



2010 NASC High School National Council of Excellence Award

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. The evaluation process also serves as a tool to help schools assess their student council programs. All councils meeting the standards in this application will be named a National Council of Excellence.

The Standards for the National Council of Excellence Award reflect the core purposes and mission of student councils. Additionally, the Award has been designed so that applicants prepare evidence of meeting the award criteria and perform an in-house evaluation, after which the results are forwarded to NASC. This facilitates a process that will help student councils become more proficient in self-assessment practices and better able to report their achievements and activities.

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, 2009 to December 31, 2009. The time period allows student councils to provide evidence from spring, summer, fall and winter activities. Application postmark deadline will be February 15, 2010.

The National Council of Excellence Award will be bestowed upon those student councils that can show evidence of a strong leadership program that meets their council goals, functions in ethical and responsible ways, engages others in leadership, spirit, civic and service activities. Student Councils that demonstrate the highest levels of excellence will earn the distinction of being named NASC National Gold Councils of Excellence.

Timeline:	January 1 to December 31, 2009	- Council activities completed
	February 15, 2010	- Postmark Deadline: Application to NASC
	April 2010	- Awarded Schools Notified
	May 2010	- Awarded schools listed on NASC website
	June 2010	- Awarded school delegates attending the NASC National Conference provided special ribbons



2010 NASC High School National Council of Excellence Award Application

Eligibility

High schools applying for the NASC National Council of Excellence Award must hold an active membership and have been a member of NASC for a minimum of 2 concurrent years, inclusive of the previous year (example: For the 2010 Award, eligible schools must have been NASC members at least during the 2007-2008 and 2008-2009 school years).

Regulations

1. Student councils must demonstrate they meet all “Required” Standards to be named National Councils of Excellence, and the established number of “Additional” Standards to qualify for the “Gold” level.
2. The application must be signed by the school principal, student council adviser, and student council president.
3. The application covers activities between January 1 and December 31, 2009 and must be postmarked no later than February 15, 2010 to the NASC National Office.
4. Type or print the application in a manner that is neat, clear, legible and complete. Pages 3 and 16-19 contain fields that allow for information to be entered directly prior to printing out the application.
5. **SUBMIT ONLY THE REQUESTED FORMS INDICATED ON THE CHECK LIST (see page 21).** No other items will be considered. All submissions should be made on standard 8 ½ x 11” white paper. Applications and principal letters must be bound by staple or secured in a report folder. Please do not use 3-ring binders or notebooks. **DO NOT MAIL THE PORTFOLIO OF EVIDENCE.**
6. Schools that have grade configurations, which include both middle and high school grade (i.e. grades 7-12, 8-12, 9-12, K-12, etc.) must submit the application for the high school level unless they hold separate memberships with NASC and function independently of each other.
7. 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 collect evidence showing the council meets each of the National Council of Excellence Standards.
2. The council officers and adviser(s) prepare materials, and then meet with the principal where they will present their evidence of meeting the standards.
3. If the principal finds that the council qualifies as 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 prepare them for return to the NASC National Office. Once prepared, the applications are mailed to the Reston, VA address that appears on the application.

Scoring

To be named a National Council of Excellence, the student council must: a) meet all “Required Standards”, and b) submit a completed application packet and a letter of recommendation from the school principal.

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



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School Information

TYPE OR PRINT CLEARLY

School Information:

NASC School Membership Number:

(Located on Adviser Membership Card)

School Name:

School Address:

School City/State/Zip:

School Phone:

Fax:

Adviser Information:

Adviser Name:

School Phone or 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)*

School E-mail:

School Demographics:

Number in Student Body:

Grades in School: *(Example: 9-12, K-8)*

School Classification:

Rural

Suburban

Urban

Student Council Information:

Number of Council Members:

Number of Officers:



Section 1: Required Standards

(Numbers 1-23)

Page 1 of 3

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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Additional Standards – Page 2 of 4

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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Additional Standards – Page 4 of 4

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 (Numbers 1-23)

Student councils must include evidence for items 1-23 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 and/or bylaws exist and is 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"/>
3. Evidence of student-led activities and meetings	<input type="checkbox"/>	<input type="checkbox"/>

(Elections)

4. Evidence of annual elections that include activities found in civic elections	<input type="checkbox"/>	<input type="checkbox"/>
5. Written election rules and/or campaign procedures	<input type="checkbox"/>	<input type="checkbox"/>
6. There is a written process for ballot counting and for announcing election results	<input type="checkbox"/>	<input type="checkbox"/>

(Meetings)

7. Copy of student council meeting calendar or list of meeting dates	<input type="checkbox"/>	<input type="checkbox"/>
8. Evidence that Parliamentary Procedures are regularly used during meetings	<input type="checkbox"/>	<input type="checkbox"/>

II. Service

(Participation in Service)

9. Evidence of a council sponsored service project that promotes full student body participation <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>Estimated Number: _____ or Percentage:</i>	<input type="checkbox"/>	<input type="checkbox"/>
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(Serving the Community)

10. Evidence of a community service project	<input type="checkbox"/>	<input type="checkbox"/>
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Continue to Page 2 of Required Evidence

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Required Evidence – Page 2 of 2

III. General Activities and Operations

(Spirit and Social Activities)

