

**MICHIGAN ASSOCIATION OF STUDENT COUNCILS
AWARD OF EXCELLENCE**

Elementary Level Application

All applications must be by **typed** and postmarked by **February 24, 2006.**
Be sure that all SIGNATURES are completed on this form.

_____ (Name of School - typed)

_____ (Mailing Address - typed)

_____ (City, State, Zip - typed)

_____ Number of Students in school _____ Size of Student Council

_____ Grades in school

****For the application to be considered, the appropriate signatures must appear below.**

We verify to the best of our knowledge that the items contained in this application accurately describe the activity and organization of our student council in the current school year.

Name of Student Council President (Officer)(Typed) Signature Date

Name of Student Council Adviser (Typed) Signature Date

Name of Principal (Typed) Signature Date

Place this information sheet (a replica of this sheet is acceptable) as the first sheet of your documentation for the Award of Excellence.

GENERAL INFORMATION

Since we have many applications to evaluate in a short period of time, it would facilitate the process if you would do the following:

1. Do **NOT** permanently bind, enclose in plastic sheet covers, or staple your packet. Submit in a 3 ring loose leaf binder (**no larger than 1"**) **with tabs to separate the five (5) sections**. During the evaluation process each packet goes through several committees and it is easier if we can pull the sections as needed. **Ten points will be deducted for not following these instructions.**
2. Number all pages consecutively. For the reason given above it is easier to reassemble the materials. Also, be sure to label each section with appropriate headings. **Five points will be deducted for not following these instructions.**
3. Put each section on a separate page or pages. (i.e. Service project on one page and Problem Solving on one page.) **Five points will be deducted for not following these instructions.**
4. When writing the problem solving/service reports, please follow the outline of required information. Remember the readers do not know anything about your activity. They will judge by what information you give and how it meets the requirements. That you meant to include something or thought the readers would know it is not going to earn points. **They read many applications in one day, write clearly.**
5. **Absolutely no applications will be accepted without the application fee (see Section 6). If your application is received without the required fee, your award will be graded, however, it will NOT be considered for an Award.**

A suggestion:

Work on sections of the award all year and work together as a team. If you do, the final product will be much better. If you need additional information about goal setting, etc., call the MASC office. This is meant to be a learning experience and we are here to help. Work with your adviser so that you can learn the process and be ready to do more by yourself. Work that appears to be done by adults will lose considerable points.

Elementary members who earn the Award will receive their plaque at the Spring Luncheons or at a special celebration planned by the school.

Special Note: Please have your material proof-read prior to submitting it. Although we want the applications to reflect **student work**, we recognize that proof-reading may require additional adult supervision. Have the students correct their errors and then re-submit their application until it meets the highest standards.

IMPORTANT

APPLICATIONS MUST BE POSTMARKED BY FEBRUARY 24, 2006.

Since a committee of students and adults will convene to review the applications, your application must arrive at the MASC office within an acceptable time to be submitted for the evaluation process. If your application is late and misses the evaluation committee, it will be returned unopened and will not be considered for the Award of Excellence.

Send the application, documentation and check to:

MASC Award of Excellence
1001 Centennial Way, Suite 100
Lansing, MI 48917

MICHIGAN ASSOCIATION OF STUDENT COUNCILS

AWARD OF EXCELLENCE

The elementary school Award of Excellence provides an opportunity for a student council to do a self-evaluation. Student leaders and their advisers can benefit from the process of objectively analyzing what their organization is doing. Accordingly, the Award of Excellence Application should reflect student efforts to apply an evaluative process under the guidance of their adviser. At no time should the adviser do the application for the students. It must be a collaborative process. The application process is limited to MASC member schools.

PLEASE INCLUDE IN YOUR EVALUATION PACKET THE ITEMS ON THIS CHECK LIST IN THE ORDER GIVEN. TOTAL POINTS POSSIBLE - 65

- * Proper cover sheet information (and in the right location), a typed application, and a neat presentation count for 6 points.

