, such as recreational programs.

Snowball weekends are generally held in the late winter or spring, although they may be held anytime during the year. Given school personnel schedules, this allows for adequate planning time during the school year. Note that planning for a Snowball event should begin *five to six months* before it is actually held. Numerous tasks, such as those listed below, must be handled well in advance of the event.

- Securing a location
- Planning staff training
- Determining all topics for general sessions and mini-workshops
- Scheduling presenters
- Arranging meals
- Ordering paraphernalia (T-shirts, key chains, giveaways, etc.)
- Arranging for a photographer

## Major Components of an Agenda

The major components of most Snowball agendas consist of:

- Introduction
- General Sessions
- Small Groups
- Mini-workshops
- Fun/Entertainment Activities
- Relaxation Activities
- Meal Times
- Cabin/Sleeping Area Meetings
- Group Photos
- Closing

Excluding the *Introduction* and *Closing* that begin and end a Snowball, Chapters develop agendas that include the components organized in a way that they feel best meets their participants' needs. For instance, although some Chapters include small group activities after every general session and mini-workshop, others have found that

holding small groups less frequently – perhaps once in the morning and once in the afternoon – is more effective.

Another difference is in how often general sessions and mini-workshops are built into an agenda. For example, some Chapters schedule mini-workshops after nearly every general session. Because of more complex scheduling issues (with speakers or organizations), other Chapters implement two or three opportunities for mini-workshops.

An additional consideration in trying to schedule the event is presenter availability. Snowball organizers may need to change the order of components around a presenter's schedule.

Four optional, generic agendas follow this overview, providing examples of alternative scheduling options referred to in the preceding paragraphs. Note that specific topics are not identified in these agendas because of the numerous options available to you.

As you review the following agendas, note that Options #1 and #2 assume that the Snowball event is held locally, such as in a school gymnasium or park field house. Option #3 provides an example of an event that involves one and a half hours of travel to a camp location. Finally, Option #4 is an example of a four-day event held at a local camp.

# **Sample Agendas**

## Sample Option #1

### Two-Day Generic Agenda for Local Operation Snowball Events

#### Friday

9:30am	Staff Meeting
10-10:30am	Participant Arrival
	Registration
10:30-11am	Introductions
	Policies & Procedures
11am-Noon	Small Group 1
Noon-12:45pm	Lunch
12:45-1:45pm	General Session A
1:45-2:30pm	Small Group 2
2:30-3:30pm	General Session B
3:30-4:30pm	Mini-workshops
4:30-5:30pm	Small Group 3
5:30-6:15pm	Dinner
6:15-6:45pm	Free Time
6:45-7pm	Group Photo
7-7:50pm	General Session C
7:50-8:40pm	Small Group 4
9-11:30pm	Dance
	Refreshments
11:30-Midnight	Return to Sleeping Area
Midnight	Relaxation Activity / Lights Out

#### Saturday

7-7:30am	Staff Meeting
7:30-8am	Optional Morning Activities
8-8:30am	Breakfast
8:30-9:20am	General Session D
9:20-10:10am	Small Group 5
10:10-11:10am	Mini-workshops
11:10am-Noon	Small Group 6
Noon-12:45pm	Lunch
12:45-1:35pm	General Session E
1:35-2pm	Outdoor Adventure
2-3pm	Small Group 7
3-3:50pm	General Session F
3:50-4:30pm	Small Group 8
4:30-5pm	Skits (Parents Invited)
5-5:30pm	Large Group Closing
5:30pm	Departure

## Sample Option #2

### Three-Day Generic Agenda for Local Operation Snowball Events

<b>Friday</b>		<b>Saturday</b>		<b>Sunday</b>	
6:30pm	Staff Meeting	7-7:30am	Sunrise Sharing	7-7:30am	Sunrise Sharing
7:30-8:30pm	Participant Arrival	7:30-8am	Breakfast	7:30-8am	Breakfast
	Registration	8-9am	General Session B	8-9am	General Session E
8:30-9:30pm	Staff Introductions	9-10am	Small Group 2	9-10am	Small Group 7
	Policies & Procedures	10-11am	Mini-workshops	10-10:30am	Group Photo
9:30-10pm	General Session A	11-Noon	Small Group 3	10:30-11am	Pack / Clean
		Noon-1pm	Lunch	11-Noon	General Session F
10-10:45pm	Small Group 1	1-2pm	General Session C	Noon-1pm	Lunch
10:45-11:30pm	Skit	2-3pm	Small Group 4	1-2pm	Small Group 8
	Refreshments	3-4pm	Mini-workshops	2-2:45pm	Large Group closing
11:30-Midnight	Cabin / Sleep Area Meetings	4-5pm	Small Group 5	2:45pm	Departure
Midnight	Lights Out	5-5:45pm	Outdoor Adventure		
		5:45-6:30pm	Dinner		
		6:30-7:30pm	General Session D		
		7:30-8:30pm	Small Group 6		
		8:30-11pm	Dance		
			Refreshments		
		11-11:30pm	Relaxation Activity		
		11:30-Midnight	Return to Cabin / Sleep Area		
		Midnight	Lights Out		

