



This Operation Snowball packet provides the background information for becoming a Chapter of Operation Snowball, Inc. Once a school/organization becomes accredited, the Chapter may conduct any “Snow” events for any age group. The most common are:

- Operation Snowflurry.....Preschool and elementary school
- Operation Snowflake.....Middle school and junior high
- Operation Snowball.....High school

Chapters have been developed to serve college populations (called Seque) and parent components have been created and incorporated into Snow events.

Operation Snowball Inc. has over 75 accredited Chapters throughout Illinois, with Indiana, New York, Wisconsin, and 35 International Chapters in Lithuania, Poland and Belarus. It truly has ‘snowballed’ throughout the world!

Chapter benefits include:

- Utilizing the trademarked Snowball model and associated materials
- Access to *Impact Your Community* e-news
- Membership access to resource and training materials
- Free and low cost trainings and technical assistance for Chapter development
- Networking with local/regional accredited Chapters
- Accredited Chapter certificate
- Board of Directors member representation via identified OS geographic districts .

If you have any questions regarding the materials and accreditation process, please contact me at 217.528.7335, x 16.

A handwritten signature in black ink that reads "Ronald M. Jakubisin".

Sincerely,

Ron Jakubisin
Director of Program Development

Operation Snowball Overview

HISTORY

“A COMMUNITY OF CARING”

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

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

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



In 1981 the Operation Snowball name and logo were registered as service trademarks. A statewide steering committee began approving Chapters. IABH provided staff and technical assistance to support the growth and development of Operation Snowball with funding from the Illinois Department of Alcoholism and Substance Abuse.

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

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

WHAT IS OPERATION SNOWBALL?

PHILOSOPHY

The Operation Snowball philosophy summarizes the underlying focus and beliefs of the prevention-oriented Snowball program.

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

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

PURPOSE

Operation Snowball is further defined through its statement of purpose.



CORPORATE MISSION STATEMENT

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

PROGRAM MODELS

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



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

FUNDING

Operation Snowball, Inc. is funded in part by the Illinois Department of Human Services and the Cebrin Goodman Center an affiliate of the Lillian and Larry Goodman Foundations.



HOW OPERATION SNOWBALL WORKS

STRATEGIC PREVENTION FRAMEWORK

Operation Snowball utilizes the Strategic Prevention Framework (SPF) developed by the federal Substance Abuse and Mental Health Services Administration (SAMHSA). The SPF's five steps assist chapters in developing the infrastructure needed for community-based, public health approaches leading to effective and sustainable reductions in alcohol, tobacco, and other drug (ATOD) use and abuse.

The five steps are:

Step 1: Assessment. Collect data to define problems, resources, and readiness within a geographic area to address needs and gaps.

Step 2: Capacity. Mobilize and/or build capacity within a geographic area to address needs.

Step 3: Planning. Develop a comprehensive strategic plan that includes policies, programs, and practices creating a logical, data-driven plan to address problems identified in Step 1.

Step 4: Implementation. Implement evidence-based prevention programs, policies, and practices.

Step 5: Evaluation. Measure the impact of the SPF and the implemented programs, policies, and practices.

PREVENTION STRATEGIES

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

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

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

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

To provide a learning experience, which will promote positive self-image and the development of one's potential.

- **To differentiate between attitudes, feelings, and facts on a variety of topics relevant to teens.**
- **To promote a greater understanding among teens from various racial, social, and ethnic groups.**
- **To provide a quality learning experience regarding alcohol and other drug abuse and misuse and its effects on individuals and society.**

- **To develop a greater sense of openness and trust among teens and adults that promotes personal growth.**
- **To encourage the participants to develop follow-up support systems and alternatives for the use of alcohol and other drug abuse, as well as other self-destructive behavior.**
- **To develop different types of communication skills in order to promote positive relationships with peers, adults, and parents.**
- **To enable students to make more responsible decisions about alcohol and other drugs in their own lives.**
- **To encourage the participation of parents in some aspects of the Snowball experience.**
- **To create an atmosphere in which parents and teen relationships can develop positively.**

WHY BECOME AN OPERATION SNOWBALL CHAPTER?

