

2011 NASC Middle Level National Council of Excellence Award Application

Required Standards – Page 2 of 3

II. Service

Serving the School: Student councils plan and sponsor service activities to address the needs of their schools promote service to the student body.

7. Student councils sponsor a minimum of 1 service project each year that specifically addresses identified needs of the school or in other ways provides aid to students or staff, and encourages broad participation by the student body.

Serving the Community: Student councils work to improve their communities by planning and implementing various service projects and promoting the importance of serving the community to the student body.

8. Student councils sponsor a minimum of 1 service project each year that specifically addresses a need or provides assistance in the community.

III. General Activities and Operations

Spirit and Social Activities: Student councils work to improve school climate at the school and increase student enthusiasm and participation in school life by planning and implementing spirit and social activities that are inviting and open to all students.

9. Student councils plan and implement a minimum of two activities per year to strengthen student spirit and promote enthusiasm for school life.
10. Student councils sponsor activities each year that reach out to diverse populations within the student body with the goal of providing activities for all students.

Council Operations: Student councils operate in responsible ways that demonstrate sound financial and membership recordkeeping, evaluation practices, and school involvement, and meet regularly with the principal to discuss student issues and council activities.

11. Student councils keep accurate records of membership, finance, and activities.
12. One or more student council officers and members meet regularly with the school principal or designee to discuss student and school-related issues.

Fundraising: Student councils plan and implement projects to raise funds for school-related activities and charitable giving

13. The student council sponsors a minimum of one fundraising project each year

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Required Standards – Page 3 of 3

III. General Activities and Operations (continued)

Leadership Training: Student councils provide leadership training opportunities for members and encourage advisers to participate in professional development sessions

14. Student council members participate in a minimum of 2 leadership training sessions or programs per year (in house, online or by attending conferences/workshops)

Communications: Student councils communicate regularly with the student body in a variety of ways; and provide opportunities for members to practice and demonstrate their communication skills.

15. Student councils provide regular updates to the student body and faculty.

D. Civic Engagement and Student Voice

Civic-based Activities: Student councils employ various methods that encourage students to be involved in the community and increase awareness of citizenry and activeness.

16. Student councils provide information to the student body that explains the civic connection to select council activities (ex. Elections, community service, student forums).

Student Voice: The student council regularly seeks out student opinion and creates opportunities to include students in significant ways on committees and in activities.

17. Student councils provide forums or other activities that provide all members of the student body to express their views and concerns, and to suggest ideas for activities and improved school climate.*

** This also includes student councils that meet with their principals (full council, a committee or the officers) at least once per quarter or an equivalent thereof during the year.*



Section 2: Additional Standards

(Numbers 18-56)

Page 1 of 4

I. Governance

Constitution and Bylaws: Student councils possess and function according to their written constitutions and bylaws.

18. Student council constitutions and by-laws are reviewed by a committee of the student council every 3-5 years.

Elections: Student councils sponsor general and/or special elections that reflect the democratic process and provide opportunities for students to practice civic responsibility.

19. Student councils provide information or host presentations by local election officials or other civic organizations related to election activities.
20. Student council provide voting experiences that mirror public elections by using voting machines, online voting, or other similar balloting methods/tools
21. Student councils include public election practices in their own elections. Examples could include precincts, voter registration, etc.

Meetings: Student councils meet regularly throughout the school year for the purpose of attending to council business, and provide opportunities for interested students to participate.

22. The leadership of student councils prepares annual meeting calendars and publishes agendas prior to regularly scheduled meetings.
23. Student councils encourage students to be involved in leadership and provide opportunities for interested members of the student body to participate on decision-making or planning committees.

II. Service

Serving the School: Student councils plan and sponsor service activities to address the needs of their schools and promote service to their own members and to the student body.

24. Student councils encourage members of the student body to seek out ways to serve others and recognize those students who have logged multiple hours of volunteer service
25. Student councils sponsor service activities to improve their schools
26. Student council inventory the needs of the school to help determine which needs will be the focus of its school service projects

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Additional Standards and Indicators – Page 2 of 4

II. Service (continued)

Serving the Community: Student councils work to improve their communities by planning and implementing various service projects; councils promote the importance of serving the community to the student body.

27. Student councils identify the needs of their communities to determine where their service efforts are needed most.
28. Student councils identify community resources and leaders as part of their community service projects.

Service Learning: Student councils incorporate the elements of service learning into service projects as a means to intensify and personalize the experiences for the participants.

29. Student councils support service learning projects and initiatives taking place in the school.
30. Student councils work with appropriate faculty members to incorporate service learning components into council service projects.

