



SACAC

Southern Association  
for College Admission Counseling

# State and Area Initiatives (SAI) Handbook

2019-2020

<http://www.sacac.org/about-sacac/committees/state-area-initiatives/>

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## Expectations

Each state should have a State & Area Initiatives Chairperson and a Drive-In Workshop Coordinator.

### State & Area Initiatives Chairperson

1. Coordinate a state meeting during the school year to discuss state issues.
2. Work with state Legislative Day Chairs and SAI Board Chairs to know dates of those events to share with your state at the state meetings. (You should be aware of Legislative Day, Mini Camps, Drive Ins and other SACAC events.)
3. Attend the SACAC Conference.
  - Create an agenda and preside over the state meeting at the SACAC Conference.
  - Keep notes/agendas/etc. to share with other states and to pass along to the chairperson that follows you in this position.
  - If you or your institution is unable to pay for you to attend the conference, we encourage you to apply for a grant through the Counselor Participation Fund. Applications can be found at <http://www.sacac.org/knowledge-center/apply-for-grants/counselor-participation-fund>. Applications should be submitted before February 1. Please note that being a chairperson does not guarantee you will receive a CPF grant.
4. Work with SAI Chairs to recruit a Drive-In Workshop Coordinator, if there is not one.

### Drive-In Workshop Coordinator

1. Coordinate a Drive-In Workshop in your state during the school year.
  - Stay within the original budget request for the drive-in workshops. (Budgets requests cannot exceed \$1500)
  - Keep notes/agendas/etc. to share with other states and to pass along to the coordinator that follows you in this position.
  - Work with SAI Chairs to assure CEUs are available and documented for all participants at Drive In Workshops.
2. Attend the SACAC Conference.
  - If you or your institution is unable to pay for you to attend the conference, we encourage you to apply for a grant through the Counselor Participation Fund. Applications can be found at <http://www.sacac.org/knowledge-center/apply-for-grants/counselor-participation-fund/>. Applications should be submitted before February 1. Please note that being a coordinator does not guarantee you will receive a CPF grant.

## Events

### State Meetings

A goal of SACAC is for every state to host a state meeting in the time between the SACAC Annual Conferences. This is an opportunity for all SACAC members in the state to come together again, outside of the conference, with non-SACAC members to discuss issues in the state and promote professional development for all counselors. Some states hold this meeting in connection with Drive In Workshop, others select a day and location separate from other events. A host site for the meeting will need to be secured. Please note that SACAC is not responsible for funding meals or transportation.

### Drive-In Workshops

SACAC supports and engages its collaborative network of enrollment and counseling professionals by promoting ethical responsibility, professional growth, access, advocacy, and outreach to help all students realize their post-secondary educational goals. The SACAC Drive-In Workshops provide high school counselors access to professional development opportunities close to home. The role of the Drive-In Coordinator is to develop, oversee, and promote at least one drive-in workshop for high school counselors in the state. The drive-in workshops are typically hosted on a college campus, that is a SACAC member institution, in order to offer the counselors a campus visit, as well as professional development information. To provide access to counselors throughout the state, the location of the workshop should rotate year to year, if possible. Continuing Education Credits must be offered at every Drive-In Workshop and it is the role of the Drive-In Coordinator to work with the SAI chairs to assure all paperwork is completed for CEUs prior to the event.

2019-2020 SAI Chairpersons and Drive-In Coordinators  
\*\*\*Times and Locations of Events will be updated as they are planned\*\*\*

**SACAC SAI Board Members**

AL, GA, MS, NC, TN  
AR, FL, LA, SC

Katherine Buck  
Ryan Riggs

katherine.buck@auburn.edu  
riggsr@esj.org

**Alabama**

SAI Chair:  
State Meeting Location:  
State Meeting Date:  
Drive-In Workshop Coordinator:  
Drive-In Workshop Location:  
Drive-In Workshop Date:

