



2012 NASC High School National Councils of Excellence Award

Continuation of Excellence Application for 2012 Winners Only

Introduction

The purpose of the NASC High School National Council of Excellence Award is to provide national recognition for student councils that maintain strong year-round programs that improve school climate by encouraging and involving students to have a voice in school and community affairs, to encourage civic engagement, promote service and service learning, and provide activities in which all students can participate. This award provides broader recognition for the most worthy efforts of NASC member schools. In June 2009, NASC determined that student councils earning National Council of Excellence designation may submit a special application for the two consecutive years afterwards verifying they continue to meet the criteria for the level of the award they initially achieved and meet the special stipulations outlined in the **Regulations** and explained below. All councils that earned the award in 2009 and that meet the stipulations will be eligible to submit the new Continuation of Excellence Application.

Student Councils submitting Continuation of Excellence Applications may do so for two consecutive years (2011 and 2012) if they are applying for the same level of the award (ex. National Gold Councils must apply for a continuation of the gold level and National Councils of Excellence must apply for a continuation of that level). Also, student councils that have changed advisers may not apply using the Continuation of Excellence process. Those councils must complete the standard National Council of Excellence application.

To show that a school's student council is consistent in its practices and activities, the annual "council activity" period for the Award is based on the calendar year that runs from January 1, 2011 to December 31, 2011. The time period allows student councils to provide evidence from spring, summer, fall and winter activities. Application postmark deadline will be February 15, 2012.

Timeline:	January 1 to December 31, 2011 - February 15, 2012 April 2012 June 2012	-Council activities completed - Postmark Deadline: Application to NASC - Awarded Schools notified prior to National - Student Leadership Week - Awarded school delegates attending the - National Conference provided special ribbons
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2012 NASC High School National Council of Excellence Award

Continuation of Excellence Application

Eligibility

High schools applying for the NASC National Council of Excellence Award using the Continuation of Excellence application must hold current NASC membership, have been a National Council of Excellence in 2010, and be led the same faculty adviser as the previous year.

Regulations

1. Student councils submitting Continuation of Excellence applications must have earned either the National Council of Excellence or National Gold Council of Excellence recognition in 2010.
2. Student councils submitting Continuation of Excellence applications must be applying to be recognized at the same level of the National Councils of Excellence Award they received in 2010.
3. Student councils that have experienced a change of advisers are not eligible to submit an application through the Continuation of Excellence process.
4. Student councils must verify that all “Required” Standards to be named National Councils of Excellence, and the established number of “Additional” Standards to qualify for the “Gold” level have been maintained.
5. The application must be signed by the school principal, student council adviser, and student council president.
6. The application covers activities between January 1 and December 31, 2011 and must be postmarked no later than February 15, 2012 to the NASC National Office.
7. Type or print information in a manner that is neat, clear, legible and complete.
8. **SUBMIT ONLY THE REQUESTED FORMS INDICATED ON THE CHECK LIST.** No other items should be included. All submissions should be made on standard 8 ½ x 11” white paper. Applications must be bound by staple or secured in a report folder. Please do not use paper clips, 3-ring binders or notebooks.
9. Applications submitted after the award deadline and those found to be not in compliance with the above regulations will not be evaluated.

Procedures

1. Student council members and advisers update existing evidence in portfolios as needed to demonstrate the council continues to meet each of the National Council of Excellence Standards.
2. The council officers and adviser(s) update their 2010 portfolio and then meet with the principal to present evidence of their continued excellence.
3. If the principal finds that the council has continued to meet the qualities of a National Council of Excellence, s/he will confirm it with his/her signature.
4. Following affirmation by the principal, the student council members and adviser prepare all requested forms, review them for completeness, and return to the NASC National Office in Reston, VA.

Scoring

To be named a National Council of Excellence through the Continuation process, the student council must verify: a) that it continues to meet all “Required Standards”, and b) submit a completed application packet.

