



Memo: 2018 SAF Updates and Reminders

Please note the following changes to SAF section documents and procedures. These changes were made in consultation with District Directors, Section Leaders, and the State Office.

- The State Affairs Chair has updated the State Affairs Forum topics for the 2018-2019 program.
- The State Office made the following changes to the SAF Proposal Evaluation Form.
 - Added definitions to clarify the meaning of each scoring category
 - Added an explanation of the 0-5 scoring system and the meaning of each possible score
 - Reformatted form to read vertically rather than horizontally
- The State Office has revised all section materials to make clear that students may participate as individual proposal authors as well as on teams
- SAF students will now submit their proposals using a form entirely separate from the form Legislative students use to submit their bills. Please ensure you are submitting via the correct form when turning in your documents.
- With the generous support of the Texas Bar Foundation, the State Office has made available an eight-lesson curriculum for clubs with SAF sections. Advisors can access this curriculum here:
<https://drive.google.com/drive/folders/1o62uGuCBof5ERvVv4nzzgqjVMdKKoOe3?usp=sharing>
- The State Office revised the SAF section manual. Revisions include:
 - Clarification of pro/con intent speaker sign-up procedures (page 5)
 - Incorporation of updated proposal template and evaluation form
 - Prompts in proposal template now align with CONA prompts
 - Revised explanation of topic selection process on page 2
 - Updates to page 2 overview of chair/clerk selection process
 - Elimination of rules about limiting # of students per topic
 - Updates to script on page 6
 - Updates to number of students expected in each committee type
 - Addition of chair/clerk FAQs on page 7
 - Elimination of outdated leadership roles (e.g. bean counter)
 - Elimination of evaluation forms from General Assembly guidelines
 - Addition of pro/con and amendment slips to conference supply lists
- The State Office increased the maximum size of the SAF section at State Conference from 150 to 200.
- If time permits, additional updates by September 5, 2018 may include:
 - Debate flowchart with updated terminology and parliamentary procedure
 - Procedural cheat sheet
 - Chair/clerk training guidelines