Aisha Regan  
UAB  
Wednesday, November 20th, 2019  
Leigh Barnett  
St. Paul's School, Mobile, Alabama  
Wednesday, January 22nd, 2020 10:00am-3:00pm

aregan@uab.edu  
Birmingham, AL

LBarnett@stpaulsmobile.net

**Arkansas**

SAI Chair:  
State Meeting Location:  
State Meeting Date:  
Drive-In Workshop Coordinator:  
Drive-In Workshop Coordinator:  
Drive-In Workshop Location:  
Drive-In Workshop Date:

Pamela Bowie

pbowie@astate.edu

**Florida**

SAI Chair:  
  
State Meeting Location:  
State Meeting Date:  
Drive-In Workshop Coordinator:  
Drive-In Workshop Location:  
Drive-In Workshop Date:

Myra Simpson  
Julie Carter

[msimpson@oakhall.org](mailto:msimpson@oakhall.org)  
[carterj@esj.org](mailto:carterj@esj.org)

**Georgia**

SAI Chairs:  
  
State Meeting Location:  
State Meeting Date:  
Drive-In Workshop Coordinator:  
  
Drive-In Workshop Location:  
Drive-In Workshop Date:

Kim Norfolk  
Jess Ramm  
Berry College  
Tuesday, July 30th, 2019 10 am – 12pm  
Ashley White  
Jessica Iarocci  
King's Ridge School

kimberly.norfolk@uc.edu  
jessica.ramm@hies.org  
Rome, GA  
awhite39@augusta.edu  
JIAROCCI@augusta.edu  
Atlanta, GA

**Louisiana**

SAI Chair:  
State Meeting Date:  
State Meeting Location:  
Drive-In Workshop Coordinator:  
Drive-In Workshop Location:  
Drive-In Workshop Date:

Kerri Caruso

[kcaruso@mcacubs.org](mailto:kcaruso@mcacubs.org)

Kate Massey

[kkmassey@loyno.edu](mailto:kkmassey@loyno.edu)

**Mississippi**

SAI Chair:  
State Meeting Location:  
State Meeting Date:  
Drive-In Workshop Coordinator:  
  
Drive-In Workshop Location:  
Drive-In Workshop Date:

Brandi Lyndall  
The University of Mississippi  
Friday, January 17th, 2020  
Lauren Childers  
Jody Lowe  
The University of Mississippi  
Friday, January 17th, 2020

[blyndall@get2college.org](mailto:blyndall@get2college.org)

[lchilder@olemiss.edu](mailto:lchilder@olemiss.edu)

[jplowe@olemiss.edu](mailto:jplowe@olemiss.edu)

**North Carolina**

SAI Chairs:

Courtney Vaughn      cvaughn2@elon.edu  
Jazmin Garcia Smith      jazmin.garciasmith@da.org  
Elon University      Moseley Student Center  
Thursday, August 1st, 2019; 9:00am-12:00pm

State Meeting Location:

State Meeting Date:

Drive-In Workshop Coordinator:

Drive-In Workshop Location:

Drive-In Workshop Date:

**South Carolina**

SAI Chair:

Carolyn Stoddard      [cstoddard@hammondschool.org](mailto:cstoddard@hammondschool.org)

State Meeting Date:

State Meeting Location:

Drive-In Workshop Coordinator:

Julia Hodge      HODGE@mailbox.sc.edu  
University of South Carolina

Drive-In Workshop Location:

Drive-In Workshop Date:

**Tennessee**

SAI Chair:

Sammy Stevens      sammy@utk.edu

State Meeting Location:

State Meeting Date:

Drive-In Workshop Coordinator:

Taylor Baird      taylor.baird@sewanee.edu  
Sewanee: The University of the South

Drive-In Workshop Location:

Drive-In Workshop Date:

## State Meeting: Steps to a Successful State Meeting

### 2-4 months prior

- € Finalize location/host (SACAC member colleges or high schools are suggested. Emphasize the recruitment opportunity in hosting the event)
- € Set a date & time (Check state's testing calendar and college fair schedule to avoid conflicts.)
- € Create a tentative agenda (current & local concerns and whether you want to tour of the host campus)
- € Set tentative speakers and/or topics.
- € Once your date is set, work with SAI and Communication Board Chairs to create registration page.
- € You should not be charging for the state meeting, but SACAC will not give any funding for this event. It is important you discuss any part of the event you feel need to fund with the host location.

