

2016 – 2017 MASC COUNCIL OF EXCELLENCE AWARD CRITERIA

- 1. School Biographical Information (SEE ATTACHED) 1 POINT**
 - This form is located in the MASC Council of Excellence section of the *MASC Guidebook*
- 2. Letter of Endorsement of Student Council President 1 POINT**
 - This letter must be on Letterhead (Student Council preferred)
- 3. Letter of Endorsement of the School Principal 1 POINT**
 - The Application will be disqualified if this letter is not included
 - This letter must be on Letterhead (School preferred)
- 4. Council Philosophy & Mission Statement 2 POINTS**
 - A statement of the development of the philosophy and/or mission statement
 - This section should be NO MORE than ONE PAGE in length.
- 5. Council Goals 1 POINT**
 - A statement of the development of the Goals of the Student Council
 - The Goals MUST be measurable and presented in the bulleted process.
 - This section should be NO MORE than ONE PAGE in length.
- 6. Governance (Constitution) 1 POINT**
 - A copy of the *current* Student Council Constitution must be submitted
- 7. Governance (Membership Process) 1 POINT**
 - A statement of the development of a Student Councils Membership
 - This section should be NO MORE than ONE PAGE in length.
- 8. Governance (Meetings) 1 POINT**
 - Schools will have to submit a list of ALL Student Council Meetings for the award year from February 1, 2016 ~ February 1, 2017
 - This section should be NO MORE than ONE PAGE in length and MUST NOT include other meetings outside of general student council meetings.
- 9. Governance (Agendas) 2 POINTS**
 - Schools must submit TWO copies of agendas from Student Council meetings
 - ONE MUST be for an Executive Board Meeting and ONE MUST be for a full Student Council Meeting.
- 10. Governance (Minutes) 2 POINTS**
 - Schools must submit TWO copies of the minutes from the corresponding agendas submitted for award
 - ONE MUST be for an Executive Board Meeting and ONE MUST be for a full Student Council Meeting.
- 11. Governance (Budget or Accounting Report) 1 POINT**
 - A copy of the Treasurer's Report or Budget or Financial Statement for the award year from February 1, 2016 ~ February 1, 2017

12. Governance (Committee Development)

1 POINT

- A statement of how the Student Council develops their committees. Student Council will have to state how they are managed, evaluated and maintained committees within Student Council.
- Include guidelines for operation, a list of all committees (standing and ad hoc), and a description of the method of chair selection.

13. Governance (Evaluation)

1 POINT

- Student Council will have to provide a sample of their evaluation tool of their student council projects.
- Explain how the evaluation tool is used within the assessment of the Student Council. This explanation should be NO MORE than ONE PAGE in length.

14. School Service Programs

2 POINTS

- Student Council will need to submit evidence of TWO programs that BENEFIT THE ENTIRE SCHOOL COMMUNITY
 - A. One example must show the participation of student council working with a diverse population within their school. (Special Education population, Collaborative work with other clubs or activities in their school, etc.)
 - B. One example must show the participation of the entire school population (ex. Homecoming Week, Spirit Week, etc.)

15. Spirit and Social Activities

2 POINTS

- Student Council will need to submit evidence of TWO programs that will IMPROVE SCHOOL SPIRIT AND CLIMATE IN THEIR OWN SCHOOL.
 - A. Both examples need to show evidence of spirit activities (ex. Pep Rally, Spirit Recognitions Programs)
 - B. A school should attempt to diversify their activities. Choose an event that reaches out to a certain population of students.
 - C. *EACH DESCRIPTION IS ALLOWED TO BE NO MORE THAN ONE PAGE IN LENGTH.*

16. Community Service Programs

2 POINTS

- Student Council will need to submit evidence of TWO programs that shows planning and implementation of community service programs in their school
 - A. One example MUST show the participation of the entire school community
 - B. One example MUST show the participation of the membership of the Student Council only.
 - C. *EACH DESCRIPTION IS ALLOWED TO BE NO MORE THAN ONE PAGE IN LENGTH.*

17. Fundraising Programs

1 POINT

- Student Council will need to submit ONE project that raises funds for student-related activities
 - A. One example must be provided of a fundraising activity.
 - B. *EACH DESCRIPTION IS ALLOWED TO BE NO MORE THAN ONE PAGE IN LENGTH.*

