SAAC
Informational Guide & Planning Resource

DIVISION II

January 2014

TO: NCAA Division II Member Institutions.

FROM: Terri Steeb Gronau
       Vice-President for Division II.

SUBJECT: NCAA Division II SAAC Informational Guide and Planning Resource.

Central to the mission of Division II is the membership's commitment to providing a positive experience to students who participate in intercollegiate athletics. One goal in the strategic plan states: "Division II student-athletes will be enriched by a collegiate athletics experience that features a safe and well-balanced environment, equitable treatment and a commitment to sportsmanship." The Division II Student-Athlete Advisory Committee embraces these characteristics in everything that it does.

One area that is especially critical is the role that student-athletes play in the governance of Division II, especially at the campus level. The NCAA Constitution requires Division II member schools and conferences to have active Division II student-athlete advisory committees (SAACs). This document is designed to assist member institutions and conferences in fulfilling this Constitutional requirement.

In 2005, Division II created the first resource book created specifically to assist institutions develop thier SAAC. The latest edition of the SAAC resource manual looks to provide a quick-reference guide for those individuals responsible for organizing the committee on campus. This work was the result of an initiative by the national Division II SAAC, and much of the information represents specific requests from administrators over the past few years as they attempt to comply with NCAA legislation governing SAACs.

The guide is designed to assist member institutions in establishing and/or supporting the work of a SAAC. The goal is to have every Division II institution and conference achieve the recognition of a "model SAAC." You will find many helpful tips and ideas to implement as you seek to achieve this objective. As you review and use this information, feel free to share your success stories so that your positive experiences can be included in the next edition of this publication.

Thanks again to the staff and student-athlete leaders associated with the Division II SAAC for making this publication a priority.

I hope that you find this guide helpful and beneficial in the establishment and/or upkeep of your campus committee.

Table of Contents

"I wish I knew how important the role of all student-athletes was before I became a member of my campus SAAC. Encouraging an open line of communication amongst all student-athletes is vital to creating a total awareness of issues at hand and developing a successful campus SAAC. Also, maintaining a good relationship with the coaching staff and institutional representatives (AD, FAR, SWA, SID and SAAC Advisor) will make a 'good' campus SAAC develop into a 'top-notch' SAAC."
~ Megan Davis, Saint Joseph's College (Indiana)

What is SAAC?

A student-athlete advisory committee (SAAC) is made up of student-athletes assembled to provide insight on the student-athlete experience. The SAAC offers input on the rules, regulations and polices that affect student-athletes' lives on NCAA member institution campuses. Presently, there are separate national SAACs for NCAA Divisions I, II and III.

History of SAAC

An Association-wide SAAC was adopted at the 1989 NCAA Convention and was formed primarily to review and offer student-athlete input on NCAA activities and proposed legislation that affected student-athlete well being. The initial national committee was comprised of student-athletes from all membership divisions for the purpose of ensuring that the student-athlete voice was one that accounted for the myriad of educational and athletics experiences of both female and male student-athletes at all NCAA member institutions.

In 1995, NCAA member colleges and universities adopted legislation mandating that each institution create a Student-Athlete Advisory Committee. In addition, the mandate required every conference to create its own committee. Each institution's student-athlete advisory committee has a communication link with the national Student-Athlete Advisory Committee, either directly or through a conference student-athlete advisory committee. If your campus or conference does not yet have a committee in place, please note the bylaws on the following page which highlight the requirement.

In August 1997, the NCAA federated along divisional lines. This federation caused the SAAC to expand to three SAACs representing NCAA Divisions I, II and III. Federation has increased student-athlete participation in the governance process by increasing the number of SAAC members from the former Association-wide committee of 28 student-athletes to a sum total of 85 members serving on the national Divisions I, II and III committees.

A variety of constituencies within the Association continue to seek the input of the respective Divisions I, II and III SAACs. Committee members have the opportunity to speak with their respective NCAA Management Councils, and the Divisions II and III SAACs continue to speak to legislative issues on the NCAA Convention floor.

Committee Membership

The membership of the Student-Athlete Advisory Committee should be representative of the diversity of your institution's population and involve representatives from diverse sports. Each member serves as a liaison between the committee and his or her individual team. It is recommended that the committee have one representative from each sport sponsored by your institution.

Purpose of SAAC

The purpose of the student-athlete advisory committee may vary across conferences and institutions. However, the following five points reflect the primary purposes of SAAC and should serve as a guideline when developing the SAAC's strategic plan.

- *Generate a student-athlete voice within the institution,*
- *Solicit student-athlete response to proposed NCAA legislation,*
- *Suggest potential NCAA legislation,*
- *Organize community service efforts,*
- *Create a vehicle for student-athlete representation on campus-wide or conference-wide committees,*
- *Act as a liasion between student-athletes, faculty, administrators, and staff.*

National Student-Athlete Advisory Committee*
(1 representative from each conference, 1 representative from the independent institutions, 2 at-large representatives from the membership, 2 liaisons from Management Council, 1 liaison from Presidents Council)

California Collegiate Athletic Association	Mid-America Intercollegiate Athletics Association
Central Intercollegiate Athletic Association	Mountain East Conference
Central Atlantic Collegiate Conference	Northeast-10 Conference
Conference Carolinas	Northen Sun Intercollegiate Conference
East Coast Conference	Pacific West Conference
Great American Conference	Peach Belt Conference
Great Lakes Intercollegiate Athletic Conference	Pennsylvania State Athletic Conference
Great Lakes Valley Conference	Rocky Mountain Athletic Conference
Great Midwest Athletic Conference	South Atlantic Conference
Great Northwest Athletic Conference	Southern Intercollegiate Athletic Conference
Gulf South Conference	Sunshine State Conference
Heartland Conference	Division II NCAA Independents
Lone Star Conference	

NCAA Committee Liaisons : See Appendix H

Communication flows from national SAAC to conference SAAC and vice versa.

Conference Student-Athlete Advisory Committee
(One or two representatives from each Division II institution within each conference)

Communication flows from conference SAAC to campus SAAC and vice versa.

Campus Student-Athlete Advisory Committee
(Usually one or two representatives from each athletics team within the institution)

NCAA Bylaws
NCAA legislation mandates that all member institutions have SAACs on their respective campuses. Further, NCAA legislation requires that all member conferences have SAACs. Below are the NCAA bylaws pertaining to SAAC.

6.1.4 Student-Athlete Advisory Committee
Each institution shall establish a student-athlete advisory committee for its student-athletes. The composition and duties of the committee shall be determined by the institution.
(Adopted: 1/10/95 effective 8/1/95)

3.3.4.4 Conference Student-Athlete Advisory Committee
Each active member conference shall establish a student-athlete advisory committee for its member institutions' student-athletes. The composition and duties of the committee shall be determined by the conference.
(Adopted: 1/13/98 effective 8/1/98)

Please reference Appendix A for the purpose, responsibilities and expectations of the national SAAC.

Basic Structure
At each level in the governance structure (national, conference and institutional), there are liaisons and representatives. Below are the specific descriptions for each role.

NCAA Liaison
The NCAA national office liaisons to the national SAAC facilitate its efforts by providing leadership, administrative and managerial resource information, and implementing the decisions made by the committee.

National SAAC Representative
The role of the national SAAC representative is to attend and be an active participant at all conference and national SAAC meetings and work as a liaison among the institutional, conference and national SAACs. The national SAAC representative should be aware of issues and updates from both the conference and the NCAA, which affect all institutions, conferences and student-athletes. Independent and at-large representatives to the national SAAC will be held to the same attendance and communication requirements as national SAAC representatives where applicable.

Conference Liaison
The role of the conference SAAC liaison is to oversee development of the conference SAAC agenda, perform administrative responsibilities such as keeping the minutes and roster, managing the budget and perhaps managing a list serve comprised of conference SAAC representatives. Balancing between being the leader of the meeting and being a resource for the meeting can be challenging; however, the liaison's responsibility is to be a resource and guide for the student-athletes as they set their own agenda and complete their tasks. This person should be an employee of the conference office or member institution.

Conference SAAC Representative
Much like the role of the national SAAC representative, the role of the conference SAAC representative is to attend and be an active participant at all institutional and conference SAAC meetings, have an open communication line with the conference commissioner, and work as a liaison between the institutional and conference SAACs. The conference SAAC representative should be aware of issues and updates from both the conference and the NCAA which affect all institutions, conferences and student-athletes. This person may or may not also be the chair of his or her campus SAAC.

Institutional Liaison
Similar to the role of the conference liaison, the role of the institutional SAAC liaison is to oversee development of the campus SAAC agenda, perform administrative responsibilities such as keeping the minutes and roster, managing the budget and perhaps managing a list serve comprised of institutional SAAC representatives. Balancing between being the leader of the meeting and being a resource for the meeting may be challenging; however, the liaison's responsibility is to be a resource and guide for the student-athletes as they set their own agenda and complete their tasks. This person should be a full-time employee of the institution.

