

Fellowship Summit Blueprint



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Be the Change Fellowship Initiative

We are excited to provide the Be the Change Fellowship initiative. Impact Teen Drivers (ITD), an award-winning non-profit, and a national leader in teen traffic safety, delivers its evidence-based programming across the nation. Impact Teen Drivers's focus is on reckless and distracted driving, using evidence-based strategies in programming to shift toward a positive behavior change (e.g., four primary types of distraction, seat belts, GDL, speed, and empowering people to speak up).

Safe Kids Worldwide is dedicated to protecting kids from preventable injuries, the number one cause of death to children in the United States and a global epidemic around the world. Because car crashes are the number one cause of death to teens in the U.S.—especially those caused by reckless and distracted driving, Safe Kids has partnered with Impact Teen Drivers to create a powerful coalition to reverse this pervasive yet 100% preventable crisis. We are excited to provide the Be the Change Fellowship initiative.

Be the Change Fellowship Initiative objectives are:

- Reach children, teens, and their parents in diverse communities by deploying the power of peer-to-peer messaging for behavior change, injury prevention, and positive norming principles.
- Create a stronger network of current injury prevention community educators and a new generation of traffic safety champions using ITD's award-winning, nationally recognized evidence-based programs and resources.
- Create a culture shift among teens and their influencers where reckless and distracted driving is recognized as unacceptable behaviors outside of the social norm, resulting in safer communities for future generations.

Throughout a day-long **Summit**, student **Be The Change Changemakers** will engage with various community leaders in an enlightening and encouraging program, leaving them feeling empowered to advocate for change in their communities.

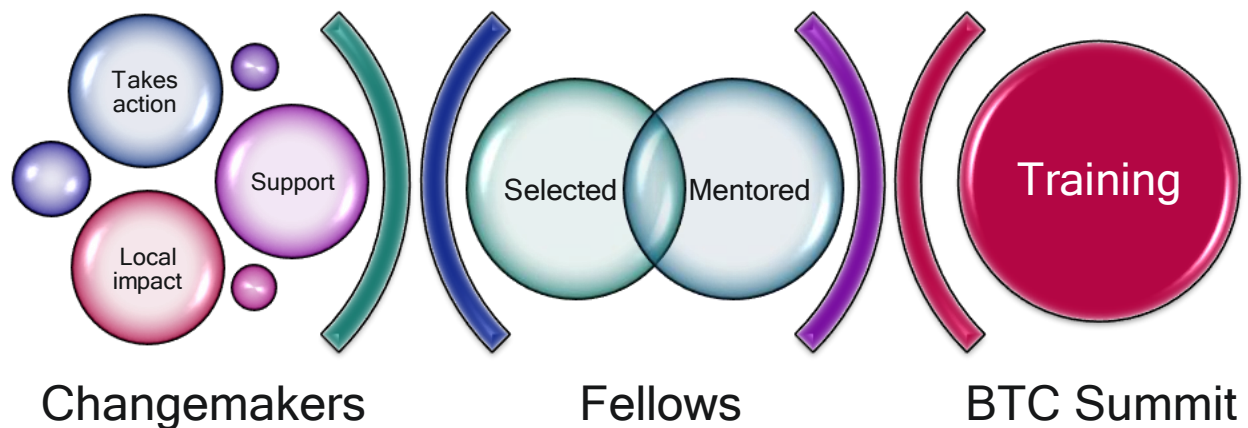
Following the Summit, an application or nomination process is used to select student leaders who will serve as **Be The Change Fellows** to participate in a more structured, ongoing commitment to traffic safety and community engagement through Impact Teen Drivers.

Some examples of Changemakers and Fellows partnering to bring positive change to their communities include:

- Montebellow High School Fellows conducted 33 presentations in English and Spanish to educate their peers about safe driving choices following the Summit they attended.
- Two BTC Fellows returned to the following year’s local BTC Summit to facilitate the Community Outreach breakout session. They also attended a national Lifesavers Conference as spokespersons on the topic of traffic safety messaging.
- Changemakers have partnered with the Community Champions they networked with at a Summit to help at hospital/community health fairs, participate in tabling at community events, and becoming interns in organizations.

Here are some marketing videos compiled from multiple Be The Change Summits. These videos can be used to market the program to school administrators, teachers, community leaders, or any group who has an interest in developing young leaders in their own community or schools. Both videos capture teens involved in the various programming sessions – all learning how to apply the message and importance of being a safe driver as well as a good passenger.

- [Video: Be The Change Promotion](#)
- [Video: Be The Change – Alhambra Thank You](#)



Be The Change Changemaker - a student who takes inspired action after attending a Summit, presentation, or training. While not part of an official fellowship, they are empowered to influence their peers and promote safe driving and shared roadway responsibility in their own way.

