

PROGRAM OF WORK (POW) GUIDANCE

BUILDING EFFECTIVE
PRACTICES FOR THE
PROGRAM YEAR





INTRODUCTION

Being a student leader requires organizing many ideas, passions, and activities. Keeping track of all these activities can be challenging without a framework that keeps track of the who, what, when, where and why of your priorities for the year.

A Program of Work, or POW, serves as this framework for your SADD chapter. The POW helps your chapter to organize your chapter by:

- Ensuring your priorities align to the goals of SADD
- Explaining all the steps, or tasks, that need to be completed
- Assigning responsibility for completion
- Setting deadlines

Through this guide, your chapter will learn what is needed to develop a POW for your chapter.

BUILDING A POW

Determining when and how to build a POW is the first step in development.

Who to Involve

The POW is typically prepared by the student officer team in partnership with the chapter advisor. The student officers, elected by their peers, are in the best place to represent the interest of their peers and community. The advisor helps to guide the process and ensure the POW is in line with school or community guidelines,

When to Start

The best time to begin building your POW is over the summer. By starting this process over the summer, you can better allocate time and resources for programming over the next school year. Additionally, with a POW in hand, you can better communicate to members in the fall what your chapter will be doing over the course of the year.

Tracking Progress

The President of the chapter is ultimately responsible for tracking the progress of the POW. They should communicate with those assigned to make sure timelines are met and step in when assistance is required,



POW CATEGORIES

The POW template included in this guide is broken into five categories. Your chapter may customize this template to fit your local needs.



Priority - A priority is a broad category that encapsulates your chapter's goals for the year. Think of priorities like moving boxes. Each is labeled for a different purpose, like kitchen or bedding. All items are placed within their correct box. For SADD, your boxes - or priorities - are aligned to SADD's mission and goals - Mobility Safety, Substance Use Prevention, Personal & Health Safety, and Youth Leadership & Empowerment.



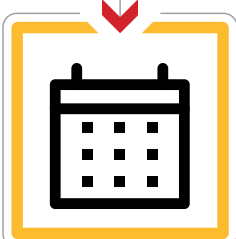
Activity - An activity is a concept that will help you to meet your priority. Activities are general and don't include much detail of description. Think of activities like plan for the weekend. An activity would be going to get groceries, but you wouldn't list all your grocery needs on the list. You should include a way to measure completion of an activity it will be easier to know which activities are left to accomplish.



Task - A task is a step that helps to complete an activity. Tasks are specific and often include additional detail. Think of a task like the actual items on the grocery list - you have to get the milk, eggs, and bread. Once you get these items, the activity of getting groceries is done. Tasks should not be too broad. Most likely, you will have many tasks under each activity.



Assignment - An assignment defines who will complete an individual task. It can be easy to view a task as needed many people - sometimes everyone - involved. If you find this to be the case, you may realize your tasks are too broad and can be rewritten to include more people as more succinct.



Timeline - Timelines set when an individual task will be completed by. For SADD programming, many tasks are related to events and programs so timelines will be focused on completed tasks in a logical, sequential order so the next task may be completed.



SADD PRIORITIES

Missouri SADD organizes the work of local chapters into four (4) priority areas.

Mobility Safety

Traffic Safety, Impaired Driving, Distracted Driving, Drowsy Driving, Graduated Drivers Licenses, Seat Belt Usage

Related SADD Programs: Rock the Belt, Is It Worth the Risk, Textless Live More, Passport to Safe Driving, Contract for Life

Substance Use Prevention

Alcohol Use, Tobacco Use, E-Cigarette Use, Illegal Drug Use

Related SADD Programs: Is It Worth the Risk, SADD Shines, Red Ribbon Week



Personal & Health Safety

Mental Health, Teen Dating Violence, Sleep Awareness, Bully Prevention

Related SADD Programs: SADD Shines, Textless Live More, Mental Health Toolkit

Youth Leadership & Empowerment

Volunteerism, 21st Century Skills, Leadership Development, Chapter Management

Related SADD Programs: SADD Speaks, SADD-opoly, President's Volunteer Service Award



POW FORMAT

The Program of Work template aligns to all information outlined in this packet. The POW template works best when completed as a spreadsheet (Excel or Sheets). All five (5) categories of the POW act as column headers.

One (1) priority is indicated in the priority column, followed by an activity in the activity column. Within the task column, there may be many tasks listed. Please note you don't need to replicate the priority or activity on each row until either changes. Each task receives an assignment and timeline in their respective columns.

**DOWNLOAD POW
TEMPLATE**

Priority	Activity	Task	Assignment	Timeline
Mobility Safety	Host a Rock the Belt Event	Secure Event Date & Location	Chapter Adviser (Mr. Shaw)	September 1
		Build a Planning Committee of 5 Members	Chapter President (Allen)	September 15
		Contact the Media	Chapter Historian (Monica)	September 22
Youth Leadership & Empowerment	Provide a Leadership Lesson at each Meeting	Set All Meeting Dates	Chapter Secretary (Carly)	August 1 (1st Semester) December 1 (2nd Semester)
		Assign an Officer for Each Chapter Meeting	Chapter VP (Carlos)	August 15 (1st Semester) December 15 (2nd Semester)