### Sample Option #3

#### Three-Day Generic Agenda for Non-local Operation Snowball Events

Friday		Saturday		Sunday	
8-8:30am	Buses Leave	7-8am	Sunrise Sharing	7-8am	Sunrise Sharing
10am	Arrival at Camp		Staff Meeting		Staff Meeting
10-10:30am	Registration	8-9am	Breakfast (Open Seating)	8-9am	Breakfast (Open Seating)
10:30-11	Staff Introductions	9-10:15am	General Session C	9-9:30am	Group Photo
	Policies & Procedures	10:15-11:15am	Small Group 4	9:30-10am	Pack / Clean
11-Noon	Small Group 1	11:15-12:30pm	General Session D	10-Noon	Small Group 7
Noon-12:45pm	Lunch (Small Group Seating)	12:30-1:30pm	Lunch (Small Group Seating)	Noon-1pm	Lunch (Small Group Seating)
12:45-1:45pm	General Session A	1:30-2:30pm	Mini-workshops	1-2pm	General Session F
1:45-2:45pm	Free Time	2:30-3:30pm	Outdoor Adventure	2-2:30pm	Large Group Closing
2:45-3:30pm	General Session B	3:30-4pm	Free Time	2:30-3pm	Board Buses
3:30-4:30pm	Small Group 2	4-5pm	Small Group 5		Depart
4:30-5:15pm	General Session C	5-6pm	Dinner (Small Group Seating)	4-4:30pm	Parent Program (at School)
5:15-6pm	Dinner (Open Seating)	6-7pm	Mini-workshops	4:30pm	Buses Return
6-7pm	Mini-workshops	7-8:30pm	Small Group 6		
7-8:15pm	Small Group 3	8:30-9pm	General Session E		
8:15-8:45pm	Free Time	9-10pm	Mini-workshops		
8:45-11pm	Snowball Dance	10-11:30pm	Talent Show Refreshments		
	Refreshments (Optional Closed AA Meeting)	11:30-Midnight	Return to Cabins		
	Return to Cabins / Meetings		Relaxation Activity		
11-11:30pm	Relaxation Activity	Midnight	Lights Out		
11:30pm	Lights Out				

## Sample Option #4

### Four-Day Generic Agenda for Local Operation Snowball Events

#### Thursday

6pm	Staff Meeting
6-7pm	Participant Arrival
	Registration
7-7:30pm	Staff Introductions
	Policies & Procedures
7:30-8:30pm	General Session A
8:30-9:30pm	Small Group 1
9:30-10:30pm	Skit
	Refreshments
10:30-11:30pm	Cabin / Sleep Area Meetings
11:30-Midnight	Relaxation Activity
Midnight	Lights Out

#### Friday

7-7:30am	Staff Meeting
7:30-8am	Optional Morning Activities
8-8:30am	Breakfast
8:30-9:30am	General Session B
10-10:40am	Small Group 2
10:40-11am	Group Photo
11-Noon	General Session C
Noon-12:30pm	Small Group 3
12:30-1:15pm	Lunch
1:15-2:15pm	Mini-workshops
2:15-3pm	Small Group 4
3-4pm	General Session D
4-4:45pm	Small Group 5
4:45-5:30pm	Outdoor Adventure
5:30-6:30pm	Dinner
6:30-7:30pm	General Session E
7:30-8:30pm	Small Group 6
8:30-10:30pm	Dance
	Refreshments
10:30-11:15pm	Relaxation
11:15-11:45pm	Return to Cabin / Sleep Area
11:45pm	Lights Out

(Third and Fourth Day are continued on the next page.)

## Sample Option #4 (cont'd)

### Saturday

7-7:30am	Staff Meeting
7:30-8am	Optional Morning Activities
8-8:30am	Breakfast
8:30-9:30am	General Session F
9:30-10:30am	Small Group 7
10:30-11:15am	General Session G
11:15-Noon	Small Group 8
Noon-12:45pm	Lunch
12:45-1pm	Free Time
1-1:45pm	General Session H
1:45-2pm	Small Group 9
2-3pm	Mini-workshops
3-4pm	Small Group 10
4-4:45pm	Personal Time
4:45-5:30pm	Talent Show Practice
5:30-6:30pm	Dinner
6:30-7:30pm	General Session I
7:30-8:30pm	Small Group 11
8:30-10:30pm	Talent Show
	Refreshments
10:30-11:15pm	Relaxation
11:15-11:45pm	Return to Cabin / Sleep Area
11:45pm	Lights Out

### Sunday

7-7:30am	Staff Meeting
7:30-8am	Optional Morning Activities
8-8:30am	Breakfast
8:30-9:15am	General Session J
9:15-9:45am	Alone Time
9:45-10:30am	Small Group 12
10:30-11am	Pack & Clean-up
11-11:45am	Participant Closing
11:45-Noon	Family / Parents Arrive
Noon-12:30pm	Participant & Family Closing

# **CSAP Guidelines**

## CSAP Guidelines

Operation Snowball Chapters recognize that the federal government's Center for Substance Abuse Prevention (CSAP) provides current information of prevention technology and offers a variety of information that can be helpful to groups that are organizing for prevention. The following fact sheet is from CSAP and provides guidelines, which Chapters should consider as they plan and carry out prevention activities.

