

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 it in a 3-ring binder (no larger than 1") with tabs separating the six (6) different 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. Be sure to also label each section with appropriate headings where indicated. **Five points will be deducted for not following these instructions.**
3. Put each section on a separate page or pages and with headings designated for each section if needed (i.e. Service Project on two pages with headings listed to designate individual sections.) **Five points will be deducted for not following these instructions.**
4. Be sure that the secretary's minutes and treasurer's report are **signed**.
5. 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.**
6. **Absolutely no applications will be accepted without the application fee (see Section 7). 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:

Assign sections of the packet in the fall and have students work on a timeline to prepare the final product. Review the progress of the various committees on a regular basis. Ask for additional information on financial requirements, goal setting, etc., if necessary. This is meant to be a learning process and we learn by asking. Call the MASC office for information or examples in the fall so that your Council can be prepared properly to earn the Award.

Awards will be presented to the eligible schools at the MASC/MAHS State Conference in March.

Special Note: Please have your material proof-read prior to submitting it. Although we want the applications produced by the students, we recognize that proof-reading may require adult supervision. Have the students correct their errors and submit their application. **This award is a method of student self-evaluation. Any material which is deemed to have been prepared by a sponsor/adult will be subject to point reduction.**

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 Award of Excellence provides an opportunity for a student council to do a self-evaluation. Student leaders 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. The application process is limited to MASC member schools.

PLEASE INCLUDE IN YOUR EVALUATION PACKET THE ITEMS ON THIS CHECKLIST IN THE ORDER GIVEN. TOTAL POINTS POSSIBLE - 210

SCHOOLS THAT RECEIVE 95% OF THE TOTAL POSSIBLE POINTS (199 POINTS) WILL BE AWARDED THE AWARD OF EXCELLENCE FOR THE 2005-2006 SCHOOL YEAR.

- * Proper cover sheet information (and in the right location), a typed application, and a neat presentation count for 5 points.
1. **GOAL SETTING:** (Total - 40 points)
Choose ONE goal set by your council for this current school year and detail the activities planned to achieve the goal (minimum of three), the time in which each activity took place, and an evaluation of the effectiveness of each of the activities in reaching the goal. **(YOU MUST USE THE MASC GOAL SETTING LAYOUT AND S.M.A.R.T. FORMAT.)** Be sure that you are 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 objectives/steps must be completed and evaluated by the Award Due Date. See the scoring rubric for more information and point breakdown.
2. **ORGANIZATIONAL INFORMATION:** (Total - 40 points) -Please submit a separate page for each of the following sections. For example, "A" material will be on one page, "B" information on a separate page, etc...
- A. List the names of your Student Council Officers for this school year:
- | | |
|----------------|-----------------|
| President | Treasurer |
| Vice President | Parliamentarian |
| Secretary | Others |
- Please include a copy of each of the job descriptions which your council uses for each of the Council officers you list. Please make a separate presentation for each job description. Do not expect readers to search through your Constitution for the information. (8 points)
- B. Please give the number of Council members by grade, and total membership. (2 points)
____ - 9th; ____ - 10th; ____ - 11th; ____ - 12th; Total members = _____
- C. Please list the names of your Standing Committees **OR** 5 committees that had special projects this year. Please make a separate presentation. Do not expect readers to search through your Constitution for the information. (3 points)
- D. How frequently does your Student Council meet? i.e. weekly, bi-weekly, monthly, other. (2 points)

- E. Describe your method of electing officers for your Student Council. Also include when your elections take place: fall, spring, other. Please make a separate presentation. Describe the method of selecting Representatives: Home Room elections, Student Body elections, Appointed (how), other (describe). Include a copy of your election procedure or by-laws. That is, the rules which govern your election process (4 points)
- F. Describe your Council's methods of communicating with the Student Body, Administration, and Community. Give Specific Examples (4 points)
- G. List the leadership training activities that your students have attended (name of activity and date(s) and the names of the students who attended. i.e. such as leadership class, MASC Summer Leadership Camp, Regional conferences, local, league, or county workshops, national conferences, etc.) (3 points)
- H. Submit for evaluation **from the same meeting** an example of the following: (please put each on a separate page)
 A)*AGENDA
 B)*MINUTES
 C)**a complete TREASURER's REPORT.
 D)Submit a copy of your ANNUAL BUDGET OR a FINANCIAL STATEMENT for a specific activity.
 E) A copy of your CONSTITUTION.
 If you would like a copy of how these items should look, please contact the MASC Office. (10 points - 2 points for each item)
 * If the Agenda is for October 5, 2001, the Minutes and Treasurer's Report must be for the October 5, 2001 meeting.
 **The Treasurer's report must be on a separate page, although balances should be included in the minutes. It must include beginning and ending balances, itemized listing of debits and credits for the report period. (Examples of Treasurer's Reports, Financial Statements and Annual Budgets are available from the MASC office.)
- I. Please submit a yearly calendar of activities that your council is responsible for organizing or assists in hosting. Please supply the dates and the names of the activity. (4 points)