Key Traits

- Participates in Summits or one-time training events
- May organize or support an awareness activity or campaign
- Uses their voice and creativity to make a local impact
- Not required to commit to a formal program structure

- Can evolve into a Fellow with additional training and engagement

Tone

- Grassroots, energetic, immediate impact
- Inclusive, encouraging broader participation

Examples of Changemakers Impact

Be The Change Fellow - a student leader selected to participate in a more structured, ongoing commitment to traffic safety and community engagement through Impact Teen Drivers. Fellows receive training, mentorship, and tools to develop and implement evidence-based programs or campaigns in their schools or communities.

Key Traits

- Selected through an application or nomination process
- Committed to a set term (e.g., semester or year)
- Participates in leadership development, training, and Summits
- Develops and leads a project or initiative aligned with ITD's mission
- Acts as a liaison between ITD and their school/community
- Often produces deliverables (e.g., outreach activities, peer training)

Tone

- Formal, prestigious, long-term engagement
- Comparable to an internship or youth leadership cohort

Be The Change Summit

When determining an agenda and timeframe, keep in mind the total time available when you consider transportation, school start time, and school end of day. Arrange for Community Champions to attend as both visual support and to be introduced to the students as network contacts for their Action Plan activities. Include any Community Champion present during the Breakout Sessions to build and encourage networking.

Opening Comments – Guest Speakers

Opening comments include an overview of the fellowship, welcoming attendees, and explaining the agenda for the day. It is also recommended to include a guest speaker to encourage attendees in their efforts. When choosing a speaker consider:

- Choose no more than 2-3 guest speakers
- Schedule 2-minutes or less per speaker (otherwise young people lose interests)
- Choose speakers with status to show the importance of the event such as mayors/public officials, congressional/political representatives, school district representatives, athletes, high-ranking law enforcement, or local celebrities.

- Provide an example of key points you would like speakers to include in their remarks. A Guest Speaker Talking Points Template is provided in the online Toolkit at <https://ImpactTeenDrivers.org/Toolkit>.

Breakout Sessions

You also choose the Breakout Session topics to be included. They can include an overview of an Impact Teen Drivers program, a guest speaker panel, practice time using resource items, collaboration with a local agency, etc. Each breakout session is generally 30 minutes in length to give ample time to explore the topic. Printable, detailed outlines for suggested topics to consider can be found in the Be The Change Toolkit on the Impact Teen Drivers website: <https://ImpactTeenDrivers.org/BeTheChange/Toolkit>. During topic selection consider the messages most pertinent and immediately needed to bring behavior changes that can save young lives while addressing obvious community dangers.

Positive Community Norming Session

The session sets up the event to utilize Positive Community Norming (PCN) messaging and ensures people understand the purpose of the poster activity included in the training. PCN operates on the idea that most people are making good choices, and by focusing on those good choices, we can promote positive community norms. Norms can grow, shift and change overtime. For example, we think back to the 80s when the seat belt compliance rate was around 10%. Now, the seat belt compliance rate is over 90%. How did that happen? We changed the social norms around seat belt use using a strong combination of education, laws, and enforcement. We made it more socially acceptable to wear your seat belt than to not wear it, it became a community norm. If we were able to do that, we can use this same framework to promote speaking up as a passenger, driving at a safe speed, and putting away distractions.

Students create a PCN poster that they would want to see on social media or hanging on their wall. They are asked to highlight the good choices that their peers make, making an impact by focusing on good choices rather than “don’t do this, don’t do that”. They are given statistics to select from for inclusion on their posters. From the online Toolkit at <https://ImpactTeenDrivers.org/Toolkit>, print the How To Guide – Positive Community Norming Session for instructions and statistics to use in this session.

Activities – Live Action Lab

The Live Action Lab is based on “learning by doing” which is an active learning methodology based on experience to assimilate concepts through actions. Utilize an outdoor space to set-up activities to participate in. Each activity ends with a Nutshell Lesson spotlighting the related traffic safety message. Instruction guides and a printable Nutshell Lesson document is available in the Be The Change Toolkit at <https://ImpactTeenDrivers.org/BeTheChange/Toolkit>.

Buckle Up Battle: Relay using a vehicle with students standing by each door; when it starts the students must jump into the car, buckle their seat belt and show their thumbs up. Then unbuckle, exit and show thumbs up. Each team is timed and competes for the fastest time.

Nutshell Lesson: It takes seconds to buckle your seat belt. Take the time to protect your life and the lives of others in the car!

Intoxicated Cone Course: Using impairment goggles and a cone course, students navigate the course without touching any cone, which represents people or objects when driving.

Nutshell Lesson: Impairment of any kind keeps you from focusing on the road and surroundings. Stay alert & aware!

Blind zone Awareness: Park a large vehicle or semi-truck (if space allows) and have each student sit in the driver’s seat for a lesson on blind zones. Place people, objects or cars in the blind zones so they realize what cannot be seen.

Nutshell Lesson: Before getting into a vehicle, walk around it to make certain no child, toy, or pet is behind or under it!