Institutional SAAC Representative
The role of the institutional SAAC representative is to attend and be an active participant at all institutional SAAC meetings as well as have an open communication line with fellow institutional SAAC members. The representative should work as a liaison between the student-athletes from his or her team and the institution's SAAC.

Institutional SAAC Executive Board
The NCAA recommends the creation of an executive board to oversee the operation of your student-athlete advisory committee. Traditional board member positions include chairperson, vice-chair, secretary/treasurer and chairpersons of any standing subcommittees. All of these positions should be held by student-athletes.

Mission Statement

It is important for every SAAC to have a mission statement. This statement defines the purpose and importance of having a Student-Athlete Advisory Committee. In order to convey a clear, consistent message to the student-athletes, it is essential to have a mission statement which correlates with the national SAAC mission statement.

Constitution *(See Appendix B)*

Once your SAAC has developed a mission statement, you should establish a set of bylaws. These bylaws are important in creating and maintaining the infrastructure of the Student-Athlete Advisory Committee. They will provide a set of rules that current and future members of the organization can follow. SAAC bylaws should include, but are not limited to, the following information:

- Purpose of SAAC
- Selection Process
- Attendance Policy
- Officers and Nomination/Election Process
- Robert's Rules of Order

Purpose

The bylaws should state the purpose or mission of the organization in order to give the SAAC consistent direction. This may or may not be the same as the mission statement described above.

Selection Process

The main goal of the selection process is to afford consistent representation at each SAAC meeting. The selection process is divided into two areas: nominations and vacancies.

Attendance Policy

Full representation is crucial at SAAC meetings. The SAAC should create a policy accepted by all members, which should encourage attendance and provide an action plan for when absences occur. The policy should clearly define student-athlete expectations to ensure consistent representation of all student-athletes.

Officers (Executive Board)

The Executive Board should include a chair, vice-chair and perhaps one or two more representatives. The SAAC should determine important duties and responsibilities of the Executive Board, including specific job descriptions for each position, terms of office and election procedures.

Nominations

A nominations process should be established to select individuals that are well respected within their institution and team. It is important to select individuals who will be responsible for sharing meeting information with other student-athletes and for bringing diverse viewpoints to meetings. Below are a few factors to keep in mind when developing a diverse SAAC:

- Gender
- Ethnicity
- Sport
- Year in school

Vacancies

A policy should be established for those individuals departing SAAC. The policy should clearly define the steps that a student-athlete and SAAC liaison should follow. When followed, the policy should provide time to find a qualified replacement, and a smooth transition of representation on the committee.

Robert's Rules of Order *(See Appendix C)*

For meetings to flow smoothly, you should establish an order of speaking, voting and proposing motions at each SAAC meeting. The recommended method is Robert's Rules of Order. We encourage the use of Robert's Rules of Order because it is used at the national SAAC meetings; however, SAACs are free to use any method that establishes protocol and keeps order.

Communications Plan

It is important that every SAAC develops a communication plan. This plan should establish how information is gathered from and sent out to various groups and indicate who has the authority to speak on behalf of the committee and how SAAC successes are shared with a larger audience.

See Appendix B to reference a sample SAAC constitution and Appendix C to reference a guide to Robert's Rules of Order.

Communication

General Information

One of the most important components of a successful SAAC is encouraging excellent communication among SAAC representatives. Clear, consistent communication allows for stronger ties with SAAC members, which can strengthen the overall output of the SAAC.

Outcomes and objectives of frequent communication among SAAC members and the athletic department or conference office include:

- providing an opportunity to network and share ideas with others regarding ways to make SAAC stronger;
- distributing important and valuable information; and
- providing a forum for the student-athlete voice.

Effective communication tools are very accessible, especially with today's technology. Below are a few suggestions by which campus SAAC representatives can stay in contact with one another, as well as with the athletics department and conference office.

Campus Contact/Liaison Roster

Maintaining accurate team contact/liaison information is critical in the SAAC communication process. The following is a list of individuals that should be included on the SAAC contact list:

Campus
- Director of athletics
- Senior woman administrator (responsible for including female perspectives on athletics issues)
- Faculty athletics representative (facilitates the integration of athletics and the academic components of the collegiate community)
- Sports information director
- Campus SAAC liaison
- Conference SAAC representative
- Team representatives to the SAAC

Conference
- Commissioner
- Management Council representative
- Conference SAAC liaison
- National Division II SAAC representative
- Institutional SAAC representative

Information for Contact Roster
- Name (First, Last)
- Title or Sport Team
- Email Address
- Phone (office, cell)
- Address
- Term (of campus SAAC representative)

It is important to keep the roster current. Individuals are asked to notify the committee if contact information changes. A common best practice is to routinely distribute the roster during meetings so members can verify the contact information and update as necessary. The roster of SAAC representatives should be kept current and accessible to members at all times.

Website

Having a SAAC link on the department of athletics or conference website is an important aspect of building a successful and effective SAAC. This link should provide access to information regarding the activities of the committee as well as its members. It also allows the committee to solicit feedback and showcase all the many accomplishments the SAAC has achieved. The SAAC website should be user-friendly and provide student-athletes with the latest information regarding the committee's activities. The following includes suggested features for a SAAC website:

- SAAC's mission and purpose
- SAAC roster with pictures of the representatives
- SAAC member email addresses
- Link to the NCAA Division II SAAC website
- Link to www.D2SA.org (Student-athlete resource)
- Community service link with ideas and pictures of community service projects
- Other links that may be unique to your campus or conference

Social Media *(See Appendix D)*

Social media is an essential tool for interacting with student-athletes and sharing the student-athlete voice with a larger audience. However, before a SAAC should commit to a social media platform, it should establish goals, guidelines for use, metrics for measuring effectiveness and a plan for properly updating and maintaining the SAAC's presence on that platform. It is important to be realistic about what SAAC has the time and resources to manage, because if it is not updated frequently or maintained properly it may detract from what SAAC is trying to accomplish.

Please reference Appendix D to access more information about SAAC social media usage.

General Information

Student-Athlete Advisory Committees traditionally have a high turnover rate due to the transiency of college students. Therefore, the athletics department is instrumental in maintaining consistency from year-to-year and representative-to-representative. One way to achieve consistency is for the athletics department to maintain accurate, historical records of committee actions and demographics. Running an efficient, effective and consistent meeting will enable each campus to perform this task.

Schedule

Establishing a consistent meeting schedule will help ensure that representatives of each sport team are in attendance. Try to have your meetings at the time convenient for most student-athletes. Many committees have found that Sunday evenings or even first thing Monday morning will provide the greatest attendance opportunity for most student-athletes. The key is to work with the student-athletes on your campus to define the best time. If possible, once the schedule has been established, stay with that schedule for the entire semester, at least. This approach will go a long way toward ensuring consistency of representation among all teams.

Agenda

The purpose of the agenda is to provide structure for the meeting. Its goal is to organize meeting topics so that issues are addressed in an orderly manner, usually alloting more time for more pressing issues. Creating and distrubuting agendas (usually via email) to SAAC members ahead of time for their review may also be helpful in ensuring that meetings run efficiently. An efficient agenda should include the following sections:

1) Welcome. An introductory segment whereby new members are introduced and welcomed to the group before proceeding to other business.

2) Minutes. Minutes are kept to create a permanent record of meeting schedules, discussions and action items. They are an excellent reference source for future committees. It is a good idea to review the minutes of previous meetings at the beginning of each meeting to address any outstanding issues.

3) New Business. Current issues and concerns that affect the campus and the student-athletes within it should be discussed. Topics of discussion for this section should be solicited from committee members and the athletic department and added to the agenda prior to the meeting. This is also a great time to discuss community service and engagement activities as well as Make-A-Wish fundraisers. Any supplements to enhance the discussion at the meeting should be distributed prior to the meeting along with the agenda.

SAAC Binder

Each SAAC representative is encouraged to keep a binder of information regarding his or her SAAC activities, as well as agendas, meeting minutes, contact information and notes from the SAAC meetings. Members should bring the binders to each SAAC meeting and use them as a reference regarding issues for SAAC. The binders also provide a historical record for new SAAC representatives as the binder should be passed from the old to new members. We recommend that the SAAC chair and advisor collect and review the binders at the end of the year to ensure that the binders are accurate, complete, and up-to-date when they are passed on to the next representative. Your SAAC may want to include the following information:

1) SAAC Names to Know (Administration)
2) SAAC Representative Roster
3) Bylaws
4) Committees/Subcommittees
5) Meeting Minutes
6) Past Agendas
7) Handouts
8) Best Practices
9) Available Resources

Guests and Athletic Administration

Bringing in experts is a great way to bolster discussions and gain support for SAAC ideas. When inviting guests or athletic administrators, try to provide at least a one week notice. Also, because guests or administrators tend to have busy schedules, the SAAC chair should try to arrange the individual's agenda item(s) so that they take place at the beginning of the meeting.