18. Leadership Training Programs**3 POINTS**

- Student Council will need to submit evidence of THREE projects or programs that show their planning and implementation of their leadership training programs
 - A. One example will need to be an “in-house” student council (full membership) leadership program
 - B. One example will need to be a program that focuses on the training of the Student Council Executive Board
 - C. One example will need to be a program that focuses on the professional development of the Student Council Advisor (*MASC Officershop OR MASC Advisor Retreat*)
 - D. *EACH DESCRIPTION IS ALLOWED TO BE NO MORE THAN ONE PAGE IN LENGTH.*

19. Communication**1 POINT**

- Student Council will need to provide ONE piece of evidence of how they communicate with their membership and the student body as a whole. The student council membership is allowed to practice opportunities to show a variety of communication skills.
 - A. One example of Student Council Communication (ex. Student Council Newsletter, Project Promotion Materials, Interactive Website for students, etc.)
 - B. Provide an explanation how this communication is used that is NO MORE than ONE PAGE in length.

20. Civic-Based Activities**1 POINT**

- Student Council will need to submit ONE example of evidence that employs various methods that encourage students to be involved in their community and increase their awareness of good citizenry and activism
 - A. One example a civic-based activities initiated by the Student Council
 - B. Examples can include: Elections, Community Service and Student Forums)
 - C. *EACH DESCRIPTION IS ALLOWED TO BE NO MORE THAN ONE PAGE IN LENGTH.*

21. Student Voice Activities**2 POINTS**

- Student Council will need to submit TWO examples of how they seek out opinions of their student body and create opportunities to include all students in the planning and executing of student council programs and project development.
 - A. One example of an activity that provides a forum for student opinion and idea exchanges.
 - B. One example of an activity that provides participation of students “at-large” within the school community to participate in leadership activities and committees within the student council. Student Council has a process to allow ALL students to be “part of the process”
 - C. *EACH DESCRIPTION IS ALLOWED TO BE NO MORE THAN ONE PAGE IN LENGTH.*

22. Special Olympics ~ Service Project**4 POINTS**

- Student Council will need to submit evidence of their participation in the following Special Olympics Program offered in partnership with the MASC and Special Olympics of Massachusetts.
 - A. Participation in the MASC Bocce Tournament as a part of a Unified Sports Team or *"Fans in the Stands"*
 - B. Participation in the *"Spread the Word to End the Word Campaign"* within your school.
 - C. Participation in the Polar Plunge Program
 - D. Example of an in-school event that fosters an environment of inclusion in school through an event/program sponsored by Student Council.
 - E. *EACH DESCRIPTION IS ALLOWED TO BE NO MORE THAN ONE PAGE IN LENGTH.*

23. Transitional Activities**2 POINTS**

- Student Council will need to submit TWO pieces of evidence that shows transitional activities for incoming students into their school
 - A. One example of an activity that aids in the transition or incoming students (outreach to the feeder schools)
 - B. One example of an activity that is designed to welcome and engage new students to the school community (ex. Orientation Programs, Freshmen Welcome Programs, etc.)
 - C. *EACH DESCRIPTION IS ALLOWED TO BE NO MORE THAN ONE PAGE IN LENGTH.*

24. Evaluation**2 POINTS**

- Student Council members will need to submit TWO forms of evidence of how effectively they evaluate their programs. (SAMPLES MUST BE PROVIDED)
 - A. One example of an evaluation that was used by the student council membership and/or committee chairs, executive board
 - B. One example of an evaluation that was used by the entire student body as a method of analyzing a school-wide activity.
 - C. This section should be NO MORE than ONE PAGE in length for the description explaining the evidence in which you have provided.

25. Charities:**2 POINTS**

- Student Council will need to submit TWO examples of charities that they planned and implemented that raised money for a charitable cause
 - A. One example will be a list of all the charitable programs done throughout the year and the amount raised for the organization or program
 - B. One example will be the DESCRIPTION of ONE program planned and implemented by the student council
 - C. This section should be NO MORE than ONE PAGE in length for the description explaining the evidence in which you have provided.

