



## **The Indiana Prevention Education Coalition Handbook**

*Your Guide to Membership and More!*

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## Introduction

The Indiana Prevention Education Coalition (IPEC), led by kNot Today, is a collaborative network of organizations across Indiana committed to sexual abuse prevention education for K-12 students. Our unified mission is to empower every Indiana student with prevention education in the classroom, to connect those who have experienced abuse to services, and to ultimately prevent abuse from happening in the first place. Since its formation in June 2023, the IPEC has been working together to information share, collaborate, and advance high-quality prevention programs across the state.

Our goals are to increase the number of students receiving prevention education each year and train more school personnel to identify and respond to child sexual abuse, exploitation, and trafficking. By fostering collaborative networks, we ensure that students who disclose abuse have access to critical services. We are committed to collecting qualitative and quantitative data to demonstrate the effectiveness of prevention education, using this evidence to advocate for sustained state funding. Additionally, we strive to raise awareness of the IPEC's collective efforts to secure private funding and to establish clear, statewide standards for prevention education, ensuring consistency in messaging and expectations for schools and facilitators.

The IPEC's founding was guided by the principles of the Collective Impact Model. There are five key elements of the model:

**Common Agenda:** All participants share a vision for change and a joint approach to solving the problem.

**Shared Measurement:** Participants agree on ways to measure success and report on it, ensuring alignment and accountability.

**Mutually Reinforcing Activities:** Participants coordinate their actions, with each contributing complementary and supportive roles.

**Continuous Communication:** Participants engage in transparent and ongoing communication to build trust and maintain focus.

**Backbone Support:** A dedicated organization provides the infrastructure, staff, and skills to support the entire framework, coordinate activities, and track progress.

The IPEC meets quarterly, with additional regional and committee meetings as needed. This handbook serves to formalize the structure, governance, and membership expectations of the coalition.

## Membership

Membership to the Indiana Prevention Education Coalition is simple and straightforward. Members of the IPEC are also eligible to vote. To qualify as a member, an organization must meet the following criteria:

1. Actively provide resources (staff time, programming, funding, etc.) for the prevention of child sexual abuse.
2. Demonstrate a commitment to the mission of the IPEC.
3. Share prevention program data with the IPEC annually.
4. Have at least one staff member attend 3 out of 4 quarterly meetings per year.

If an organization is interested in becoming a member, they must go through the following process:

1. Complete the membership application reflecting the qualifications previously stated.
2. New members must attend a one-hour meeting with kNot Today.
3. If all responses are affirmative, voting status will be granted, and the organization may designate a voting representative.
4. Designated voting members must sign and adhere to the IPEC Handbook. They are also expected to review and discuss the handbook with other coalition participants within their organization to ensure shared understanding and alignment.

Membership is ultimately at the discretion of the Steering Committee where new membership applications will be evaluated on a quarterly basis.

## Governance

The IPEC is not an incorporated or independent entity and does not require bylaws separate from that of kNot Today to operate. As such, the following is a collaboratively agreed upon governance structure to help formalize this coalition.

### Voting Procedures

As the IPEC has grown, it has become increasingly clear that members need the ability to vote on certain topics to help the group move forward. A quorum is not required to take a vote given the nature of Members' busy schedules. Voting is per organization, not per person. In this way, smaller organizations carry the same power as larger organizations.

The following outlines voting procedures:

1. Only present designated voting members may vote (whether via Zoom or in-person meetings). Even designated eligible voting members will not be allowed to vote via email if they are not present at the meeting.

2. Voting is anonymous.
3. Each organization receives one vote through its designated voting member.
4. A proxy may be designated if the voting member is unavailable (must be identified to kNot Today at least one hour before the meeting).
5. Voting occurs at the end of quarterly coalition meetings, with any guests present asked to leave beforehand.
6. Organizations must be in good standing to vote.
7. All voting matters are presented before meetings; no spontaneous votes will occur.
8. A two-thirds majority is required for a motion to pass.
9. Any designated voting member may propose a voting matter to kNot Today for the Steering Committee to review. Voting matters must be submitted 30 days before the quarterly meeting to be considered.

### **Good Standing Criteria**

As mentioned above, only members in good standing will be allowed to vote. An organization remains in good standing, if it:

1. Meets the criteria for membership each year.
2. Upholds the IPEC Code of Conduct.
3. Submitted a signed copy of the IPEC Handbook to kNot Today.

If a Coalition Member is not in good standing, the Steering Committee will determine their voting privileges and their status as a Coalition Member.

### **Leadership & Committees**

As the convener of the IPEC, kNot Today remains as the backbone organization charged with leading and operating the coalition. However, kNot Today recognizes the critical importance of collaboration and has developed a Steering Committee which will hold significant power in decision-making, agenda-shaping, and governance for the IPEC.

### **Steering Committee**

Because of the responsibilities of the Steering Committee, IPEC Members will run for election to this committee. The term length is two years and each committee member will be eligible for renewal, if re-elected. Elections for the IPEC Steering Committee will take place during the second quarter meeting, with terms beginning after the third quarter meeting. New Steering Committee members will be introduced at the in-person meeting every two years. Nominations will be accepted from January 1st through June 1st, and we strongly encourage submissions from a variety of IPEC organizations, such as Child Advocacy Centers (CACs), Domestic Violence (DV) organizations, Rape Crisis Centers (RCC), Departments of Health (DOH), etc..

Please note that Steering Committee representation is organization-based rather than individual-based, meaning the seat belongs to the organization, not the individual representative.