To be named a National Gold Council of Excellence through the Continuation process, the student council must: a) meet all “Required Standards”, a minimum of 26 “Additional Standards”; and b) submit a completed application packet.



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School Information

TYPE OR PRINT CLEARLY

School Information:

NASC School Membership Number: _____ (On Adviser Membership Card)

School Name: _____

School Address: _____

School City/State/Zip: _____

School Phone: _____ FAX: _____

Adviser Information:

Adviser Name: _____

Adviser Phone or School Extension: _____
(If different from school # above)

School E-mail: _____

Number of years as adviser: _____ Number of Co-advisers: _____

Principal Information:

Principal Name: _____

Principal Phone or School Extension: _____
(If different from school # above)

Principal School E-mail: _____

School Demographics:

Total Number in Student Body: _____ Grades in School: _____ (Example: 9-12, K-8)

School Classification: Rural Suburban Small City Urban

Student Council Information:

Number of Council Members: _____ Number of Officers: _____



Section 1: Required Standards
(Numbers 1-23)

I. Governance

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

1. Student councils have written constitutions and/or bylaws, and operate according to the purposes and guidelines it sets forth.
2. A copy of the constitution is provided to every student council member and is available to all students electronically or in print.
3. Student councils have a structure of leadership that is student-focused.

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

4. Student councils sponsor annual elections that reflect the democratic process and may include such features as voter registration, campaigning, and balloting.
5. Election/campaign rules are reviewed with all candidates and each is provided with a written copy.
6. Election ballots are handled in an ethical manner and results are appropriately and professionally announced.

Meetings: Student councils meet regularly throughout the school year for the purpose of attending to council business.

7. Student councils hold a minimum of one meeting each month during the school year and a meeting calendar is provided to members and appropriate administrators.
8. Meetings are run in accordance with standard practices (ex. Robert's Rules of Order).

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Required Standards – Page 2 of 3

II. Service

Participation in Service: Student councils plan and sponsor service activities to benefit both school and community, and promote service to the student body.

9. Student councils host a minimum of one service project each semester that is designed to engage large numbers of the student body.

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.

10. 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 council works to improve school climate at the school and increase student enthusiasm and participation in school life by planning and implementing spirit and social activities.

11. Student councils plan and implement a minimum of two activities per year to strengthen student spirit and promote enthusiasm for school life.
12. Each year the student councils sponsor activities 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.

13. Student councils officers and advisers work to prepare an annual written budget and maintain accurate financial records.
14. Student councils keep records of membership and maintain historical records of its activities.
15. One or more student council officers and members meet regularly with the school principal or designee to discuss student and school-related issues.
16. At least one student council officer or other council representative serves on a site-level committee that has input on decisions affecting the school

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Required Standards – Page 3 of 3

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

17. Student councils sponsor a minimum of one fundraising project each year.

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

18. Student council members participate in a minimum of 2 leadership training sessions or programs per year (in house, online or by attending conferences/workshops).
19. Student council advisers annually participate in a minimum of one professional development program or training session directly related to student council or student leadership.

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.

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

IV. Civic Engagement and Student Voice

(Student councils that use the NASC Raising Student Voice & Participation process in their schools will be considered to have met indicators 21-23 in this section)

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

21. 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.

22. Student councils provide forums or other activities that provide all members of the student body opportunities to express their views and concerns, and to suggest ideas for activities and improved school climate.
23. Student councils encourage students to be involved in leadership and provides opportunities for interested members of the student body to participate on decision-making or planning committees.



Section 2: Additional Standards

(Numbers 24-56)

Page 1 of 4

I. Governance

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

24. 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.

25. Student councils provide information or host presentations by local election officials or other civic organizations related to election activities.
26. Student councils utilize technology to enhance the voting experience for students and improve the efficiency of the balloting process.
27. Student council elections incorporate features commonly found in public elections, such as candidate filing periods, voter precincts and voter registration.

Meetings: Student councils meet regularly throughout the school year for the purpose of attending to council business.