1. *Material makes clear that illegal and unwise drug use (including tobacco as well as alcohol for those under 21) is unhealthy and harmful for all persons.*

There are five kinds of illegal or unwise drug use:

- Use of any legally prohibited drug. For example, heroin, cocaine, PCP, and "designer drugs" are legally prohibited drugs – it is unlawful to produce, distribute, or purchase these drugs under any circumstances.
- Use of a drug for a purpose other than its prescribed use (e.g., tranquilizer or diet pill for purposes other than prescribed).
- Use of any product or substance that can produce a druglike effect (e.g., using glues, gasoline, or aerosols as inhalants).
- Use of any legal drug, including alcohol or tobacco, by individuals legally underage for its use.
- Illegal or unwise use of a legal; for example, public intoxication or operation of a car after drinking or other drug-taking.

Materials should communicate clearly that all the above are either illegal and/or potentially harmful. Look for "red flag" phrases incorrectly implying that there is a "safe" use of illegal drugs. For example, materials that

- Use the term "mood-altering" as a euphemism for "mind-altering" drugs or
- Imply that there are no "good" or "bad" drugs, just "improper use, misuse, or abuse."

2. *Material gives a clear message that risk is associated with using any amount of alcohol, tobacco, or other drugs.*

It is misleading to state or imply that there are any risk-free or fully safe levels of use of alcohol or other drugs. Even small amounts of alcohol and other drugs can increase risk of injury or to health.

If the message is that some people use alcohol to relax or to celebrate, it also should say that alcohol is a drug and, as with any drug, there are risks associated with use. No materials should give or imply mixed messages: for example, it's safe to drink as much as you want as long as you don't drive; using drugs "recreationally" or "experimentally" is safe but don't get hooked; beer drinkers can't become alcoholics;

or marijuana is a “soft” drug and heroin is a “hard” drug, implying that one is safe and the other is dangerous.

Materials recommending a designated driver should be rated unacceptable. They encourage heavy alcohol use by implying that it is okay to drink to intoxication as long as you don’t drive.

Materials that carry messages, either implicitly or explicitly, that drinking alcoholic beverages is universal or the norm for virtually all occasions are unacceptable. For instance, a publication that states you should not drink to the point of intoxication and drive, but encourages “moderate” use on other occasions as a norm, should be considered primarily promotional and rated as unacceptable.

3. *Material gives a clear message of no alcohol use for persons under 21 years of age, pregnant women, recovering alcoholics and drug addicts, and persons taking prescription or nonprescription drugs.*

### Persons Under 21 Years of Age

Clearly young people must go through a decision-making process regarding alcohol use. Learning how to make wise decisions is an important skill. However, the material should make it clear that a nonuse decision is best and give support for this decision.

Be sure that materials targeting underage college students convey the alcohol “no use” message. If materials addressing this audience are not age specific, assume that most undergraduate college students are under the legal drinking age of 21.

All youth materials should adhere to a strict abstinence message. Any material that talks about drinking and driving should be aimed at adults, not at underage youth. Materials recommending designated drivers should be rated unacceptable as they are giving a mixed “no use” message to youth – they imply that it’s okay to drink as long as you don’t drive.

### Pregnant Women

Material for pregnant women should give a clear abstinence message. The U.S. Surgeon General says that “the safest choice is not to drink at all during pregnancy or if you are planning pregnancy.” Abstinence during pregnancy removes the risk of producing a child with alcohol-related birth defects. Material that merely warns about the dangers of drinking during pregnancy without stating an abstinence message should be rated as unacceptable. For example, this is unacceptable: “you owe it to yourself and your unborn child to be informed about drinking during pregnancy and to avoid excessive or abusive drinking.”

Materials stating that “research is inconclusive” or “not enough is known to make a judgment” or “some believe this ... while others believe that” are waffling. In fact, since not enough is known about how much alcohol is acceptable, for whom, and

during which stages of pregnancy, the safest choice is not to drink during pregnancy. This message should be clearly stated.

### Recovering Alcoholics

Abstinence from alcohol is regarded as a major goal of treatment for alcoholics in the United States. Those in treatment are urged to abstain from drinking and also are counseled to avoid psychoactive drugs. Clinical and scientific evidence seems to support the view that once physical dependence has occurred, the alcoholic no longer has the option of returning to social drinking. Materials indicating that controlled drinking or an occasional social drink is all right for recovering alcoholics, should be rated as unacceptable. Many treatment professionals also support the hypothesis that recovering addicts also should not use alcohol – but additional testing is required before assessing materials based on this concept.