Please reference Appendix E to access meeting planning best practices and ideas.

Legislative Grids

One of the most important things the national SAAC does is the distribution and collection of the legislative grids. These grids describe the proposed legislation that is voted on at the national Convention. Many of the issues relate directly to student-athlete well-being, so taking the time to fully discuss each piece of legislation with your SAAC is very important.

Each national SAAC representative receives the grids both in electronic and hard copy in early fall. The representative then forwards the grids to each campus SAAC representative for review. The campus SAAC's job is to discuss and take a position on each piece of legislation and then forward the completed grids back to its national SAAC representative. It is important that representatives from each sport on the campus level comment on legislation, so that every possible viewpoint is accurately represented. For help in interpreting legislation or envisioning what it might mean for your campus, you should contact your SWA or compliance officer, who should be able to comment on the proposed legislation and its implications for your campus.

The national SAAC representative will then collect and compile the positions presented by each school and share them with the national SAAC at the November meeting. These positions from the compiled grids form the basis for the national SAAC's position papers at Convention. Assistance from the conference office is available and may be necessary to help explain the process and the proposed legislation. If you have questions, please contact the primary NCAA Division II SAAC Liaison, listed in Appendix H.

Community Service *(See Appendix F)*

Campus SAAC representatives, by virtue of their roles, are leaders on their athletics teams. However, Division II athletics is also about being a leader in the community. An important part of many campus SAAC's activities is community service. Community service activities promote team-building as well as leadership opportunities for SAAC representatives.

Make-A-Wish *(See Appendix G)*

Since 2003-04, the Division II national SAAC has led a fundraising campaign to benefit the Make-A-Wish Foundation. This partnership, initiated by Division II SAAC, was the first of its kind, and has become a point of pride for Division II and a model for the other Divi-

sions. All SAAC groups are expected to take part in a Make-A-Wish fundraising activity.

More than 90 percent of the funds raised come from initiatives developed and implemented by local, conference and national student-athlete advisory committees. The Division II Presidents Council and Management Council also make an annual contribution, and Division II membership fines (e.g. secondary violations, championship misconduct) also go to Make-A-Wish. The total contribution during the history of the program just under $3 million, and more than 407 wishes have been granted as a result of the efforts of Division II student-athletes.

Community Engagement

As a SAAC you should work with your athletics department to develop and implement a community engagement initiative. The Division II community engagement objective is to bring the community to campus to experience Division II collegiate events. Through community engagement, student-athletes can direct the energy and spirit of winning to positively changing society. In Division II, community engagement differs from community service in that engagement emphasizes the gathering of individuals to share in an experience and not just provide assistance to an individual or group of individuals in need.

The Community Engagement page on the Division II Network (www.diinetwork.org) is a place to share and discover new ideas. Through this page, you can access a variety of videos and other media related to community engagement and search for proven "ideas that work" from fellow Division II institutions. The Community Engagement page is also where you can submit your best community engagement activity to be considered for the NCAA Division II Community Engagement Award of Excellence.

Campus SAAC Mentor Program

A conference-sponsored mentoring program allows schools that are still developing campus SAACs to partner with other, more developed, campus SAACs. The mentor SAAC can assist the mentee SAAC with creating bylaws and constitutions, establishing a regular meeting schedule and providing other assistance as needed. If your campus SAAC would like to take part in the SAAC Mentor Program, please work with your conference office to establish such a program.

Legislative Grids Flowchart

Legislatvie grids are completed at the campus level, submitted to the conference SAAC for review and then sent to the national SAAC to help those representatives take positions on each proposal, as outlined below. After review by the national SAAC, all Division II delegates then vote on the proposed legislation at the NCAA national Convention. If approved, then the new legislation is typically incorporated into the NCAA Division II Manual, depending on the type of proposal.

National NCAA Convention Floor

↑

National SAAC meeting and discussion*

↕	↕	↕
Conference review and discussion	Conference review and discussion	Conference review and discussion
↕	↕	↕
Campus Legislative Grid	Campus Legislative Grid	Campus Legislative Grid
↕	↕	↕
Campus SAAC Representative	Campus SAAC Representative	Campus SAAC Representative
Campus SAAC Representative	Campus SAAC Representative	Campus SAAC Representative
Campus SAAC Representative	Campus SAAC Representative	Campus SAAC Representative
Campus SAAC Representative	Campus SAAC Representative	Campus SAAC Representative
Campus SAAC Representative	Campus SAAC Representative	Campus SAAC Representative
Campus SAAC Representative	Campus SAAC Representative	Campus SAAC Representative

All campus legislative grids are reviewed at the national level.

Consider modifying the following information to accommodate your SAAC.

Mission
The mission of the NCAA Division II Student-Athlete Advisory Committee is to enhance the total student-athlete experience by promoting opportunities for all student-athletes; protecting student-athlete well-being; and fostering a positive student-athlete image.

Guiding Principles
The Division II SAAC will be guided by the following principles: ethics, integrity, fairness and a respect for diversity, which shall include attention to gender, ethnicity and sport.

Governing Rule
We, as the Division II NCAA Student-Athlete Advisory Committee, will ultimately hold one another accountable for all actions, particularly those actions taking place during the Student-Athlete Advisory Committee meetings.

Division II SAAC Purpose
The Student-Athlete Advisory Committee shall protect the well-being of student-athletes by identifying issues and initiatives pertinent to Division II student-athletes by reviewing and responding to issues raised by other committees, playing and active role in the Division II legislative process, and representing Division II student-athletes on divisional and Association-wide committees. *(Adopted 1/12/04)*

Members of the Student-Athlete Advisory Committee will serve as liaisons among their institutions, their conference(s), and the NCAA. They are responsible for educating student-athletes on Division II initiatives, soliciting feedback, and representing the voice of student-athletes at all times.

Responsibilities and Expectations
- Members must be active in their campus and conference SAACs in order to have an informed opinion to bring to the DII National SAAC.
- Members are accepting the responsibility of representing approximately 100,000 Division II student-athletes.
- Members should understand that the Division II national SAAC represents both conferences and independent institutions.
- Members must remember that they are representing the entire National Collegiate Athletic Association and are expected to conduct themselves in a professional manner at all times.
- It is the responsibility of the SAAC members to become informed and educated about the various issues affecting Division II.
- At all times, SAAC members must keep their campus and conference committees educated about current issues.
- Because of their involvement at the local and at the national level, the SAAC members must act as leaders and liaisons for SAAC members within their conferences.
- Alcohol may be available at some NCAA functions. Alcohol use for individuals under the age of 21 is illegal in all 50 states. All individuals can face serious legal consequences for underage drinking or for providing alcohol to minors.
- While attending meetings, members must be open-minded and respectful of other people's opinions.
- The committee will handle any necessary disciplinary actions.

Attendance
- Attendance at all SAAC meetings (including the Summit) is required. Absences are excusable only in the following cases: family emergencies, athletics competition occurring during the scheduled meeting or for academic reasons. Two unexcused absences are cause for dismissal.
- If an individual plans to miss a meeting, he or she must inform the primary NCAA staff liaison to DII SAAC, regarding his or her planned absence.
- A written notice explaining a missed meeting must be forwarded to the primary NCAA staff liaison to the DII SAAC before the meeting occurs.
- The SAAC member is required to refer relevant campus and conference issues to the full committee prior to a missed meeting.
- At the conclusion of a missed national SAAC meeting, it is the absent member's responsibility to contact a SAAC member to discuss the agenda items that were covered during the meeting.

SHIPPENSBURG UNIVERSITY STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)

ABOUT SAAC

A Student-Athlete Advisory Committee (SAAC) is a committee made up of student-athletes assembled to provide insight on the student-athlete experience. The SAAC also offers input on the rules, regulations, and policies that affect student-athletes' lives on the Shippensburg University campus.

MISSION STATEMENT

The mission of the Shippensburg University Student-Athlete Advisory Committee is to enhance the total student-athlete experience by promoting opportunity, protecting student-athlete welfare, acting as a liaison between student-athletes and administration, and fostering a positive student-athlete image.

CONSTITUTION

Article I.   Name of Organization

This organization shall be known as the Student-Athlete Advisory Committee (SAAC).

Article II.   Purpose

1. To generate a student-athlete voice within the institution.
2. To solicit student-athlete response to proposed NCAA legislation.
3. To suggest potential NCAA legislation.
4. To organize community service efforts.
5. To create a vehicle for student-athlete representation on campus, conference-wide, and nationally.

