

Illinois Secretary of State's Office
Organ/Tissue Donor Program
Community Service Hours Program (LEAD)
(Lifesaving Education and Awareness on Donation)

Designated advisor role

A selected teacher or faculty member will be the main point of contact and advisor for the LEAD team at your school. They will also be the point of contact with our office.

This designated advisor will be responsible for:

- Completing the School Registration Form.
- Completing the Event Description and Student Participation Form.
- Completing the Student Hours Documentation Form.
- Supervising and supporting the student team activities, helping them create appropriate school or community events, overseeing each event, and verifying student participation to earn community service hours.

Program training

We will host a virtual session for the school's designated advisor and interested students to review the *TeachLife* Educational Presentation (teachlifetoolkit.com). This presentation will provide information for planning activities and address any questions.

Timeframe for activities

All team activities must be completed between August 2024 and May 2025.

Creating your school's team

Your school can have up to 5 teams, each with 5 students, totaling 25 students. Approval from our office is needed for more than 25 students. It's a good idea for schools with multiple teams to have them compete or challenge each other using agreed-upon criteria. One designated advisor can supervise multiple teams, or each team can have its own advisor.

Hours required to earn community service hours and a certificate

Students must complete at least 20 hours of approved activities to earn a community service hours certificate. Expectational campaigns that reach a large audience or show outstanding creativity, initiative, or effectiveness may be recognized by the Secretary of State's office as an outstanding effort. Please use a separate sheet to describe events in detail and remember to take photos of your students' activities.

We're here to help

Need help with organizing or implementing your team activities? Our Organ/Tissue Donor Program staff is here to offer guidance and support. We can even attend your event. Reach out to Lauren Gilbert, organ donor office manager, at LGilbert@ilsos.gov to connect with a staff member who can assist you. We're here to help make your activities a success.