NCOE MIDDLE LEVEL:

Required Evidence

To become a National Council of Excellence at the middle level, the 17 indicators below must be met. Each indicator must be in your council's portfolio and reviewed by your principal.

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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 internet or in the school's media center where others may review the documents.

Elections

☐ Evidence of elections that include activities or features found in civic elections.

☐ Written election rules and/or campaign procedures.

Meetings

☐ Copy of a 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 take actions such as make motions, vote on ideas, and discuss items of business.

☐ Evidence of the minutes from one or two student council meetings.

II. Service

Participation in Service

☐ Evidence of a service project that addresses a school or local need.

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

III. General Activities and Operations

Spirit and Social Activities

☐ Examples of two spirit or social activities.

☐ Evidence of an activity that highlights the diversity of the student body, or evidence of an activity that appeals to different student audiences.

Council Operation

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

☐ Evidence of in-person or virtual meetings with the principal or designee.

Leadership Training

☐ Evidence of participation in two or more in-person or virtual leadership training sessions for all council members. These can include adviser-led lessons or those led by a guest facilitator.

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 student council activities that provide a forum or other in-person or virtual means for student opinions and ideas to be expressed and collected.

Additional Evidence

To be eligible for National Gold Council of Excellence recognition, 23 or more of the following additional indicators must be met. Each indicator must be in your council's portfolio and reviewed by your principal. For each section, check all boxes that apply and then write down the number of indicators for the section. The total number of additional evidence indicators may be calculated in the space below.

I. Governance

Governing Documents

☐ Evidence of review/changes/updates to the council's constitution/bylaws, or minutes from a meeting of the officers.

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

☐ Sample of two meeting agendas and a 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.

☐ Service learning features in a student council service project, including planning, action, reflection, and celebrating success.

III. General Activities and Operations

Spirit and Social Activities

☐ Evidence in activity advertisements, goals, and statement of purpose that demonstrate the promotion of positive social behaviors.

☐ 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 a student council budget.

☐ Copy of treasurer's report or meeting minutes showing finance activities.

☐ Copy of council membership roll.

☐ Evidence of a scrapbook 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

☐ Evidence of a council-sponsored fundraising project. (A charitable collection project may be substituted if fundraising is not an allowed council activity.)

☐ Copy of project revenues and contributions report.

☐ 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 a 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 (print or electronic media).

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, such as 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, such as the school board or city/county board.

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 a 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.

Total Number of Additional Evidence Indicators: _____

Project Entries

National Council of Excellence requires three (3) projects to be entered into the National Student Project Database, and the Gold level requires four (4) projects.

Project 1 Title: _____

Project 1 Database ID: _____
(Each project has a unique 6-digit/letter identification number in the project database.)

Project 1 Category: _____
(Each project listed on the NCOE application must be from a different project category as listed on the project database entry form.)

Project 1 Date of Entry: _____

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Project 2 Title: _____

Project 2 Database ID: _____
(Each project has a unique 6-digit/letter identification number in the project database.)

Project 2 Category: _____
(Each project listed on the NCOE application must be from a different project category as listed on the project database entry form.)

Project 2 Date of Entry: _____

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Project 3 Title: _____

Project 3 Database ID: _____
(Each project has a unique 6-digit/letter identification number in the project database.)

Project 3 Category: _____
(Each project listed on the NCOE application must be from a different project category as listed on the project database entry form.)

Project 3 Date of Entry: _____

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Project 4 Title: _____

Project 4 Database ID: _____
(Each project has a unique 6-digit/letter identification number in the project database.)

Project 4 Category: _____
(Each project listed on the NCOE application must be from a different project category as listed on the project database entry form.)

Project 4 Date of Entry: _____