To run for a Steering Committee position or to nominate a candidate, please contact kNot Today with your bio and a brief description as to why you'd like to join the committee.

If a Steering Committee member is not in good standing, kNot Today will determine their voting privileges and their status as a committee member.

### **Additional Committees**

The IPEC has formed additional committees and holds the right to disband or establish new committees as Members see fit. The term length for these committees is one year. New committee members will be added following the third quarter meeting annually. If you are interested in joining a committee, please contact Candace Balzano at [Candace@knottoday.org](mailto:Candace@knottoday.org) by May 15th to be considered for the following school year.

### **Guest Policy**

As the IPEC continues to grow, we recognize that members may want to invite guests to join them for specific quarterly meetings. Any guest is welcome to join at quarterly meetings *only* and will be asked to fill out a short introductory survey with the following information:

- Name, email, phone number, title/position, organization, whether their organization currently provides child sexual abuse prevention education in schools, and their organization's interest in joining IPEC

If a guest is interested in membership, this survey will allow kNot Today to make the appropriate follow-up.

### **Staff Transition Plan**

One of the purposes of the IPEC is to create a supportive community of prevention facilitators. We know the importance of community when it comes to reducing burnout in the field. However, we recognize that staff turnover is inevitable and the IPEC's goal is to make transitions as seamless as possible.

If a voting member's designated point of contact leaves, the organization may need to reapply for voting membership. This is up to the discretion of the Steering Committee.

It is the responsibility of the organization to alert kNot Today to any changes in staffing as soon as they are aware.

## Data Usage and Collection

The Indiana Prevention Education Coalition (IPEC) is committed to responsible data collection and usage to advance advocacy and funding efforts for the benefit of all members. All data collected is strictly unidentified and will be used to demonstrate the impact of prevention education, support policy initiatives, and secure funding opportunities that enhance prevention efforts statewide.

Collected data will be securely stored and managed by the Center for Violence Prevention Research, an insured and reputable entity equipped to handle data in compliance with best practices for confidentiality and security. By participating in IPEC initiatives, members acknowledge and agree to the collection and use of de-identified data for these purposes. Members can also leverage de-identified statewide and county-wide data for their own purposes.

Any changes in data storage will be made known to IPEC Members at least seven (7) days prior to the change. If your organization requires an Memorandum of Understanding or other formal agreement for data sharing, please let kNot Today know to arrange next steps.

For any questions or concerns regarding data usage, please contact Candace Balzano at [Candace@knottoday.org](mailto:Candace@knottoday.org).

## Benefits of Membership

IPEC Members will receive numerous benefits for their participation in the coalition. In line with the principles of Collective Impact, when we work together towards a common goal, we are more likely to get there together than apart. kNot Today is actively working to improve on and invest in the IPEC to strengthen outcomes. Some of the benefits available to members include:

- Access to a statewide directory of prevention facilitators
- Networking and engagement opportunities in the prevention field
- Technical assistance from kNot Today to help start, improve, or adapt your prevention program
- Access to national experts and state leaders to help inform direction
- An environment that fosters camaraderie and collaboration to meet our collective goals
- An advocate in kNot Today to bring local issues to the state's agenda
- Eligibility for kNot Today's prevention education grant cycle
- And more!

## Fiscal Oversight

kNot Today serves as the official financial partner of the IPEC. kNot Today will be solely responsible for expenses associated with operating the IPEC to ensure member organizations are not liable for any financial hardship.

The IPEC Members do not have any financial responsibility to kNot Today nor to the coalition itself.

## Code of Conduct

The Indiana Prevention Education Coalition is committed to fostering a safe, respectful, and professional environment for all members. By participating in this coalition, members agree to uphold the following principles:

- 1. Commitment to Child Safety and Well-Being**  
Members prioritize the safety, protection, and well-being of all children. Every action and initiative must align with the goal of preventing harm and promoting healthy development.
- 2. Adherence to Mandated Reporting Laws**  
Members must comply with all applicable state and federal laws regarding the mandated reporting of child abuse and neglect. Any suspicion or knowledge of abuse must be reported to the appropriate authorities in accordance with legal requirements.
- 3. Respect for Fellow Members**  
Members commit to treating all coalition participants with professionalism, dignity, and respect. Open and constructive dialogue is encouraged, and discrimination, harassment, or intimidation of any kind will not be tolerated.
- 4. Equitable Access to Prevention Education**  
Members believe that every child in Indiana deserves access to high-quality prevention education. Efforts should be made to support inclusive, evidence-based programs that reach all communities across the state.
- 5. Commitment to Ongoing Learning**  
Members recognize the importance of staying informed about best practices in child sexual abuse prevention. Continuous education and professional development are essential to ensuring effective and up-to-date prevention efforts.
- 6. Commitment to Collaboration**  
Members understand that achieving meaningful change requires collective action. They commit to working collaboratively with fellow members, community organizations, and stakeholders to strengthen prevention efforts and maximize impact.

By adhering to this Code of Conduct, Members of the Indiana Prevention Education Coalition demonstrate their dedication to the protection and empowerment of children throughout the state. Violations of this Code may result in review and appropriate action by the Steering Committee.

## Agreement

Once your organization has been approved as an official Member of the IPEC, please sign and date this handbook to indicate receipt and agreement. Your signature is not legally binding, but is rather an acknowledgement of the important role you play in creating positive change for Indiana's youth as part of this collective impact movement. Thank you for all you do!

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name & Title of Signer

\_\_\_\_\_  
Signature