



2019 National Council of Excellence Awards

Please note that all submissions become the property of National Student Council. The names of schools recognized as National Councils of Excellence will appear in NASSP and NatStuCo publications, on the NatStuCo website, and at the National Student Council Conference.

Read all directions and guidelines, and carefully review your application before submitting.

Submission Deadline is Friday, February 15, 2019.

ALL SUBMITTED CONTENT AND PROJECTS MUST HAVE TAKEN PLACE DURING THE 2018 CALENDAR YEAR (Jan.1-Dec. 31).

To log in and save your form information so that you may return to it later, [click here](#). All users must complete the "New User" information on the left side of the login window when logging in for the first time on the 2018 application.

****Returning 2018 users:** Passwords and Usernames used in 2018 have expired. Create new ones for this 2019 application.

DOWNLOAD COPY OF AWARD CRITERIA

Download a PDF of the application version your council needs and use it to review the award criteria. Councils applying for the first time are not eligible to use the Continuation application.

[Middle level](#)

[High school](#)

[Middle level – Continuation](#)

[High school – Continuation](#)

Select the grade level of your student council. *

- High School
- Middle Level

From the sentences below, select the one that reflects your application history and follow its directions. Past winners - look at Years Awarded on your previous year certificate to determine which application to choose.

- A. My council is applying for the NCOE awards for the first time - Click FULL below.
B. 2019 will be the 4th, 8th or 12th year that your council is applying for the award - FULL below.
C. *If the first two choices do not apply to your council - Click CONTINUATION below.

***Councils using the continuation application must be applying for the same award level as the previous year, and must not have a gap year between using the full application and submitting the continuation app. ***

- CONTINUATION
 FULL

NEXT >>



13% Complete

School Information

NatStuco School Membership Number * ?

1234

School Name *

Example Middle School

School Address *

1904 Association Drive

City *

Reston

State *

VA ▼

Zip *

20191

If school is outside of the U.S., please Identify your country.

United States

School Phone *

7038600200

Adviser Information

Adviser Title * ?

Adviser First Name *

Adviser Last Name *

<input type="text" value="Mr."/>	<input type="text" value="Joe"/>	<input type="text" value="Adviser"/>
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Adviser Phone or School Extension ?

Adviser School Email *

Number of Years as Adviser * ?

Principal Information

Principal Title * ?

Principal First Name *

Principal Last Name *

Principal Phone or School Extension ?

Principal School Email *

School Demographics

Total # in Student Body *

Grades in School * ?

School Classification *

Student Council Information

Number of Council Members *

Number of Officers *

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25% Complete

Checklist for Required Evidence

I. Governance

Our student council has maintained the criteria below and updated the corresponding evidence in our portfolio as needed.

Governing Documents

A constitution, bylaws, or similar governing documents exist and are used to govern the council	<input type="checkbox"/>	<input type="checkbox"/>
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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"/>
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Elections

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

Copy of student council meeting calendar or list of meeting dates	<input type="checkbox"/>	<input type="checkbox"/>
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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"/>
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II. Service

Our student council has maintained the criteria below and updated the corresponding evidence in our portfolio as needed.

Participation in Service

Evidence of a council-sponsored service project that promotes full student body participation

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.

III. General Activities and Operations

Our student council has maintained the criteria below and updated the corresponding evidence in our portfolio as needed.

Spirit and Social Activities

Examples of two spirit or social activities

Evidence of an activity that highlights the diversity in the student body/school, or evidence of an activity that appeals to different student audiences

Council Operations

Example of a membership attendance report, budget report, or evaluation of a council activity/project

Evidence of meetings with the principal or designee (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.)

Fundraising

Evidence of a council-sponsored fundraising project

Leadership Training

Evidence of participation in two or more leadership training sessions presented to council members

Communications

Example of a student council memo, announcement, or video broadcast

IV. Civic Engagement and Student Voice

Our student council has maintained the criteria below and updated the corresponding evidence in our portfolio as needed.

Civic-Based Activities

Example of a presentation or information that helps the student body understand how a student council activity is civic related

Student Voice

Evidence of a student council activity that provides an opportunity for members of the student body to share opinions and ideas

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38% Complete

Checklist for Additional Evidence

I. Governance

Our student council has maintained the criteria below and updated the corresponding evidence in our portfolio as needed.

