



Student Ambassador Informational Packet

Table of Contents

Program Description...	3
Expectations...	3
Check-in Schedule...	4
Project Planning Toolkit...	5
Project Submission Form...	8
Forming a Chapter...	9
Sample Chapter Meeting Schedule...	10
Chapter Bylaws...	12

PACT Student Ambassador Program Description

An ambassador is an authorized representative or messenger. PACT Student Ambassadors get trained on the causes of child trafficking and work to raise awareness, reduce demand, and/or prevent victimization. Yearly scholarships are awarded to the students with the most outstanding projects, which is determined by a popular vote and Board of Director input. Students may apply to do an individual project or create a chapter at their school or within their existing student group.

As a PACT Student Ambassador, you will first go through a brief training module to deepen your understanding of the causes and contributors of child trafficking. The PACT Student Ambassador Training can be found [here](#). If you are leading an Ambassador Chapter, you will need to review the Ambassador Chapter Training Module before presenting it to your chapter in your first meeting. Any members who miss the first meeting may complete the module on their own.

After the training, you will design and execute a project meant to tackle the issue. Throughout the school year, you will need to follow scheduled check-ins with PACT to update us on your project and your needs. PACT will support your project in any way possible, whether that be through guidance, provision of print materials, provision of speakers, or other needs. At the end of the school year, you will submit your project. If you have any questions, please reach out to info@pact.city.

Expectations

As a PACT Student Ambassador, you are expected to:

- ✓ Complete the Ambassador Training Module.
- ✓ Plan and execute an original project designed to help reduce child trafficking. Avoid plagiarism and ensure that any outside resources are properly cited.
- ✓ Ask for guidance when it is needed.
- ✓ Work independently and meet project check-in deadlines without close supervision.
- ✓ Be willing to dedicate sufficient time to the completion of the project.
- ✓ Represent PACT's values (respect, responsibility, kindness, and integrity) both in person and online
- ✓ Be observant and look out for vulnerable peers.

Check-in Schedule

Throughout the course of the school year, you need to check-in with PACT to update us on your project so we can provide you with the support you need to accomplish your goal. On or before each of the following dates, you will need to check in with an in-person meeting or email to info@pact.city.

Important Date	Questions to Answer
September 30	<ol style="list-style-type: none"> 1. Are you working as an individual or as a group? 2. What are some initial ideas for projects you could do to raise awareness, reduce victimization and/or disrupt demand?
January 30	<ol style="list-style-type: none"> 1. What is your proposed project(s) and who is the target audience? Use the Project Planning Toolkit and Task Log (found on the next few pages) to help plan your project. 2. What is the knowledge/skill that you would like to give to your audience? 3. Describe your project(s) in detail: 4. What exactly will you need to complete your project(s)?
March 15	<ol style="list-style-type: none"> 1. How is your project progressing? 2. What challenges have come up? 3. What do you need to complete your project(s)?
May 5	<ol style="list-style-type: none"> 1. Complete and submit the Project Submission Form (found on page 8) to info@pact.city.
May 15	Scholarship winners announced.

Project Planning Tool Kit

Projects are open-ended, meaning they are designed *by you*. Use your creativity and your own personal skill set to design a project that is both impactful and achievable. Remember, a project summary will be submitted at the end of the school year.

Example Projects: Creating a social media campaign to raise awareness; conducting a series of presentations to a community group; an art project like a gallery exhibition, poster campaign, video, or a dramatic play; a letter-writing campaign to law making officials; a community panel or debate; a survivor support project such as gathering needed supplies.

<p>What is the goal of your project? <i>Think in terms of SMART goals: Specific, Measurable, Achievable, Realistic, and Time-framed. Ex: By May 15th, we will have delivered 5 half-hour trainings to 200 students.</i></p>	
<p>Who is your target audience (who is the program intended for)?</p>	
<p>What is the knowledge/skill that you would like to give to your audience?</p>	
<p>How can you best reach your target audience? How will the project be delivered to your audience? (in person, over social media, print campaign, etc.)</p>	

<p>List what tasks need to be done to complete your project.</p>	
<p>What is the general timeline of your project (when will each task be completed)?</p>	
<p>What materials, equipment, or guidance will you need to complete your project?</p>	
<p>How will you measure the success of your project?</p>	

Project Management: Task Log				
Project Name:				
What needs to be done?	Who will do it?	By when?	Status	Done
				<input type="checkbox"/>

