Eliah

Utilizing Positive Teen Role Models to Help Stop Drug/Alcohol Addiction before it Starts

CHARTER AND BUSINESS CASE

February 2010

Prepared By:

Rob Musick
242 Joelynn Drive
Shelby, Ohio 44875
(419) 565-0452
rmusick@eliah.com

Table of Contents

Charter

Synopsis

Summary of Need

The youth of this generation are forced to make potentially life altering decisions on a regular basis in regards to the use of drugs and alcohol. Unfortunately, the statistics paint a very somber picture of their choices.

- 13% of eighth graders, 25% of tenth graders, and 30% of twelfth graders reported engaging in regular binge drinking [1]

- 20% of eighth graders, 40% of tenth graders, and 49% of twelfth graders reported marijuana usage [1]

- 1 in 5 teens (4.4 million) have abused a prescription medication [2]

- 1 out of every 21 kids age 12-17 is addicted to drugs or alcohol [3]

Although there is no exact formula to determine which children will fall victim to the controlling nature of drugs and alcohol, it is safe to assume that the role models in their lives will make a huge impact in this regard. It is imperative that children be exposed to individuals that can help them make sound decisions.

Children naturally look to their surroundings for role models. If they cannot find good role models, they will cling to bad ones.

Opportunity Statement

It's very common for children to "idolize" the older kids around them. Obviously, this will result in an influence on their lives; either positive or negative. The significance of this influence should not be ignored. I believe there are a large number of good, morally strong teenagers who would be willing to act as role models to the younger members of their community if given the opportunity. Eliah would provide this opportunity.

---

1. The Monitoring the Future Study, University of Michigan. 2001 Data From In-School Surveys of 8th, 10th, and 12th Grade Students, Table 1: Trends in Lifetime Prevalence of Use of Various Drugs for 8th, 10th, 12th Graders.
2. 2007 Partnership Attitude Tracking Study of 6,511 teens (PATS Teens)
3. The Partnership for a Drug-Free America – 2010

Organizational Overview

Purpose

Eliah will be a "social business". Its organizational structure will be basically the same as any profit-maximizing business, but it will greatly differ in its objectives. Like other businesses, it will employ workers and provide services to customers for a price. But its underlying objective, and the criteria by which it should be evaluated, is to create social benefits for those whose lives it touches. The organization will earn a profit, but the investors who support it will not take any profits out of the company except recouping an amount equivalent to their original investment. The surplus generated will be reinvested in the business (at the discretion of the Board of Directors). Eliah will be a company that is cause-driven rather than profit-driven, with the potential to act as a change agent for the world.

Mission Statement

Our goal is to provide opportunities for children to;

- hear the potential ramifications of their choices regarding drug/alcohol use from the perspective of responsible young adults,
- interact with positive teen role models in their community, and
- obtain convenient access to quality guidance and support.

Objectives

1. **Provide an opportunity for children to hear the potential ramifications of their choices regarding drug/alcohol use from the perspective of responsible young adults**

   There will be an assembly held annually in each school district. The assembly will be presented by (trained, committed) local high school student volunteers. They will speak to the local middle school students (typically 6th - 8th graders) regarding the dangers of drugs and alcohol.

   The middle school students will have an opportunity to hear real-life stories and warnings from the older kids they see around the community. Sample assembly outlines will be provided by Eliah, but the final content and presentation methods will be developed by the local high school students with a focus on what they know will make the biggest impact on the kids of their community.

   The main message of the assemblies will be to "Live Free". Meaning, they will encourage the kids to live a life free from the controlling/addictive nature of drugs and alcohol.

2. **Establish opportunities for children to interact with positive teen role models in their community**

    An "Activity Fund" will be established for each school district. This fund will be supplied by two primary sources; a portion of the initial grant money paid to Eliah and any community donations to the program. If local Program Administrators choose to participate, there will also be additional fund raising opportunities available to increase this account.