Article III.   Membership

1. Any student-athlete (scholarship or non-scholarship) is eligible for appointment. Representatives should be selected by their teammates or coaches.
2. Academic eligibility must be maintained. Upon becoming academically ineligible, the member will be replaced.
3. To provide continuity, membership will be for the duration of athletic career.
4. Each team should try to have at least one upperclassman and one underclassman.
5. There will be two voting members from each varsity team sport.
6. Each member will serve as a liaison between the committee and his/her respective team.
7. Each member will coordinate with their respective coach the appropriate time to address the team to communicate SAAC information, activities, etc.
8. Each team must be represented at each monthly meeting:
    a. Attendance at all SAAC meetings is _required_. Absences are excusable only in the following cases: family emergencies and athletics competitions occurring during the scheduled meeting or for extreme academic reasons.
    b. A written notice (e-mail) explaining a missed SAAC meeting must be forwarded to the SAAC President _before_ the meeting occurs.

c. At the conclusion of a missed SAAC meeting, it is the absent member's responsibility to contact a SAAC officer to discuss the agenda items that were covered during the meeting.

d. Two unexcused absences are cause for dismissal.

9. While attending SAAC meetings, members must be open-minded and respectful of other people's opinions.

10. Members accept the responsibility of representing approximately 500 SU student-athletes.

11. Members are required to actively participate in a minimum of one standing committee.

Article IV.   Executive Council

1. Officers will be nominated at the second-to-last meeting and will be elected at the last meeting of the year.

2. All officers shall serve for a one-year term. Officers are eligible for re-election for a consecutive term providing he/she will be a full-time student-athlete for another term of one-year.

3. Officers can only be elected if they have been a member on SAAC for at least one year.

4. Two members of the executive council must attend the PSAC SAAC meetings (fall and spring).

5. In the event of removal, resignation, or vacancy of the President, the Vice-President will move into the President position, and the newly appointed President appoints the new Vice-President until the next official election.

6. In the event of removal, resignation, or vacancy of any officer or committee chair, the President will appoint a replacement until the next official election.

7. Impeachment of an elected officer can take place when two-thirds of the membership votes for impeachment. Two-thirds of the committee must be present for this to take place.

President

1. Presides over and creates the agenda for monthly meetings.
2. Communicates all relevant information to officers and members.
3. Serves as liaison and spokesperson to SU administration.
4. Functions as spokesperson to conference and national SAAC.

Vice-President

1. Presides over meetings when the President is absent.
2. Oversees subcommittees that may be formed as a response to the needs of the SU SAAC.
3. Oversees the legislation process in conjunction with the conference and national SAAC.
4. Exercises all functions of the President in absence of the President.

Secretary

1. Responsible for maintaining attendance records.

2. Responsible for a summary and distribution of minutes from meetings within 48-hours (distribute to members, advisor(s), athletics administration, FAR, coaches). This can be done through the President if necessary.
3. Updates bulletin board.

Treasurer

1. Responsible for all financial transactions relating to SAAC.
2. Responsible for deposits and payment of bills through athletics office.
3. Provides budgetary report and updates at each SAAC meeting.

Standing Committees

The chairperson of each committee will be decided at the beginning of the year during committee signups and will then be voted on by the members of each committee. Additional committees can be formed if necessary.

Community Service Committee

This committee helps to organize and facilitate community service projects sponsored by SAAC.

Liaison

1. Oversees all community service events sponsored by SAAC.
2. Delegates responsibilities to committee members for each event.
3. Encourages participation from the SAAC members in community service events and brainstorming for new events.

Make-A-Wish Committee

This committee helps to organize and facilitate projects specifically designated for SAAC's contributions to the Make-A-Wish Foundation.

Liaison

1. Oversees all events and projects designated to benefit MAW (except the Athlete Auction).
2. Responsible for designating individuals for events and/or projects.
3. Processes MAW/NCAA Division II paperwork annually.
4. Establishes final goals and maintains records of collected funds.
5. Responsible for establishing, organizing, and communicating all meeting times to the committee.

Group Development Committee

This committee helps to brainstorm, organize, and facilitate all activities involving the committee as a whole or any large scale gatherings sponsored by SAAC.

Liaison

1. Oversees all group development activities that benefit the SAAC.
2. Delegates responsibilities to committee members for each event.
3. Encourages group cohesiveness and coordinates events that enhance group development.
4. Responsible for establishing, organizing, and communicating all meeting times to the committee.
5. Responsible for maintaining records and communicating information about the Raider Cup to all student-Athletes.

Athlete Auction Committee

This committee helps to organize and facilitate one of the SAAC's largest community service projects, the Athlete Auction (money designated for Make-A-Wish).

Liaison

1. Oversees and organizes the Athlete Auction.
2. Delegates responsibilities to each committee member for the event.
3. Responsible for encouraging active promotion of the event.
4. Responsible for establishing, organizing, and communicating all meeting times to the committee.

Priority Scheduling Special Committee

This committee was formed in an effort to draft and present a proposal that would effectively request priority scheduling for all student athletes. It will cease to exist after this occurs.
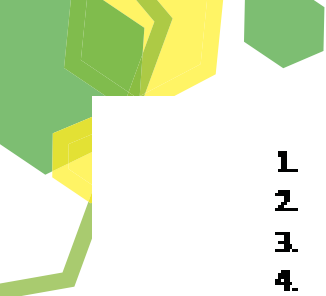
Liaison

1. Responsible for drafting the proposal.
2. Delegates responsibilities to each committee member based on tasks that need to be accomplished.
3. Responsible for establishing, organizing, and communicating all meeting times to the committee.
4. Oversee and direct the group that will present the final proposal to the necessary constituents.

Article V.   Meetings

1. There will be at least one meeting per month.
2. Meetings will be set for the academic year.
3. All meetings will follow Robert's Rules of Order.
4. Special meetings may be called by the President when business demands immediate attention.

Article VI.   Voting

1. There will be two voting members from each varsity team sport.
2. The percentage of members that constitute a quorum shall be fifty-one percent.
3. In voting, a majority shall consist of fifty-one percent.
4. There must be a quorum in order for any official vote or election to occur.

Article VII.   Amendments

1. Amendments to this Constitution may be introduced at the conclusion of any meeting. Voting shall occur at the following meeting, with the new amendment taking effect following the decision.
2. If the amendment passes, it shall be written in the Constitution and followed immediately.

Approved: August 2007
Updated: October 2007
January 2008
August 2008
February 2009
April 2009

Robert's Rules of Order
(Parliamentary Procedure)
As modified from Channing L. Bete Co., Inc.

What is parliamentary procedure?
It's a set of rules for conducting business at meetings and public gatherings.

Why is parliamentary procedure important?
Because it allows everyone to be heard and to make decisions without confusion.

   Parliamentary procedure means:
   - Democratic rule
   - Flexibility
   - Protection of rights
   - A fair hearing for everyone

It can be adapted to fit the needs of any organization.

A fixed agenda, or order of business, is generally followed by organizations that use parliamentary procedure.
Here's a typical example:

1. **Call to order**
   If a quorum (the actual number or percentage of members that must be present for business to be conducted legally) is present, the chair says, "The meeting will come to order."
2. **Minutes**
   The secretary reads a record of the previous meeting.
3. **Officers' reports**
   Officers and standing committees may report on their activities. Some only report at annual meetings.
4. **Reports of special committees**
   Special committees report on the tasks for which they were created.
5. **Special orders**
   This is important business previously designated for consideration at this meeting.
6. **Unfinished business**
   This is business that has come over from the previous meeting.
7. **New business**
   New topics are introduced.
8. **Announcements**
   These inform the assembly of other subjects and events.
9. **Adjournment**
   The meeting ends by a vote or by general consent (or by the chair's decision if the time of adjournment was set by an earlier vote).

How do members get their say?
They make motions. A motion is a proposal that the assembly take a stand or take action on some issue. Members have a right to:

> **Present motions**
> "I move that..."

> **Second motions**
> Express support for discussion of another member's motion. — "Second."

> **Debate motions**
> Give opinions on the motion. — "I think..."

> **Vote on motions**
> Make a decision. — "All those in favor?"

There are 5 general types of motions.

1. **Main Motions**
   These introduce subjects for consideration. They cannot be made when another motion is before the assembly. They yield to privileged, subsidiary and incidental motions. For example, "I move that we purchase..."

2. **Subsidiary Motions**
   These change or affect how the main motion is handled. (They are voted on before the main motion.) For example, "I move to amend the motion by striking out..."

3. **Privileged Motions**
   These concern special or important matters not related to pending business. In general, they are considered before other types of motions. For example, "I move we adjourn."

4. **Incidental Motions**
   These are questions of procedure that arise out of other motions. They must be considered before the other motions. For example, "I move to suspend the rules for the purpose of..."