Ambassador Project Submission Form

Due May 5th

1. **Who are you?** *Describe yourself or your group in detail.*
2. **Why did you and/or your group feel compelled to take action to reduce child trafficking?**
3. **What did you learn about child trafficking by participating in the program?**
4. **Describe in detail what you/your group did to raise awareness, reduce victimization, and/or disrupt demand.** *Be sure to give as detailed of a description as possible. (For example: What was accomplished? What was the goal of the project? When did it take place? How many people did you reach?) The inclusion of photos/videos is encouraged, but not required.*
5. **If you are a part of a group or chapter, please supply the names of your top 4 nominees with a detailed description of their role in the project(s).**

Forming a Chapter

PACT Ambassadors may work as individuals, or they may form a chapter at their school or within their existing organization (student group, youth group, etc.). If you are interested in forming a chapter, please review the information below. The Student Ambassador application link for potential new members can be found at <https://goo.gl/forms/sjb7NsqlP0hUOrqR2>. Please submit all potential new members fill out an application.

To form a chapter at your school or organization (student group, youth group, etc.), you must:

- ✓ Secure a faculty advisor (for high school or middle school students)
- ✓ Secure a place to conduct meetings
- ✓ Have at least two active members
- ✓ Ensure all potential new members fill out applications [here](#)
- ✓ Hold officer elections once your chapter reaches more than 3 active members
- ✓ Follow the required meeting schedule
- ✓ Adopt and follow by-laws and uphold expectations
- ✓ Collaboratively design and complete the Ambassador project
- ✓ Send at least one representative to present the project at the summit

Sample Meeting Schedule

PACT Student Ambassador Chapters should meet at least once a month. More meetings can be planned, if needed. The following meeting schedule is outlined below with links to a presentation to guide your meetings. Each meeting (except for September and October) also features a group member’s presentation of a resource on the topic—this can be a video, article, podcast, etc.

Please feel free to add to the meeting presentations as you see fit for your chapter. If you would like to arrange for a guest speaker to come to one of your meetings, reach out to Alexandra.haas@pact.city.

Month	Purpose	Presentations
		(Right click or control + click to download the PowerPoint)
September _____, 2017	Introduction to PACT and child sex trafficking facts: Present training module and conduct initial project brainstorming.	<u>PACT Student Ambassador Training Module</u>
October _____, 2017	Learn about the Individual Factors that increase risk of victimization, conduct Project Planning, and hold officer elections	<u>October Meeting Presentation</u> Project Planning Template (in this packet)
November _____, 2017	Learn about the Interpersonal Factors that increase risk of victimization, Resource presentation, Project Planning and Updates	<u>November Meeting Presentation</u>
December _____, 2017	Learn about the Organizational/Community Factors that increase the occurrence of child sex trafficking, Resource presentation, Project Planning and Updates	<u>December Meeting Presentation</u>
January _____, 2018	Learn about the Societal/Cultural Factors that increase the occurrence of	<u>January Meeting Presentation</u>

	child sex trafficking, Resource presentation, Project Planning and Updates	
February_____, 2018	Learn about the myths that contribute to a culture where sex trafficking is common, Resource presentation, Project Planning and Updates	February Meeting Presentation
March_____, 2018	Learn about the myths part II, Resource presentation, Project Planning and Updates	March Meeting Presentation
April_____, 2018	Learn about the demand side of sex trafficking, Resource presentation, Project Planning and Updates	April Meeting Presentation
May_____, 2018	Project Evaluation, Preparation for Summit	May Meeting Presentation

Ambassador Chapter Bylaws

**changes can be made with approval from PACT*

ARTICLE I: NAME & PURPOSE

Section A: Name – The name of this organization shall be the PACT Student Ambassadors (organization/school name) Chapter.

Section B: Purpose – The purpose of this club shall be to raise awareness about child sex trafficking and empower peers to recognize and resist trafficking, thereby establishing a feeling of safety, empowerment, and connectedness for fellow students.

1. To learn the facts about child sex trafficking.
2. To design a project that will accomplish the purpose of the club.
3. To learn how to support fellow students.
4. To discuss local issues affecting students.
5. To encourage helpful dialogue promoting a positive, safe environment on campus and at school-related events.
6. To develop communication between students and school/organization staff, especially regarding safety.

ARTICLE II: MEMBERSHIP

Section A: Eligibility - Membership shall be open to all students who attend organization/school. Each potential PACT member must submit a PACT Ambassador application to Alexandra.haas@pact.city in order to be approved for membership. Dues are not applicable and no dues will be required for admittance.

ARTICLE III: OFFICERS

Section A: Officers – President, Vice President, and Secretary

Section B: Eligibility – Officers must be in good standing academically and behaviorally with organization/school.

