



Memo: 2020 SAF Updates and Reminders

Please note updates to SAF section documents and procedures were made in consultation with District Directors, Section Leaders, and the State Office. Also note that the following was designed for an in-person conference and some modifications may be made in order to better fit a virtual setting for the 2020-2021 program year.

- State Affairs Chair has updated the SAF topics list for 2020-2021.
- State Office made the following changes to the SAF Proposal Evaluation Form
 - Modified rubric to reflect 1-5 scoring system
 - Defined each scoring category to assist with evaluation
 - Scores need to be circled in each category 1 2 3 4 5 and then totaled.
- Section manual reflects that students may participate as individual proposal authors or as part of a team with 2-3 members. Max per team is 3
- Similar Topics: No two teams per club shall have the same topic; club advisors please review topics prior to students submitting final proposal.
- SAF students will use the template provided on the website for proposals.
 - Students will submit the word template electronically through their District link on the website
 - ****Students must save and submit proposal with the following file name: Last Name_First Name_School Name_YGDistrict (e.g. Smith_John_Austin High_Austin)**
- 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/1o62uGuCBof5ERvVv4nzzqgnjVMdKKKoOe3?usp=sharing>
- The SAF manual was revised last year to 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 - Elimination of outdated leadership roles (e.g. bean counter)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
 - Chair/clerk training guidelines
- Chairs/Clerks:
 - The top three chair/clerk teams from District Conference will be eligible to chair/clerk at the State Conference or serve as alternates.
 - A top chair/clerk team will be recognized at State Conference
- The maximum size of the SAF section at State Conference is 200 students.