28. The leadership of student councils meets to discuss council business and prepare for general membership meetings
29. Student council officers and advisers meet before to each regularly scheduled meeting to create an agenda that is published and available to student council members and others prior to the meetings.

II. Service

Participation in Service: Student councils plan and sponsor service activities to benefit both school and community, and promote service to the student body.

30. 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.

Student councils participate in the Presidents Volunteer Service Award as a means of recognizing student and faculty volunteers.

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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.

31. Student councils identify community resources and leaders as part of their community service projects.
32. Student councils seek support for service projects from community leaders and groups.

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.

33. Student councils support service learning projects and initiatives taking place in the school and work with appropriate faculty members to incorporate service learning components into council service projects.
34. Student councils incorporate the key features of service learning into at least one council sponsored service project

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.

35. Student council activities encourage positive social behaviors and camaraderie among students and function to improve the overall school climate.
36. Student councils plan and host activities to welcome incoming classes of students.
37. Student councils plan and host activities to welcome students new to the school.

Council Operations: Student councils operate in responsible ways that demonstrate sound financial and membership recordkeeping, evaluation practices, and school involvement.

38. The student council officers and advisers work to prepare an annual written budget and maintain accurate financial records.
39. The Treasurer regularly reports the financial activities of the council during regular business meetings.
40. The student council maintains records of council membership

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Additional Standards – Page 3 of 4

III. General Activities and Operations (continued)

41. Student councils keep historical records of council activities, personnel, and recognitions.
42. Student councils use various methods to evaluate and obtain feedback on projects and activities.
43. 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.

44. Student councils maintain accurate records of the money raised and use smart consumer practices to identify reputable organizations and benefactors for its charitable fundraising.
45. Student councils research charities to determine which one will receive council support
46. Student councils maintain a list of charities that have researched and found to be legitimate and worthy of supporting through council service and fundraising

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

47. Student councils track and record member participation in leadership training.

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.

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

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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.

50. Student councils participate in activities that involve community leaders and/or agencies.
51. Student council officers attend a minimum of one civic meeting per year.
52. One or more student council officers or other representatives make a minimum of 1 presentation per year to a civic board or committee (school, city, county, etc).

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 the student council attend local or state sponsored events that provide training that advances their knowledge base and leadership skills.
54. Student councils host workshops or other events that involve participants from either local schools or statewide.

Leadership Training: Student councils participate in regular leadership training or instruction.

55. Student councils regularly provide leadership training for it own members and/or the student body.
56. Student councils provides leadership training to interested clubs, group or teams in the school and to members of the student body.



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Check List for Required Evidence

Student councils must verify they continue to meet required criteria in National Council of Excellence or National Gold Council of Excellence awards. Place a check or X in each box as evidence is updated in your portfolio. *This Check List page is part of the application materials sent to NASC.*

I. Governance

(Governing Documents)

	In Portfolio	Principal Reviewed
Our student council has maintained criteria in the area of governance (governing documents, regularly scheduled student-led meetings, use of Parliamentary Procedure, and elections)	<input type="checkbox"/>	<input type="checkbox"/>

II. Service

(Participation in Service and Serving the Community)

Our student council has planned and sponsored service projects that promote participation by members of the student body	<input type="checkbox"/>	<input type="checkbox"/>
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III. General Activities and Operations

(Activities)

Our student council has planned and sponsored activities that foster school spirit and provide positive social experiences and raised funds to support council activities, school, and/or charitable causes	<input type="checkbox"/>	<input type="checkbox"/>
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(Council Operations)

Our student council continues to meet operational criteria and maintains appropriate records, including membership list and budget, and regularly communicates with members and the student body through varied means	<input type="checkbox"/>	<input type="checkbox"/>
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IV. Civic Engagement and Student Voice

(Civic-Based Activities)

Our student council continues to engage in civic-based activities and/or explain the civic connections of council activities (i.e., elections, service to the community) with members and the student body; and give students opportunities to express their opinions and ideas	<input type="checkbox"/>	<input type="checkbox"/>
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End of Check List for Required Evidence



