

## TAC TERMINOLOGY 2022-23

- A. **SERVICE** *Per semester: 15 TOTAL* service hours required. Can be met through completion of any combination of
1. 4 drive/ donation hours **max** (*Fall semester drive opportunities: Teacher Locker Drive, Fall Festival Drive, 1 more TBD*).
  2. 4 outside hours **max** (*any hours completed not registered on the TAC Service Calendar, i.e. volunteering at your church, volunteering with a school club, etc.*)
  3. **unlimited** TAC-sanctioned service hours (*any hours on the TAC Service Calendar or planned by TAC committees*)
- B. **SOCIALS** *Per semester: attendance at two* TAC Social events required (planned by TAC Committee or hosted by YR). TAC Socials allow for you to connect with other TAC members and have fun together.
- C. **SHADOWING** *Per year: Shadow a city/council government official at one* meeting during a predetermined semester. TAC members choose their semester in the **TAC Shadowing Sign-Up Form**: <https://bit.ly/TACshadow23>. TAC members can sign up for ANY Shadowing opportunity on the TAC Service Calendar for that semester.
- D. **ATTENDANCE** *Per semester: Accrue no more than THREE* absences per semester, which includes absences from at-large meetings, and can include absences from committee planned events and outside committee meetings.
1. If absent, complete the Absence Form prior to the meeting: [bit.ly/TACABSENT23](https://bit.ly/TACABSENT23)
  2. Review the complete [TAC Attendance Policy](#). \*Details regarding absences related to Covid-19 within the [TAC Attendance Policy](#).
- E. **SERVICE FORM**: There are two options for submitting TAC Service Forms:
1. **OPTION 1**: Printable TAC Service Forms. Find TAC Service Form on the TAC Page of the YR Website. Bring a printed TAC Service Form with you to EVERY TAC-sanctioned, outside service, and social you attend, unless directed otherwise. The adult contact for the service opportunity will sign the TAC Service Form. Adult contact signatures are required in order for completed service hours to be tracked. Doesn't HAVE to be the main adult contact listed on Signup.com if they're unavailable, can be another staff or representative for the organization. Submit printed & completed TAC Service forms at the check-in table at TAC Meetings.
  2. **OPTION 2**: Adobe Fill & Sign. Find the TAC Service Form for Adobe Fill & Sign on the TAC page of the YR Website. Using the Adobe Fill & Sign App, you can complete the TAC service form, capture an electronic signature of the adult contact, and email your form to TAC VP at [tacvp@youth-resources.org](mailto:tacvp@youth-resources.org). Watch a tutorial video on Adobe fill & sign in the TAC Weekly Reminder.
- F. **TAC APPEALS**: If a member fails to meet a service, social, or shadowing requirement, they may be eligible to Appeal to the Executive Committee to remain in TAC with additional requirements for the following semester. Complete guidelines/ requirements to be eligible for the appeals process can be found under the "Requirements Assessment" tab within the TAC records doc. Know that the TAC Appeals process is NOT an automatic process. Members who are within the guidelines for appeals at the end of the semester must communicate their intention to appeal to the TAC Vice President.
- G. **TAC MIDPOINT**: The TAC meeting that falls in the middle of the semester. Fall 2021 midpoint is October 15th. TAC Members should aim to have at least half of their semester requirements completed by the midpoint. If a student goes through the appeals process and has any Make-up requirements, those requirements will likely be due by the semester midpoint.
- H. **SENIOR HOURS**: \*Only applies to spring semester\* Seniors are required to complete: 6 hours of service by February 17, 3 hours of service by March 17 (9 total), 3 hours of service by April 21 (12 total) to maintain their TAC membership. More details will be provided to TAC Seniors prior to the start of spring semester.
- I. **WEEKLY REMINDER**: Sent to TAC members weekly by TAC President on Tuesdays. Links to all TAC resources and records can be found within the Weekly Reminder, in addition to important updates and reminders. Make sure to review every week! If you do not receive the Weekly Reminder in your email inbox, please check your spam/ junk folders.
- J. **TAC RECORDS DOC**: TAC member's completion of TAC Requirements can be found within the TAC Records document ([bit.ly/TACrecords23](https://bit.ly/TACrecords23)). Officers work on a weekly basis to provide updated records of completed Service, Socials, Shadowing, and track attendance for each TAC member. The TAC Records doc also has Exec contact info, service sign-up instructions, TAC Meeting dates, Shadowing information, and more.

***It is the responsibility of each TAC member to be aware of their completed requirements and attendance, and to request corrections as needed.***