    This money will be used to finance joint activities with the high school student volunteers and any middle school student who is interested in participating in the Eliah role modeling program. There will be specific events planned (by the high school volunteers) geared toward establishing friendships with the younger children. The majority of these events will be fun activities such as bowling, fun nights at the local YMCA, etc. However, they may also include activities designed to meet a specific community need; such as a park/town clean-up day or raking leaves for the elderly.

3. **Provide children convenient access to guidance and support**

    A toll-free number will be provided to the children during the assembly (described above) and posted around the schools. This number will allow students to have convenient, confidential access to designated guidance counselors and/or trained teenage counselors.

    The Eliah phone system will allow students to call a toll-free number and be automatically transferred to the on-call guidance counselor(s). The phone numbers of the rotating counselors can be switched within the system in minutes and will not be revealed to the students.

Funding

In order to initiate this organization, it is necessary to obtain $600,000. This amount, combined with generated income, will support the start-up costs and all operating expenses for the foreseeable future.

The funding is being requested from six different investors. Each investor will be asked to provide $100,000. The funding would be requested in two payments. The first payment of $20,000 would be requested as soon as the six investors are finalized. This money will be used to cover the start-up costs of the organization. The second payment of $80,000 would be requested after approximately one year of operation. This will allow all the investors to review the status of the organization and reaffirm their belief in its viability and effectiveness.

Baring any unforeseen setbacks, the investors will be completely reimbursed in three equal, annual payments starting in year four of the operation.

The organization will generate the necessary income to sustain financial independence through payments made from the various school systems receiving the services provided by Eliah. These payments would come in the form of annual disbursements made at the beginning of each school year. The schools would receive the funds to pay Eliah through government provided grants.

Ownership

The organization will be equally owned by the original six investors, provided that both payments (total of $100,000 each) are made in full.

Program Summary

High Level Plan

Market Program
- Face-to-face meetings with school administrators
- Emails to superintendents
- Attendance at educational conferences
- Garnering support/promotion from government officials

Assist School Systems in Obtaining Grants for Funding
- Provide grant application with pre-populated information

Receive Agreements from Schools
- Payment for services (or P.O. number)
- Contact information of Program Administrators

Send Email to Program Administrators
- Welcome and thank you for participation letter
- Explanation of complete program process and required interaction
- Schedule program kick-off meeting

Program Kick-off Meeting
- Conference call with Program Administrators to review program, answer questions and set training dates

Training Sessions
- High School students
- Program Administrators

Newspaper Article Published
- Explains program to community and provides facility for collecting financial assistance – any donations would be placed directly into the local schools "Activity Fund"

Request Questions from Students (to be answered at the assembly)
- Provide students access to an Internet site where they can anonymously ask questions
- Access will be provided approximately 2 weeks before assembly date

Assembly
- Concludes with signing of commitment cards (see sample - Attachment A) and distribution of program wrist bands (*Live Free* bands will provide access to all events)

First Combined Activity
- Approximately 2 weeks after assembly

On-Going Events and Assistance

Deliverables

For an annual cost of $25 per *eligible student** (plus $1000 initial setup fee – first year only), Eliah will provide…

- $5 per eligible student -- placed into local Activity Fund account

- Sign-on to the Eliah website with access to:
  - Customizable project plan
    Detailed task list that will walk Program Administrators through every step of the process
  - Volunteer training materials
  - Sample article for local newspaper
  - Assembly outlines (see sample – Attachment B)
  - Posters to promote program
  - Logos and t-shirt designs
  - T-shirt order forms
  - Commitment cards for participants
    - High School volunteers (role models)
    - Middle School students
  - Parent/Guardian program information sheets
  - Downloadable audio and video clips for use during assembly and/or program promotion
  - Activity Fund reports and management tools
  - Social networking area - "learning center"
    - Common questions and answers
    - Program and event ideas
  - Unlimited on-line support

- Detailed training for Program Administrators and high school student volunteers
  - Onsite – recommended for new accounts (or new Program Administrators)
  - Conference calls – renewal accounts

- Silicone wrist bands for all students signing commitment cards

- Unlimited 24/7 phone support for Program Administrators

- Toll-free number for students to reach trained guidance counselors

---

* An *eligible student* is defined as any student enrolled in the target grades for that particular school district

Composition of Organization

Board of Directors

The Board of Directors will consist of seven individuals; the six investors (or their designated representatives) and the CEO of Eliah.