3. **SERVICE PROJECT: (Total - 40 points).** Please format the description of your project by using the headings listed (points will be deducted if headings are not used) and be sure to include the following information. Submit **no more** than a two-typed page description of one service project conducted by your student council this school year that helped the community.* The project must take place no earlier than April of the previous school year and must be completed at the time of Award submission.
- A) SELECTION: Please explain why the project was selected, what research was done on the project, who was part of the committee (7 points)
- B) ORGANIZATION: Include a summary of how the project was planned or organized and how the project was implemented or carried out. (6 points)
- C) RESULTS: Report the results of the project (10 points)
- D) EVALUATION: Provide an evaluation of how successful the project was. Please describe the strengths (5 points) and weaknesses/improvements you would make if you could do the project again (5 points). A project that has not been concluded will not be considered.

* Community is defined as a project that helps those outside of the school and is done for the good of others. It does not include fundraising unless for a charity group. The project must be conducted by the student council and must be open to include the participation of the student body. Mention specific examples to demonstrate the success of the project.

4. **PROBLEM SOLVING: (Total - 40 points)** Please format the description of your problem by using the headings listed (points will be deducted if headings are not used) and be sure to include the following information. Submit no more than a two-page typed report describing ONE problem faced by your Student Council this school year and the methods used to solve it.
- a) DESCRIPTION: Include a description of the problem (10 points)
 - b) SOLUTIONS: Provide a list of possible solutions (3 or more) you considered and give a description of each (6 points)
 - c) IMPLEMENTATION: Provide the solution you used and how it was implemented to correct the problem. (10 points)
 - d) EVALUATION: Evaluate the outcome of the problem solving strategy used and how effective the solution was. Describe the strengths (2 points) and weaknesses (2 points) of your solution and ways you could improve further.
5. **PROJECT PLANNING: (Total - 40 points)**
- Please submit the process used to plan an event (you are NOT permitted to use a Homecoming Event, such as a dance, pep rally, parade, etc... or your service project from the previous section) that was done no earlier than April of the previous school year and has been completed by the time this is submitted. To format this section of the award, please retype the letter and the question and then follow with your response. This will help the committee as they read the applications. If the letter and question are not retyped as the heading to your response, points will be deducted.
- A). WHAT are you planning to do? Describe your project. (4 points)
 - B). WHEN will your project take place? Give specific dates and times. Is anyone's permission needed? If so, who? And, by when? (3 points)
 - C). WHERE will the activity take place? (3 points)
 - D). WHO will benefit from the project? In other words, who is your target audience? Also, what do you expect the benefits to be? (4 points)
 - E). What FUNDS and SUPPLIES are needed for this project? (4 points)
 - F). What kinds of PUBLICITY is needed for the event? When is it needed by? (4 points)
 - G). List the COMMITTEES and the members of the committees needed for the event. Identify the tasks of each member. Include the deadlines and checklists used for the event. (6 points)
 - H). Who deserves a THANK YOU? Who will write them? When will they be sent? (4 points)
 - I). What would you KEEP the same about this project? What worked well? (2 points)
 - J). What would you DELETE from this project? What didn't work and must go? (2 points)
 - K). What would you CHANGE about this project? What would you do different? (2 points)
6. **RECOMMENDATION: (Total - 5 points)**
- Submit a letter of recommendation from one adult, other than your principal or adviser, who is qualified to evaluate your council; i.e. they worked on a project with you, etc. Just a thank you letter does not count. Someone who has knowledge of the effectiveness of your student council. The writer should indicate how they are involved with the council. The letter must be typed, signed and include the title/position of the author. For your application to be considered, the letter of recommendation must be included. (5 points)
7. **APPLICATION FEE:**
- Check or money order for **\$40.00** must accompany your submission.
Checks should be made payable to M.A.S.C. and must be enclosed with the application.

High 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, 210 POINTS WILL AUTOMATICALLY BE DEDUCTED!