- 1. **GOAL SETTING:** Choose one goal set by your council this year and detail the activities planned to achieve that goal, the time in which each activity took place, and an evaluation of how effective the activities were in reaching the goal. **(YOU MUST USE THE UPDATED VERSION OF THE MASC "GOAL SETTING" FORMAT.)** Be sure to be specific. **Goal statements must use infinitives**, i.e. to develop, to assess, to expand, to implement. Do not confuse goals with objectives which are the actions you will take to reach the goal. If the evaluation of an objective or goal will occur after the application deadline, summarize the current state of the relevant item. All goals must be for the current school year and at least HALF of the steps/objectives must be completed and evaluated by the Award Due Date. See the scoring rubric for more information and a point breakdown. (points - 15)

- 2. **ORGANIZATIONAL INFORMATION:** (20 total points with items A-E worth 1 point each)
Please submit each separate letter on a separate page. For example, all of the items listed under "A." will go on one page, all the information for "B." will go on a second page, etc... Five (5) points will be deducted for not following this instruction!
 - A. List the names of Student Council Officers
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Parliamentarian
 - Others

 - B. Please give the number of Council members by grade, and total membership.
____ - 3rd; ____ - 4th; ____ - 5th; ____ - 6th; Total members = _____.

 - C. Please list the names of your Standing Committees **OR** 3 committees that had special projects this year.

 - D. How frequently does your Student Council meet? i.e. weekly, bi-weekly, monthly, other.

 - E. Describe how your council members are selected or elected? Are there officers? If there are officers, how are they chosen? Also include when your elections take place: fall, spring, other.

If you have room representatives, describe the method of selecting Representatives: Home Room elections, Appointed (how), Other (describe).

- F. Describe the Council's methods of communicating with the Student Body. **Give specific examples of what you do.** (2 points)
- G. How does your council provide leadership training for your council members? List any attended MASC workshops, in class training, etc. (1 point)
- H. Submit for evaluation **from the same meeting** an example of the following: an AGENDA* and MINUTES (must be signed by secretary) from the same meeting. Also submit one copy of your CONSTITUTION. (12 points)

* If the agenda is for October 5, 2001, the minutes must be for the October 5, 2001 meeting.

3. **SERVICE PROJECT:**

Submit a **one-page** description of one service project conducted by your student council that helped the community.* Include a summary of how the project was planned (3 points), the results of the project (3 points), and an evaluation of how successful the project was. (i.e. its strengths and weaknesses - 3 points). Be sure to include why or how the project was chosen (1 point). A project that has not been completed will lose points. (Presentation will count for 1 point for a total of 11 points.)

** Community is defined as a project that helps those outside of the school. The project must be conducted by the student council and include the participation of the student body. Mention specific examples to demonstrate the success of the project.*

4. **PROBLEM SOLVING:***

Submit a **one-page** report describing ONE problem faced by your Student Council and the methods used to solve it. Include a **summary** of the problem (3 points), a **description** of possible solutions (3 points), and an **evaluation** of how effective the solution was (3 points). (The committee is looking at the total process not just successful or easy solutions.) The scope of the problem and the process of working out the solution should be carefully detailed. Total of 10 points includes 1 point for presentation of information.

5. **RECOMMENDATION:**

Submit a letter of RECOMMENDATION from one adult, **other than your principal or adviser**, who has knowledge of the effectiveness of your Student Council. The writer should indicate **how they are qualified to evaluate your council**; i.e. they worked on a project with you, etc. Just a thank you letter or general recommendation will not suffice. For your application to be considered, the letter of recommendation **must be included**. It should be a one-page, typed and signed letter with the author's title or relation to the group clearly written. (3 points)

6. **APPLICATION FEE:**

Check or money order for **\$25.00**.

Checks should be made payable to M.A.S.C. and accompany the application.

Elementary School Scoring Rubric

***You do not need to include this with your submission - this is for your guidance and information only!
IF YOUR APPLICATION FEE IS NOT RECEIVED, 65 POINTS WILL AUTOMATICALLY BE DEDUCTED!**

<u>Application Process</u>	6		
Cover Sheet complete and in correct location	3	<u>Service Project</u>	11
Typed application neatly presented in a binder	3	Stated why/how project was chosen	1
<u>Goal Setting</u>	15	Summary of HOW project was planned	3
Goal is SPECIFIC	1	Results of the project	3
Goal is MEASURABLE	1	Evaluation of the project	3
Goal is ATTAINABLE/REALISTIC	1	Presentation	1
Goal is RESPONSIBLE	1	<u>Problem Solving</u>	10
Goal is TIMELY	1	Summary of the problem	3
There is at least one supporting activity	1	Description of possible solutions	3
The activity matches/supports the goal	1	Evaluation of how effective the solution was	3
The activity is clearly labeled & explained	1	Presentation of information	1
There is an overall plan to achieve the goal	1	<u>Recommendation</u>	3
Times are clearly stated (months, weeks, days)	2	Letter is typed, signed, author's title given	
Strengths are clearly stated for each activity	2	Total Points:	<u>65</u>
Weaknesses are clearly stated for each activity	2	<i>The following items will be subtracted from your overall score if applicable:</i>	
<i>MASC Goal Setting Layout NOT USED</i>	-15	Permanently bound, use of sheet covers, use of staples	-10
<u>Organizational Information</u>	20	Pages not numbered and consecutive; sections not labeled	-5
Names of officers are given	1		
Number of members per grade is listed	1		
Standing committees (or 3 total committees) are given	1		
Council meeting times are listed	1		
Method of electing officers is clearly explained	1		
Council's communication methods are outlined	2		
List of leadership training activities is included	1		
Agenda	4		
Minutes (signed by secretary)	4		
Constitution	4		
<i>Each section is NOT on its own separate page</i>	-5		