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

YOUTH PARTICIPATION

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

QUALITY

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

CREDIBILITY

Operation Snowball is a national award-winning prevention program, with over a 30-year history of successful youth and adult partnerships. By becoming a part of the Operation Snowball Community of Caring, your group is able to take advantage of the positive name recognition Operation Snowball has developed. This is helpful in fundraising and in publicizing your activities. The use of the Operation Snowball name and logo are restricted to accredited Chapters, and no one else may use the name. This protects Operation Snowball's identity and integrity.

LOW COST

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

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

BECOMING AN ACCREDITED CHAPTER OF OPERATION SNOWBALL

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

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

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

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

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

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

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

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

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

STEP TWO: DEFINE YOUR CHAPTER AND FIND A FISCAL AGENT

There are two types of Operation Snowball Chapters:

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

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

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

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

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

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

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

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

STEP THREE: ASSESS COMMUNITY CAPACITY

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

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

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

STEP FOUR: DEVELOP A CHAPTER MISSION STATEMENT AND ACTION PLAN

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

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

STEP FIVE: SUBMIT THE ACCREDITATION PACKET

Your group's Accreditation Packet should include:

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

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

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

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

STEP SEVEN: ... AND THE PROCESS GOES ON

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

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

If you have any questions or need more information, call the Operation Snowball, Inc. office at 217/528-7335 x16.

DEVELOPING A CHAPTER MISSION STATEMENT

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

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

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

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

Step 1: Who are you as a group? What is your group's name?

Step 2: What do you believe as a group? What guiding principles will you follow?

Step 3: Who does your group represent? Who is your audience?

Step 4: Why do you want to be a Chapter? What is your purpose?

Step 5: Take these four sets of ideas and summarize them in three to five brief sentences to form your Chapter statement.

Step 6: Evaluate your mission statement. It is important to not let your mission statement get outdated. Periodically review and evaluate it to help your group stay in touch with your development and recognize opportunities for change. To evaluate, have the group answer the following:

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

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

PREPARING TO CONDUCT SNOWBALL ACTIVITIES

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

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

YEAR ROUND ACTIVITIES

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

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

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

SCHEDULING OPTIONS

Snowball Chapters, working from a similar model, create and implement agendas that best meet their school, community, and participant needs. Agendas currently being implemented generally consist of a three-day,

weekend program that begins on Friday and ends on Sunday afternoon. However, many Chapters also implement two- and four-day programs.

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

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

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

MAJOR COMPONENTS OF AN AGENDA

The major components of most Snowball agendas consist of:

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

Excluding the *Introduction* and *Closing* that begin and end a Snowball, Chapters develop agendas that include the components organized in a way that they feel best meets their participants' needs. For instance, although some Chapters include small group activities after every general session and mini-workshop, others have found that holding small groups less frequently – perhaps once in the morning and once in the afternoon – is more effective.

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

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

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

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

SAMPLE OPTION #1

Two-Day Generic Agenda for Local Operation Snowball Event

FRIDAY		SATURDAY	
9:30 AM	Staff Meeting	7:00-7:30 AM	Staff Meeting
10:00-10:30 AM	Participant Arrival	7:30-8:00 AM	Optional Morning Activities
	Registration	8:00-8:30 AM	Breakfast
10:30-11:00 AM	Introductions	8:30-9:20 AM	General Session D
	Policies & Procedures	9:20-10:10 AM	Small Group 5
	Small Group 1	10:10-11:10 AM	Mini-workshops
11:00 AM-Noon		11:10 AM-Noon	Small Group 6
Noon-12:45 PM	Lunch	Noon-12:45 PM	Lunch
12:45-1:45 PM	General Session A	12:30-1:20 PM	General Session E
1:45-2:30 PM	Small Group 2	1:20-2:00 PM	Outdoor Adventure
2:30-3:30 PM	General Session B	2:00-3:00 PM	Small Group 7
3:30-4:30 PM	Mini-workshops	3:00-3:50 PM	General Session F
4:30-5:30 PM	Small Group 3	3:50-4:30 PM	Small Group 8
5:30-6:15 PM	Dinner	4:30-5:00 PM	Skits (Parents invited)
6:15-6:45 PM	Free Time	5:00-5:30 PM	Large Group Closing
6:45-7:00 PM	Group Photo		
7:00-7:50 PM	General Session C	5:30 PM	Departure
7:50-8:40 PM	Small Group 4		
9:00-11:30 PM	Dance		
	Refreshments		
11:30-Midnight	Return to Sleeping Area		
Midnight	Relaxation Activity/ Lights Out		