The Board will meet (at least) quarterly to assure current activities are in compliance with original organizational objectives and to set future direction. The meetings will be held at the most convenient location possible for all Board members. If on-site attendance is not feasible, a Board member will be able to participate via conference call.

Each Board member will receive one thousand dollars ($1,000) per meeting. This will be the only monetary compensation the Board members will collect.

Organizational Chart

Year 1

The CEO will report to the Board of Directors and perform all the tasks required to run the organization. During the first year, the CEO is an unpaid position.

```
┌─────────────────────┐
│ Board of Directors  │
└──────────┬──────────┘
┌──────────┴──────────┐
│        CEO          │
│  (Unpaid position)  │
└─────────────────────┘
```
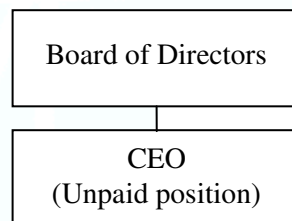
Year 2

The CEO will become a paid position and a Manager of Finance will be hired. The organizational duties will be divided between the two positions. The Manager of Finance will report to the CEO.

```
┌─────────────────────┐
│ Board of Directors  │
└──────────┬──────────┘
┌──────────┴──────────┐
│        CEO          │
└──────────┬──────────┘
┌──────────┴──────────┐
│ Manager of Finance  │
└─────────────────────┘
```
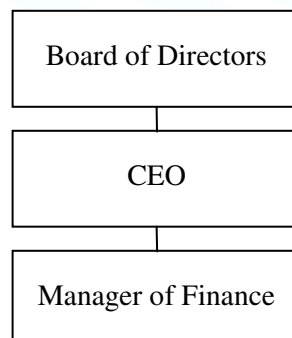
Year 4 (Based on account projections used in Business Case)

An additional resource will be required to handle the increased workload. This position will be our first official Account Representative.

```
          ┌──────────────────┐
          │ Board of Directors│
          └──────────────────┘
                    │
          ┌──────────────────┐
          │       CEO        │
          └──────────────────┘
             │            │
   ┌──────────────┐  ┌──────────────┐
   │Manager of    │  │   Account    │
   │Finance       │  │Representative │
   └──────────────┘  └──────────────┘
```
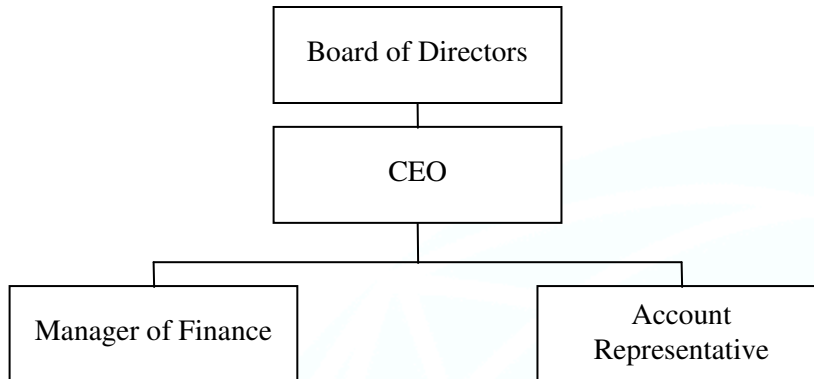
Eventual Structure