### Individuals Using Prescription or Nonprescription Medications

Materials should state that persons taking medications should not drink alcohol. An alcohol and drug combination may alter a drug's effectiveness. The physical reactions are unpredictable and sometimes fatal. Also, many medications contain alcohol.

4. *Material states that pregnant women must not use any drugs (prescription or nonprescription) without first consulting their physicians.*

Although scientists do not know, and may never know, about the exact effects of all drugs on unborn babies, animal research and the unfortunate thalidomide tragedy have provided important clues about the possibility of prenatal damage. Materials should clearly state that pregnant women should consult their physician before buying any new drug, refilling a prescription, or taking medication on hand for common ailments, such as headaches and colds.

Common over-the-counter drugs that should be avoided by pregnant women without first consulting their physicians are antacids, aspirin, laxatives, nose drops, nasal sprays, and vitamins. Likewise, commonly prescribed drugs that can be dangerous to a fetus are antibiotics, antihistamines, antimigraines, antinauseants, diuretics, hormones, such as in oral contraceptives, vaccinations, tranquilizers, and sedatives. Materials must state clearly that these and other drugs should only be used by pregnant women on the advice of their physicians or other medical practitioners.

5. *Material does not glamorize or glorify the use of alcohol and other drugs.*

Materials should not portray alcohol and other drug use as a positive experience. For youth, the first temptation to use alcohol and other drugs often comes as pressure to be "one of the gang." Depicting alcohol and other drug use as a way to have a good time, a way to "fit in," be sexy, or attain social and financial status may lure potential users. Rate as unacceptable materials that depict alcohol and other drug use in a positive or attractive light.

6. *Prevention material does not contain illustrations or dramatizations that could teach people ways to prepare, obtain, or ingest illegal drugs, and whenever feasible materials for youth contain no illustration of drugs. Intervention material does not contain illustrations or dramatizations that may stimulate recovering addicts or alcoholics to use drugs.*

Prevention materials that illustrate drug paraphernalia and methods of illegal drug use in such a way that they may inadvertently instruct an individual about how to use or obtain illegal or other drugs are unacceptable. Prevention materials targeting youth should contain no illustrations of illegal drugs unless when making a nonuse point that cannot be made in any other way. Illegal drugs should not be used as a graphic “filler.”

Intervention materials depicting action scenes of consumption or ingestion of alcohol and other drugs may negatively influence the audience they are intended to help. For example, scenes of people injecting drugs, sniffing cocaine, or drinking alcohol may stimulate the behavior. A powerful craving for cocaine has been found to be very common for all cocaine addicts and can be easily stimulated by the sight of this drug and by objects, people, paraphernalia, places and emotions associated in the addict’s mind with cocaine. Therefore, explicit illustrations or dramatizations of drugs or drug materials containing such illustrations or dramatizations should be rated unacceptable. Caution is actually wise in depicting any illegal drug use for any population, since it is unclear as to who may be most likely to use alcohol or other drugs after seeing such depictions.

7. *Material does not “blame the victim.”*

Addiction is an illness. Therefore, material should focus on preventing and treating the disease and not on berating the individual. Materials that focus on an individual’s shortcomings as a reason for usage or addiction are “blaming the victim” and should be rated as unacceptable. This is not to imply that a person should not take responsibility for his or her alcohol and other drug problems, which may be related to addiction, dependence, and even just very unwise use. The material, however, should also include encouraging the person to take responsibility for seeking help, if alcohol and other drug problems continue and/or dependence is suspected. The material should include resources for seeking help.

Materials using insulting terms about the victims of drug or alcohol abuse do not conform to OSAP policy and should be rated as unacceptable. For example, information that refers to those who consume alcohol and illegal drugs as “drunks,” “skid row bums,” “pot heads,” or “dope fiends” should be rejected.

8. *Material targeting youth does not use recovering addicts or alcoholics as role models.*

Prevention education materials targeting youth that use recovering addicts or alcoholics as role models do not conform to OSAP policy. While the power of the confession may be useful in an intervention program counseling high-risk students or adults who are recovering users, it often has the opposite effect on children.

Focus group testing has shown children and adolescents enrolled in prevention education programs (most of whom are not recovering users) may get a different message than what is intended from the testimony of recovering addicts and alcoholics. Rather than the intended “don’t do as I did” message, children may hear the message that the speaker used alcohol and other drugs and survived very well or even became wealthy and famous. An exception may be made for role models who clearly show they have been negatively affected by the use of alcohol and other drugs, such as someone now visibly handicapped or injured as a result of alcohol and other drug use.

Materials targeting adults that use these individuals as role models may be acceptable, provided they meet all of the other criteria.

9. *Material supports abstinence as a viable choice.*

Materials need to give a clear message that abstinence is a feasible choice for everyone. For example, they should not imply that the only solution for a headache is an over-the-counter analgesic or that the only solution for a social event is with an alcoholic toast. Materials focusing on reducing or limiting the amount of alcohol or other drugs taken are unacceptable if they don’t also present the message that abstinence is another viable choice. This in no way implies that valid medical attention, including appropriate drugs, should be withheld from anyone for any reason.