5. **Motions that bring a question again before the assembly**
   These enable certain items to be reconsidered. In general, they are brought up when no business is pending. For example, "I move to reconsider..."

Frequently Asked Questions

Is it in order? Your motion must relate to the business at hand and be presented at the right time. It must not be obstructive, frivolous or against the bylaw.

May I interrupt the speaker? Some motions are so important that the speaker may be interrupted to make them. The original speaker regains the floor after the interruption has been attended to.

Do I need a second? Usually, yes. A second indicates that another member would like to consider your motion. It prevents spending time on a question that interests only one person.

Is it debatable? Parliamentary procedure guards the right to free and full debate on most motions. However, some subsidiary, privileged and incidental motions are not debatable.

Can it be amended? Some motions can be changed by striking out or inserting wording, or both. Amendments must relate to the subject as presented in the main motion.

What vote is needed? Most require only a majority vote (more than half the members present and voting). But, motions concerning the rights of the assembly or its members need a 2/3 vote to be adopted.

Can it be reconsidered? Some motions can be debated again and re-voted to give members a chance to change their minds. The motion to reconsider must come from the winning side.

How do I present my motion?

1. **You obtain the floor.**
   - Wait until the previous speaker is finished
   - Rise and address the chair. Say, "Mr. (or Madam) Chairperson" or "Mr. (or Madam) President."
   - Give your name. The chair will recognize you by repeating it.
2. **You make your motion.**
   - Speak clearly and concisely.
   - State your motion affirmatively. Say, "I move that we do…" instead of "I move that we do not…"
   - Stay on the subject and avoid personal attacks.
3. **You wait for a second.**
   - Another member will say, "I second the motion."
   - Or, the chair will call for a second.
   - If there is no second, your motion will not be considered.
4. **The chair states your motion.**
   - The chair must say, "It is moved and seconded that we…"
   - After this happens, debate or voting can occur.
   - Your motion is now "assembly property," and you can't change if without consent of the members.
5. **You expand on your motion.**
   - As the person who made the motion, you are allowed speak first.
   - Direct all comments to the chair.
   - Keep on the time limit for speaking.
   - You may speak again after all other speakers are finished.
   - You may speak a third time by a motion to suspend the rules with a 2/3 vote.
6. **The chair puts the question.**
   - The chair asks, "Are you ready for the question?"
   - If there is no more debate, or if a motion to stop debate is adopted, a vote is taken.
   - The chair announces the results.

The method of voting on a motion

Choosing a method of voting on a motion can depend on the situation and the bylaws of your organization. The following are various methods of voting on a motion:

Voice
The chair asks those in favor to say, "aye" and those opposed to say "no" (for majority votes only). A member may move for an exact count.

Show of Hands
Members raise their hands to verify a voice vote, or as an alternative to it. This does not require a count. A member may move for an exact count.

Roll Call
If a record of each person's vote is needed, each member answers "yes," "no" or "present" (indicating the choice not to vote) as his or her name is called.

Ballot
Members write their vote on a slip of paper. This is done when secrecy is desired.

General Consent
When a motion isn't likely to be opposed, the chair says, "If there is no objection…" Members show consent by their silence. If someone says "I object, "The matter must be put to a vote.

Quick Guide

To do this:	You say this:	May you interrupt the speaker?	Do you need a second?	Is it debatable?	Can it be amended?	What vote is needed?	Can it be reconsidered?
Adjourn meeting	"I move to adjourn."	No	Yes	No	No	Majority	No
Call an intermission	"I move to recess for…"	No	Yes	No(1)	Yes	Majority	No
Complain about heat, noise, etc.	"I rise to question of privilege."	Yes	No	No	No	No vote	No
Temporarily suspend reconsideration of an issue	"I move to lay the motion on the table."	No	Yes	No	No	Majority	No(2)
End debate and amendments	"I move the previous question."	No	Yes	No	No	2/3	Yes(3)
Postpone discussion for a certain time	"I move to postpone the discussion until…"	No	Yes	Yes	Yes	Majority	Yes
Give closer study of something	"I move to refer the matter to committee."	No	Yes	Yes	Yes	Majority	Yes(4)
Amend a motion	"I move to amend the motion by…"	No	Yes	Yes(5)	Yes	Majority	Yes
Introduce business	"I move that…"	No	Yes	Yes	Yes	Majority	Yes
The motions listed above are in order of precedence. Below, there is no order.							
Protest breach of rules or conduct	"I rise to a point of order."	Yes	No	No	No	No Vote(6)	No
Vote on a ruling of the chair	"I appeal from the chair's decision."	Yes	Yes	Yes	No	Majority	Yes
Suspend rules temporarily	"I move to suspend the rules so that…"	No	Yes	N	No	2/3	No
Avoid considering an improper matter	"I object to consideration of this motion."	Yes	No	No	No	2/3 (7)	Yes(7)
Verify a voice vote by having members stand	"I call for a division." or "Division!"	Yes	No	No	No	No Vote	No
Request information	"Point of information."	Yes	No	No	No	No Vote	No
Take up a matter previously tabled	"I move to take from the table."	No	Yes	No	No	Majority	No
Reconsider a hasty action	"I move to reconsider the vote on…"	Yes(8)	Yes	Yes(9)	No	Majority	No

Notes:

1. Unless moved when no question is pending.
2. Affirmative votes may not be reconsidered.
3. Unless vote on question has begun.
4. Unless the committee has already taken up the subject.
5. Unless the motion to be amended is not debatable.
6. Unless the chair submits to the assembly for decision.
7. A 2/3 vote in negative is needed to prevent consideration of the main motion.
8. Only if the speaker has the floor but has not actually begun to speak.
9. Unless the motion to be reconsidered is not debatable.

Appendix D: Social Media

SAAC Social Media Presence

Social media can be an integral component of the overall strategic communications efforts of your committee. On the national level, Division II has a Facebook page, Twitter feed and YouTube channel. The Facebook page is a way to engage with student-athletes, coaches, fans and the general public. The @NCAADII Twitter account allows individuals to share daily stories from around the division. The YouTube channel provides a rich archive for student-athlete interviews, community engagement stories and champsionship highlights.

At the institutional level, social media can also provide a platform for your committee to advertise its events, meetings and activities. Consider setting up a Facebook page, Twitter account and/or YouTube channel to help promote SAAC events. Contact your Sports Information Director to ask if he or she chould release information about your events via the athletic department website. Be prepared to submit brief written releases if your SID prefers that you write the information ahead of time. Your SID could also assist you in establishing a strategic social media platform.

Your Personal Social Media Presence

Because of their involvement on campus, student-athletes are ambassadors for the schools for which they compete. With the rise of social media, student-athletes are continually scrutinized because of the possible rules violations that can occur via Facebook, Twitter and YouTube. Remember that you should portray a positive image of yourself and your institution when using social media.   Not only are you reflecting your team, institution and family, you're also conveying your own personal brand. It may be helpful for your SAAC to create a social media policy for your student-athletes if one does not already exist in your athletic department.

Resources for Collaboration

You may find it helpful to collaborate with your conference office to market activities and events. Many conference websites link to institutional athletic department Twitter feeds and Facebook accounts. Consider contacting your conference office if they do not currently provide this service.

Tips on Social Media Usage

- There are many other teams and student-athletes at your school. Take the time to give them a shout-out when they do big things.
- Multiple mentions of the same business could be considered an endorsement, which is impermissible according to NCAA legislation.
- Remember that teachers, coaches, teammates, peers and other important people are watching and listening to what you post on the social media.
- Privacy settings only go so far. Social media is always public and future employers will be considering how you present yourself online.
- What happens in the locker room stays in the locker room. Things that are said in private team settings should never find their way onto social media platforms.
- If your coaching staff and/or athletic administrators give you guidelines to follow for Twitter and/or Facebook, be sure to trust and follow them closely. Your team and staff have your long-term best interests in mind.
- No individual, team or sport is too small. People are paying attention to your posts, whether you notice or not.

Modified from 20 Best Practices for Student-Athletes Living in a Social World, ncasports.org

facebook.com/NCAADivisionII   **youtube.com/NCAADivisionII**   **@ncaadii #NCAAD2**

Meeting Planning

Many campus SAACs have found it helpful for the executive committee to meet prior to the full committee meetings to set the agenda for the upcoming meeting and discuss issues that may arise in a meeting. The executive committee may also take this time to identify special guests or topics to include in future meetings. A member of the executive committee is also typically responsible for sending email reminders about the meeting location and time to all SAAC representatives. These reminders usually go out a week in advance and then also on the day of the meeting.

Steps for conducting an effective meeting

Conducting effective and efficient meetings are vital for a campus SAAC due to the busy schedules of most student-athletes. Below are a few steps for running an effective meeting. You can always modify these steps in order to meet the needs of your committee.