Action Planning

At the end of the Summit, students gather in small groups along with their assigned adult mentor to identify the projects they are passionate about. The teen groups can be based on school site, community organization affiliation, or neighborhoods. The adult mentors may be teachers from the school site which brought them to the Summit, student program coordinators, or volunteer Community Champions. All mentors serve as the point of contact for the student group to help guide them in the Action Planning discussion during the Summit conclusion as well as into the future. Mentors are expected to listen to the teen group’s ideas, directing them in identifying the what, who, when, and how details. The intention is to have the teen groups meet with the mentor to plan, coordinate, and facilitate events utilizing the training received at the Be The Change Summit.

Sample Agenda

The Sample Agenda shown here is for a 6 hour event. If there is a need for time adjustment, consider adding or removing minutes from breaks, lunch, transition or closing segments.

Tentative Time	Activity	Location
8:45 AM – 9:00 AM	CHECK IN AND LIGHT REFRESHMENTS <ul style="list-style-type: none"> Distribute student folders or place on tables Light refreshments are optional 	Lobby Outside Auditorium
9:00 AM – 9:15 AM	OPENING REMARKS AND OVERVIEW	Auditorium
9:15 AM-10:10 AM	WHAT DO YOU CONSIDER LETHAL? PROGRAM	Auditorium
10:10 AM –10:20 AM	TRANSITION & BREAK <ul style="list-style-type: none"> Divide groups and transition to areas 	
10:20 AM – 11:25 AM	ROTATING GROUPS 1 & 2 (30 minutes per area) <ul style="list-style-type: none"> Concurrent Activities Live Action Lab 	

	<ul style="list-style-type: none"> Positive Community Norming Activity 	
10:20 AM-10:50 AM	<p>GROUP 1 LIVE ACTION LAB ACTIVITIES: (Students split into 3 smaller groups and switch areas every 10 minutes). A “Nutshell Lesson” will be given at each station.</p> <ul style="list-style-type: none"> Intoxicated: Cone course highlighting the risks of distracted and impaired driving In the Blind Zone: See What Drivers Can't Buckle Up Battle: Seat belt relay 	Outdoor Area
10:50 AM – 10:55 AM	<p>TRANSITION</p> <ul style="list-style-type: none"> Groups trade locations 	
10:55 AM – 11:25 AM	<p>GROUP 2: POSITIVE COMMUNITY NORMING (PCN) ACTIVITY</p> <ul style="list-style-type: none"> Small groups create posters on positive solutions to reckless and distracted driving 	Auditorium
11:25 AM –11:30 PM	DISMISS TO LUNCH FROM LAST ACTIVITY (instruct to report to breakout rooms after)	
11:30 AM - 12:20 PM	LUNCH (optional: combine lunch networking, panel discussion, or leave as free time)	Lunch Area
12:20 PM – 2:00 PM 12:20 PM – 12:50 PM 12:55 PM – 1:25 PM 1:30 PM - 2:00 PM	<p>ROTATING BREAKOUT ROOMS-30 minutes each</p> <p>Breakout #1</p> <p>Breakout #2</p> <p>Breakout #3</p>	Breakout Rooms #1, #2, #3, (the Auditorium can be used as one of the rooms)
2:00 PM – 2:10 PM	BREAK	
2:10 PM – 2:35 PM	<p>ACTION PLANNING</p> <ul style="list-style-type: none"> Fellows meet in site groups to develop a detailed plan for their chosen project. 	Auditorium
2:35 PM – 2:45 PM	CLOSING DISCUSSION & SURVEYS	Auditorium

Planning

Guidelines

The checklists in the following sections will guide the efforts of the Host committee members. There are suggested timeframes on each checklist to help best distribute tasks and manage preparation time. Documents referred to in the checklists are accessible in the Be The Change Toolkit accessible online at <https://ImpactTeenDrivers.org/BeTheChange/Toolkit>. After the Summit, Impact Teen Drivers will provide host committee members with an access code to download program materials needed to provide continued support in ongoing efforts.

The Hosting Team is asked to protect the integrity of the Impact Teen Drivers programming. It is important that the presentation messaging and style does not waver from the approved approach.

- We ask that you do not change any branding of ITD by adding to or taking away from any materials.
- We ask that the Hosting Team attend training in the ITD programs included within the Be The Change Summit. This can be done via Teams, Zoom, or Google Meets.
 - *What Do You Consider Lethal?*
 - *Elementary and Middle School Programs*
 - *Stay In the Game*
 - **consult webinar training schedule for other scheduled program training*
- We ask that you do not use gore or scare tactics surrounding reckless and distracted driving (ie. car crash scenes or videos depicting the like).
- Please do not change the content provided by ITD in any way such as leaving items out, changing the order, or adding them to the materials.
- Make sure any speakers or contributors to the Summit align with the message and content that will be carried out at the Summit.

School and Event Site Selection/Contact

The Hosting Team will identify potential schools and/or groups to participate in the Be The Change Fellowship Summit in their area. Building a community network is an integral part of the training provided to the students during the event training.