We will continue to hire Account Representatives as the business grows. Eventually, we will promote one of them into the role of Account Manager. That position will become responsible to manage the activities of all the Account Representatives.

```
          ┌──────────────────┐
          │ Board of Directors│
          └──────────────────┘
                    │
          ┌──────────────────┐
          │       CEO        │
          └──────────────────┘
             │            │
   ┌──────────────┐  ┌──────────────┐
   │Manager of    │  │   Account    │
   │Finance       │  │   Manager    │
   └──────────────┘  └──────────────┘
                          │
                    ┌──────────────┐
                    │   Account    │
                    │Representatives│
                    └──────────────┘
```
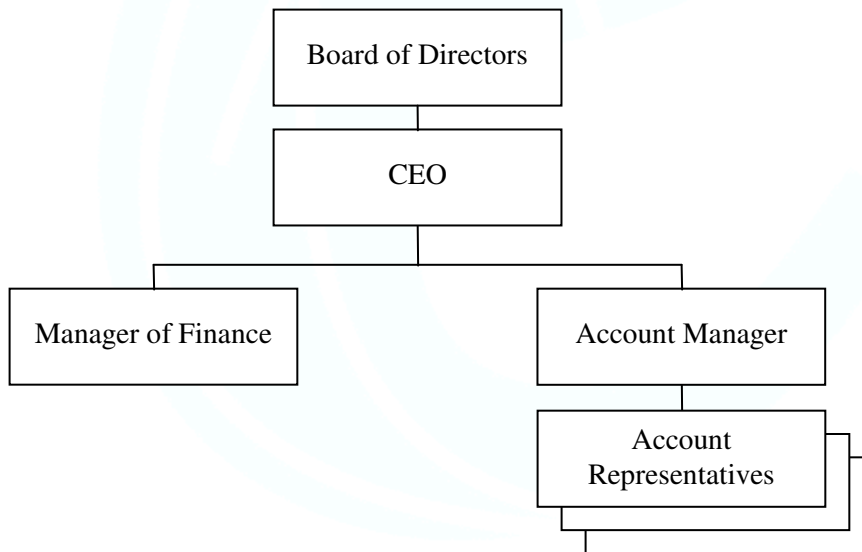
| Job Descriptions |

Chief Executive Officer

This position is responsible for providing the overall management and direction of activities within the organization while coordinating with a variety of individuals internally (organizational staff, Board of Directors) and externally (auditors, consultants, program administrators, etc).

Responsibilities Include:
- Staffing and staff management (including volunteers)
- Documenting and communicating organizational objectives
- Developing and managing operational budget
- Maintaining effective working relationships with program administrators
- Insuring efficient capture, storage, processing, and dissemination of information to Board of Directors
- Managing office facilities
- Marketing organization
- Managing all organizational contracts
- Documenting and controlling organizational policies and procedures
- Providing quarterly objective progress reports
- Overseeing the annual event packet development
- General office duties (minor website updates, database development/entry, etc)
- Managing accounts and performing training (as required)
- Participating as member of Board of Directors

Manager of Finance

This position is responsible for all financial and compliance aspects of the organization.

Responsibilities Include:
- Maintaining the integrity of the organizational books and records
- Monitoring compliance to all federal, state and local regulations
- Structuring and maintaining employee benefits
- Managing process of collecting income
- Managing flow of funds to and from "Activity Funds"
- Providing monthly and quarterly financial operating reports
- Insuring required information is captured to perform audits (internal and external)
- Performing internal audits to insure accuracy of records and adequacy of controls
- Managing accounts and performing training (as required)

Account Manager / Account Representative

After organizational growth necessitates these positions, they will be responsible for managing the procurement, training and support of accounts.

Program Administrators

Each school district will be required to designate 2 – 3 Program Administrators. These will be voluntary positions. They will be responsible (with the assistance of Eliah) for all local coordination of the program.