10. *Cultural and ethnic sensitivity.*

Examples must be culturally and ethnically sensitive. Materials must not be biased and must not perpetuate myth or stereotype. They should reflect the social, economic, and familial norms of the intended audience and reflect the physical appearance of the audience. Extreme care should be taken in detecting subtle racist or sexist biases. For example, everything “good” is portrayed with white symbols and everything “bad” or “wrong” is portrayed with brown, black, or dark colors; or only males being arrested for alcohol impaired driving. Norms and symbols important to the culture of the audience also must be reflected; e.g., groups are more important than individuals among some audiences; spiritual symbols are very important among some populations. Materials also need to both reflect and respect such cultural factors as the importance of the extended family, key role of grandparents, and religion.



## Operation Snowball Chapter Accreditation Agreement

*Each accredited Chapter of Operation Snowball, Inc. agrees to:*

1. Operation under the Statements of Philosophy and Purpose and the standards set by Operation Snowball, Inc.
2. Use the official Operation Snowball, Inc. title and logo, as registered with the United States and the State of Illinois on all materials produced by the Chapter along with the agreed upon Chapter title.
3. Have on file at all times with Operation Snowball, Inc., the Chapter's mailing address, and the names, addresses and phone numbers of two adults and two youth (19 years of age or younger at the time of signing) who will provide active representation of the Chapter at local and state levels; name, address and phone number of the Chapter's Sponsoring Fiscal Agent and proof of insurance.
4. Develop and submit a yearly action plan including goals and objectives and a calendar of events.
5. Report, yearly, Chapter's program accomplishments.
6. Encourage and actively provide opportunities for local participants to become involved in ongoing Chapter activities.
7. Provide a minimum of one Operation Snowball event each year in accordance with the Statement of Philosophy and Purpose, and make a commitment to schedule meetings regularly in order to plan, implement and evaluate said event.
8. Publicize each scheduled activity appropriately so that the purpose of the activity may be understood by the community at large (meeting, workshop, experiential weekend, fund-raiser, support group session, etc.), and clearly designate it as an activity of the Chapter in cooperation with Operation Snowball, Inc.
9. Cooperate and communicate with other Operation Snowball Chapters in order to seek harmony and avoid unhealthy conflict or competition, thereby adhering to the principle of "A Community of Caring."
10. Work in cooperation with community organizations and agencies to participate in information sharing, public awareness campaigns, and public relations activities, functioning as a positive role model in the community, relevant to the Chapter's purpose and programs, and seek to involve community members in an appropriate way.
11. At all times seek to be inclusive rather than exclusive, and not discriminate against any individual on the basis of race, creed, color, sexual orientation, gender or national origin.
12. Document the sponsorship of and ongoing responsibility to a local organization which serves the Sponsoring Fiscal Agent for the Chapter; practice responsible money management and participate in ongoing fund-raising efforts to support Chapter programs; obtain liability insurance coverage.

13. Refrain from the use of the Operation Snowball title and logo until such time as the Chapter has been fully accredited by Operation Snowball, Inc. (unless used in cooperation with a Mentor Chapter).

14. Develop a consistent set of rules, standards and/or procedures to be followed by staff members and participants. This includes requiring that all staff members and participants are alcohol and drug-free for the period of time that they act in leadership roles for the Chapter, and that all adult leaders (age 21 and over) involved with Operation Snowball Chapters are expected to make low-risk choices regarding alcohol and tobacco use and refrain from the use of illegal drugs. A rule or standard should also be set requiring that there be no inappropriate sexual contact between staff and participants, staff and staff, or participant and participant.

15. Refrain from any intentional attempt to change or otherwise influence the religious beliefs of any individual who participates in Operation Snowball (or an Operation Snowball affiliated event), and never identify (through written or spoken words or actions) Operation Snowball with a specific or general religious doctrine.

16. Provide staff training prior to each major Operation Snowball event with the training being conducted by a person who is qualified by training and experience; to ensure that both staff and presenters at events are interviewed or screened in a responsible manner and that all presenters at events be given guidelines for their presentations, outlining the expectations of the local Operation Snowball Chapter.

17. Maintain a core group for the Chapter consisting of youth, as well as adults who plan and make decisions. Youth involvement shall include outreach program goal setting and development, and leadership roles. NOTE: Youth and adult staff must have clear roles at events, and all staff must be selected through a screening process.

18. Provide opportunities for youth that have attended Operation Snowball events to receive advanced leadership training.

19. Maintain compliance with the accreditation standards met when Chapter accreditation was obtained.

20. Cooperate with other Chapters and Operation Snowball, Inc.

21. Acknowledge that Operation Snowball, Inc. has the right and authority to prohibit further use of the Operation Snowball title and logo by any Chapter which Operation Snowball, Inc. finds has engaged in activities inappropriate to the Statement of Purpose and Philosophy of Operation Snowball or has failed to adhere to these standards.