BTC Fellows will collaborate with local stakeholders, community coalitions, and campus organizations to implement service projects in their communities, as well as leveraging social media messaging. While making the school selection incorporate outreach to community groups who can participate in the Fellowship Summit as well as serve as mentors and community contacts to the students.

Using a location away from the school site is suggested to create a workshop atmosphere. When choosing a site, consider the start/end of the school day and transportation needed to ensure the event can occur within a single school day.

Task Checklist - 3 Months Prior		
Due	Task	Notes
	Create a BTC Fellowship Summit Committee. Roles and responsibilities will vary depending on the committee's size. <i>See description of roles in the Appendix.</i>	

	<p>Identify funding source(s) to cover the costs. This may be a single source, a sponsoring agency, or may require seeking a related grant. Work with the ITD Representative to determine the expected cost considering the details of the planned BTC Summit.</p>	
	<p>Confirm BTC Summit date and times per the Hosting Team calendar. Before you select a date be sure to check the school calendar, ask partners if there are any large community events of interest to your participants, and avoid holidays.</p> <p>When considering what time your activities will start keep in mind travel for your participants.</p>	
	<p>Identify and contact local event venues. The site must have available:</p> <ul style="list-style-type: none"> -an auditorium with seating for the number of students expected plus 20 adult volunteers (up to a maximum of 100 attendees). The site must include accessible WiFi, a projection screen, projector -one (1) lunch area -one (1) large lobby or reception area near Auditorium -three (3) separate rooms for breakouts or at least 2 additional rooms in addition to the Auditorium with a 30-40 person seating capacity. Depending on the topics selected, technology may be needed – check the Toolkit for requirement details in related Breakout Guides: https://ImpactTeenDrivers.org/BeTheChange/Toolkit 	
	<p>Schedule event venue site tours to find one that has easy access to the school(s) invited. Bring the checklist of requirements to ensure the site has the required rooms and technology. Check on available times the day before the event for setting up; allowing about 2 hours.</p>	
	<p>Sign a contract with the chosen event site. Be sure you have secured funding in advance to pay any related cost. Determine which school(s) to invite and whether it will be from a single town or multiple nearby towns, limited to a maximum of 100 students.</p>	
	<p>For each school being considered, gather point of contact information: name, job title, phone # and email address.</p>	
	<p>Identify potential volunteers for the day of the event. Communicate with them your goal, event timeframe, their exact role, and details of the day.</p>	
	<p>Create email invitation templates to be used when contacting schools and community agencies. <i>See sample templates in the Appendix.</i></p>	

	Using the email invitation template, contact chosen school(s) inviting them to attend; provide them with the details. Ask for confirmation of attendance/head count two months prior to the event.	
	Using the email invitation template and/or a phone call, reach out to Community Champions (ie. Local Safe Kids chapter, youth organizations, safety agencies, school district leaders, etc.) with an invite to partner, asking them to schedule it on their calendar. Ask for confirmation of attendance/head count two months prior to the event.	
	Using the email invitation template and/or a phone call, reach out to local law enforcement agencies with an invite to attend and participate if they can, asking them to schedule it on their calendar. Ask for confirmation of attendance/head count two months prior to the event.	
	Select a Keynote Speaker(s), limiting it to 3 or less, anticipating 15 minutes total time for an Opening. Local celebrities like athletes or musicians can motivate participants and encourage students to sign up. Be clear with speakers what your expectations are. Provide all the details such as what time they will be speaking and for how long but also when you want them to arrive. This is a volunteer role. Provide them with logistics like parking and room location.	
	Decide if there will be a press conference co-scheduled. If so, consider who will be included: law enforcement, civic leaders, student leaders, affected family from community, safety organization advocates, etc. Gather contact information for those you will invite to attend: name, title, phone #, email address.	
	Attend training with ITD specific to the segments included in the BTC event: high school programs, middle school program, elementary program. Arrange training opportunities with Impact Teen Drivers by attending online webinars or emailing info@impactteendrivers.org.	

Task Checklist - 2 Months Prior		
Due	Task	Notes
	Schedule and conduct follow-up (meeting, phone call or email) with the points of contact from the committed schools and community agencies. Keep them abreast of the plans and opportunities to help.	

	Using an email template, send a follow-up invitation to the school(s) reiterating the event details and their commitment to attend.	
	Using an email template, send a follow-up invitation to the Community Champions reiterating the details of the event and their commitment to attend.	
	Using an email template, send a follow-up invitation to the law enforcement agencies reiterating the event details and their commitment to attend.	
	If a press conference is included, contact all potential guests and provide them with details. Create a list of their names with their responses.	
	Using an email template, send a follow-up invitation to those invited to be part of the press conference, reiterating the event details and their commitment.	
	Create a press conference plan and related documents.	