III. General Activities and Operations

Spirit and Social Activities: Student councils work to improve school climate and increase student enthusiasm and participation in school life by planning and implementing spirit and social activities.

31. Student council activities reflect the goal to encourage positive social behaviors and camaraderie among students.
32. Student councils plan and host activities that welcome students from the elementary schools and assist them with the transition to the middle grades.
33. Student councils plan and host activities to welcome new students and help them become involved in student life.

Council Operations: Student councils operate in responsible ways that demonstrate sound financial and membership recordkeeping, evaluation practices, and school involvement. The student council officers and advisers work together to prepare annual written budgets and maintain accurate financial and membership records.

34. Student councils maintain written/electronic record of the student council budget and is reviewed periodically with the membership
35. Student councils assign the duties of Treasurer and that person periodically reports on the financial activities of the council
36. Student councils maintain a membership roll that serves to track member attendance at meetings and activities and as a historical record

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Additional Standards and Indicators – Page 3 of 4

III. General Activities and Operations (continued)

37. Student councils keep a scrapbook or similar record of membership and other records in a manner that allows students and others to review recent and long-term history of council activities.
38. Student councils provide student representation on school-level committees.
39. Student councils extend their leadership to the district-level by placing at least one officer on a school district-based committee or the school board, and that student is able to give input on decisions affecting the school.
40. Student councils regularly survey the student body and faculty.
41. Student councils regularly seek the feedback of the student body and faculty on council projects and activities through written or online evaluations.
42. Student councils maintain membership with district, state, or regional organizations.

Fundraising: Student councils plan and implement projects to raise funds for school-related activities and charitable giving.

43. Student councils maintain accurate records of the money raised for charitable causes and how the funds were spent.
44. Student council members use smart consumer practices to identify reputable fundraising organizations and benefactors for its charitable fundraising.
45. Student councils create and maintain a directory (list) of legitimate and reputable charities that members can safely consider to support.

Leadership Training: Student councils provide leadership training opportunities for members and encourage advisers to participate in professional development sessions.

46. Student council advisers annually participate in a minimum of one professional development program or training session directly related to student council or student leadership.
47. Student Council officers participate in at least one training each year that is specific to their positions as leaders of the council.
48. Student council members participate in regular leadership training sessions during the school year.

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Additional Standards and Indicators – Page 4 of 4

III. General Activities and Operations (continued)

Communications: Student councils communicate regularly with the student body in a variety of ways, introduce student leaders to effective communication techniques, and provide opportunities for members to practice and demonstrate their communication skills.

49. Student council members annually participate in activities that provide practice in written and oral communications.
50. Student councils contribute regularly to school newsletters, newspapers, websites, or other informational mediums as a means of sharing their activities and accomplishments with others.

IV. Civic Engagement

Civic-based Activities: Student councils employ various methods that encourage students to be involved in the community and increase awareness of citizenry and activeness.

51. Student councils host activities that involve community leaders and/or agencies.
52. One or more student council officers give at least 1 presentation per year to a local civic board or committee (school, city, county, etc).

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Additional Standards and Indicators – Page 5 of 5

V. Other Council Activities

Local and State Involvement: Student councils participate in leadership training and events outside of their schools to expand and enhance their programs.

53. Delegates representing student councils attend or in other ways participate in local, state, or national sponsored events that provide training that advances their knowledge base and leadership skills.
54. Student councils seek to engage other schools in student leadership by hosting or attending a leadership event with another school

Leadership Training: Student councils participate in regular leadership training.

55. Student councils provide leadership training for their own members and/or the student body.
56. Student councils seek to extend leadership in their schools by hosting training for clubs and/ or general members of the student body



2011 NASC Middle Level National Council of Excellence Award

Check List for Required Evidence (Numbers 1-17)

Student councils must include evidence for items 1-17 in the portfolio to be eligible for the National Council of Excellence or National Gold Council of Excellence awards. Place a check or X in each box as evidence is added to the portfolio. *These Check List pages are part of the application materials sent to NASC.*

I. Governance

(Governing Documents)

	In Portfolio	Principal Reviewed
1. A constitution, bylaws or similar governing documents exist and are used to govern the council	<input type="checkbox"/>	<input type="checkbox"/>
2. Each council member receives a copy of the constitution/bylaws and a copy is available on the web or in the school's media center where others may review the documents	<input type="checkbox"/>	<input type="checkbox"/>

(Elections)