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Check List for Additional Evidence

Student councils must verify they continue to meet additional criteria for the National Gold Council of Excellence awards. Place a check or X in each box as evidence is updated in your portfolio. *This Check List page is part of the application materials sent to NASC.*

I. Governance

	In Portfolio	Principal Reviewed
Our student council reviews and updates the Constitution and/or by laws as called for, includes characteristics of state/local elections in council elections, and creates minutes for officer and business meetings that are accessible to the student body	<input type="checkbox"/>	<input type="checkbox"/>

II. Service

(Participation in Service and Serving the Community)

Our student council continues to promote service as a key role of leaders, identifies school and community needs, engages in service or service learning	<input type="checkbox"/>	<input type="checkbox"/>
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III. General Activities and Operations

(Activities)

Our student council continues to promote positive social behaviors through activities, assist with the transitions of and welcomes new and younger students into the high school, council activities, school and/or charitable causes, and regularly collects student opinion through surveys or forums	<input type="checkbox"/>	<input type="checkbox"/>
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(Council Operations)

Our student council continues to meet operational criteria and maintains appropriate records (membership list and budget, regular communications with members and the student body through varied means, treasurer's reports, etc)	<input type="checkbox"/>	<input type="checkbox"/>
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IV. Civic Engagement and Student Voice

(Civic-Based Activities)

Our student council has worked to involve community leaders or agencies in a council project, attend civic meetings or participate on boards or committees at the school, local, or state levels	<input type="checkbox"/>	<input type="checkbox"/>
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V. Other Council Activities

(Council Operations)

Our student council continues to be involved in activities that foster participation in leadership training at district, state and/or national levels, and engage others in trainings	<input type="checkbox"/>	<input type="checkbox"/>
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End of Check List for Additional Evidence



Project Summaries

Please summarize one of your council projects for each of the following categories. Be as detailed as you can with the space available. (Approximately 250 words)

- Include:
- a) Purpose of the project,
 - b) Number of council members involved in planning,
 - c) Number of people involved in activity/event, highlights and outcomes

Community Service - Project title: _____

Civic-Based or Student Voice - Project title: _____

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Projects – Page 2 of 3

School Spirit & Student Engagement - Project title: _____

Additional Projects -

Charitable Fundraising: Project title: _____

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Additional Projects – Page 3 of 3

Recognition & Appreciation - Project title: _____

School Service/Improvement - Project title: _____



Recognitions and Media

Recognition:

Please list and briefly summarize any recognitions that the council has received during the past year. 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. _____

Media:

Please identify any stories or new coverage your council received this past year. Be sure to include links to the stories or videos.

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



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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 and were found to have maintained their level of excellence from the previous year. As such, I recommend they again be named a National Council of Excellence by the National Association of Student Councils.

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, that all evidence and information prepared and submitted for evaluation was accurate and complete and was reviewed by the principal according as directed by NCOE guidelines.

Adviser Signature _____ Date: _____

Adviser Name: _____ (Print)

President Signature: _____ Date: _____

President Name: _____ (Print)

Qualifying Level: Please check the Continuing level of Excellence for your student council.

We continue to meet the criteria for the **National Council of Excellence Award**

We continue to meet the criteria for the **National Gold Council of Excellence**

Postmark Deadline is February 15, 2012

Mail Completed Application Forms and Letter of Recommendation to:
NASC High School 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. (If Feb.15 falls on a weekend day, the deadline will be the following Monday)



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School Checklist

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

Application materials should be arranged in the following order:

- School Information (Page 3)
- School Checklist (Page 17)
- Indicators Check Sheets (Pages 11 –12)
- Project Summaries (Pages 13-15)
- Council Recognitions & Media (Page 16) [optional]
- Identify level of Award earned (Page 17)
- Signatures and Statements of Validation (Page 17)

◀ ATTENTION ▶

SEND ONLY THE PAGES LISTED ABOVE TO NASC

DO NOT MAIL YOUR PORTFOLIO OF EVIDENCE