Task Checklist - 1 Month Prior		
Due	Task	Notes
	Assign volunteers and confirmed community guests to roles at the event (ie. Set-up, registration table, snack table, technology support, lead facilitator, breakout session facilitator or support, clean-up).	
	Decide on a catering service for the lunch service. Reserve them for the event with lunch delivery scheduled 30 minutes prior to the scheduled agenda time.	
	Determine where photocopies can be made and if there is a cost. If it's a service, ask about turnaround time to ensure requests are submitted in time. As resources are provided closer to the event date, multiple copies are needed for each attendee.	1 month prior (secure services) 2 weeks prior (make copies)
	If drinks and snacks will be catered or purchased separately, assign the task to a committee member who can deliver them prior to the event start time.	
	Select and make plans for the snacks/drinks to be provided at the event. Assign purchase, delivery and storage to assigned committee members. -Arrival: coffee, tea, juice, water, finger snacks -Morning & Afternoon Break: drinks and finger snacks	

Inventory & Cost Planning

Every *Be the Change* Summit is unique, shaped by the goals, resources, and vision of each Host Committee. To help you prepare, this guide outlines suggested inventory items and budget considerations—designed to be adaptable for groups working with a variety of funding levels.

Inventory Overview

Hosting a successful Summit involves a mix of impactful materials, some can be purchased from Impact Teen Drivers (ITD) and supplemental items that may be sourced locally or through your own network. To simplify your planning, inventory items are categorized as:

Baseline - Essential items recommended for all events

Bonus - Optional items that enhance the Summit experience

Many groups choose to purchase baseline materials directly from ITD, while others use what they already have on hand or obtain donations to make purchases. You're encouraged to do what works best for your team and budget.

Inventory List

View or download the Inventory List at <https://ImpactTeenDrivers.org/BeTheChange/Toolkit>. Use the online form to purchase program materials directly from ITD: [Order Materials – Impact Teen Drivers](#).

Budget and Cost Considerations

The costs for hosting a *Be the Change* Summit vary depending on:

- Number of attendees
- Location and venue rental fees
- Staffing and volunteer support
- Catering and refreshments
- Transportation needs
- Materials and supplies

A key first step in budgeting is deciding how many students you plan to serve and identifying your priority focus areas. These decisions will guide your planning in terms of venue size, quantity of materials, and logistical needs.

If you're working with a limited budget, consider:

- Seeking donations from local businesses or partners
- Leveraging school or community venues
- Using items already available in your organization
- Mixing ITD-purchased materials with self-supplied resources
- Reusing items for multiple events

Impact Teen Drivers is available to help! For support in planning your Summit budget or to talk through your inventory needs, please reach out to info@ImpactTeenDrivers.org.

Checklists

Use the Checklists below to direct your efforts and guarantee enough of each item is received and accessible when needed.

NOTE: It is important to check the Breakout Session Guides for the topics chosen to include in the Summit agenda. Each guide lists the required items to effectively present content and conduct activities within the session. These guides are accessible in the Be The Change Toolkit at <https://ImpactTeenDrivers/BeTheChange/Toolkit>. While in the Toolkit, print out the Facilitator Guides, Breakout Guide, Activity and Open Air Lab Instructions for review and use.

Task Checklist – Three Weeks Prior		
Due	Task	Notes
	TIMELY – START HERE! Place an order with Impact Teen Drivers for a BTC Event box. Be sure to indicate the expected number of people attending. Read through the next section on “Inventory Order” and determine if the committee wants to use the “Baseline” pathway or “Bonus” pathway then order accordingly. Send your request to info@impactteendrivers.org via email.	
	Assign committee members to purchase general office store items they may need to bring to the event during set-up. Some suggested general items include scissors, painters tape, poster hanging tape, ink pens, washable markers, name tags, 2 large poster size pads with top adhesive for PCN activity, sanitary wipes, Kleenex, etc.	

Task Checklist – 2 Weeks Prior		
Due	Task	Notes
	Secure gift items. These are given away as prizes throughout the event. If purchasing gift cards, include ones for food, entertainment, and services available in the community near the school(s) attending so it’s attractive to the teens.	
	Confirm you have gathered all inventory items into boxes for delivery to the event site. One proven method is to divide items into banker type boxes labeled for the room the items are to be placed in or the program	

breakout session name (ie. High School Tools Breakout Session, Stay In The Game Distraction Drills, Auditorium Table Set-up, Registration, Student Folders, General, etc.). At the event set-up place boxes in the area the items will be used in or distributed in program delivery.

Final Preparations

It's almost time for the Be The Change Fellowship Summit! Plans have been made, and resources are in place. It would be wise to do one last check to confirm all is ready to go.

Attendee Folders

Each attendee will be given a folder filled with key materials for them to reference during the various presentations. Use the inventory items ordered from Impact Teen Drivers to prepare the folders at least 1 week in advance. They can either be handed out to attendees as they arrive or placed on a table at each seat. Preparation makes for a smoother start to the event.