Governing Documents

Evidence of changes/update to the Constitution or bylaws or minutes from a meeting of the Constitution Committee

Elections

Involvement or contribution by local Board of Elections officials through information resources, presentations, or direct assistance

Use of voting machines or online voting for school elections

Student council elections include voter registration, voting precincts, or other characteristics of local/state elections

Meetings

Samples of two meeting agendas and description of how they are shared with the student body and faculty

Evidence of at-large student participation on student council committees or in other supportive roles

II. Service

Our student council has maintained the criteria below and updated the corresponding evidence in our portfolio as needed.

Serving the School

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

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

Evidence of council support for a service learning project in the school	<input type="checkbox"/>	<input type="checkbox"/>
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Evidence of service learning features in a student council service project (Planning, action, reflection, and celebrating success)	<input type="checkbox"/>	<input type="checkbox"/>
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III. General Activities and Operations

Our student council has maintained the criteria below and updated the corresponding evidence in our portfolio as needed.

Spirit and Social Activities

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"/>
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Evidence of an activity that aids in the transition of younger students into the middle level grades	<input type="checkbox"/>	<input type="checkbox"/>
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Evidence of an activity designed to engage new students and welcome them to the student body	<input type="checkbox"/>	<input type="checkbox"/>
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Council Operations

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

Fundraising

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

Leadership Training

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

Communications

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

Building a Positive School Climate

Evidence of an activity that contributes to the development of a positive school climate	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of an activity that fosters positive relations between faculty/staff and students	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of engaging or collaborating with a parent group connected to the school (PTA/PTO, boosters, etc.)	<input type="checkbox"/>	<input type="checkbox"/>

Responsible Social Media Use

Example of using social media in an effective and responsible manner to communicate with council members and the student body	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of responsibly using social media to promote council activities	<input type="checkbox"/>	<input type="checkbox"/>

IV. Civic Engagement and Student Voice

Our student council has maintained the criteria below and updated the corresponding evidence in our portfolio as needed.

Civic-Based Activities

Evidence of involvement by community leaders or agencies in a council project or activity	<input type="checkbox"/>	<input type="checkbox"/>
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

Our student council has maintained the criteria below and updated the corresponding evidence in our portfolio as needed.

Local and State Involvement

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"/>
Student council hosts or participates in joint activity with another school	<input type="checkbox"/>	<input type="checkbox"/>

Other Leadership Training

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

Evidence of council members sharing their leadership skills by leading a training session or activity with younger students from a feeder school



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50% Complete

Project Submissions

READ ALL PROJECT CRITERIA INFORMATION CAREFULLY

To earn the National Councils of Excellence Award, your council must:

- Enter a minimum of **3 projects** into the National Student Project Database, or
- Enter a minimum of **4 projects** into the National Student Project Database to qualify for NCOE Gold
- The **1st project entry must support the National Initiative on Global Citizenship** created by the NASSP Student Leadership Advisory Committee.
- Identify the projects as **NCOE Entrant** and indicate the **AWARD YEAR AS 2019** on the project entry form.

PROJECTS ENTERED FOR THE NCOE AWARDS MUST HAVE TAKEN PLACE BETWEEN Jan. 1 and Dec. 31, 2018.

***DO NOT WAIT UNTIL AWARD DEADLINE TO ENTER PROJECTS!** All projects entered into the database are reviewed and approved by NASSP Student Programs Staff. The approval process can take up to 3-4 business days during heavy submission times. Only projects that have been entered and approved for publishing prior to the NCOE deadline will count towards the award.

Project Categories

Projects may be in any of the 16 categories listed in the project entry menu. ***Each project listed on the application must be from a different category.*** After entering a project, an automated email with the projects' project identification numbers, titles, categories, and entry date will be received. That information is then entered into the spaces that follow.

Project Summaries Requirements

Projects submitted for the NCOE Awards must have summaries that:

- Are **200+** words in length
- Include detailed descriptions that identify the roles of the student council in the project, the goals of the projects, and other aspects such as highlights, outcomes, and totals.

IMPORTANT! The following types of activities will not be approved as "student council projects" for the NCOE Awards.

****ELECTIONS, COMMITTEES and related activities that are facets of council governance and mandated by the council constitution***

****Projects with summary content that has been copied and pasted (plagerized) from a previously entered project.***

****CONFERENCES, WORKSHOPS, and other events where council members are delegates or attendees. To be considered as a project, the council should serve as the host or have significant roles in planning, managing, or working at the event.***

****School sponsored projects, assemblies, etc in which the student council members were general participants (had no leadership roles or responsibilities).***

Student councils submitting projects like or similar to ones that have been entered in a previous year must enter new content, and the project title should appropriately identify the year in which the project took place.