Before the meeting
- Plan the meeting carefully: who, what, when, where, why, how many.
- Prepare a written agenda.
- Send out meeting notices.
- Come early and set up the room.

At the beginning of the meeting
- Start on time.
- Have participants introduce themselves and state their expectations for the meeting.
- Clearly define the roles of the chair, recorder and group members.
- Review, revise and order the agenda.
- Set clear time limits.
- Review action items from the previous meeting.

During the meeting
- Identify the desired outcome for each meeting topic.
- Focus on the same problem in the same way at the same time.
- Keep accurate mintues of key decisions and actions.

At the end of the meeting
- Establish the action items: who, what, when.
- Summarize the decisions reached and the differences unresolved.
- Set the date and place of the next meeting and develop a preliminary agenda.
- Have participants evaluate briefly what worked well with the meeting, what did not and what could be done differently next time.
- Close the meeting crisply and positively.
- Clean up and reset the room.

After the meeting
- Prepare the group e-mail summarizing key decisions and actions.
- Follow up on action items and begin to plan the next meeting.

(Source: adapted from Michael Doyle and David Strauss, How to Make Meeting Work)

Helpful hints from current SAACers

"From my expirience, my institution's SAAC has been successful when it has had close contact and a good relationship with the athletics director, but also the individual coaches. Most of the coaches at my institutuion didn't know what SAAC's role was before I got here, but since then, we have created and maintained good relationships with the coaches and they buy in completely to what we are trying to do. They also keep thier athletes accountable to thier SAAC responsibilities."

~ Jared Merritt, Lake Erie College

"SAAC is the fastest and most efficient way to get the voice of the student-athlete out there. Encourage your athletes to voice their opinions and concerns with their team representatives. As your institution's SAAC, don't be afraid to reach out beyond the athletic community on campus. Much of the staff, surprisingly even your cafeteria staff, are huge supporters when it comes to fundraising and coming to events!"

~ Brynn Seidenstricker, Shippensburg University of Pennsylvania

Community Service Ideas

Campus SAAC representatives, by virtue of their roles, are leaders on their athletics teams. However, Division II athletics are also about being a leader in the community. Therefore, community service is an important part of many campus SAAC activities. Community service activities promote team-building as well as provide leadership opportunities for SAAC representatives. Listed below are some examples of community service projects and fundraisers that campus SAACs have sponsored in the past:

- Make-a-Wish fundraisers
- Boys and Girls Club Afternoon of Learning
- Volunteer opportunities at local homeless shelters, food banks, the American Red Cross, etc.
- Reading to local school children
- Junior Athlete Days, when children come to the school for a day and get to spend time and play with the athletes
- Old Shoe Collection
- Canned Food Drives
- Blood Drives
- College Idols, when local school children shadow a student-athlete around campus for a day
- Toy Drives
- Volunteering at local hospitals
- Special Olympics
- Peer Mentoring
- Adopt-a-family programs during the holidays
- Student-Athlete Appreciation Day
- Girls National Sports Day
- Teddy Bear Drives
- Coats for Kids
- Penpal Program with local schools
- Spare Change and Toiletries Drive

"Participation [in SAAC] is imperative at the campus level and that message is sent to every team and coach at our institution. Our continued success is a result of one major fundraising event each semester. The student-athletes enjoy the events and they know what to expect each time. I recommend creating stability within SAAC so each student-athlete knows what to expect and they don't see it as something they have to do, but rather something they look forward to each year."
~ Hilary Cox, North Georgia College & State University

Service vs. Engagement

Remember, community service is intended to reach out to help those in the community. Community engagement is intended to build lasting relationships with the community. Service is generally a one-time occurrence and does not necessarily requrire the establishment of a personal relationship, whereas engagement does establish personal relationships and provides opportunities to get to know the campus and local community better.

Executing a Successful Event

It is important to begin planning well in advance in order to hold a successful community service or community engagement event. How you decide to plan for and organize your event is up to your campus SAAC, but it may be helpful to hold a brainstorming session with the executive or full committee early in the semester to begin thinking about possible ideas. From that meeting, you should be able to finalize some ideas, propose a timeline for the event and identify key people who can assist in executing the event. Remember to keep your compliance coordinator informed to ensure that your proposed event complies with NCAA rules. Included below are components for planning each event:

- Setting the goal(s) of the event
- Identifying the target audience
- Setting the date, time and location
- Compiling the marketing plan
- Identifying partners within the campus and community
- Setting a budget (including facility, catering, program materials, decorations, etc.)
- Creating the event timeline

Community Engagement Award of Excellence

Each year, an institution from every conference and one independent is recognized for its community engagement efforts. Winners receive $500 from Division II. Please visit diinetwork.org for more information and instructions on how to submit your event.

"Student-athletes may get more out of an event than the people they are trying to help."
~ Baseball student-athlete from Nova Southeastern

Community service vs. engagement

What's the difference?

Division II is committed to developing students and communities by actively engaging in shared experiences and, therefore, has targeted community engagement as one of its strategic priorities. The objective of community engagement is to build relationships by bringing the community to campus to experience Division II and its events (e.g., collegiate, theatrical, cultural).

Many have heard this and thought, "That is nothing new; we do community service all the time." It is true that colleges and universities and their students have performed more community service than many other organizations. However, Division II is emphasizing the gathering of individuals to share in an experience and not just provide assistance to an individual or group of individuals in need.

Community service – reaching out to help those in the community

▶Have specific end goals

▶Generally a one-time occurrence

▶Most often does not require the establishment of a personal relationship between those providing the service and those receiving the benefit of the service

▶Usually done to fulfill a service requirement

▶Qualifies as "service learning"

▶Directed toward specific non-for-profit organizations or entities within the community with an identified need

Community engagement – building lasting relationships

▶Time of social gathering and interaction with the campus and community

▶Feels like an interaction with friends

▶Opportunity to get to know the campus and local community better

▶Making the college and campus feel like the town square

▶Individuals walk away from the experience remembering the fun atmosphere

▶Directed towards parents, students, alumni, faculty, staff, donors, friends of faculty and staff

NCAA *I chose* Division II

Division II National Student Advisory Committee
2013-14 Make-A-Wish® Campaign

Potential Fundraising Ideas

Disclaimer: Student-athletes should check with the campus compliance officer for final approval and compliance with NCAA rules and regulations before committing to any fundraising project. For further clarification on any of the fundraising projects listed below please contact the NCAA national office.

Reminders:

1. If your institution chooses a fundraiser from the activities listed below, there is no need to obtain any additional approval. However, if the fundraiser you are interested in doing is not identified below, please contact the SAAC national office liaison to obtain approval (listed in Appendix H). Your email should contain a clear description of the event.

2. Your institution(s) SAAC are responsible for determining the appropriate monetary amounts to be charged for all projects initiated. ALL FUNDS raised must be donated if they are being collected under the Make-A-Wish fundraiser name.

3. You MUST submit all printed materials (tickets, posters, advertisements, etc.) that contain the Make-A-Wish® name or trademarks to the Make-A-Wish National Office and the NCAA National Office for approval. Email all documents to Mark Strothkamp at mstrothkamp@ncaa.org, allowing a minimum of five business days for review.

4. You must use care when using the Make-A-Wish Foundation name and logo. Note that "Make-A-Wish" is spelled with a capital "A" and with hyphens (not "Make a Wish"). You may not alter the "swirl and star" logo by customizing it to your specific event (e.g., do not change the logo to read "Make-A-Basket" if you are conducting a halftime contest). The Make-A-Wish Foundation does not allow door-to-door or telephone soliciting.

5. The Make-A-Wish Foundation's mission is to grant the wishes of children with life-threatening medical conditions to enrich the human experience with hope, strength and joy. Words such as "terminal," "dying" or "last wish" should never be used when communicating the mission of the Make-A-Wish Foundation.

6. If you would like any more information about the Make-A-Wish Foundation or if you would like any collateral materials about the Make-A-Wish Foundation to distribute at your fundraising event, please contact the Make-A-Wish Foundation National Office or your local chapter. Visit *www.wish.org* and enter your zip code for your local chapter's contact information.

Game Seats Half Time Drawing
Level of Difficulty: Easy
Project Outline:
 <u>How to do it</u>
 1. Reserve two or more front row seats.
 2. Sell tickets to fans for $1.00 at each basketball or football game.
 3. Sell tickets until half time.
 4. Draw the winning ticket out of a hat.
 5. The winner selected will obtain front row seats to an upcoming game, or can move seats for the 2nd half, depending on how you set it up.