Responsibilities Include:
- Fulfilling role of primary contacts for Eliah
- Placing (Eliah provided) article in local paper
- Advertising program in schools
- Enlisting high school student volunteers
- Coordinating Eliah training
- Organizing local event details
- Establishing "Activity Fund" bank account
- Approving "Activity Fund" expenditures

Analysis of Organization

Critical Success Factors

Ability to:

1. Obtain proper funding to initiate organization

2. Collaborate with talented and motivated consultants to assist with organizational start-up activities

3. Staff organization with highly qualified and dedicated individuals

4. Effectively market organization's benefits

5. Facilitate process for school systems to acquire the necessary funding to initiate the program

6. Develop solid working relationships with school systems and Program Administrators

7. Motivate morally strong high school students to participate in the program

Risk Mitigation & Contingency

Risk:
Unable to obtain required funding to establish organization

Mitigation:
- Stress need for (and feasibility of) organization to a wider range of individuals, foundations, and/or agencies
- Divide expenses and seek smaller amount of funding from multiple sources
- Reduce scope of organization, therefore reducing expenses, and resubmit proposal

Contingency:
- Eliah Mentoring Program will not be established (except in a limited area, with limited scope)

Risk:
School systems are unable to obtain grants required to fund program

> **Mitigation:**
> - Seek support and assistance from government officials
> - Reduce scope of organization, therefore reducing program cost, and reapply
>
> **Contingency:**
> - Create local donation avenues and fund raising opportunities (such as Ebay sales of donated items) to pay for Eliah services
> - Eliah Mentoring Program will not be established (except in a limited area, with limited scope)

Risk:
Projected exposure and/or response is over-estimated

> **Mitigation:**
> - Increase marketing campaign
> - Attend additional educational conferences and school board meetings to explain the program and its benefits
> - Seek support and assistance from government officials
> - Lower cost of services to an absolute minimum
>
> **Contingency:**
> - Reduce proposed organizational expenses (many expenses have a direct correlation to the number of schools taking advantage of the services)

Risk:
Unable to find individuals willing to volunteer as "Program Administrators"

> **Mitigation:**
> - Reinforce minimum skills required
> - Reiterate ease of position and minimum time commitment required due to amount of tools and guidelines provided
> - Offer additional training (including additional on-site training, if necessary)
> - Elaborate on benefits provided to school system and community
>
> **Contingency:**
> - Send representative from Eliah to help accomplish "local" tasks
> - Provide increased phone support to student mentors
> - Program will not be initiated in that particular school system

Risk:
Unable to convince high school students to participate in the mentoring program

> **Mitigation:**
> - Reiterate minimum time commitment required
> - Elaborate on benefits provided to school system and community
> - Explain benefits of program involvement towards college scholarship applications
>
> **Contingency:**
> - Program will not be initiated in that particular school system

Risk:
Unable to convince an adequate number of guidance counselors to become phone counselors

Mitigation:
- Elaborate on needs and benefits they could provide
- Explain benefits of program involvement towards resume

Contingency:
- Provide payments to counselors for being "on-call" and/or per answered call
- Do not supply the option of speaking with a guidance counselor

Risk:
Projected exposure and/or response is under-estimated

Mitigation:
If temporarily necessary
- Reduce marketing campaign
- Lower the number of educational conferences and school board meetings attended by Eliah
- Spread the program implementation schedules out over a wider timeframe

Contingency:
- Increase number of Account Representatives to handle additional workflow

Evaluation

The effectiveness of this organization will be assessed by three measures:

1)   The total number of children affected by the program

This is obviously the primary measuring stick for the organization. We will be continuously tracking program accomplishments and reporting our progress to the Board of Directors.

2)   Satisfaction of the Program Administrators

Evaluation forms will be completed at the end of each training session and at the end of the school year. These forms will rate the quality of the training and all the program materials, the ease of performing the program and overall perceived effectiveness of the program. In addition, this form will request suggestions for program additions and/or improvements. This information will then be used to develop new program content and make organizational revisions.

3)   Ability to return initial investments and retain financial independence

The financial status of the organization will be closely tracked and regularly reported back to the Board of Directors. In addition, we will have the company finances audited each year by an independent certified public accounting group and presented to the Board of Directors.

Future Expansion

Eliah will initially provide services to schools in the central Ohio area. After establishing a system that has proven to be effective, the reach of Eliah can be expanded to anywhere in the United States. The business plan that has been established will allow for this growth with minimal additional expenses.

