

# SHADOWING INFORMATION

## Evansville City Council

Mondays at 5:30pm  
Room 301 of the Civic Center  
Sign in with Laura Windhorst

## EVSC School Board

Mondays at 5:30pm  
EVSC Administration Building  
951 Walnut St., Evansville, IN  
Sign in with Amy Dressel

## Vanderburgh County Commissioners

Tuesdays at 3pm  
Room 301 of the Civic Center  
Sign in with Alyssa Nilssen

## Warrick County School Board

Mondays at 7pm  
School Administration Center  
930 W Main St., Boonville, IN  
Sign in with Jaci Turner

## Mt. Vernon School Board

Mondays at 7pm  
Mt. Vernon Senior High School  
700 Harriett St. Mt. Vernon, IN 47620  
Sign in with Kim Morton

- **As a member of TAC, you are required to shadow at ONE meeting during your scheduled semester.**
  - Missing a shadowing opportunity will count as an incomplete TAC requirement.
  - If you do not complete your shadowing, TAC's Executive Committee will make a decision about your membership – you may be required to appear for a membership appeal meeting.
  - Most boards will meet 8-10 times each semester – you only have to attend one of those meetings.
  - You **must** reserve a spot on SignUp for the meeting you plan to attend. Some of the boards only have room for a set number of students.
  - Sign up for your shadowing date as early as possible and make sure to put it in your calendar/planner immediately.
  - It is your responsibility to keep an accurate calendar of your responsibilities. Please do not commit to a meeting without checking your schedule first.
  - If you sign up, show up.
  
- **Please view the TAC Records document on Google Drive to find all the information you need, including:**
  - The semester in which you are assigned to shadow
  - The dates, times & meeting locations of all shadowing meetings
  - The contact information for each board/council
  
- **Arrive 15 minutes early.**
  - When you arrive you will need to sign in with an adult (listed above with meeting location information) at the meeting. Once you have signed in you \*may be assigned a council/board member to shadow. **PLEASE FIND THIS ADULT BEFORE THE MEETING STARTS.** Ask someone if you need help.
  - Introduce yourself to the board/council member you are sitting next to and chat about the topics that will be presented in the meeting.
  - Don't be scared – they are EXCITED to see you! This is the best way to know what is going on!

- **Notes on meeting length:**
  - Meetings vary in length from 1 hour to 3+ hours.
  - You are required to spend **at most** an hour and a half at a shadowing meeting. We understand that you have homework and other obligations.
  - Please do NOT leave a meeting early unless you have a serious obligation or the meeting exceeds the hour and a half mark.
  
- **Seating notes:**
  - The **Evansville City Council** has asked for students to sit in the audience during meetings. Please sit towards the front.
  - The **EVSC School Board** asks that you sit in the front row of the audience. You may be asked to stand and introduce yourself during the meeting. After the meeting you can approach a board member to have them sign your TAC Shadowing Form.
  - The **Vanderburgh County Commissioners** have plenty of room for TAC members to sit next Commissioners. Please sit with a Commissioner!
  
- **Once the meeting is over, make sure one of the board/council members signs a TAC Shadowing Form.**
  - Remember to circle the appropriate board (or fill in the “Other” blank) before you turn in the form at any TAC meeting.
  - Incomplete forms – ESPECIALLY those without an adult signature and/or meeting date – will not be counted toward your shadowing requirement.
  - If you are using the Adobe Fill & Sign app, email the form to tacvp@youth-resources.org.
  - Shadowing forms are due ASAP after your shadowing meeting, preferably at the next TAC meeting.
  
- **All board/council are subject to change and it is your responsibility to verify meeting dates, times and locations!**
  - This information is available online or just a phone call away to your specific board/council’s office.
  - Always plan ahead and do not wait until the last minute to figure out where your meeting is held, etc.
  
- **Represent Youth Resources and TAC well.**
  - Do NOT use your cell phone to check social media, text or call during the meeting unless it’s an emergency.
  - Be attentive and interested.
  
- **Wear a Youth Resources or TAC t-shirt to all shadowing and service events! If you don’t have a t-shirt, let your TAC officers or committee co-chairs know.**