College Youth Day
Level of Difficulty: Medium
Description: Organize a day where students from the community come to your institution and participate in activities with your student-athletes. Individuals choosing to participate will be asked to donate a minimum of five dollars to the Make-A-Wish Foundation.
Project Outline:
 <u>Before the Activity</u>
 1. Select the date and send fliers to local elementary schools.
 2. Decide times and activities.
 3. Select student-athletes and teams to participate in the activity.
 4. Check with the campus activities board to see if funds or a donation can be made available to provide a snack/meals, drink and/or t-shirt for participants.
 <u>Day of Activity</u>
 1. Organize participants into teams by age and/or previously determined color teams.
 2. Allow groups to participate in activities at each station for 15 to 20 minutes. Allow enough time for each participant to complete three to four activities.

Sporting Admission
Level of Difficulty: Medium
Description: Implement an admission fee to a typically open event and donate the ticket sales to the Foundation. An increase in admission would also work, with the additional fee going to the Make-A-Wish Foundation.

Half Time Drawings
Level of Difficulty: Easy
Project Outline:
 <u>How to do it</u>
 1. Sell raffle tickets to fans in attendance for the chance at an opportunity to win a special prize.
 2. Depending on the number of prizes available, select the winners from the tickets sold to win a prize.
 3. Check with your Student Government Association or Athletics Department to donate prizes or game tickets.

Half Time Contests
Level of Difficulty: Easy
Project Outline:

<u>How to do it</u>
1. Sell raffle tickets to fans in attendance for the chance at an opportunity to participate in a half time contests. Half time contest ideas may include but are not limited to: kicking a field goal kick from a certain distance at a football game, counting the number of successful serves to a pre-determined target during a volleyball game, or successfully hitting a hockey puck into a cut-out in the goal at a hockey game.
2. Select a certain number of participants to participate in the half time event.
3. T-shirts, hats and other items donated by your athletics department should serve as prizes.
4. Allow spectators not wishing to participate in the half time activity to make a donation.

Wish Star Sell
Level of Difficulty: Easy
Project Outline:

<u>How to do it</u>
1. Visit http://www.dokshop.com/makeawish/MakeAWishSponsor.asp to purchase paper or magnetic wish stars (paper stars are $6.50 for 100).
   a. Enter sponsor as the access code.
2. Set a coverage goal: aim to cover all the walls of locker room, etc.
3. Sell the stars during an event or game.
4. Hang the stars on the walls to encourage others to donate and sign their name on a star.

Spare Change Drive
Level of Difficulty: Easy
Description: Collect spare change in jars placed in various areas around campus, i.e., dorms, athletic centers, snack bars, cafés and ticket counters where tickets to athletics events may be sold from students and student-athletes. Label the front of the collection jars with Make-A-Wish Campaign.
Project Outline:

<u>How to do it</u>
1. Gather coffee cans and milk jugs to use as collection containers.
2. Distribute clearly marked jars in places around campus, i.e. dorms, cafeterias, athletic center desk and snack bars.
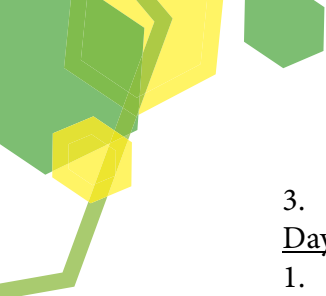3. Designate student-athletes to collect change on a daily basis.

Auction
Level of Difficulty: Easy to Medium
Description: Have local businesses donate items for a student-athlete sponsored auction to benefit the Make-A-Wish Foundation.
Project Outline:

<u>How to Promote</u>
1. Fliers
2. E-mail

3.   Placing an ad in campus or local newspapers

Day of Auction Preparation

1.   Have all items organized on a table.
2.   Give each person a sign with a number to use to bid.
3.   Have an auctioneer be responsible for introducing the item up for the auction and then keep track of winners by using a computer spreadsheet.

A silent written auction would be an idea as well!

Sell Items at Games

Level of Difficulty: Easy

Description: Identify possible items to sell during sporting events or special activities, i.e. pom poms, foam fingers, lanyards, and T-shirts. Pom poms and foam fingers are generally great sellers. Make sure to contact the bookstore to obtain clearance to sell certain products if necessary.

Chains of Love

Level of Difficulty: Easy

Description: A fundraiser designed to involve everyone on campus and within the local community.

Project Outline:

How to do it

1.   Cut strips of paper and stamp or label with your school logo, or a statement that states "In Support of the Make-A-Wish Foundation®".
2.   Sell these strips for $1 or $2 to individuals in support of creating a "Chain of Love".
3.   Allow individuals who purchase a chain to sign their name and or write a short message.
4.   Connect all of the strips to form a chain.
5.   Presentation of the chain with the collected donations will be made to the local Make-A-Wish chapter.

Pizza Night

Level of Difficulty: Medium

Description: Certain pizza parlors may allow you to sponsor a pizza night where a certain percentage from the pizza and beverages sold will be donated to the Make-A-Wish Foundation on behalf of your institution.
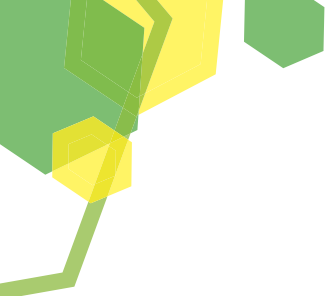
Project Outline:

How to do it

1.   Contact a local pizza parlor.
2.   Set up a date and time to hold the fundraiser.
3.   Advertise around school and in the local community of the special event. Let the public know that a percentage of sales from this event will go to the Make-A-Wish Foundation.

Mascot Cards

Level of Difficulty: Medium to Hard

Description: Mascot cards are great because the money is donated to a good cause, and the recipient of the card has the opportunity to save money at local restaurants

and businesses. Cards should be sold for $10-15 dollars with a percentage of the funds raised benefiting the Make-A-Wish Foundation. Cardholders would receive the determined discount percentage from the selected businesses.

Golf Tournament

Level of Difficulty: Hard

Description: This is a great idea where the funds raised through the event could benefit both your institution's athletics department and the Make-A-Wish Campaign. Make sure you are clear with participants how much benefits the Make-A-Wish Foundation. This fundraiser needs to be cleared with the Athletic Department before beginning.

Project Outline:

> How to do it
> 1. Set up a date to hold the event with a local golf course.
> 2. Charge a flat rate of $75 per individual to participate in the event. This rate would include 18 holes of golf and dinner. Dinner can be something as simple as hamburgers and hot dogs. Funds raised (at least 50 percent) will benefit the Make-A-Wish Foundation.
> 3. Organize participating individuals into foursomes and let them play. Winners will receive a prize or goodie bag. The prize pack may contain a gift certificate from a local restaurant or local merchandiser.

T-Shirt Sale

Level of Difficulty: Medium

Description: Sell athletic department sport T-shirt at games and in the dorms. This fundraiser needs to be cleared with the Compliance Officer and Athletics Department Licensee before beginning project.

Project Outline:

> How to do it
> 1. Design a T-shirt logo.
> 2. Have T-shirt made.
> 3. Set up a table at a sporting event or in the dorm and sell.

Welcome Back Goody Bags

Level of Difficulty: Easy to Medium

Description: Send out flyers to parents of participating student-athletes in the athletics department with information on how to send a goody bag to their student-athlete to help get them through the first few weeks of school or preseason for fall sports. For a donation of $20.00, the student-athlete will receive a goody bag with items including fruit, favorite candy bar, juices, crackers and other related snacks. Parents will also be provided an envelope to enclose a personal letter.

Project Outline:

> How to do it
> 1. Make up fliers and forms to send to the parents of the student-athletes.
> 2. Have forms sent back with money by a certain date.
> 3. Organize goody bags with treats and special notes.
> 4. Distribute to student-athletes.

Car Wash

Level of Difficulty: Easy

Project Outline:

<u>How to do it</u>
1. Find a fire department or other water resource in your area.
2. Advertise around campus and in the local community.
3. Sell tickets in advance and allow for drive-ups on the day of the event.
4. Start washing.

Bake Sale

Level of Difficulty: Easy

Description: This particular project is a hit before, during and after big games. Set up right outside the field/court, and the baked goods will be gone before you know it!

Project Outline:

<u>How to do it</u>
1. Have athletes in the athletics department bake goodies to donate to the bake sale.
2. Designate SAAC members to work shifts to sell the goodies.

Carnation Sale

Level of Difficulty: Easy

Description: Nothing brightens up a tough day better than flowers. Find a local florist who will sell the flowers wholesale and then sell them in the café, or athletic center for one dollar a piece. Flowers can be sold to the general student body and during sporting events.

I Chose DII: A Student-Athlete Resource
www.D2SA.org

Serving the approximately 100,000 current student-athletes who participate in athletics at the Division II level, the "I chose DII" student-athlete resource page provides an online community for student-athletes to interact and connect around the reasons they chose Division II. The page consists of Division II news tailored to the student-athlete audience including the following: videos, including those created by student-athletes; a student-athlete blog; opinion polls; a photo gallery; and features on other Division II initiatives like the Make-A-Wish partnership, Community Engagement and Game Environment.