Sign-In Sheet Template

A template is available for a customizable sign-in sheet in the Toolkit at <https://ImpactTeenDrivers.org/BeTheChange/Toolkit>. Based on preference, the sign-in sheet can be available at a Registration table for attendees to sign upon arriving, or, another option is to distribute a customized sign-in sheet, with all of the Summit event details already entered, to each teacher or adult bringing students so they can collect signatures prior to arriving.

Completed sign-in sheets need to be collected for use in customizing Certificates of Training for each attendee and contacting attendees after the Summit. The goal of the event is to create a networking list for teachers, students and Community Champions to use in reaching out for collaboration opportunities. A formal list can be developed and shared but students must ONLY be contacted through their school site teacher mentor. Be sure contact information is included for all mentors but only student names.

Certificates of Training

Each attendee will receive a personalized Certificate of Training at the end of the Summit during the Closing. Use the template included in the Toolkit at <https://ImpactTeenDrivers.org/BeTheChange/Toolkit>. Open the document, personalize it by replacing the prompt with the student name, add the event date, then print. Have the Host Team Lead sign each of the certificates.

Task Checklist - 1 Week Prior		
Due	Task	Notes
	Confirm the Event Site will be open the afternoon/evening before the event for setting up.	
	Confirm delivery time with lunch caterer.	

Send an email reminder with time and location details to all guests expected to attend, including instructions for parking and entry location at the event site.	
Assemble Folders for all attendees plus extras for the BTC Committee Members using the content list below.	
Gather inventory, copies, snacks, drinks, gift cards, and any other items to bring to the Set-up. If possible, transfer all items to event site prior to the day of event even if set-up cannot be done until the morning of.	
Contact the adult mentors bringing students to the event for an attendee list. Use the names on the list to personalize Certificates of Training for each student. Open the document, personalize it by replacing the prompt with the student name, add the event date, then print. Have the Host Team Lead sign each of the certificates. At the end of the Summit, present these to the attendees..	

Folder Content	Optional Based on Choices
<ul style="list-style-type: none"> • Flier: BTC Summit Overview • Flier: BTC Action Planning • Flier: Create Real Impact • Facilitator Guide: WDYCL • Pledge Card: BTC • Wheel of Distraction: Handheld 	<ul style="list-style-type: none"> • Paper bracelet with breakout room color or some item or process to use in dividing up attendees into three (3) groups. • Name tag

Site Set-Up

Set up the event site using the lists below which specify the items to place in each of the event site rooms. Also check the topic-specific Breakout Session Guides which list materials for the related topic. All guides are accessible in the Toolkit on the Be The Change webpage: <https://ImpactTeenDrivers.org/BeTheChange/Toolkit>. It is best to set up the rooms the night before the Summit if the space is available but if you must do all set up the morning of the Summit, allow a minimum of 1.5 hours prior to the start time to ensure you are ready.

Day Before Event or Morning of Event		
Due	Task	Notes
	Bring to the Event Site all inventory, copies, gift cards and other items. Non-perishable drinks and snacks can be brought as well.	

Move tables and chairs in the Auditorium and each of the rooms to accommodate the number of attendees and the format needed for the chosen sessions.	
Tape up related posters (if applicable) in each of the Breakout Session rooms as allowed by event site.	
Set-up a table in the Auditorium like a Community Event. Display Impact Teen Driver resources.	
Set-up and move pull-up banners to related rooms and near the Registration Table (if any were ordered).	
Set-up the Registration Table using either option #1) prepared folders, name tags, markers for name tags, colored wrist band and sign-in sheets -OR- option #2) colored wrist bands only with the folders, name tags and markers at each table seat. Distribute colored bands equally into thirds to create 3 separate breakout groups.	
Arrange tables for the snack and drink area; check if the lunch area needs to be arranged for easy access flow.	
Set-up and test technology (projector and speaker with laptop) in each of the rooms it will be used in.	
Place the gift cards at the podium for quick access during giveaway times.	
Conduct a brief Run-Through, including anyone who will serve as a Facilitator. Everyone in a Support role should meet with the room Facilitator to review the plans for content delivery.	
If a Press Conference is planned, determine the layout for the location: podium, chairs, ITD table of resources. Place items needed nearby if the location cannot be set-up the night before so it can quickly be done in the morning. Review the press conference agenda with everyone present who will be involved with it.	
Confirm everyone knows the time to gather on the day of the BTC event. Confirm what items anyone is assigned to bring with them.	

