



## **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 loose leaf 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. Also, be sure to label each section with the appropriate headings. **Five points will be deducted for not following these instructions.***
3. *Put each section on a separate page or pages with headings designated for each section if needed. ( i.e. Service project on two pages with headings listed to designate the 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."*

**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 in Lansing, 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 un-opened 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 CHECK LIST IN THE ORDER GIVEN. TOTAL POINTS POSSIBLE - 115 PTS.**

**SCHOOLS THAT RECEIVE 95% OF THE TOTAL POSSIBLE POINTS (109 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 10 points.
1. **GOAL SETTING:** (Total - 20 points)  
Choose ONE goal set by your council this year, the activities planned to achieve each goal, the month in which each activity took place, and an evaluation of the effectiveness of the activity 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.** You must have three (3) supporting activities/objectives that you used to reach your 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 point breakdown.
  2. **ORGANIZATIONAL INFORMATION:** (Total - 20 total points)  
**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 your Student Council Officers for this school year:

President	Treasurer
Vice President	Parliamentarian
Secretary	Others

Please include a copy 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. (4 points)
    - B. Please give the number of Council members by grade, and total membership. (1 point)  
\_\_\_ 6th; \_\_\_ 7th; \_\_\_ 8th; \_\_\_ 9th; Total members = \_\_\_\_\_
    - C. Please list the names of your Standing Committees **OR** 3 committees that had special projects this year. (2 points)
    - D. How frequently does your Student Council meet? (i.e. weekly, bi-weekly, etc.)(1 point)
    - E. Describe your method of electing officers and representatives for your student council. Be sure to include a copy of your election procedures or by-laws. Also include when your elections take place: fall, spring, other. (2 points)

- F. Describe the Council's methods of communicating with the Student Body and School staff. **Give specific examples of what you do.** (2 points)
- G. List the leadership training activities that your council has attended (name of activity and date(s) and the names of the students who attended. (2 points)
- H. Submit for evaluation **from the same meeting** an example of the following:(please put each on a separate page) (4 points)
- a)\*AGENDA
  - b) MINUTES
  - c)\*\*a complete TREASURER's REPORT.
  - d) A copy of your CONSTITUTION.
- \* If the agenda is for January 1, 2000, the minutes must be for the January 1, 2000 meeting.
- \*\*The Treasurer's report must be on a separate page, not part of the minutes and must include beginning and ending balances, and itemized listing of debits and credits for the report period.
- 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 activities. (2 points)

3. **SERVICE PROJECT:** (Total - 20 points)

Submit no more than a **two-page** description of one service project conducted by your student council that helped the community.\* The project must take place at some point between April of the previous school year and must be completed by the time you submit this Award. 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:

- A) SELECTION: Please explain why the project was selected, what research was done on the project, who was part of the committee, etc.
- B) ORGANIZATION: Include a summary of how the project was planned or organized and then carried out.
- C) RESULTS: Report the results of the project in measurable ways (percentages, amounts, numbers, etc...).
- D) EVALUATION: Provide an evaluation of how successful the project was. Please describe the strengths, weaknesses, and improvements you would make if you would do the project again.

\* 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 - 20 points)

Submit no more than a **two page** report describing **ONE** problem faced by your Student Council and the methods used to solve it. 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:

- A) DESCRIPTION: Include a description of the problem.

- B) SOLUTIONS: Provide a list of possible solutions (3 or more) that you considered and give a description of each.
- C) IMPLEMENTATION: Provide the solution you used and how it was implemented to correct the problem.
- D) EVALUATION: Evaluate the outcome of the problem solving strategy used and how effective the solution was. Describe the strengths and weaknesses of your solution and ways you could improve further.

5. **PROJECT PLANNING:** (Total - 20 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, etc... or your service project from the section previously) 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. (2 points)
- B). WHEN will your project take place? Give specific dates and times. Is anyone's permission needed? If so, who? And, by when? (2 points)
- C). WHERE will the activity take place? (2 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? (2 points)
- E). What FUNDS and SUPPLIES are needed for this project? (2 points)
- F). What kinds of PUBLICITY are needed for the event? When is it needed by? (2 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. (3 points)
- H). Who deserves a THANK YOU? Who will write them? When will they be sent? (2 points)
- I). What would you KEEP the same about this project? What worked well? (1 point)
- J). What would you DELETE from this project? What didn't work and must go? (1 point)
- K). What would you CHANGE about this project? What would you do different? (1 point)

6. **RECOMMENDATION:** (5 points)

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**. Please have the author address the letter to the MASC Board and be sure the letter is typed, less than one-page, and signed with author's title written in as well.

7. **APPLICATION FEE:**

Check or money order for **\$35.00**. Checks should be made payable to M.A.S.C. and accompany the application.