22. All new chapters will attend a required new chapter orientation training that will assist new chapters in getting started. It is recommended that all new chapter director's attend the new chapter orientation training.

23. Operation Snowball, Inc., it's Board of Directors and it's chapters shall not accept awards, recognition, contributions, gifts or bequests from the tobacco/alcohol beverage industries whose practices and/or products are inconsistent with the health and welfare of children, or from any organization which is supported by the tobacco/alcohol beverage industries.

It is understood that the above conditions and criteria for official recognition are established for the purposes of maintaining good order, increasing public understanding and avoiding confusion and conflict in matters pertaining to public perceptions of Operation Snowball.

*As part of the Accreditation process, Operation Snowball, Inc. agrees to:*

1. Maintain registration of the title and logo as a service mark and do all within it's power to protect that service mark against such use as is likely to "cause confusion, or to cause mistake or deceive."
2. Maintain and make available a roster of active Operation Snowball Chapters.
3. Produce and distribute reporting forms in order to maintain a current file of information pertaining to the activities of the Chapters and review such information to assure that activities are not in conflict with the purposes of Operation Snowball, Inc. or with plans and programs of other Chapters.
4. Serve as a clearinghouse for information and materials pertaining to Operation Snowball and specifically to expansion and enhancement of Chapter activities.
5. Publish and distribute an informational newsletter to all Chapters on a timely schedule.
6. Make available to the general public an informational brochure about Operation Snowball.
7. Promote harmonious relationships between Operation Snowball Chapters and assist in resolution of conflict among Chapters through the functioning of the Board of Directors.
8. Promote cooperation with relevant community-based agencies and groups, as well as with the state and national organizations which represent them. Share pertinent information on the activities of such organizations with the Chapters on a regular basis and establish linkages wherever it is possible to do so.
9. Seek to describe as accurately as possible the status and developmental nature of the statewide effort as well as the status of the Chapter on inquiries submitted by outside parties, including names, addresses and telephone numbers of the Board of Directors and Chapter Contacts.
10. Process applications for Chapter accreditation in the most efficient possible manner and, if approved, award a Certificate of Accreditation suitable for framing.
11. Refrain from exercising it's authority to prohibit the use of the title and logo without exhausting every opportunity to ascertain the facts and possible corrective action to be taken, with the full understanding that the Board of Directors is the final arbiter in all instances.
12. Grant the Chapter, upon the terms and conditions herein set forth, the right to use the logo and title in their activities and to conduct the related programs-Snowflurry, Snowflake, Snowball, Segue, Blizzard and Snowcap.
13. Make available upon request an Accreditation Packet outlining the steps toward the establishment of a new Chapter and other information designed to assist the public in an understanding of Operation Snowball.
14. Make available the new chapter training at least twice a year. Date of said training will be made available at least 90 days in advance via quarterly publication, mail and web site posting.

It is important to recognize that there should be a balance between the autonomy of local Operation Snowball Chapters and the need for cohesiveness between the Chapters. Chapters must meet the standards set by Operation Snowball, Inc. for accreditation, however, each local Chapter should assess and respond to community needs and opportunities, and evaluate program effectiveness. Local Chapters will retain control of

locally generated funds and will maintain specific Chapter identity and integrity with their own Chapter name. Training needs should be defined by local Chapters.

As pertains to cohesiveness, there shall be consistency in program practices and terminology among local Chapters, and efficient networking of those programs. Local Chapters shall adhere to the Statements of Philosophy and Purpose and the standards listed above. Cohesiveness shall be maintained by the guidelines listed above.

It is understood that applications for waivers, and petitions regarding grievances relating to this agreement may be filed with Operation Snowball, Inc. which will make every effort to resolve conflicts and maintain healthy relationships.

*Please note: Some of the above services are provided by Operation Snowball, Inc. through a contract with the Illinois Department of Human Services (DHS).*

For the Chapter:

*For the purpose of Chapter accreditation renewal you **do not** need to sign or return this document. By signing the application for renewal you are agreeing to comply with the Chapter Accreditation Standards of Operation Snowball, Inc.*

\_\_\_\_\_  
Adult Contact (please print)

\_\_\_\_\_  
Youth Contact (please print)

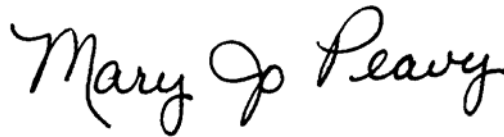
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

For Operation Snowball, Inc.