If adequate finances are available (and approved by the Board of Directors), Eliah could eventually provide additional benefits such as:

- Scholarship for one high school student in each participating school district. The estimated expenses (shown below) include this benefit starting in year 7. The students would be chosen by the local Program Administrators.

- Funding to help community efforts in regards to the positive development of youth – i.e. community centers, recreational facilities, etc.

- Financial assistance to help build drug and alcohol rehab/detox centers

- Funding for children seeking professional assistance

- Supplemental payments into Activity Funds

- Lower program participation costs

Business Case

Note: All assumptions utilized in developing the business case were of a conservative nature in order to verify the legitimacy of potential financial stability. Ideally, the actual benefits will be even more substantial and timely.

Assumptions

Average number of eligible students per school district = 200

Account Retention Rate = 90%

Projected Account Totals

Year of Operation	1	2	3	4	5	6	7	8
New Business	2	25	40	50	50	50	50	50
Renewals	0	2	24	58	97	132	164	193
Total Accounts	2	27	64	108	147	182	214	243

Anticipated Benefits

Number of Youth Influenced by Program

2010 Year 1	2011 Year 2	2012 Year 3	2013 Year 4	2014 Year 5	2015 Year 6	2016 Year 7	2017 Year 8
400	5,400	12,800	21,600	29,400	36,400	42,800	48,600

Activity Funds Provided

	2010 Year 1	2011 Year 2	2012 Year 3	2013 Year 4	2014 Year 5	2015 Year 6	2016 Year 7	2017 Year 8
Annual	$2,000	$27,000	$64,000	$108,000	$147,000	$182,000	$214,000	$243,000
Accumulative	$2,000	$29,000	$93,000	$201,000	$348,000	$530,000	$744,000	$987,000

Scholarships Provided

	2010 Year 1	2011 Year 2	2012 Year 3	2013 Year 4	2014 Year 5	2015 Year 6	2016 Year 7	2017 Year 8
Annual								
Scholarships	0	0	0	0	0	0	214	243
Amount	0	0	0	0	0	0	$214,000	$243,000
Accumulative								
Scholarships	0	0	0	0	0	0	214	457
Amount	0	0	0	0	0	0	$214,000	$457,000

Excess Revenue
(To be utilized at the discretion of the Board of Directors)

	2010 Year 1	2011 Year 2	2012 Year 3	2013 Year 4	2014 Year 5	2015 Year 6	2016 Year 7	2017 Year 8
Annual	0	0	0	0	0	$74,320	$231,446	$399,852
Accumulative	0	0	0	0	0	$74,320	$305,766	$705,618