### 45 Days prior

- € Start advertising the meeting by emailing the invitation to the state membership.
  - You will work with your State Communication liaison to draft an announcement about the event and announce registration is open.

### 1 month prior

- € Finalize the schedule
- € Create an online evaluation form
- € Create the packet of information to be given out at check in (Good items are a copy of the schedule, a SACAC brochure and any additional materials that would be helpful in your state.) SACAC flyers will need to be requested from [info@SACAC.org](mailto:info@SACAC.org).

### **EVENT**

- € ***Please keep track of attendance and have participants sign-in the morning of the meeting.***
- € Be sure to publicly thank any sponsors including the host school.
- € Distribute the 1-page SACAC membership brochure
- € Send pictures of the event to [social@sacac.org](mailto:social@sacac.org) during the event.

### Within 30 days after

- € Submit a short summary of the event to both your SAI Board Chairs and the Communication Board chairs [stateinitiatives@sacac.org](mailto:stateinitiatives@sacac.org) and [Communications@sacac.org](mailto:Communications@sacac.org) along with a few pictures. (Just a quick rundown of what happened and what was covered, how many people who were there. Shout outs to the people who were helpful to make the event happen.)

## Drive-In Timeline: Steps to a Successful Drive-In Workshop

### 4-6 months prior

- € Finalize location/host (SACAC member colleges suggested. Emphasize the recruitment opportunity in hosting the event, and the college/university may defray some of the cost.)
- € Set a date & time (Check state's testing and college fair calendar to avoid conflicts.)
- € Create a tentative agenda (current & local concerns and tour of the host campus)
- € Set tentative faculty. Contact college, high school, and/or independent members of NACAC, SACAC, or any of the affiliates to serve as faculty. (Note: Presenters do not pay a registration fee; however, *there will be no reimbursement for travel or overnight accommodations for presenters.*)
- € Estimate cost: SACAC will reimburse up to \$1500 of **pre-approved**, documented expenses per state. Receipts are required, and reimbursements are restricted to actual Drive-In costs. All planning meetings/dinners are the responsibility of the individuals on the planning committee and are not reimbursable. Gifts for presenters are also not recommended to be submitted as expenses.

### 2 months prior

- € Start advertising the workshop by mailing or emailing the Drive-In Workshop invitations and advertise the workshop to private, public, independent, and community-based organization counselors as a program sponsored by the SACAC. One note: Please do not advertise the number of CEs to be awarded in advance.
- € Solicit & collect door prizes and presenter thank you gifts from within your state
- € Order catering (refreshments & lunch)
- € Arrange any technology equipment through the host site

### At least 45 days prior

- € **Submit Plan & Proposal for Funding form to SAI Board Chairs at [stateinitiatives@sacac.org](mailto:stateinitiatives@sacac.org) and the SACAC Treasurer at [treasurer@SACAC.org](mailto:treasurer@SACAC.org).**
- € **Submit Continuing Education (CE) requests to SAI Board Chairs at [stateinitiatives@sacac.org](mailto:stateinitiatives@sacac.org).**
  - **Conference Schedule (include designation of session breakouts for each session)**
  - **Speaker/Presenter Biographies (include educational credentials/background for each presenter)**
  - **Session Descriptions (one to two sentences for each session)**
  - **Copy of promotional materials (emails/copy of postcards/etc. - must include SACAC & NBCC logos on page 5 of handbook)**
  - **Sample Evaluation**
- € **Send Elizabeth Merritt at [info@sacac.org](mailto:info@sacac.org) the event date, time, and parking information, so she can open registration on the SACAC website. You can also send text for an email to your state announcing your drive-in at this time.**

### 1 month prior

- € Assemble a comprehensive workshop packet (agenda, session descriptions, SACAC info, etc.) to distribute to each attendee on the day of the event. You may want to consider an electronic packet.
- € Request SACAC informational flyers & tablecloth from Elizabeth Merritt at [info@sacac.org](mailto:info@sacac.org). The tablecloth will need to be mailed back to her after the workshop.
- € Create online evaluation to be used at the event.
- € You will receive a Continuing Education Report Log Form to distribute to each of your participants on the day of the program within 30 days of the program. Each participant will receive **two** on the day of the event (one to keep & one to turn in to you before leaving). Keep your CE Log Form copies.
- € Work with state communication liaison to create an email for the state membership notifying them of the event. This needs to be sent no later than 3 weeks before the event.