3. Evidence of election that includes activities found in civic elections	<input type="checkbox"/>	<input type="checkbox"/>
4. Written election rules and/or campaign procedures	<input type="checkbox"/>	<input type="checkbox"/>

(Meetings)

5. Copy of student council meeting calendar or list of meeting dates	<input type="checkbox"/>	<input type="checkbox"/>
6. Evidence that student council members apply basic meeting rules and procedures such as Parliamentary Procedure during council meeting when they do such things as make motions, vote on ideas, and discuss items of business.	<input type="checkbox"/>	<input type="checkbox"/>

II. Service

7. Evidence of a school service project <i>*Please indicate the total number or percentage of the student body that participated in council sponsored service projects during the course of the school year.</i> <i>Number: _____ or Percentage:</i>	<input type="checkbox"/>	<input type="checkbox"/>
8. Evidence that student council members apply basic meeting rules and procedures such as Parliamentary Procedure during council meeting when they do such things as make motions, vote on ideas, and discuss items of business.	<input type="checkbox"/>	<input type="checkbox"/>

Continue to Page 2 of Required Evidence

2011 NASC Middle Level National Council of Excellence Award Application

Required Evidence – Page 2 of 2

III. General Activities and Operations

(Spirit and Social Activities)

	In Portfolio	Principal Reviewed
9. Examples of two spirit or social activities	<input type="checkbox"/>	<input type="checkbox"/>
10. Evidence of an activity that highlights the diversity in their school [or] Evidence of an activity that appeals to different student audiences	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

(Council Operations)

11. Example of a membership attendance report, budget report, or evaluation of a council activity/project.	<input type="checkbox"/>	<input type="checkbox"/>
12. Evidence of meetings with the principal or designee <i>* This also includes student councils that meet with an administrator (full council, a committee or the officers) at least once per quarter or an equivalent thereof during the year.</i>	<input type="checkbox"/>	<input type="checkbox"/>

(Fundraising)

13. Evidence of a council sponsored fundraising project	<input type="checkbox"/>	<input type="checkbox"/>
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(Leadership Training)

14. Evidence of participation in 2 or more leadership training sessions presented to council members	<input type="checkbox"/>	<input type="checkbox"/>
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(Communications)

15. Example of a student council memo, announcement, or video broadcast	<input type="checkbox"/>	<input type="checkbox"/>
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IV. Civic Engagement and Student Voice

(Civic-Based Activities)

16. Example of a presentation or information that helps the student body understand how a student council activity is civic related.	<input type="checkbox"/>	<input type="checkbox"/>
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(Student Voice)

17. Evidence of a student council activity that provides an opportunity for members of the student body to share opinions and ideas	<input type="checkbox"/>	<input type="checkbox"/>
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End of Check List for Required Evidence



2011 NASC Middle Level National Council of Excellence Award

Check List for Additional Evidence (Numbers 18-56)

Student councils must include evidence from at least **18** items in the “Additional Evidence” category to qualify for the National Council of Excellence and at least **23** items to qualify for the National Gold Council of Excellence. Place a check or X in each box as evidence is added to the portfolio. *These Check List pages are part of the application materials sent to NASC.*

I. Governance

(Governing Documents)

	In Portfolio	Principal Reviewed
18. Evidence of changes/update to the Constitution or By-laws, or minutes from a meeting of the Constitution Committee	<input type="checkbox"/>	<input type="checkbox"/>

(Elections)

19. Involvement or contribution by local Board of Elections officials through information resources, presentations, or direct assistance	<input type="checkbox"/>	<input type="checkbox"/>
20. Use of voting machines or online voting for school elections	<input type="checkbox"/>	<input type="checkbox"/>
21. Student council elections include voter registration, voting precincts, or other characteristics of local/state elections.	<input type="checkbox"/>	<input type="checkbox"/>

(Meetings)

22. Samples of 2 meeting agendas and description of how they are shared with the student body and faculty	<input type="checkbox"/>	<input type="checkbox"/>
23. Evidence of at-large student participation on student council committees or in other supportive roles	<input type="checkbox"/>	<input type="checkbox"/>

II. Service

(Serving the School)

24. Evidence of promoting service to members and others:	<input type="checkbox"/>	<input type="checkbox"/>
25. Evidence of a service project that benefits the school	<input type="checkbox"/>	<input type="checkbox"/>
26. List of school needs identified by the student council that were considered as possibilities for a service project	<input type="checkbox"/>	<input type="checkbox"/>

(Serving the Community)