SAMPLE OPTION #2

Three-Day Generic Agenda for Local Operation Snowball Event

FRIDAY		SATURDAY		SUNDAY	
6:30 PM	Staff Meeting	7:00-7:30 AM	Sunrise Sharing	7:00-7:30 AM	Sunrise Sharing
7:30-8:30 PM	Participant Arrival	7:30-8:00 AM	Breakfast	7:30-8:00 AM	Breakfast
	Registration	8:00-9:00 AM	General Session B	8:00-9:00 AM	General Session E
8:30-9:30 PM	Staff Introductions	9:00-10:00 AM	Small Group 2	9:00-10:00 AM	Small Group 7
	Policies & Procedures	10:00-11:00 AM	Mini-workshops	10:00-10:30 AM	Group Photo
	General Session A	11:00 AM-Noon	Small Group 3	10:30-11:00 AM	Pack/Clean-up
9:30-10:00 PM		Noon-1:00 PM	Lunch	11:00 AM-Noon	General Session F
10:00-10:45 PM	Small Group 1	1:00-2:00 PM	General Session C	Noon-1:00 PM	Lunch
10:45-11:30 PM	Skit	2:00-3:00 PM	Small Group 4	1:00-2:00 PM	Small Group 8
	Refreshments	3:00-4:00 PM	Mini-workshops	2:00-2:45 PM	Large Group Closing
11:30 PM-Midnight	Cabin/Sleep Area Meetings	4:00-5:00 PM	Small Group 5	2:45 PM	Departure
Midnight	Lights Out	5:00-5:45 PM	Outdoor Adventure		
		5:45-6:30 PM	Dinner		
		6:30-7:30 PM	General Session D		
		7:30-8:30 PM	Small Group 6		
		8:30-11:00 PM	Dance		
			Refreshments		
		11:00-11:30 PM	Relaxation		
		11:30 PM-Midnight	Return to Cabin/Sleep Area		
		Midnight	Lights Out		