### EVENT

- € ***Please keep track of attendance and have participants sign-in the morning of the workshop.***
- € A \$15 non-refundable registration fee is required to attend the workshop. This is payable online with credit card. On the day of the event, if there is space available, participants can pay on-site with a check/money order payable to SACAC. These checks & money orders are to be mailed that day to Elizabeth Merritt, Executive Assistant SACAC (139 River Wind Drive, North Augusta, SC 29841).
- € Be sure to publicly thank sponsors including host university.
- € Distribute the 1-page SACAC membership brochure
- € Send pictures of the event to [social@sacac.org](mailto:social@sacac.org) during the event.

### Within 30 days after

- € Submit the online [Reimbursement Form](#) for approval, then the receipts will be sent to the SACAC Treasurer for reimbursement. Send an email with a statement of completion of the form as well as copies of your receipts from the event to SACAC Treasurer at [treasurer@sacac.org](mailto:treasurer@sacac.org) and the SAI Board Chairs at [stateinitiatives@sacac.org](mailto:stateinitiatives@sacac.org).
- € Submit your final Continuing Education requirements to the SAI Board Chairs at [stateinitiatives@sacac.org](mailto:stateinitiatives@sacac.org). Coordinators need to provide the following **COMPLETE** information:
  - Roster of Program Participants in Excel format with the participant's name, institution, email, # of CEUs per attendee.
  - Program Evaluation Summary
- € Individual CE certificates will be emailed to each participant 90 days after the event. Mail your hard copies of all CE Log Forms to Elizabeth Merritt, Executive Assistant SACAC (139 River Wind Drive, North Augusta, SC 29841).

- € Submit a short summary of the event to [Communications@sacac.org](mailto:Communications@sacac.org) along with a few pictures. (Just a quick rundown of what happened and what was covered, how many people who were there. Shout outs to the people who were helpful to make the event happen.)

### Logos Needed for Promotional Materials

SACAC Logo 1:



SACAC Logo 2:



Continuing Education Credits NBCC Logo:



The Southern Association for College Admission Counseling has been approved by NBCC as an Approved Continuing Education Provider (ACEP No. 6805). Programs that do not qualify for NBCC credit are clearly identified. SACAC is solely responsible for all aspects of the programs.

**Plan and Proposal for Funding - Drive-In Workshops**

Please return this completed form **at least 45 Days prior** to proposed Drive-In Workshop to the SAI Board Chairs at [stateinitiatives@sacac.org](mailto:stateinitiatives@sacac.org) and SACAC Treasurer at [treasurer@sacac.org](mailto:treasurer@sacac.org).

Drive-In Workshop Location: \_\_\_\_\_

Drive-In Workshop Date: \_\_\_\_\_

Drive-In Workshop Time: \_\_\_\_\_

Drive-In Coordinators and Institution:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Institution: \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Approximate number of attendees: \_\_\_\_\_

**Please attach a tentative outline for the program including sessions and a faculty list.**

Expected cost of the Drive-In Workshop: (please include all costs associated with the program)

Expected Expense Description

Amount

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total expected expenses \_\_\_\_\_

NOTE: SACAC will reimburse a maximum of \$1500 of pre-approved expenses per state for Drive-In Workshops. To receive reimbursement you must submit the online [restateinitiatives@sacac.org](mailto:restateinitiatives@sacac.org) reimbursement form and email copies of itemized receipts to SAI Board Chairs and SACAC Treasurer at [stateinitiatives@sacac.org](mailto:stateinitiatives@sacac.org) and [treasurer@sacac.org](mailto:treasurer@sacac.org) within two weeks of the program. Personal travel expenses are not normally reimbursed. [Reimbursement](#) requests must be received by SAI Board Chairs within 2 weeks after completion of program. Please refer to the Drive-In Workshop Handbook to determine what expenses will be covered under the SACAC reimbursement policy.