Charla Waxman  
Chair

Mary Jo Peavy  
Prevention Coordinator



*Office use Only*  
 County \_\_\_\_\_  
 PSA \_\_\_\_\_  
 OS District \_\_\_\_\_

# Operation Snowball Chapter Application & Renewal

We, the undersigned representatives of a youth/adult group, hereby agree to abide by the philosophy and purpose of Operation Snowball and to attempt, to the best of our ability, to comply with the Chapter Accreditation Standards of Operation Snowball, Inc. We understand our group's accreditation is subject to on-going review by Operation Snowball, Inc. which holds the authority for accrediting Chapters. We understand that the use of the Operation Snowball name and logo is restricted to accredited Chapters. We have read and agree to the terms and conditions set forth in the Chapter Accreditation Agreement.

Proposed or current Chapter Name \_\_\_\_\_

- Application for accreditation for the first time.
- Renewing accreditation.
- Changing existing information.

1. Print or type all information.
2. Complete all information for applying or renewing accreditation.
3. Keep a copy.
4. Attach proof of insurance ONLY if insurance carrier has changed.
5. Enclose a check for \$\_\_\_\_\_.
6. When all information has been completed, mail it to:

**Operation Snowball, Inc.**  
**937 South Second Street**  
**Springfield, Illinois 62704**

## Mentor Chapter

Groups applying for the first time, complete the following:

\_\_\_\_\_  
 Name  
 \_\_\_\_\_  
 Address



### Adult Contact #1

\_\_\_\_\_  
 Name  
 \_\_\_\_\_  
 Organization  
 \_\_\_\_\_  
 Address  
 \_\_\_\_\_  
 City/State/Zip  
 \_\_\_\_\_  
 Phone (include area code)  
 \_\_\_\_\_  
 Home Phone (include area code)  
 \_\_\_\_\_  
 E-mail  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Signature of Adult Contact

### Adult Contact #2

\_\_\_\_\_  
 Name  
 \_\_\_\_\_  
 Organization  
 \_\_\_\_\_  
 Address  
 \_\_\_\_\_  
 City/State/Zip  
 \_\_\_\_\_  
 Phone (include area code)  
 \_\_\_\_\_  
 Home Phone (include area code)  
 \_\_\_\_\_  
 E-mail  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Signature of Adult Contact

### Youth Contact #1 (if available)

\_\_\_\_\_  
 Name  
 \_\_\_\_\_  
 Address  
 \_\_\_\_\_  
 City/State/Zip  
 \_\_\_\_\_  
 Email  
 \_\_\_\_\_

### School Principal

\_\_\_\_\_  
 Name  
 \_\_\_\_\_  
 Address  
 \_\_\_\_\_  
 City/State/Zip  
 \_\_\_\_\_  
 Phone (include area code)  
 \_\_\_\_\_

### School Superintendent

\_\_\_\_\_  
 Name  
 \_\_\_\_\_  
 Address  
 \_\_\_\_\_  
 City/State/Zip  
 \_\_\_\_\_  
 Phone (include area code)  
 \_\_\_\_\_

### Youth Contact #2 (if available)

\_\_\_\_\_  
 Name  
 \_\_\_\_\_  
 Address  
 \_\_\_\_\_  
 City/State/Zip  
 \_\_\_\_\_  
 Email  
 \_\_\_\_\_

Your Chapter is:

school-based  community-based

Community served by your Chapter:

\_\_\_\_\_  
(Please identify the school, school district, city, county or multi-county area your Chapter serves.)

Type(s) of Operation Snowball training you intend to provide. Please rank 1-7, one being the primary model used.

\_\_\_ Snowflurry

\_\_\_ Snowflake

\_\_\_ Snowball

\_\_\_ Segue

\_\_\_ Blizzard

\_\_\_ Snowcap

\_\_\_ Other \_\_\_\_\_

(e.g., physically, hearing/vision impaired)

Please provide a brief summary of last year's accomplishments - we must measure Operation Snowball's impact.\*

Event \_\_\_\_\_

Number of youth participating:

Ages 0-11 \_\_\_\_\_  Ages 12-21 \_\_\_\_\_

Number of adults participating: \_\_\_\_\_

Event \_\_\_\_\_

Number of youth participating:

Ages 0-11 \_\_\_\_\_  Ages 12-21 \_\_\_\_\_

Number of adults participating: \_\_\_\_\_

\* Accreditation is not conditional on this section.

Action Plan and Mission Statement:

On a separate sheet please include your Chapter's Mission Statement (if changed) and Action Plan. Your Action Plan should include what training or other activities you have planned for the coming year. Also, include follow-up activities you use to make Operation Snowball a year-round process. Please describe or enclose a copy of a workplan you have developed. (Groups that receive DHS funding or Drug Free Schools funds may enclose the workplan developed for those grants.)

**Sponsoring Fiscal Agent**

The fiscal agent of an Operation Snowball Chapter is legally responsible for the Chapter. The fiscal agent deals with all Chapter financial obligations, obtains insurance for events and verifies volunteers have not been convicted or charged with offenses against children.