27. Evidence of a student generated list of community needs	<input type="checkbox"/>	<input type="checkbox"/>
28. Evidence of involvement by community leaders or groups with a council-sponsored service or service learning project	<input type="checkbox"/>	<input type="checkbox"/>

(Service Learning)

29. Evidence of council support for a service learning project in the school	<input type="checkbox"/>	<input type="checkbox"/>
30. Evidence of service learning features in a student council service project (See Service Learning Addendum)	<input type="checkbox"/>	<input type="checkbox"/>

Continue to Page 2 of Additional Evidence

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Additional Evidence – Page 2 of 3

III. General Activities and Operations

(Spirit and Social Activities)

		In Portfolio	Principal Reviewed
31.	Evidence in activity advertisements, goals, or statement of purpose that demonstrates the promotion of positive social behaviors and camaraderie	<input type="checkbox"/>	<input type="checkbox"/>
32.	Evidence of an activity that aids in the transition of younger students into the middle school	<input type="checkbox"/>	<input type="checkbox"/>
33.	Evidence of an activity designed to engage new students and welcome them to the student body	<input type="checkbox"/>	<input type="checkbox"/>

(Council Operations)

34.	Copy of student council budget	<input type="checkbox"/>	<input type="checkbox"/>
35.	Copy of Treasurer’s report or meeting minutes showing finance activities	<input type="checkbox"/>	<input type="checkbox"/>
36.	Copy of council membership roll	<input type="checkbox"/>	<input type="checkbox"/>
37.	Evidence of a scrap book or similar historical record of council activities	<input type="checkbox"/>	<input type="checkbox"/>
38.	Evidence of student council participation on a school-level committee	<input type="checkbox"/>	<input type="checkbox"/>
39.	Evidence of student council participation on a district-level committee or school board	<input type="checkbox"/>	<input type="checkbox"/>
40.	Copy of a student survey given during the current or previous school year	<input type="checkbox"/>	<input type="checkbox"/>
41.	Copy of a project or activity evaluation used with the student body	<input type="checkbox"/>	<input type="checkbox"/>
42.	Evidence of active membership with a district, state or regional student council organization	<input type="checkbox"/>	<input type="checkbox"/>

(Fundraising)

43.	Copy of project revenues and contributions	<input type="checkbox"/>	<input type="checkbox"/>
44.	Evidence of pre-project research on potential charities	<input type="checkbox"/>	<input type="checkbox"/>
45.	List of reputable charitable groups and organizations considered by the student council	<input type="checkbox"/>	<input type="checkbox"/>

(Leadership Training)

46.	Evidence of adviser participation in professional development session on student council or leadership	<input type="checkbox"/>	<input type="checkbox"/>
47.	Evidence of attendance or participation in officer training	<input type="checkbox"/>	<input type="checkbox"/>
48.	Sample of a leadership lesson or skill building activity	<input type="checkbox"/>	<input type="checkbox"/>

(Communications)

49.	Evidence of council members’ writing or oral presentations	<input type="checkbox"/>	<input type="checkbox"/>
50.	Copy of student council submission for publication or presentation	<input type="checkbox"/>	<input type="checkbox"/>

Continue to Page 3 of Additional Evidence

2011 NASC Middle Level National Council of Excellence Award Application

Additional Evidence – Page 3 of 3

IV. Civic Engagement and Student Voice

(Civic-Based Activities)

		In Portfolio	Principal Reviewed
51.	Evidence of involvement by community leaders or agencies in a council project or activity	<input type="checkbox"/>	<input type="checkbox"/>
52.	Evidence of a council officer presentation to a civic board/committee (examples include school board, city or county board/committee or civic club)	<input type="checkbox"/>	<input type="checkbox"/>

V. Other Council Activities

(Local and State Involvement)

53.	Evidence of introducing or applying skills, knowledge, or ideas that were learned while attending a local or state event	<input type="checkbox"/>	<input type="checkbox"/>
54.	Student Council host or participate in joint activity with another school	<input type="checkbox"/>	<input type="checkbox"/>

(Other Leadership Training)

55.	Evidence of regular leadership training activities for student council members	<input type="checkbox"/>	<input type="checkbox"/>
56.	Evidence of leadership training provided to other clubs or to the general population of the student body	<input type="checkbox"/>	<input type="checkbox"/>

End of Check List for Additional Evidence

Please Indicate Total Boxes that are checked in *Additional Evidence*: _____

(Remember to record this total on the Signature page)



Project Summaries

Please summarize one of your projects for each of the categories in the fields provided.