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 : Award of Excellence :
 : Goal Setting Sample :

School: Anytown High School

Goal (written in SMART format) *To complete five (5) new community service projects through the 1999-2000 school year*

ACTIVITIES to achieve the goal *brief, clear explanations	TIME of year activity will occur *be as specific as possible	EVALUATION of goal *give strengths and weaknesses
<p>Book Drive</p> <ul style="list-style-type: none"> - Books were collected from local elementary schools and organized in the Student Activities office at Anytown HS. - The books were redistributed to local shelters such as Safe House (That Town, MI), Town Soup Kitchen (Other Twp, MI), and Secure Shelter (City, MI). 	<p style="text-align: center;">September 1999 - November 1999</p>	<p>Strength(s): We collected over 3,000 books, exceeding our goal of 300!</p> <p>Weakness(es): Local agencies were unable to utilize all of the books so we had to transport them to locations further out. Transportation wasn't easy either - a lot of planning was required for that amount of books.</p>
<p>Sock Tree</p> <ul style="list-style-type: none"> - Students and staff brought in winter accessories (hats, mittens, gloves, socks, etc...). The items were hung on Christmas trees (each class and the staff had their own tree) located in the front common area of Anytown H.S. - All of the donated items were presented to the Town Clothing Depot by the class that had the most decorated tree. 	<p style="text-align: center;">December 1999</p>	<p>Strength(s): We collectively gathered over 200 items. The Christmas giving spirit made many people willing to contribute items to Charity and the project was well received.</p> <p>Weakness(es): With such a large student/staff population, we expected more than only 200 items. Our publicity and encouragement should have been stronger.</p>
<p>Town Soup Kitchen</p> <ul style="list-style-type: none"> - Each month student volunteers and an adviser traveled to Town Soup Kitchen to prepare and serve dinner to the hungry. 	<p style="text-align: center;">October 1999 - February 1999 Second and Fourth Sunday of each month</p>	<p>Strength(s): The response we received from the diners and the workers gave our Congress pride and satisfaction in our work. We were very appreciated!</p> <p>Weakness(es): A Sunday event was hard to get volunteers for. We should try to do a lunch time serving during the week.</p>
<p>Salvation Army Bell Ringers</p> <ul style="list-style-type: none"> - The Student Congress rang bells in six shifts of two hours each collecting money for the Salvation Army. The site worked at was the local Target. 	<p style="text-align: center;">December 10, 1999</p>	<p>Strength(s): We raised \$665 in just one day!</p> <p>Weakness(es): We had some people back out due to the cold and snowy weather.</p>
<p>Cats & Dogs Bake Sale</p> <ul style="list-style-type: none"> - A bake sale was held at all lunches. - The Student Congress brought in homemade baked goods to sell. Some baked goods were made with animal themes (dog/cat cutout cookies, frosted designs on cupcakes, etc). - All money raised was taken to the MI Human Society. 	<p style="text-align: center;">February 1999 - March 1999 Friday of each week</p>	<p>Strength(s): We raised \$175 for the Humane Society and raised awareness of abused animals. Since the MASC State Charity is the MI Humane Society, we donated the money directly to MASC.</p> <p>Weakness(es): The amount of food donations dropped off considerable as we approached spring break time. We should have done the event only through February.</p>

MASC/MAHS S.M.A.R.T. GOALS

Specific

What do we/I hope to accomplish by setting this goal?

Measurable

Can I see, count, weight, quantify my results? Can I easily determine a point/number of success?

Attainable

Thinking optimistically, can this be achieved with my present strengths and resources?

Responsible

What is our purpose for this goal or activity? Is it worthy of me/us, relevant to our group, and realistic?

Timely

Is this important now? Do we have timelines and target dates set?