SAMPLE OPTION #3

Three-Day Generic Agenda for Non-Local Operation Snowball

FRIDAY		SATURDAY		SUNDAY	
8:00-8:30 AM	Staff & Participants Meet at School	7:00-8:00 AM	Sunrise Sharing	7:00-8:00 AM	Sunrise Sharing
			Staff Meeting		Staff Meeting
8:30 AM	Buses Leave				
10:00 AM	Arrival at Camp	8:00-9:00 AM	Breakfast (Open Seating)	8:00-9:00 AM	Breakfast (Open Seating)
10:00-10:30 AM	Registration	9:00-10:15 AM	General Session C	9:00-9:30 AM	Group Photo
	Cabin Check-in	10:15-Noon	Small Group 4	9:30-10:00 AM	Pack/Clean-up
10:30-11:00 AM	Staff Introductions	Noon-12:45 PM	Lunch (Small Group Seating)	10:00 AM-Noon	Small Group 7
	Policies & Procedures	12:45-1:15 PM	General Session D	Noon-1:00 PM	Lunch (Small Group Seating)
11:00 AM-Noon	Small Group 1	1:30-2:30 PM	Mini-workshops	1:00-2:00 PM	General Session F
Noon-12:45 PM	Lunch (Small Group Seating)	2:30-3:30 PM	Outdoor Adventure	2:00-2:30 PM	Large Group Closing
12:45-1:45 PM	General Session A	3:30-4:00 PM	Free Time	2:30-3:00 PM	Board Buses
1:45-2:45 PM	Free Time	4:00-5:00 PM	Small Group 5		Depart
2:45-3:30 PM	General Session B	5:00-6:00 PM	Dinner (Small Group Seating)	4:00-4:30 PM	Parent Program (at School)
3:30-4:30 PM	Small Group 2	6:00-7:00 PM	Mini-workshops	4:30 PM	Buses Return
4:30-5:15 PM	General Session C	7:00-8:30 PM	Small Group 6		
5:15-6:00 PM	Dinner (Open Seating)	8:30-9:00 PM	General Session E		
6:00-7:00 PM	Mini-workshops	9:00-10:00 PM	Mini-workshops		
7:00-8:15 PM	Small Group 3	10:00-11:30 PM	Talent Show		
8:15-8:45 PM	Free Time		Refreshments		
8:45-11:00 PM	Snowball Dance		Return to Cabins		
	Refreshments	11:30 PM-Midnight	Relaxation Activity		
	(Optional Closed AA Meeting)		Lights Out		
	Return to Cabins/ Meetings				
11:00-11:30 PM	Relaxation Activity and Lights Out				

SAMPLE OPTION #4

Four-day Generic Agenda for Local Operation Snowball Event

THURSDAY		FRIDAY	
6:00 PM	Staff Meeting	7:00-7:30 AM	Staff Meeting
6:30-7:00 PM	Participant Arrival	7:30-8:00 AM	Optional Morning Activities
	Registration	8:00-8:30 AM	Breakfast
7:00-7:30 PM	Staff Introductions	8:30-9:30 AM	General Session B
	Policies & Procedures	10:00-10:40 AM	Small Group 2
	General Session A	10:40-11:00 AM	Group Photo
7:30-8:30 PM		11:00 AM-Noon	General Session C
8:30-9:30 PM	Small Group 1	Noon-12:30 PM	Small Group 3
9:30-10:30 PM	Skit	12:30-1:15 PM	Lunch
	Refreshments	1:15-2:15 PM	Mini-workshops
10:30-11:30 PM	Cabin/Sleep Area Meetings	2:15-3:00 PM	Small Group 4
11:30-Midnight	Relaxation Activity	3:00-4:00 PM	General Session D
Midnight	Lights Out	4:00-4:45 PM	Small Group 5
		4:45-5:30 PM	Outdoor Adventure
		5:30-6:30 PM	Dinner
		6:30-7:30 PM	General Session E
		7:30-8:30 PM	Small Group 6
		8:30-10:30 PM	Dance
			Refreshments
		10:30-11:15 PM	Relaxation
		11:15-11:45 PM	Return to Cabin/Sleep Area
		11:45 PM	Lights Out

(Third and fourth day continued on next page)

SAMPLE OPTION #4

Four-Day Generic Agenda for Local Operation Snowball Event (continued)

SATURDAY		SUNDAY	
7:00-7:30 AM	Staff Meeting	7:00-7:30 AM	Staff Meeting
7:30-8:00 AM	Optional Morning Activities	7:30-8:00 AM	Optional Morning Activities
8:00-8:30 AM	Breakfast	8:00-8:30 AM	Breakfast
8:30-9:30 AM	General Session F	8:30-9:15 AM	General Session J
9:30-10:30 AM	Small Group 7	9:15-9:45 AM	Alone Time
10:30-11:15 AM	General Session G	9:45-10:30 AM	Small Group 12
11:15 AM-Noon	Small Group 8	10:30-11:00 AM	Pack & Clean-up
Noon-12:45 PM	Lunch	11:00-11:45 AM	Participant Closing
12:45-1:00 PM	Free Time	11:45 AM-Noon	Family/Parents Arrive
1:00-1:45 PM	General Session H	Noon-12:30 PM	Participant & Family Closing
1:45-2:00 PM	Small Group 9		
2:00-3:00 PM	Mini-workshops		
3:00-3:45 PM	Small Group 10		
4:15-4:45 PM	Personal Time		
4:45-5:30 PM	Talent Show Practice		
5:30-6:30 PM	Dinner		
6:30-7:30 PM	General Session I		
7:30-8:30 PM	Small Group 11		
8:30-10:30 PM	Talent Show		
	Refreshments		
10:30-11:15 PM	Relaxation		
11:15-11:45 PM	Return to Cabin/ Sleep Area		
11:45 PM	Lights Out		