Each summary should include: the purpose of the project, number of council members involved in planning, number of people involved in activity/event, and outcomes. (Approximately 250 words)

Spirit or Social: Project title: _____

Recognition or Appreciation: Project title: _____

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Projects – Page 2 of 3

Community Service/Service Learning: Project title: _____

Additional Projects -

School Service/Improvement: Project title: _____

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Additional Projects – Page 3 of 3

Civic-Based: Project title: _____

Fundraising: Project title: _____



Principal Recommendation and Recognitions

Principal Recommendation:

Please include a personally signed letter of recommendation from the principal. The letter must be on school letterhead and no longer than two pages. It should provide detailed and concise information about the student council.

Examples of topics to address may include:

- The reliability, initiative, and performance (or other traits) of the student council
- The impact of council projects and activities on student life and the community
- How the student council has enhanced or supported the principal's vision for the school
- Explanation of how the student council has fit into or progressed the educational mission of the school

(A sample letter is available on the National Councils of Excellence page of the NASC website.)

Recognition:

Please list and briefly explain any recognitions that the student council has received. This may include any individual student or adviser recognition (must be recognized for their work in their student council capacities). Include the dates of each and the agencies or organizations bestowing the recognitions.

1. _____
2. _____
3. _____
4. _____
5. _____



Signatures and Statements of Validation

Principal:

As Principal, my signature affirms that the student council officers and adviser(s) have presented me with evidence of their program and activities, which I have evaluated and found to meet or exceed the standards required for the council to be named a National Council of Excellence by the National Association of Student Councils. Further, the Indicators met have been properly identified on the application.

Principal Signature: _____ Date: _____

Principal Name: _____ (Print)

Adviser and Student Council President:

As Adviser and President, our signatures affirm that all information on this application is complete and correct, and that all evidence and information prepared and submitted for evaluation was accurate and complete.

Adviser Signature _____ Date: _____

Adviser Name: _____ (Print)

President Signature: _____ Date: _____

President Name: _____ (Print)

Qualifying Level: Please complete and CHECK level of award for which your student council qualifies.

17 Required Indicators + Additional Indicators = Total

National Council of Excellence (Meets all Required Indicators)

National Gold Council of Excellence (Meets a minimum of 40 Indicators)

Postmark Deadline is February 15, 2011

Mail Completed Application Packet to:

NASC Middle Level National Council of Excellence
1904 Association Drive, Reston, VA 20191

All applications become the property of NASC and will not be returned. The names of schools earning the Council of Excellence designation will appear at the NASC National Conference and listed on the NASC website

www.nasc.us



2011 NASC Middle Level National Council of Excellence Award Application

School Checklist

Please complete this checklist and include it with your National Council of Excellence Application packet.

Application materials should be arranged in the following order:

- School Information (Page 3)
- School Checklist (Page 20)
- Indicators Check Sheets (Pages 11 –15)
- Project Summaries (Pages 16-18)
- Council Recognitions (Page 19) [optional]
- Principal's Letter of Recommendation (To be attached – see Page 19)
- Identify level of NCOE Award earned (Checkbox on Page 20)
- Signatures and Statements of Validation (Page 20)

◀ ATTENTION ▶

➤ SEND ONLY THE PAGES LISTED ABOVE TO NASC

➤➤ DO NOT MAIL YOUR PORTFOLIO OF EVIDENCE



2011 NASC Middle Level National Council of Excellence Award Application

Project-Activity Photos-

NASC invites you to submit photos of activities related to any of the award standards, i.e. election/campaigning, or of the projects summarized in your application. Although not part of the award adjudication itself, submitted photos may be used to highlight your council engagement on our web site, in our publications, or as part of the 2011 “Projects of Excellence” publication. We hope you will consider contributing.

Photos should be in digital (.jpg) format and at least 1000 pixels in size or 300dpi (scanned). An adviser or school administrator must complete this photo usage form and mail or fax (703-476-5432) to NASC before photos can be used by NASSP. Photos may be emailed to sherrillj@nasc.us or reedb@nasc.us. Please put ‘NCOE Photos’ in the subject line. Be sure to identify the name of your school, state and city in your email.

NASC National Councils of Excellence Photo/Video Release

With my signature, I certify that our school has the permission from parents of all students appearing in the photographs submitted to NASSP, and I expressly understand and agree to their use by NASSP for newsletters, magazines, Web site, and/or other publications, as well as in other media or materials for promotional, editorial, trade, and/or advertising purposes and hereby grant your permission to such use.

SCHOOL NAME: _____

CITY AND STATE: _____

NAME: _____

POSITION: _____

SIGNATURE: _____

DATE SIGNED: _____