	In Portfolio	Principal Reviewed
11. Examples of two spirit or social activities	<input type="checkbox"/>	<input type="checkbox"/>
12. Evidence of an activity that highlights the diversity in the student body/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)

13. Copy of student council budget	<input type="checkbox"/>	<input type="checkbox"/>
14. Example of council role or membership report	<input type="checkbox"/>	<input type="checkbox"/>
15. Evidence of meetings with the principal or designee	<input type="checkbox"/>	<input type="checkbox"/>
16. Evidence of student council participation on a school-level committee [or] Evidence of student council participation on a district-level committee or school board	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

(Fundraising)

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

18. Evidence of participation in 2 or more leadership training sessions by all council members	<input type="checkbox"/>	<input type="checkbox"/>
19. Evidence of adviser participation in professional development session on student council or leadership	<input type="checkbox"/>	<input type="checkbox"/>

(Communications)

20. 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)

21. Sample of council materials explaining an activity’s or project’s civic connection [or] Evidence of classroom instruction explaining the civic connections of council activities	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
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(Student Voice)

22. Evidence of student council activities that provide a forum for student opinions and ideas	<input type="checkbox"/>	<input type="checkbox"/>
23. Evidence of at-large student participation on student council committees	<input type="checkbox"/>	<input type="checkbox"/>

End of Check List for Required Evidence



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Check List for Additional Evidence (Numbers 24-56)

Student councils must include evidence from at least at least **26** 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
24. 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)

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

(Meetings)

28. Evidence of student council officer meetings.	<input type="checkbox"/>	<input type="checkbox"/>
29. Minimum of 3 samples of meeting agendas	<input type="checkbox"/>	<input type="checkbox"/>

II. Service

(Serving the School)

30. Evidence of promoting service to its members and others: [or] Council is registered and participates in the President's Volunteer Service Award Program	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

(Serving the Community)

31. Evidence of a student generated list of community needs	<input type="checkbox"/>	<input type="checkbox"/>
32. 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)

33. Evidence of council support for a service learning project in the school	<input type="checkbox"/>	<input type="checkbox"/>
34. 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
35.	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"/>
36.	Evidence of an activity that aids in the transition of middle level (or other entry grade) students into the high school	<input type="checkbox"/>	<input type="checkbox"/>
37.	Evidence of an activity designed to engage new students and welcome them to the student body	<input type="checkbox"/>	<input type="checkbox"/>

(Council Operations)

38.	Example of finance recordkeeping	<input type="checkbox"/>	<input type="checkbox"/>
39.	Copy of Treasurer’s report or meeting minutes showing finance activities	<input type="checkbox"/>	<input type="checkbox"/>
40.	Copy of council membership roll	<input type="checkbox"/>	<input type="checkbox"/>
41.	Evidence of a scrap book or similar historical record of council activities	<input type="checkbox"/>	<input type="checkbox"/>
42.	Copy of a student survey given during the current or previous school year	<input type="checkbox"/>	<input type="checkbox"/>
43.	Evidence of active membership with a district, state or regional student council organization	<input type="checkbox"/>	<input type="checkbox"/>

(Fundraising)

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

(Leadership Training)

47.	Copy of training log or skill mastery chart	<input type="checkbox"/>	<input type="checkbox"/>
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(Communications)

48.	Evidence of council members’ writing or oral presentations	<input type="checkbox"/>	<input type="checkbox"/>
49.	Copy of student council submission for publication in print or to the web	<input type="checkbox"/>	<input type="checkbox"/>

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Additional Evidence – Page 3 of 3

IV. Civic Engagement and Student Voice

(Civic-Based Activities)

		In Portfolio	Principal Reviewed
50.	Evidence of involvement by community leaders or agencies in a council project or activity	<input type="checkbox"/>	<input type="checkbox"/>
51.	Proof of attendance at a civic meeting	<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.	Proof of hosting a leadership event with local or statewide participation	<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 also record this number on the Signatures page)



Project Summaries

Please summarize one of your projects for each of the category on this page. You may also choose to provide project summaries for any or all of the categories on the next page.

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 100 words or no more than 1/3 page at 10 or 12 font size) *You may type your project summaries on a separate paper. If done, please note that on this page and attach your paper behind this one.*

School Service/Improvement: Project title:

Civic-Based: Project title:

Fundraising: Project title:

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Additional Projects – Page 2 of 2

Spirit or Social: Project title:

Recognition or Appreciation: Project title:

Community Service/Service Learning: Project title:



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Principal Recommendation

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 Councils of Excellence page of the NASC website.)



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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 news 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, 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.

23 Required Standards + Additional Standards = Total

National Council of Excellence (Meets all Required Standards)

National Gold Council of Excellence (Meets all Required Standards and at least 26 Additional Standards)

Postmark Deadline is February 15, 2010

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 21)
- Indicators Check Sheets (Pages 11 –15)
- Project Summaries (Pages 16-17)
- Council Media and Recognitions (Page 19) [optional]
- Principal’s Letter of Recommendation (To be Attached – see Page 18)
- Signatures and Statements of Validation (Page 20)

◀ ATTENTION ▶

SEND ONLY THE PAGES LISTED ABOVE TO NASC

DO NOT MAIL YOUR PORTFOLIO OF EVIDENCE .