OPERATION SNOWBALL CHAPTER ACCREDITATION AGREEMENT

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

1. Operation under the Statements of Philosophy and Purpose and the standards set by Operation Snowball, Inc.
2. Use the official Operation Snowball, Inc. title and logo, as registered with the United States and the State of Illinois on all materials produced by the Chapter along with the agreed upon Chapter title.
3. Have on file at all times with Operation Snowball, Inc., the Chapter's mailing address, and the names, addresses and phone numbers of two adults and two youth (19 years of age or younger at the time of signing) who will provide active representation of the Chapter at local and state levels; name, address and phone number of the Chapter's Sponsoring Fiscal Agent and proof of insurance.
4. Develop and submit a yearly action plan including goals and objectives and a calendar of events.
5. Report, yearly, Chapter's program accomplishments.
6. Encourage and actively provide opportunities for local participants to become involved in ongoing Chapter activities.
7. Provide a minimum of one Operation Snowball event each year in accordance with the Statement of Philosophy and Purpose, and make a commitment to schedule meetings regularly in order to plan, implement and evaluate said event.
8. Publicize each scheduled activity appropriately so that the purpose of the activity may be understood by the community at large (meeting, workshop, experiential weekend, fund-raiser, support group session, etc.), and clearly designate it as an activity of the Chapter in cooperation with Operation Snowball, Inc.
9. Cooperate and communicate with other Operation Snowball Chapters in order to seek harmony and avoid unhealthy conflict or competition, thereby adhering to the principle of "A Community of Caring."
10. Work in cooperation with community organizations and agencies to participate in information sharing, public awareness campaigns, and public relations activities, functioning as a positive role model in the community, relevant to the Chapter's purpose and programs, and seek to involve community members in an appropriate way.
11. At all times seek to be inclusive rather than exclusive, and not discriminate against any individual on the basis of race, creed, color, sexual orientation, gender or national origin.
12. Document the sponsorship of and ongoing responsibility to a local organization which serves the Sponsoring Fiscal Agent for the Chapter; practice responsible money management and participate in ongoing fund-raising efforts to support Chapter programs; obtain liability insurance coverage.
13. Refrain from the use of the Operation Snowball title and logo until such time as the Chapter has been fully accredited by Operation Snowball, Inc. (unless used in cooperation with a Mentor Chapter).
14. Develop a consistent set of rules, standards and/or procedures to be followed by staff members and participants. This includes requiring that all staff members and participants are alcohol and drug-free for the period of time that they act in leadership roles for the Chapter, and that all adult leaders (age 21 and over) involved with Operation Snowball Chapters are expected to make low-risk choices regarding alcohol and tobacco use and refrain from the use of illegal drugs. A rule or standard should also be set requiring that there be no inappropriate sexual contact between staff and participants, staff and staff, or participant and participant.
15. Refrain from any intentional attempt to change or otherwise influence the religious beliefs of any individual who participates in Operation Snowball (or an Operation Snowball affiliated event), and

never identify (through written or spoken words or actions) Operation Snowball with a specific or general religious doctrine.