Section C: Selection—The PACT Advisor in conjunction with Ambassador chapter members will conduct elections in October of each school year. Members will nominate themselves/each other for each officer position. Confidential voting will then take place. During the selection process, special attention will be given to students who have a positive history on the organization staff, good leadership skills, and good time-management skills. All positions will be appointed by a vote of the PACT members as a whole with the consent and approval of the advisor(s) and administration, if applicable.

Section D: Term – Officers will serve one-year terms and will be required to participate in the election process again if they wish to fill another term. Vice President Treasurer/Scholarship Coordinator and Secretary positions are for one-year terms and will be filled each year by a vote of PACT members with the approval of the advisor(s) and the administration.

Section E: Vacancy – If a vacancy occurs in the office of President, the Vice President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special selection process.

ARTICLE IV: DUTIES OF OFFICERS

President

- Presides over and facilitates meetings
- Calls special meetings of the organization as needed
- Prepares and files check-in reports for the project to alexandra.haas@pact.city
- Appoints committee chair people for the project
- Maintains contact with organization adviser
- Represents the chapter as the official spokesperson
- Provides follow-up to organizational tasks
- Represents organization at official functions
- Remains fair and impartial during organization decision making processes
- Provides encouragement and motivation to fellow officers and organization members

Vice President

- Assumes the duties of the President in his or her absence
- Directs by-law updating and revisions
- Facilitates election of new officers
- Recruits new members
- Organizes an end-of-year celebration
- Represents organization at official functions

- Remains fair and impartial during organizational decision-making processes
- Performs other duties as directed by the President

Secretary

- Obtains appropriate facilities for organization activities
- Keeps a record of all members of the organization
- Keeps a record of all activities of the organization
- Prepares an agenda with the President for all meetings
- Notifies all members of meetings
- Prepares organization's calendar of events
- Keeps the organization informed of both organizational and school-related business
- Keeps and distributes minutes of each meeting of the organization
- Creates and distributes agendas for each meeting of the organization
- Maintains attendance at all meetings
- Handles all official correspondence of the organization
- Represents organization at official functions
- Remains fair and impartial during organization decision making process
- Performs other duties as directed by the President

ARTICLE V: MEETINGS

Section A: Meetings – Regular meetings shall be held monthly during the calendar year, and more frequently when needed.

Section B: Special Meeting – Special meetings may be called by the President, with the approval of the advisor(s) & administration.

Section C: Quorum – A quorum shall consist of two-thirds (2/3) of the membership but is only necessary in the event of a special election to fill a vacancy.

ARTICLE VI: ADVISOR

Section A: Selection – there shall be a faculty/staff advisor who shall be selected each year by the campus administration.

Section B: Duties – The responsibilities of the faculty advisor shall be to:

- Maintain an awareness of the activities and programs sponsored by the student club.
- Meet on a regular basis with the president to discuss upcoming meetings, long range plans, goals, and problems.
- Attend meetings as often as schedule allows.
- Explain and clarify campus policy and procedures that apply to the chapter.
- Maintain contact with the administration and central office staff if needed.
- Provide direction in the area of parliamentary procedure, meeting facilitation, group building, goal setting, and program planning.

ARTICLE VIII: COMMITTEES

Section A: Committees: Committees for the project can be formed at the request of the president and will be headed by a chairperson to perform special duties.

ARTICLE IX: AMENDMENTS

Section A: Selection – these bylaws may be amended by a two-thirds (2/3) majority vote of the membership and PACT approval or, in the interest of safety of students, by the advisor(s) and/or administration upon will.

Section B: Notice – All members shall receive notice of the changes in the constitution and the dates in which the changes will be voted on. In the case of changes made by administration or advisors, the changes will be made available to the entire organization.

ARTICLE X: BEHAVIOR AND IMPEACHMENT

Section A: Behavior—All members of PACT will be expected to behave in the highest manner possible and will be expected to adhere to the core values of PACT. These core values are:

Responsibility, Respect, Kindness, and Integrity. Any student not living up to these core standards will be reviewed for impeachment from the chapter by the advisors/officers in conjunction with the administration. Members are seen as student ambassadors for our school/organization and must represent the school/organization in a positive, productive light.

Section B: Impeachment—All members, including officers, are subject to expulsion or impeachment from PACT for not acting in a manner befitting their titles as Student Ambassadors. Failure to uphold the core values is immediate grounds for dismissal by the advisors/officers. Failure to attend 2/3 of meetings will put individual membership in jeopardy without extenuating

circumstances for absence. All chapters must update PACT by each monthly deadline on their project. Failure to do so will result in exclusion from scholarship nominations and a potential closure of the chapter.