Points	Worth
Application Process	
Cover Sheet - School Information & Signatures	5
Application is typed	2
Neatly presented in a binder	1
Goal Setting	40
<i>To be considered, the goals must apply to the current school year.</i>	
Goal is SPECIFIC	4
Goal is MEASURABLE	4
Goal is ATTAINABLE/REALISTIC	4
Goal is RESPONSIBLE	4
Goal is TIMELY	4
There are a minimum of 3 supporting activities	3
The activities match/support the goal	3
The activities are clearly labeled & explained	3
There is an overall plan to achieve the goal	2
Times are clearly stated (months, semesters, weeks)	3
Strengths are clearly stated	3
Weaknesses are clearly stated	3
MASC Goal Setting Layout NOT USED	-40
Organizational Information	
Names and job descriptions for officers are given	8
Number of members per grade is listed	2
Standing committees (or 5 total committees) are given	3
Council meeting times are listed	2
Method of electing officers is clearly explained	4
Council's communication methods are outlined	4
List of leadership training activities is included	3
Agenda	2
Minutes (signed by secretary)	2
Treasurer's Report (signed by treasurer)	2
Annual Budget/Financial Statement	2
Constitution	2
Yearly Calendar of Activities	4
Service Project	40
<i>To be considered, the Service Project must take place after April of the previous school year and must be completed by the time this application is submitted.</i>	
Selection: WHY & HOW project was selected	4
Selection: Selection/Research committee names	3
Organization: Summary of planning/organization	3
Organization: How project was implemented/carried out	3
Results are reported	10
Evaluation: summary of evaluation provided	2

Service Project (cont'd)	
Evaluation: Strengths clearly listed	5
Evaluation: Weakness/improvements needed clearly listed	5
Two pages typed or less	1
Project helped the community	1
Included participation of student body	1
Headings are not used as outlined in directions	-5
Section is more than 2 pages typed.	-5
Problem Solving	40
Description is included	10
Solutions: three are provided (minimum)	3
Solutions: three descriptions (minimum) are provided	3
Implementation: solution used is provided	5
Implementation: how solution used was implemented	5
Evaluation: outcome of strategy is evaluated	2
Evaluation: effectiveness of solution is given	2
Evaluation: strengths are listed	2
Evaluation: weaknesses are listed	2
Evaluation: ways to improve situation further	2
Headings are not used as outlined in the directions.	-5
Description is more than 2 pages typed.	-5
Project Planning	40
<i>To be considered, the project must be done between April of the previous school year and be completed by the time this application is submitted.</i>	
Absolutely no Homecoming related events can be used!	2
Headings are provided as outlined in instructions	4
WHAT are you planning to do? (Project Description)	3
WHEN will the project take place; specific dates/times given	3
WHERE will the activity take place?	3
WHO benefits: target audience and expected benefits listed	4
FUNDS and SUPPLIES listed	4
PUBLICITY needed is given and when it is needed by	4
COMMITTEES listed, tasks of members, deadlines, checklists	6
THANK YOU's - who gets, who writes, when they send them	4
What to KEEP the same is given	2
What needs to be DELETED is given (and why)	2
What needs to be CHANGED is listed (and why)	2
Headings are not used as outlined in directions.	-5
Recommendation	5
Letter is typed, signed, author's title given	5
Total Points:	210
<i>The following items will be deducted from your overall score if applicable:</i>	
Permanently bound, use of plastic sheets, or use of staples	-10
Pages not consecutively numbered or sections not labeled	-5
Main Sections no on separate pages as instructed	-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
Book Drive - 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).	September 1999 - November 1999	Strength(s): We collected over 3,000 books, exceeding our goal of 300! 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.
Sock Tree - 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.	December 1999	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. Weakness(es): With such a large student/staff population, we expected more than only 200 items. Our publicity and encouragement should have been stronger.
Town Soup Kitchen - Each month student volunteers and an adviser traveled to Town Soup Kitchen to prepare and serve dinner to the hungry.	October 1999 - February 1999 Second and Fourth Sunday of each month	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! Weakness(es): A Sunday event was hard to get volunteers for. We should try to do a lunch time serving during the week.
Salvation Army Bell Ringers - 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.	December 10, 1999	Strength(s): We raised \$665 in just one day! Weakness(es): We had some people back out due to the cold and snowy weather.
Cats & Dogs Bake Sale - 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.	February 1999 - March 1999 Friday of each week	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. 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.

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?