Sample: Main Auditorium (Registration Table)

Materials	Baseline Pathway	Bonus Pathway
Bracelets or items to divide into 3 groups		
Name Tags	X	
BTC Folders – prepared with materials already	X	
Markers for Name tags	X	
Banner: BTC, Tabletop (available for purchase)		X
Padfolio: BTC (available for purchase)		X
Tablecloth: BTC (available for purchase)		X

Sample: Main Auditorium (High School Resource Table)

Materials	Baseline Pathway	Bonus Pathway
Brochure: GDL, English	X	
Brochure: GDL, Spanish	X	
Brochure: ITD, English	X	
Brochure: ITD, Spanish	X	
Poster Set: Positive Community Norming	X	
Posters: WDYCL, set of 6	X	
Shirt, WDYCL	X	
Wheel of Distraction, Handheld	X	
Banner: Pull-up, YHTP (available for purchase)		X
Pens: ITD		X
Wheel of Distraction, Big Wheel (available for purchase)		X
Wheel of Distraction, Easel for Big Wheel (available for purchase)		X

Sample: High School Programming

Materials	Baseline Pathway	Bonus Pathway
Brochure: GDL, English & Spanish	X	
Brochure: ITD, English & Spanish	X	
Pledge Card: WDYCL	X	
Poster Set: WDYCL, set of 6	X	
Wheel of Distraction, Handheld	X	

Sample: Elementary and Middle School Breakout

Materials	Baseline Pathway	Bonus Pathway
Activity Pages (2-sided: Distractopus and What's Wrong with This Picture, 2-sided: word search and crossword puzzle)	X	
Children's Book Set, English	X	
Children's Book Set, Spanish	X	
Distractopus Distraction Cards Set		X
Distractopus Plush Toy (available for purchase)		X
Facilitator Guide, Elementary Grades 4th-5th	X	
Facilitator Guide, Elementary Grades PreK-1st	X	
Facilitator Guide, Middle School	X	
Facilitator Guide: Elementary Grades PreK-1st	X	
Noise makers (bells, whistles, music, etc.)	X	
Pledge Cards: WCMAD		X
Poster Stand for Tabletop	X	
Poster: Tabletop, WCMAD	X	
Red Light, Green Light Sign	X	
Sticker: Distractopus	X	
Sticker: I Love You A Latte	X	
Tablecloth: WCMAD or Passenger Power (available for purchase)		X
Cape & Mask Set (available for purchase)		X

Post Summit Opportunities

After Changemakers attend a Be The Change Summit, they are trained in the Impact Teen Drivers programs available for use in their community outreach. They are equipped to participate in community events such as health fairs, safety days, campaigns, tabling on their own or alongside a Community Champion. If they need support in ordering supplies or planning an outreach event, technical assistance is at their access by contacting Impact Teen Drivers via email at info@ImpactTeenDrivers.org. A representative will be assigned to their request to determine the additional level of support needed for them to successfully plan and facilitate their event.

For those who want to advance their involvement to a higher level, they can apply to become a **Be The Change Fellow**. This role allows a selected student leader to participate in a more

structured, ongoing commitment to traffic safety and community engagement through Impact Teen Drivers. Fellows receive training, mentorship, and tools to develop and implement evidence-based programs or campaigns in their schools or communities.

Key Traits

- Selected through an application or nomination process
- Committed to a set term (e.g., semester or year)
- Participates in leadership development, training, and Summits
- Develops and leads a project or initiative aligned with ITD's mission
- Acts as a liaison between ITD and their school/community
- Often produces deliverables (e.g., outreach activities, peer training)

Mentorship and Technical Support

- ITD provides opportunities for them to take on teen leader roles at training and Summit events.
- They have access to a representative who can determine the provide the support or additional training needed for the Fellow to develop and lead their own project.
- Regularly scheduled contact between ITD and the Fellows network will direct them in identifying what liaison actions are needed to secure ongoing support of school administration, teaching staff, and community contacts.

Appendix

Potential Roles and Responsibilities

Lead/Chair

The Lead/Chair oversees the entire event, ensures that required roles are filled, and establishes clear direction and follow through via meetings and planning sessions.

- Review team roles and ensure clarity and responsibilities.
- Determine the scope of the event.
- Establish and implement a budget with all other committee members (how items are purchased and/or reimbursements).
- Review the school calendar and select dates in accordance.
- Introduce the summit/invite schools and stakeholders (collaborate with the social media lead for invites /sign-up).
- Contact and secure speakers or community leaders to attend the event.
- Network connections within the group.
- Build a guest list.
- Add deadlines to assignments within the team.
- Create a schedule/ timeline for the day of the summit (collaborate with the program lead).

Program Lead

The Program Lead will be responsible for ordering materials, collaborating on agendas/schedules, and communicating with community leaders.

- Establish a connection with ITD.
- Schedule a *What Do You Consider Lethal* presentation with ITD for your group (virtual options available).
- Collaborate with ITD to create a resources/ materials list depending on event size.
- Collaborate with the lead to select/ secure speakers and community leaders.
- Facilitate vendors or community leader participation.
- Collaborate with ITD to invite affected families (if appropriate) and champions in the area.
- Create student check-in (lanyards, badges, or wristbands).
- Secure gift cards or other special door prizes.
- Swag bag donations (optional).

Budget/ Fundraising Lead

The Budget/Fundraising Lead is responsible for all aspects of fundraising.