For example, title the project "Spirit Week 2017," not simply "Spirit Week."

The [National Student Project Database](#) will automatically assign a 6-digit/letter identification to each project entered. Projects may be entered into the database at any time during the year. After entering each project and clicking the submit button, a message window should appear on the user's screen to confirm the project submission.

DO NOT close the project database screen until the submission confirmation is seen. Click the submit button a second time if the window did not appear.

Project entries are typically reviewed by NASC staff and approved for publishing to the database within two business days of submission. On approval, an automatic email is sent to the email address entered into the project entry form. It is important to keep the confirmation email that includes the project ID, project title, and an attached PDF certificate.

The project ID, project title, category, and entry date **MUST BE ENTERED** on the next page of this NCOE application. Councils may want to include copies of the project confirmation emails and certificates in their NCOE portfolios as evidence.

Entries of ineligible projects or those with summaries not meeting minimum length may result in a council not having the minimum project entries, and could disqualify the NCOE application.

(NEW) The first project entered on your NCOE application must be one that supports the National Initiative created by the NASSP Student Leadership Advisory Committee. The initiative is based on the ideal of global citizenship and includes five identified areas. Please read the following for an overview of each area and examples of common student council projects that support each one. The projects listed are ones previously published in the National Student Project Database.

Global Citizenship – Projects that engage students to better understand their roles and opportunities as involved and informed citizens.

1. **Equity** – Projects that engage or improve relations with varied and underserved populations (e.g. Special Olympics, No Name Calling Week, Best Buddies, etc.)
2. **Civic Engagement** – Projects that raise awareness or engage in civic-based activities (e.g. mock elections, voter registration drives, Mayor for a Day, etc.)
3. **Positive Social Change** – Projects that raise awareness of or engage others in activities addressing identified social issues in the school and community (e.g. Random Acts of Kindness Week, Mix it up day, Culture Fairs, etc.)
4. **Empathetic Actions** – Projects that assist people in need or crisis, or improve the environment (e.g. Clothing/Food drives, Care packages for vets/homeless, Bowling with friends, etc.)
5. **Awareness** – Projects that raise awareness to or promote meaningful dialogue on identified school and community issues (e.g. Anti-bullying/smoking/drugs, Blood Drives, Pause before you post, etc.)

ENTER PROJECT INFORMATION ONLY AFTER THEY HAVE BEEN ENTERED INTO THE NATIONAL STUDENT PROJECT DATABASE located on the NASC website.

Project 1 Database ID # * ? **Project 1 Title * ?**

EE77CG

Global Citizen Project

Project 1 Category

Global Citizenship Area ?

Citizenship Development ▼

Equity ▼

Project 1 Date of Entry

9-22-18

Project 2 Database ID # * ?

Project 2 Title ?

L99F99

Project 2

Project 2 Category

Project 2 Date of Entry

School Spirit/Student Engagement ▼

9-22-18

Project 3 Database ID # * ?

Project 3 Title ?

99KUJ6

Project 3

Project 3 Category

Project 3 Date of Entry

Fundraising for School/Group ▼

9-23-18

Project 4 Database ID # ?

Project 4 Title ?

345TG4

Project 4 (required for Gold Level)

Project 4 Category

Project 4 Date of Entry

Holiday Activities ▼

1-15-19

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75% Complete

Recognitions and Media (Optional)

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 (though they must be recognized for their work in their student council capacities). Include the dates of each and the agencies or organizations bestowing the recognitions.

Recognition 1

Date Received 1

Recognition 2

Date Received 2

Recognition 3

Date Received 3

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

Media Story 1

Media Story 2

Media Story 3

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88% Complete

Signatures and Statement of Validation

Principal *

By checking this box, I affirm 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 Name *

Date *

Adviser *

By checking this box, I affirm that all information on this application is correct and complete.

Adviser Name *

Date *

President *

By checking this box, I affirm that all information on this application is correct and complete.

President Name *

Date *

Designation

Please check the level of the award for which your student council qualifies. *

- National Council of Excellence
- National Gold Council of Excellence

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SUBMIT

NCOE Application Submission Successful

Your 2019 National Council of Excellence application has been successfully submitted.
Congratulations to your student council on having an excellent leadership year!