

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

Get ready for a fun and educational learning experience. By joining this program, you'll become an ambassador for the Organ/Tissue Donor Program and gain valuable skills in organizing events in your school and community. Plus, you'll get to form student teams and create your own activities and events to promote organ and tissue donation.

**Program campaign period**

Campaign activities must take place between August 2024 and May 2025.

**Program goal**

This program gives high school students the chance to learn how to plan and carry out activities that promote the Secretary of State's Organ/Tissue Donor Program while earning valuable community service hours and a certificate from us. If you're looking to earn community service hours from your high school or for your college admissions applications, this program is perfect for you.

**Designated advisor**

Each team will have a faculty member or administrator as a designated advisor. They will help your team organize events and track your participation in earning community service hours. Make sure to meet with them regularly.

**Creating a 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.

**Team activity hours required**

You 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. Your designated advisor will document each activity and student participation for that activity. And, please take photos of your activities for better documentation for your designated advisor. We look forward to seeing your photos.

**Program training**

We will provide you with training to be successful. You will be required to watch a training video ([teachlifetoolkit.com](https://teachlifetoolkit.com)) to gain an in-depth understanding of organ donation and learn how to effectively educate others. You'll also receive a supply kit containing donor program brochures, wristbands, pens, chip clips, key chains, and lanyards.

**Who do I call if I need help creating my activities?**

If you need help creating your activities, our Organ/Tissue Donor Program staff is here to help you. Whether it's helping with team activities, answering questions, providing guidance, or possibly even attending your event, our regional coordinators are ready to lend a hand. To request a staff representative, reach out to Lauren Gilbert, donor program office manager, at [LGilbert@ilsos.gov](mailto:LGilbert@ilsos.gov).

**How do I get started?**

First things first, ask a school faculty member or administrator to be your designated advisor for the program. Then, assemble your team of up to 5 students max along with your advisor and have everyone fill out the School Registration Form online and send it to us. This lets us know you're on board.

Next up, watch the *TeachLife* Training Presentation and meet with your advisor to brainstorm activities that you can hold at your school or in your community. For some inspiration, check out our Examples of Activities. Keep in mind – your designated advisor is the key to your team's success. They're there to help you organize activities, give you permission to hold activities at your school, and may attend activities to take photos.