26. Regional Participation**2 POINTS**

- Student Council will need to submit evidence of their participation in the following Regional Programs
 - A. Regional Spring Conference
 - B. Regional Fall Conference

27.MASC State Participation **3 POINTS**

- Student Council will need to submit evidence of their participation in the following MASC Programs
 - A. MASC State Conference in Hyannis
 - B. MASC Summer Leadership Conference
 - C. MASC Officershop

28.Workshop Development and Participation **2 POINTS**

- Student Council will need to submit evidence of the development and presentation of a workshop on the following levels:
 - A. Evidence of a workshop/program presented at local student council event
 - B. Regional Workshop Presentation (evidence must be provided)

29.National Participation (NASC) **2 POINTS**

- Student Council will need to submit evidence of their participation in the following National Programs
 - A. NASC National Conference
 - B. Evidence of Membership with the National Association of Student Councils

30.Completion of Check List and Validation Forms **1 POINT**

TOTAL POINTS ONE CAN ATTAIN **50 POINTS**

Special Note:

- The new format might seem like a great deal of NEW stuff. However, when you look at your current programs, you may find plenty of already established programs that could be identified for each of the areas.
- Also, there will ***NO REPEATING PROJECTS***. You will only be allowed to use a project ONCE.

**2016 – 2017 MASC COUNCIL OF EXCELLENCE AWARD
CHECK-LIST AND VALIDATION RUBRIC**

Important Note: This form MUST be completed and signed in order to be eligible for the MASC Council of Excellence Award

<i>MASC Indicator</i>	<i>Total Eligible Points</i>	<i>Advisor Initials and Point(s) awarded</i>	<i>MASC Judging Committee Point Awarded & Comment</i>
School Biographical Form	1 Point		
Letter from Council President	1 Point		
Letter from Principal	1 Point		
Council Philosophy & Mission Statement	2 Points		
Council Goals	1 Point		
Copy of Council Constitution	1 Point		
Copy of Membership Process	1 Point		
List of Council Meetings	1 Point		
Copy of two Council Agendas	2 Points		
Copy of two Council Minutes	2 Points		
Copy of Treasurer's Report	1 Point		
Copy of Committee Process	1 Point		
Copy of Project Eval. Tool	1 Point		
School Serv. Programs (2)	2 Points		
Spirit & Social Activities (2)	2 Points		
Community Service Act. (2)	2 Points		
Fundraising Activity (1)	1 Point		
Leadership Training Act. (3)	3 Points		
Copy of Communication Tool	1 Point		
Civic-Based Activity (1)	1 Point		
Student Voice Act. (2)	2 Points		
Special Olympics (4)	4 Points		
Transitional Activities (2)	2 Points		
Use of Evaluative Tools (2)	2 Points		
Charity Programs (2)	2 Points		
Regional Participation (2)	2 Points		
MASC State Participation (3)	3 Points		
Workshop Development (2)	2 Points		
NASC Participation (2)	2 Points		
Completion & Submission of this form	1 Point		

TOTAL POINTS ACHIEVED BY COUNCIL: _____

Student Council President Signature: _____

Student Council Advisor Signature: _____

School Principal's Signature: **(MANDATORY)** _____

NOTE: All submissions will be read and judged by a committee. If your submission does not meet the criteria noted in the MASC Guidebook, you will not receive the achieved points for that category. Please follow the directions carefully. DO NOT REPEAT PROJECTS!

SCHOOL BIOGRAPHICAL INFORMATION INDICATOR #1

THIS FORM MUST BE TYPED

School Information:

School Name: _____

School Address: _____

School City & Zip Code: _____

School Phone: _____ Fax: _____

Advisor Information:

Advisor Name: _____

Advisor Phone or School Extension: _____

School Email: _____

Number of Years as Advisor: _____ Number of Co-Advisors: _____

Principal Information:

Principal Name: _____

Principal Phone and School Extension: _____

School Email: _____

School Demographics:

Current Number of Students in School: _____ Grades in School: _____
(ex. 9-12)

Classification (rural, suburban, urban, regionalized, private, technical) _____

Student Council Information:

Number of Active Student Council Members: _____ Number of Officers: _____

Approximate Year that the Student Council was founded: _____