Estimated Expenses

	2010 Year 1	2011 Year 2	2012 Year 3	2013 Year 4	2014 Year 5	2015 Year 6	2016 Year 7	2017 Year 8
Advertising	$500	$1,000	$1,500	$2,000	$2,500	$3,000	$3,500	$4,000
Arm Bands	$96	$1,296	$3,072	$5,184	$7,056	$8,736	$10,272	$11,664
BOD Fees	$36,000	$36,000	$36,000	$28,000	$28,000	$28,000	$28,000	$28,000
Consulting Services								
Website Design/Maint	$20,000	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000
Accounting	$10,000	$0	$0	$0	$0	$0	$0	$0
Legal & Auditing	$10,000	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000
Counseling	$0	$0	$0	$0	$0	$0	$0	$0
Employee Relations & Welfare	$0	$200	$200	$300	$300	$300	$300	$400
Equipment Expense	$0	$3,500	$500	$2,000	$500	$500	$500	$2,000
Furniture Expense	$0	$0	$0	$4,000	$500	$500	$500	$1,500
Office Supplies	$100	$100	$100	$500	$250	$250	$250	$250
Phone Answering/Routing Systems	$600	$6,600	$15,480	$26,040	$35,400	$43,800	$51,480	$58,440
Postage	$0	$50	$75	$100	$125	$150	$175	$200
Rent	$0	$0	$0	$25,000	$25,000	$25,000	$25,000	$25,000
Salaries								
CEO	$0	$150,000	$157,500	$165,375	$173,644	$182,326	$191,442	$201,014
Manager of Finance	$0	$60,000	$63,000	$66,150	$69,458	$72,930	$76,577	$80,406
Account Representative (1)	$0	$0	$0	$35,000	$36,750	$38,588	$40,517	$42,543
Account Representative (2)	$0	$0	$0	$0	$0	$0	$0	$37,000
Total Company Provided Benefits	$0	$42,000	$44,100	$53,305	$55,970	$58,769	$61,707	$72,193
Software License Agreements	$1,000	$1,000	$300	$1,300	$300	$300	$300	$1,300
Telephone Costs	$100	$200	$200	$1,300	$1,300	$1,300	$1,300	$1,400
Travel Expenses	$0	$1,000	$2,500	$5,000	$5,150	$5,305	$5,464	$5,628
Video Presentation	$1,000	$1,050	$1,103	$1,158	$1,216	$1,276	$1,340	$1,407
Web Access / Hosting	$250	$250	$250	$1,250	$1,250	$1,250	$1,250	$1,250
Annual Total	**$79,646**	**$314,246**	**$335,880**	**$432,962**	**$454,668**	**$482,279**	**$509,874**	**$585,594**

- If on-site training is required (after first year in program) - expenses will be charged back to specific account
- Any additional expenses should only be required (and subsequently offset by) additional accounts

Income Projections

	2010 Year 1	2011 Year 2	2012 Year 3	2013 Year 4	2014 Year 5	2015 Year 6	2016 Year 7	2017 Year 8
Investor Payments	$120,000	$480,000	$0	$0	$0	$0	$0	$0
Revenue	$0	$159,000	$360,000	$590,000	$785,000	$960,000	$1,120,000	$1,265,000
Total Income	$120,000	$639,000	$306,000	$590,000	$785,000	$960,000	$1,120,000	$1,265,000

Financial Analysis

	2010 Year 1	2011 Year 2	2012 Year 3	2013 Year 4	2014 Year 5	2015 Year 6	2016 Year 7	2017 Year 8
Previous Year Ending Balance	$0	$13,354	$286,108	$221,229	$45,267	$3,599	$74,320	$231,446
Investor Payments	$120,000	$480,000	$0	$0	$0	$0	$0	$0
Revenue	$0	$159,000	$360,000	$590,000	$785,000	$960,000	$1,120,000	$1,265,000
Expenses								
Named	-$79,646	-$314,246	-$335,880	-$432,962	-$454,668	-$482,279	-$509,874	-$585,594
Contingency	-$25,000	-$25,000	-$25,000	-$25,000	-$25,000	-$25,000	-$25,000	-$25,000
Activity Funds	-$2,000	-$27,000	-$64,000	-$108,000	-$147,000	-$182,000	-$214,000	-$243,000
Investor Pay Back	$0	$0	$0	-$200,000	-$200,000	-$200,000	$0	$0
Scholarships	$0	$0	$0	$0	$0	$0	-$214,000	-$243,000
Account Balance *	$13,354	$286,108	$221,229	$45,267	$3,599	$74,320	$231,446	$399,852