- Reports to the chair and the rest of the team regarding facilitating and implementing fundraising for the summit.
- Determine the budget based on the size of the summit.
- Specific budget needs: Transportation, lunch, speakers, gift cards, swag bags.
- Collaborate with the team to network what donations you might be able to obtain.
- Responsible for writing and sending thank you notes to the sponsors/contributors.

Site Lead

The Site Lead is responsible for the venue and site logistics for the event.

- Collaborate with all leads for site needs.
- Secure the venue based on: Location, size/ space, AV/tech support, parking, security/monitors, accessibility, etc.
- If not provided by venue, secure chairs, tables, tablecloths, AV/tech materials, etc.
- Preorder lunch and all items needed for lunch (paper products, utensils, beverages, etc.).
- Arrange delivery schedule for all materials (ITD materials, event materials, etc.).

Social Media/ Communications Lead

The Social Media/ Communications Lead is responsible for online event promotion and registration, all social media, and virtual tasks.

- Determine social media platforms to be used before, during, and after the event.
- Create an event invite with a link to the sign-up (Eventbrite is a free, easy-to-use platform).
- Create a volunteer link with any waivers (if applicable).
- Manage student and volunteer invites/sign-ups.
- Create a Be the Change graduation certificate.
- Plan out social media posts every couple of weeks leading up to and three days before the event.
- Create a post-summit survey with a QR code for students (collaborate with team/ ITD)
- Write a thank you letter to participants/schools to be dispersed virtually (Eventbrite, email, etc.).

Volunteer Lead

The Volunteer Lead is responsible for the volunteer logistics for the event.

- Collaborate with the social media lead to manage volunteer sign-up and all communications.
- Volunteers needed for the day are determined by the size of the summit.
- Communicate with volunteers before, during, and after the summit.
- Provide clear start and end times for volunteers (early enough to go over the schedule of the day/ assign roles for the event).
- Write and send thank you notes to all volunteers.
- Volunteers will be needed for: Set up/take down, postage for designated areas (parking, entry, breakout rooms, bathrooms, etc.), lunch pickup/setup/cleanup, security/monitors (if appropriate), transportation (if applicable).

Supplemental Task List – Print This Page If Needed

Due	Task	Notes

Toolkit Webpage: <https://ImpactTeenDrivers.org/BeTheChange/Toolkit>

Start by printing the Blueprint and use the checklists for planning purposes – pay close attention to the timelines given. Download the documents needed for use based on your agenda. Only use the guides for the topics chosen to be included at the Summit event.

Preparation - Event	Preparation - Presentation
<ul style="list-style-type: none"> ✓ Blueprint – Be The Change Summit ✓ ITD Training Webinar Schedule) ✓ Inventory List – Be The Change Summit ✓ Programming & Events Action Planning ✓ Create Real Impact Contest - Flier 	<ul style="list-style-type: none"> ✓ How To Video: Word Posters ✓ How To Video: Skull Statistic Graphic ✓ How To Video: Wheel of Distraction ✓ How To Guide – Positive Community Norming Session ✓ How To Guide: Breakout Session – Elementary & Middle School ✓ How To Guide: Breakout Session – High School ✓ How To Guide: Breakout Session - Stay In The Game ✓ Program Outline: Stay in the Game ✓ Instructions: Sample Sport Drills
Templates	<div data-bbox="821 932 1531 995" style="background-color: #FFD700; text-align: center; padding: 5px;">Activity Guides: Open Air Lab</div> <ul style="list-style-type: none"> ✓ Instructions: Buckle Up Battle ✓ Instructions: Blind zone Awareness ✓ Instructions: Intexticated Cone Course
<ul style="list-style-type: none"> ✓ Email – School Outreach ✓ Email – Community Champion Invitation ✓ Sign-In Sheet ✓ Email – Thank You to Adult Partners ✓ Marketing Flyer ✓ Certificate of Training for Summit Attendees ✓ Guest Speaker Talking Points 	<div data-bbox="821 1146 1531 1209" style="background-color: #FFD700; text-align: center; padding: 5px;">Activity Guides: Community Events</div> <ul style="list-style-type: none"> ✓ How To Guide: Community Outreach ✓ How To Guide: Conduct Family Event Tabling ✓ Instructions: Bean Bag Blunder ✓ Instructions: Tricky Texting
Facilitator Guides	
<ul style="list-style-type: none"> ✓ Teens: What Do You Consider Lethal? ✓ Teens: Stay in the Game for Athletes ✓ Middle School: Who Can Make A Difference? ✓ Elementary Guide: Passenger Power (Grades PreK – 1st) ✓ Elementary Guide: Passenger Power (Grades 2nd – 3rd) ✓ Elementary Guide: Passenger Power (Grades 4th – 5th) ✓ Elementary Slides: Passenger Power (Grades PreK – 1st) ✓ Elementary Slides: Passenger Power (Grades 2nd – 3rd) ✓ Elementary Slides: Passenger Power (Grades 4th – 5th) ✓ Handout: Passenger Power Coloring Pages ✓ Handout: Passenger Power Crossword Puzzle 	