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 <u>have expired</u>. 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 >>

25% Complete

Checklist for Required Evidence

I. Governance

Governing Documents

A constitution, bylaws, or similar governing documents exist and are used to govern the council	☐	☐
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	☐	☐

Elections

Evidence of election that includes activities found in civic elections	☐	☐
Written election rules and/or campaign procedures	☐	☐

Meetings

Copy of student council meeting calendar or list of meeting dates	☐	☐
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	☐	☐
Evidence of the minutes from one to two student council meetings	☐	☐

II. Service

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

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

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	☐	☐

<< PREVIOUS   **NEXT >>**

38% Complete

Checklist for Additional Evidence

Middle level student councils must include evidence from at least **23** items in the "Additional Evidence" category to qualify for the National Gold Council of Excellence. Check each box as evidence is added to the portfolio.

I. Governance

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

Serving the School

Evidence of promoting service to members and others	☐	☐
Evidence of a service project that benefits the school	☐	☐
List of school needs identified by the student council that were considered as possibilities for a service project	☐	☐

Serving the Community

Evidence of a student generated list of community needs	☑	☑
Evidence of involvement by community leaders or groups with a council-sponsored service or service learning project	☑	☑

Service Learning

Evidence of council support for a service learning project in the school	☑	☑
Evidence of service learning features in a student council service project (Planning, action, reflection, and celebrating success)	☑	☑

III. General Activities and Operations

Spirit and Social Activities

Evidence in activity advertisements, goals, or statement of purpose that demonstrates the promotion of positive social behaviors and camaraderie	☐	☐
Evidence of an activity that aids in the transition of younger students into the middle level grades	☐	☐
Evidence of an activity designed to engage new students and welcome them to the student body	☐	☐

Council Operations

Copy of student council budget	☐	☐
Copy of treasurer's report or meeting minutes showing finance activities	☐	☐
Copy of council membership roll	☐	☐

Evidence of a scrap book or similar historical record of council activities	☐	☐
Evidence of student council participation on a school-level committee	☐	☐
Evidence of student council participation on a district-level committee or school board	☐	☐
Copy of a student survey given during the current or previous school year	☐	☐
Copy of a project or activity evaluation used with the student body	☐	☐
Evidence of active membership with a district, state, or regional student council organization	☐	☐

Fundraising

Copy of project revenues and contributions	☑	☑
Evidence of pre-project research on potential charities	☑	☑
List of reputable charitable groups and organizations considered by the student council	☑	☑

Leadership Training

Evidence of adviser participation in professional development session on student council or leadership	☐	☐
Evidence of attendance or participation in officer training	☐	☐
Sample of a leadership lesson or skill building activity	☐	☐

Communications

Evidence of council members' writing or oral presentations	☑	☑
Copy of student council submission for publication or presentation	☑	☑

Building a Positive School Climate

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

Responsible Social Media Use

Example of using social media in an effective and responsible manner to communicate with council members and the student body	☑	☑
Evidence of responsibly using social media to promote council activities	☑	☑

IV. Civic Engagement and Student Voice

Civic-Based Activities

Evidence of involvement by community leaders or agencies in a council project or activity	☐	☐
Evidence of a council officer presentation to a civic board/committee (examples include school board, city or county board/committee, or civic club)	☐	☐

V. Other Council Activities

Local and State Involvement

Evidence of introducing or applying skills, knowledge, or ideas that were learned while attending a local or state event	☐	☐
Student council hosts or participates in joint activity with another school	☐	☐

Other Leadership Training

Evidence of regular leadership training activities for student council members	☑	☑
Evidence of leadership training provided to other clubs or to the general population of the student body	☑	☑
Evidence of council members sharing their leadership skills by leading a training session or activity with younger students from a feeder school	☑	☑

Total number of "Additional Evidence" items checked *

42

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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 <u>Jan. 1 and Dec. 31, 2018</u>.

==*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. *<u>Each project listed on the application must be from a different category</u>*. 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 <u>will not</u> 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 responsiblities).

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 # * ⑦   **Project 1 Title** * ⑦

| EE77CG | Global Citizen Project |

Project 1 Category

Student Voice ▼

Global Citizenship Area ?

Equity ▼

Project 1 Date of Entry

9-22-18

Project 2 Database ID # * ?   **Project 2 Title** ?

L99F99   Project 2

Project 2 Category

Character Building ▼

Project 2 Date of Entry

9-22-18

Project 3 Database ID # * ?   **Project 3 Title** ?

99KUJ6   Project 3

Project 3 Category

Recognition ▼

Project 3 Date of Entry

9-23-18

Project 4 Database ID # ?   **Project 4 Title** ?

345TG4   20191

Project 4 Category

Fundraising for Charity ▼

Project 4 Date of Entry

1-15-19

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63% Complete

Principal Recommendation

Please upload a signed letter of recommendation from the school principal. The letter must be on school letterhead and no longer than two pages and saved in Word or PDF format. 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 Resources for Principals page on the NASC website.

Upload Principal Letter of Recommendation (.pdf, .doc and .docx only) - Required when submitting Full Applications

Choose File | No file chosen

Principal_Letter.docx (12k) ✕

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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

<< PREVIOUS   NEXT >>

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 *

Jane Principal

Date *

2-1-19

Adviser *

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

Adviser Name *

Joe Adviser

Date *

2-1-19

President *

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

President Name *

Council Prez

Date *

2-1-19

Designation

You have met

59 indicators   [Calculate]

A Gold designation for middle level councils requires a minimum total of 40 indicators.

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

○ National Council of Excellence

◉ National Gold Council of Excellence

[<< PREVIOUS]   [SUBMIT]