Income vs. Expenses

---
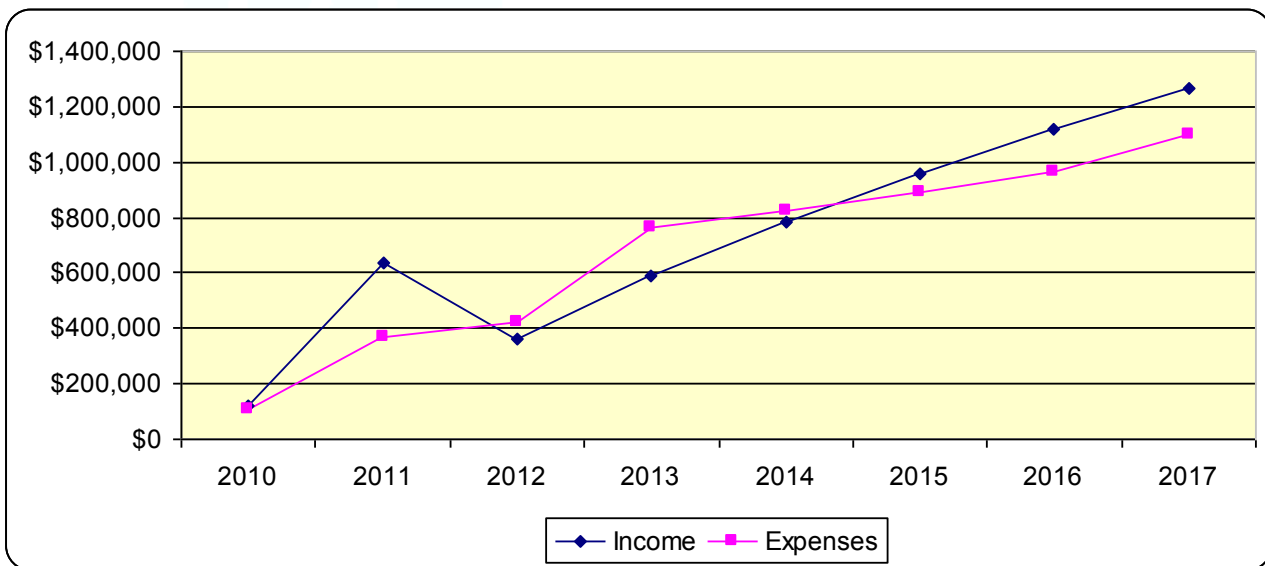
*   Account balance does not include interest on Eliah bank account

I'm signing this document to make a statement to you. I want you to know that I truly care about you and your future.

It's very important to me that you are able to *Live Free*. This will not be possible if you allow yourself to become a slave to drugs and/or alcohol.

Drugs and alcohol are very addictive substances that will take control of your life. I don't want this to happen to you.

_____
Shelby High School Student

I am aware of the dangers and severe consequences of using drugs and/or alcohol.

By signing this document, I am making a commitment to stay away from drugs and alcohol.
I want to *Live Free*.

_____
Shelby Middle School Student

If you ever need to talk to a counselor about issues in your life, please call 1-800-650-3908.

STARS – Event Outline

		Time (minutes)	Resources
Lights Down			Volunteer 1
Crowd Calmer	Countdown	.5	Volunteer 2
Video	YouTube "Accidents" Video (shown to *Hello McFly* by Relient K)	2.5	Volunteer 2
Lights Up			Volunteer 1
Introduction	STARS explanation Video recap – "Back to the Future"	5	Volunteer 3
Speaker	High School student – real-life experiences	10	Volunteer 4
Q & A	Group answering pre-submitted questions (questions read by Program MC)	10	Volunteer 3 Volunteers 5-9
Lights Down			Volunteer 1
Video	Faces of Meth	3	Volunteer 2
Lights Up			Volunteer 1
Speaker	Recent graduate – meth experiences	10	Volunteer 10
Stat Presentation	Drug/Alcohol stats	5	Volunteer 3
Picture	Picture for following presentation		Volunteer 1
Speaker	Speaking "on behalf of"	10	Volunteer 11
Assembly Closing	Closing statements & explanation of commitment cards, wristbands and events	5	Volunteer 3
Dismissal	Students dismissed back to classrooms		
Commitment	Review & signing of commitment cards Wrist band distribution	5 -10	All High School Volunteers

Volunteer 1	=	Lighting	Volunteers 5-9	=	HS Students to Answer Questions
Volunteer 2	=	Audio/Visual	Volunteer 10	=	Speaker (Recent graduate)
Volunteer 3	=	Program MC	Volunteer 11	=	Speaker (High School student)
Volunteer 4	=	Speaker (High School student)			"On behalf of…"