# Middle Level 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, 115 POINTS WILL AUTOMATICALLY BE DEDUCTED!**

Points	Worth
<b>Application Process</b>	<b>10</b>
Cover Sheet - School Information & Signatures	3
Application is typed	5
Neatly presented in a binder	2
<b>Goal Setting</b>	<b>20</b>
<i>To be considered, the goals must apply to the current school year.</i>	
Goal is SPECIFIC	2
Goal is MEASURABLE	2
Goal is ATTAINABLE	2
Goal is RESPONSIBLE	2
Goal is TIMELY	2
There are a minimum of 3 supporting activities	3
The activities match/support the goal	1
The activities are clearly labeled & explained	1
There is an overall plan to achieve the goal	1
Times are clearly stated (months, semesters, weeks)	2
Strengths are clearly stated	1
Weaknesses are clearly stated	1
MASC Goal Setting Layout NOT USED	-20
<b>Organizational Information</b>	<b>20</b>
Names and job descriptions for officers are given	4
Number of members per grade is listed	1
Standing committees (or 3 total committees) are given	2
Council meeting times are listed	1
Method of electing officers is clearly explained	2
Council's communication methods are outlined	2
List of leadership training activities is included	2
Agenda	1
Minutes (signed by secretary)	1
Treasurer's Report (signed by treasurer)	1
Constitution	1
Yearly Calendar of Activities	2
Sections not on separate pages as outlined in directions	-5
<b>Service Project</b>	<b>20</b>
<i>To be considered, the Service Project must have taken 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	2
Selection: Selection/Research committee names	2
Organization: Summary of planning/organization	2
Organization: How project was implemented/carried out	2
Results are reported in a measurable way	2
<b>(Service Project cont'd)</b>	
Evaluation: summary of evaluation provided	2
Evaluation: Strengths clearly listed	2
Evaluation: Weakness/improvements needed clearly listed	2
Project helped the community	2
Included participation of student body	2
Headings are not used as outlined in directions	-5
Section is more than 2 pages typed.	-5
<b>Problem Solving</b>	<b>20</b>
Description is included	5
Solutions: three are provided (minimum) and described	3
Implementation: solution used is provided	2
Implementation: how solution used was implemented	2
Evaluation: outcome & effectiveness of strategy is evaluated	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 directions	-5
Section is more than 2 pages typed	-5
<b>Project Planning</b>	<b>20</b>
WHAT are you planning to do? (Project Description)	2
WHEN will the project take place; specific dates/times given	2
WHERE will the activity take place?	1
WHO benefits: target audience and expected benefits listed	2
FUNDS and SUPPLIES listed	1
PUBLICITY needed is given and when it is needed by	2
COMMITTEES listed, tasks of members, deadlines, checklists	3
THANK YOU's - who gets, who writes, when they send them	2
What to KEEP the same is given	2
What needs to be DELETED is given (and why)	1
What needs to be CHANGED is listed (and why)	2
Headings are not used as outlined in directions	-5
An ineligible event is used (see directions on what is not acceptable)	-20
<b>Recommendation</b>	<b>5</b>
Letter is typed, signed, author's title given	5
<b>Total Points:</b>	<b>115</b>
<b>The following items will be deducted from your overall score if applicable:</b>	
Permanently bound, use of plastic sheet covers, or use of staples	-10
Pages not consecutively numbered or sections not labeled	-5
Main Sections not on separate pages as instructed	-5

# 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***

<b>ACTIVITIES</b> to achieve the goal *brief, clear explanations	<b>TIME</b> of year activity will occur *be as specific as possible	<b>EVALUATION</b> of goal *give strengths and weaknesses
<p><b>Book Drive</b></p> <ul style="list-style-type: none"> <li>- Books were collected from local elementary schools and organized in the Student Activities office at Anytown HS.</li> <li>- 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).</li> </ul>	<p style="text-align: center;">September 1999 - November 1999</p>	<p><b>Strength(s):</b> We collected over 3,000 books, exceeding our goal of 300!</p> <p><b>Weakness(es):</b> 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><b>Sock Tree</b></p> <ul style="list-style-type: none"> <li>- 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.</li> <li>- All of the donated items were presented to the Town Clothing Depot by the class that had the most decorated tree.</li> </ul>	<p style="text-align: center;">December 1999</p>	<p><b>Strength(s):</b> 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><b>Weakness(es):</b> With such a large student/staff population, we expected more than only 200 items. Our publicity and encouragement should have been stronger.</p>
<p><b>Town Soup Kitchen</b></p> <ul style="list-style-type: none"> <li>- Each month student volunteers and an adviser traveled to Town Soup Kitchen to prepare and serve dinner to the hungry.</li> </ul>	<p style="text-align: center;">October 1999 - February 1999            Second and Fourth Sunday of each month</p>	<p><b>Strength(s):</b> 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><b>Weakness(es):</b> A Sunday event was hard to get volunteers for. We should try to do a lunch time serving during the week.</p>
<p><b>Salvation Army Bell Ringers</b></p> <ul style="list-style-type: none"> <li>- 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.</li> </ul>	<p style="text-align: center;">December 10, 1999</p>	<p><b>Strength(s):</b> We raised \$665 in just one day!</p> <p><b>Weakness(es):</b> We had some people back out due to the cold and snowy weather.</p>
<p><b>Cats &amp; Dogs Bake Sale</b></p> <ul style="list-style-type: none"> <li>- A bake sale was held at all lunches.</li> <li>- 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).</li> <li>- All money raised was taken to the MI Human Society.</li> </ul>	<p style="text-align: center;">February 1999 - March 1999            Friday of each week</p>	<p><b>Strength(s):</b> 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><b>Weakness(es):</b> 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

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## **S**pecific

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

## **M**easurable

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

## **A**ttainable

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

## **R**esponsible

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

## **T**imely

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