\_\_\_\_\_  
Sponsoring School / Agency Name

\_\_\_\_\_  
Print name and title of authorized person acting for fiscal agent

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

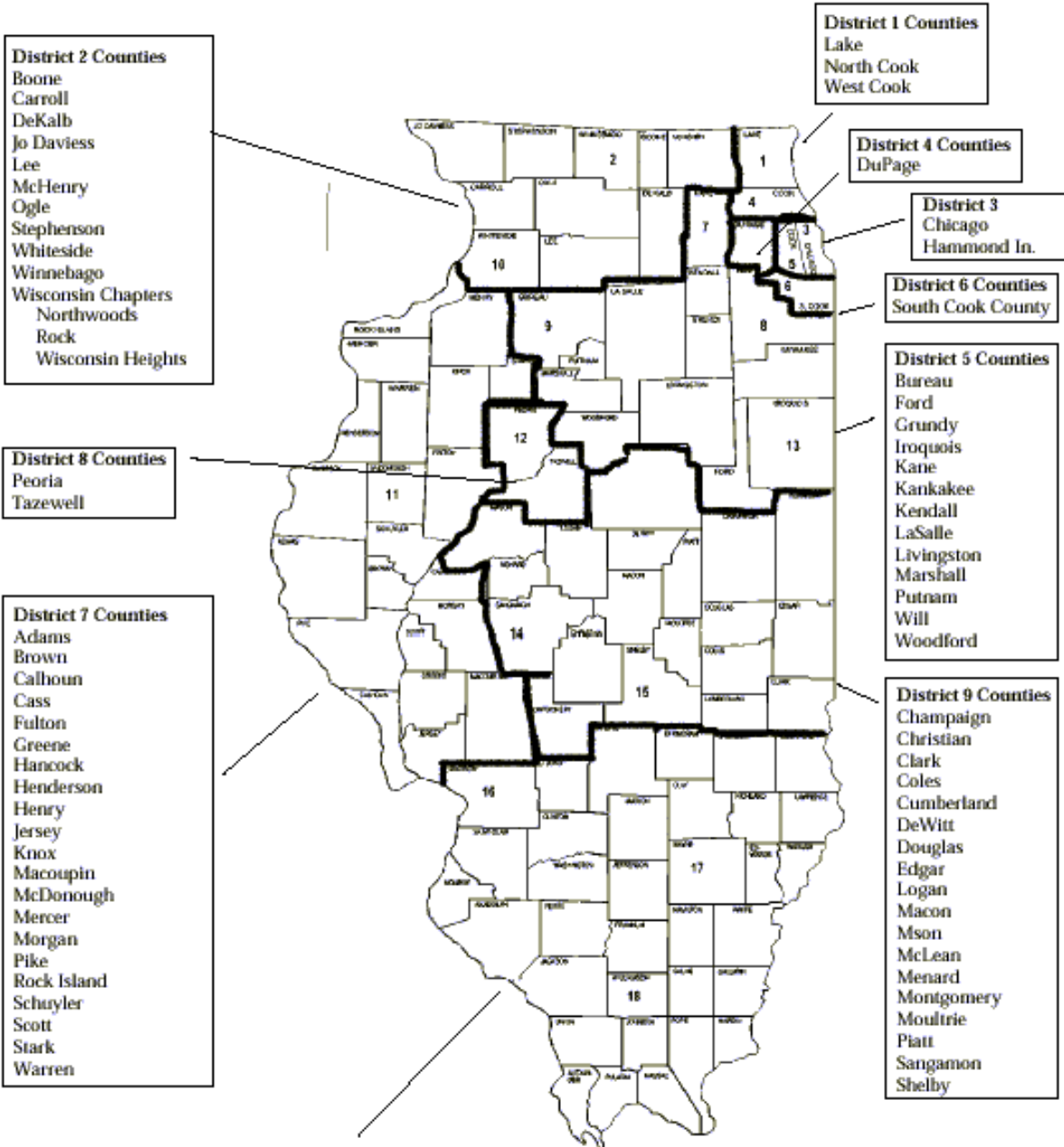
\_\_\_\_\_  
Phone (include area code)

*Attach current proof of liability insurance ONLY if carrier has changed or call the Operation Snowball, Inc. office for assistance at 2175287335x18 or 800252601x18*

Please provide Operation Snowball, Inc. with your Chapter's e-mail address or web page site:

E-mail: \_\_\_\_\_

Web Site: \_\_\_\_\_



**Districts 11 & 12 (At-Large)**  
 District 11 At-Large includes:  
 Districts 3, 4, 6  
 District 12 At-Large includes:  
 Districts 1, 2, 5, 7, 8, 9, 10

**District 10 Counties**

Alexander	Jefferson	St. Clair
Bond	Johnson	Union
Clay	Lawrence	Vermilion
Clinton	Madison	Wabash
Crawford	Marion	Washington
Edwards	Massac	Wayne
Effingham	Monroe	White
Fayette	Montgomery	Williamson
Franklin	Perry	Indiana Chapters
Gallatin	Pope	Bloomfield
Hamilton	Pulaski	Leopold
Hardin	Randolph	Evansville
Jackson	Richland	So. Indiana
Jasper	Saline	