16. Provide staff training prior to each major Operation Snowball event with the training being conducted by a person who is qualified by training and experience; to ensure that both staff and presenters at events are interviewed or screened in a responsible manner and that all presenters at events be given guidelines for their presentations, outlining the expectations of the local Operation Snowball Chapter.
17. Maintain a core group for the Chapter consisting of youth, as well as adults who plan and make decisions. Youth involvement shall include outreach program goal setting and development, and leadership roles. NOTE: Youth and adult staff must have clear roles at events, and all staff must be selected through a screening process.
18. Provide opportunities for youth that have attended Operation Snowball events to receive advanced leadership training.
19. Maintain compliance with the accreditation standards met when Chapter accreditation was obtained.
20. Cooperate with other Chapters and Operation Snowball, Inc.
21. Acknowledge that Operation Snowball, Inc. has the right and authority to prohibit further use of the Operation Snowball title and logo by any Chapter which Operation Snowball, Inc. finds has engaged in activities inappropriate to the Statement of Purpose and Philosophy of Operation Snowball or has failed to adhere to these standards.
22. All new chapters will attend a required new chapter orientation training that will assist new chapters in getting started. It is recommended that all new chapter directors attend the new chapter orientation training.
23. *Operation Snowball, Inc., its Board of Directors and its chapters shall not accept awards, recognition, contributions, gifts or bequests from the tobacco/alcohol beverage industries whose practices and/or products are inconsistent with the health and welfare of children, or from any organization which is supported by the tobacco/alcohol beverage industries.*
24. It is understood that the above conditions and criteria for official recognition are established for the purposes of maintaining good order, increasing public understanding and avoiding confusion and conflict in matters pertaining to public perceptions of Operation Snowball.

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

1. Maintain registration of the title and logo as a service mark and do all within it's power to protect that service mark against such use as is likely to "cause confusion, or to cause mistake or deceive."
2. Maintain and make available a roster of active Operation Snowball Chapters.
3. Produce and distribute reporting forms in order to maintain a current file of information pertaining to the activities of the Chapters and review such information to assure that activities are not in conflict with the purposes of Operation Snowball, Inc. or with plans and programs of other Chapters.
4. Serve as a clearinghouse for information and materials pertaining to Operation Snowball and specifically to expansion and enhancement of Chapter activities.
5. Publish and distribute an informational newsletter to all Chapters on a timely schedule.
6. Make available to the general public an informational brochure about Operation Snowball.
7. Promote harmonious relationships between Operation Snowball Chapters and assist in resolution of conflict among Chapters through the functioning of the Board of Directors.
8. Promote cooperation with relevant community-based agencies and groups, as well as with the state and national organizations which represent them. Share pertinent information on the activities of such organizations with the Chapters on a regular basis and establish linkages wherever it is possible to do so.

9. Seek to describe as accurately as possible the status and developmental nature of the statewide effort as well as the status of the Chapter on inquiries submitted by outside parties, including names, addresses and telephone numbers of the Board of Directors and Chapter Contacts.
10. Process applications for Chapter accreditation in the most efficient possible manner and, if approved, award a Certificate of Accreditation suitable for framing.
11. Refrain from exercising its authority to prohibit the use of the title and logo without exhausting every opportunity to ascertain the facts and possible corrective action to be taken, with the full understanding that the Board of Directors is the final arbiter in all instances.
12. Grant the Chapter, upon the terms and conditions herein set forth, the right to use the logo and title in their activities and to conduct the related programs-Snowflurry, Snowflake, Snowball, Segue, Blizzard and Snowcap.
13. Make available upon request an Accreditation Packet outlining the steps toward the establishment of a new Chapter and other information designed to assist the public in an understanding of Operation Snowball.
14. Make available the new chapter training at least twice a year. Date of said training will be made available at least 90 days in advance via quarterly publication, mail and web site posting.

It is important to recognize that there should be a balance between the autonomy of local Operation Snowball Chapters and the need for cohesiveness between the Chapters. Chapters must meet the standards set by Operation Snowball, Inc. for accreditation however, each local Chapter should assess and respond to community needs and opportunities, and evaluate program effectiveness. Local Chapters will retain control of locally generated funds and will maintain specific Chapter identity and integrity with their own Chapter name. Training needs should be defined by local Chapters.

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

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

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

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



Teri Belgio
OS Board of Directors/Chair



Ron Jakubisin
Director of Program Development