Division II Facebook
http://www.facebook.com/NCAADivisionII

Division II YouTube
http://www.youtube.com/NCAADivisionII

Division II Twitter
http://twitter.com/NCAADII
@NCAADII

Division II Commissioners Homepage
http://www.d2cca.com/landing/index

Public Division II Homepage
http://www.ncaa.org/divisionii

To access the following pages you must be logged into the membership side of "NCAA.org"

Membership Division II Homepage
www.ncaa.org ---> "member login" ---> Governance ---> Division II

NCAA Division II SAAC Homepage
www.ncaa.org ---> "member login" ---> Hover over Student-Athlete Programs and then click on "SAAC"---> Division II Home

Programs & Grants
www.ncaa.org ---> "member login" ---> Student-Athlete Programs ---> Student-Athlete Affairs

NCAA Postgraduate Scholarship
To qualify for the NCAA postgraduate scholarship, student-athletes must excel academically and athletically, be in their final year of eligibility and plan to pursue graduate study. Student-athletes must also maintain at least a 3.2 grade-point average and be nominated by their institution's faculty athletics representative.

The NCAA recognizes student-athletes in each season and throughout each division. Winners receive $7,500. Application deadline is January 30.

NCAA Postgraduate Internship
The NCAA Postgraduate Internship is a one-year program that provides on-the-job learning experiences for college graduates who express an interest in pursuing a career in intercollegiate athletics administration. The internship is based at the NCAA national office in Indianapolis, Indiana.

To be eligible for the internship, applicants must be a college graduate from a four-year NCAA member institution. Internship applications are accepted September 9 through December 9. For more information, contact Dawn Buth at dbluth@ncaa.org.

NCAA Division II SAAC Liaisons

Primary Division II SAAC Liaison
Josh Looney, associate director of Division II governance
Email: jlooney@ncaa.org

Division II SAAC Liaisons

Ken Kleppel, assistant director of academic and membership affairs

Mark Strothkamp, associate director of enforcement

Payton Williams, assistant director of academic and membership affiars

We hope this document is helpful in the establishment of your campus SAAC. We encourage you to modify this information as necessary. If you have any questions or comments regarding the information contained in this publication, please contact your Division II SAAC representative. Your feedback and ideas will be used to enhance future publications of this document.

DIVISION II STRATEGIC POSITIONING PLATFORM

NCAA mission
What the brand wants to accomplish

To govern competition in a fair, safe, equitable and sportsmanlike manner, and to integrate intercollegiate athletics into higher education so that the educational experience of the student-athlete is paramount.

DII positioning statement
Who we are

Life in the Balance. Higher education has lasting importance on an individual's future success. For this reason, the emphasis for the student-athlete experience in Division II is a comprehensive program of learning and development in a personal setting. The Division II approach provides growth opportunities through academic achievement, learning in high-level athletic competition and development of positive societal attitudes in service to community. The balance and integration of these different areas of learning opportunity provide Division II student-athletes a path to graduation while cultivating a variety of skills and knowledge for life ahead.

DII attributes
What we stand for

LEARNING: multiple opportunities to broaden knowledge and skills

SERVICE: positive societal attitude through contributions to community

BALANCE: emphasis on collective knowledge; integration of skills

PASSION: enthusiastic dedication and desire in effort

SPORTSMANSHIP: respect for fairness, courtesy; ethical conduct toward others

RESOURCEFULNESS: versatile skill set drawn from broad range of experiences

Audience benefits
Key benefits of the DII experience

Student-Athletes / Parents
- Participation in high-level athletic competition without an overemphasis of sports in student life
- Availability of faculty and sports staff in a personal setting
- With the broad, versatile range of experiences, student-athletes are more likely to find interest and value in school and therefore stay to graduate
- Upon graduation, the student-athlete will leave with broader experiences, skills and knowledge as resources for the future
- With personal setting and multiple areas of learning, student-athletes can have an impact with peers, community and school

DII Membership
- Achieve educational mission and graduation success for student-athletes through a comprehensive program that provides path to graduation and develops broad skill set
- High-level athletic competition for institution, region, community and student-athlete without an overemphasis on sports at the institution
- Opportunity for personal mentoring, coaching, teaching with student-athletes

- Impact local community / develop key local relationships through participation in Division II national community-engagement program

General Public
- High-level, passionate athletic competition for local communities and region in an intimate, family-friendly environment
- Opportunities to interface face-to-face with student-athletes in different venues
- Positive impact in local communities and region through Division II national program
- Show support for educational mission of student-athletes and development of youth

Key Stakeholders
- Invest in the educational mission of student-athletes and development of youth into productive citizens
- Promote high-level athletic competition in local communities and region
- Impact local community / develop key local relationships through support of Division II national community-engagement program

Division II features
12 reasons to believe in Division II

1. **Graduation Rate.** Division II student-athlete graduation rate is consistently 10 to 15 percentage points higher than the total student body.

2. **Class Time.** Division II's regionalization philosophy rewards the scheduling of local or regional opponents in the regular season, resulting in limited missed class time for student-athletes.

3. **Athletics Scholarships.** Many Division II student-athletes receive athletics scholarships and other forms of financial aid to pay for school.

4. **Personal Attention.** Student-athletes receive a quality education at DII institutions that often feature an exceptional teacher-to-student ratio.

5. **Additional Assistance.** The Degree-Completion Scholarship Program provides deserving Division II student-athletes who have exhausted their collegiate eligibility with financial assistance.

6. **National Championships Opportunities.** Division II features unparalleled opportunity for student-athletes to advance to national championship competition as a result of the division's generous championship-access ratios.

7. **Community Partnerships.** Division II has initiated national community partnerships with the Make-A-Wish Foundation and Habitat for Humanity.

8. **Unique Fiscal Model.** Division II offers a unique fiscal model for intercollegiate athletics that redefines the institutional value for sponsoring sports and offering athletics scholarships.

9. **Innovative Solutions.** Division II encourages innovative policy and program decisions unique to the NCAA, such as the development of Division II National Championships Festivals and a national community-engagement program.

10. **Teacher/Coaches.** Many Division II coaches continue to provide other services for their institution and in the community, including teaching and mentoring.

11. **Proud Alumni.** Former Division II student-athletes include governors, senators, entertainers, corporate leaders and professional athletes.

12. National Recognition. Division II student-athletes have received the NCAA's highest individual honors, including winning the Walter Byers Scholarship Award (the Association's top student-athlete) and the NCAA Woman of the Year Award.

NCAA Division II Community Engagement has recently been expanded to serve the growing needs of the DII community. This redesigned site now features...

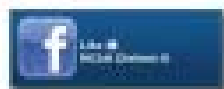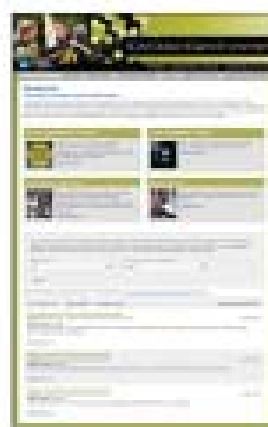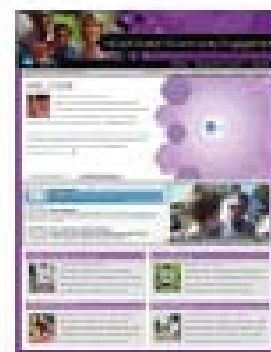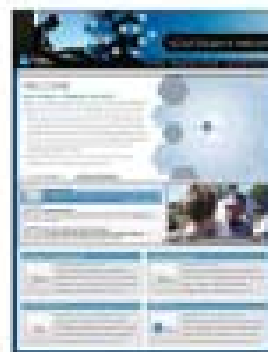### A global NCAA Division II Network homepage

- Provides a quick overview of all the subsites within the Division II Network (Community Engagement, Game Environment, D2sa.org and any future subsites)
- Features latest news headlines with links to the full story
- Features newly released videos

New global navigation

- Provides easy access for users to access the subsite of interest (Community Engagement, Game Environment, D2sa.org and any future subsites)
- One-click access to award and recognition information
- Provides a global landing page for information on DII

Robust resource sections

- Updated on each site with an easy-to-search archive of helpful resources
- Searches are filtered by topic or media type and results are sorted by alphabetical listing or date of creation
- Prominent feature boxes draw attention to the newest resources

http://www.facebook.com/NCAADivisionII   http://www.youtube.com/NCAADivisionII   http://www.twitter.com/NCAADII

Division II Strategic Communications Toolkit

Visit the Division II Strategic Communications Toolkit and access resources such as:

- Logos
- Web banners
- Print ads
- Presentation Templates
- Audio PSAs
- Videos and much more!

NCAA
I chose
Division II