Student Ambassador Welcome Packet
Table of Contents

Program Description...3

Expectations...3

Check-in Schedule...4

Forming a Chapter...5

Chapter Meeting Schedule...6

Chapter Bylaws...8
PACT Student Ambassador Program Description

An ambassador is an authorized representative or messenger. PACT Student Ambassadors work to stop child sex trafficking. Ambassadors develop a project designed to raise awareness, reduce demand, and/or prevent victimization. Yearly scholarship prizes are awarded to the students with the most outstanding projects. Students may apply to be an individual member 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 sex 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 complete 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 present your project at the PACT Student Ambassador Summit. Scholarship award recipients will be chosen based on peer nominations, merit, and project quality.

If you have any questions, please reach out to Alexandra.haas@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 eradicate child sex 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.
- Attend and present at the Student Ambassador Summit.
- 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 progress. On or before each of the following dates, you will need to check in with an email to Alexandra.haas@pact.city.

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Questions to Answer</th>
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</table>
| September 30, 2017| 1. What is the target audience for your project?  
                      2. What is the knowledge/skill that you would like to give to your audience?  
                      3. Describe your project  
                      4. What exactly will you need to complete your project?                                                                                     |
| October 28, 2017  | 1. Update us on your project progress (what stage of planning are you in, what have you accomplished, what is left to do, etc.)  
                      2. What has been the most challenging aspect of your project this month?                                                                      |
| November 25, 2017 | 1. Update us on your project progress.  
                      2. What has been the most challenging aspect of your project this month?                                                                      |
| December 30, 2017 | 1. Update us on your project progress.  
                      2. What has been the most challenging aspect of your project this month?                                                                      |
| January 27, 2017  | 1. Update us on your project progress.  
                      2. What has been the most challenging aspect of your project this month?                                                                      |
| February 24, 2017 | 1. Update us on your project progress.  
                      2. What has been the most challenging aspect of your project this month?                                                                      |
| March 31, 2017    | 1. Update us on your project progress.  
                      2. What has been the most challenging aspect of your project this month?                                                                      |
| April 28, 2017    | 1. Update us on your project progress.  
                      2. What has been the most challenging aspect of your project this month?                                                                      |
| May 26, 2017      | 1. Provide a 1 paragraph summary of your project to prepare for the summit.  
                      2. Update us on the following: How many people did your project reach? What was the impact?                                                  |
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/sjb7NsqiP0hUOrqR2. 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
Meeting Schedule

PACT Student Ambassador Chapters must have at least one meeting 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.

<table>
<thead>
<tr>
<th>Month</th>
<th>Purpose</th>
<th>Presentations</th>
</tr>
</thead>
<tbody>
<tr>
<td>September ________, 2017</td>
<td>Introduction to PACT and child sex trafficking facts: Present training module and conduct initial project brainstorming.</td>
<td>PACT Student Ambassador Training Module</td>
</tr>
<tr>
<td>October ________, 2017</td>
<td>Learn about the Individual Factors that increase risk of victimization, conduct Project Planning, and hold officer elections</td>
<td>October Meeting Presentation Project Planning Template (in this packet)</td>
</tr>
<tr>
<td>November ________, 2017</td>
<td>Learn about the Interpersonal Factors that increase risk of victimization, Resource presentation, Project Planning and Updates</td>
<td>November Meeting Presentation</td>
</tr>
<tr>
<td>December ________, 2017</td>
<td>Learn about the Organizational/Community Factors that increase the occurrence of child sex trafficking, Resource</td>
<td>December Meeting Presentation</td>
</tr>
<tr>
<td>Month</td>
<td>Date</td>
<td>Content Description</td>
</tr>
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<td>--------------</td>
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</tr>
<tr>
<td>January</td>
<td>________, 2018</td>
<td>Learn about the Societal/Cultural Factors that increase the occurrence of child sex trafficking, Resource presentation, Project Planning and Updates</td>
</tr>
<tr>
<td>February</td>
<td>________, 2018</td>
<td>Learn about the myths that contribute to a culture where sex trafficking is common, Resource presentation, Project Planning and Updates</td>
</tr>
<tr>
<td>March</td>
<td>________, 2018</td>
<td>Learn about the myths part II, Resource presentation, Project Planning and Updates</td>
</tr>
<tr>
<td>April</td>
<td>________, 2018</td>
<td>Learn about the demand side of sex trafficking, Resource presentation, Project Planning and Updates</td>
</tr>
<tr>
<td>May</td>
<td>________, 2018</td>
<td>Project Evaluation, Preparation for Summit</td>
</tr>
</tbody>
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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.