

North Carolina Association of Student Councils 2012 Honor Council Information

Revised February 25, 2006

Effective for Honor Councils to be recognized at the 2007 State Convention and thereafter

Purpose

The Honor Council program of the North Carolina Association of Student Councils is designed to recognize those Student Councils who present evidence of having an *effective* and *progressive* council in *many areas*. High schools that meet honor council standards will be recognized at the State Convention and will be designated as a **Louise Hunter Honor Council**. Middle schools that meet honor council standards will be recognized at the State Convention and will be designated as a **Clinton Blake Honor Council**.

General Information

1. The honor council application / portfolio will be compiled by students and submitted with the school's state convention registration. Schools that do not attend the state convention must mail their portfolio to the First Vice President School via first class mail by **March 9, 2012**.
2. Portfolios should contain information from one state convention to February of the year in which the portfolio is submitted. For example, portfolios submitted for possible recognition at the 2012 State Convention should include evidences collected from March 2011 through early February 2012.
3. The portfolio material must be placed in the portfolio in the same order that it appears in the standards. Pictures or supporting information (fliers, thank you notes, newspaper clippings, name tags, decorative displays, graphics, etc) should not be included.
4. Each portfolio must contain the official application and it must be completed and placed on the first page seen in the portfolio.
5. The portfolio should be a standard three-ringed binder or pronged folder. Each of the sections (letters) under the "Standards" section must be clearly labeled as to what information is on that page. All pages should be enclosed in plastic page protectors, use both sides of the paper, use 10, 11, or 12 point font only, and be on white paper only.
6. To meet Honor Council standards, the portfolio must include evidence that meets the minimum number of items in each category of the standards.
7. The Executive Director shall appoint a panel of advisers or principals to serve as Honor Council portfolio evaluators.
8. The evaluators shall follow a checklist to determine if the portfolio meets the standards.
9. The decision of the evaluators shall be final.
10. Questions addressing the Honor Council program should be addressed to the NCASC First Vice President School or the Executive Director.
11. At the state convention following submission of portfolios, framed certificates will be presented to schools that meet the standards; certificates of participation will be presented to schools that submit a portfolio but do not meet the standards.
12. Portfolios will be returned to schools by the most economical means after they have been evaluated (most likely at the state convention where the awards are made).

Mail applications directly to:

**Rachel Horttor East Rowan High School
175 St. Luke's Church Rd. Salisbury, NC 28146**

Postmark Deadline: March 9, 2011

Honor Council Standards

I. Requirements

These requirements must be presented for consideration in the Honor Council Program

- A. Present a portfolio that verifies and expands upon the standards in each of the following sections:
 - 1. Council Organization, Procedures, and Structures
 - 2. Involvement Within and Beyond the State
 - 3. Activities At Home and Beyond
- B. All technical expectations and submission deadlines in the General Information must be met
- C. A school delegation must be present at the NCASC State Convention to receive the award

II. Standards

A. Application

___ A completed application form must be present on page 1 of the portfolio

B. Constitution

___ The school's constitution must be submitted, beginning on page 2 of the portfolio

C. Organization, Procedures, and Structure of Council

The following items should be included as a summary in the portfolio and be no more than 2 pages in length. This provides a brief narrative of the council's organization and structure:

___ Describe the council's organizational structure

___ Explain the election process for the council's Student Council officers

___ Describe who makes up the Student Council and provide a brief list of the executive board members

___ Explain how the Student Council officers and members are installed after they are elected

___ State how often the council (as a whole) meets (minimum of 10 meetings a year)

___ State how often the executive board meets (minimum of 5 meetings a year)

The following should be submitted as separate pages in the portfolio:

___ Submit two agendas (an outline of items to be discussed at a meeting) from meetings during the year (one from 1st semester and one from 2nd semester)

- ___ Submit a set of minutes (summaries of what happened in a meeting) from each of the meetings that you submitted agendas for (e.g., there will be two sets of minutes)

D. Involvement Within and Beyond the State

Information showing evidence of attendance/compliance to **3** of the following **8** items should be completed on the **Involvement Within and Beyond the State** form for verification

- ___ a delegate attended the NASC Conference
- ___ a delegate attended the SASC Conference
- ___ a delegate attended a NASC L.E.A.D. Conference (Regional conferences)
- ___ a delegate attended the NCASC State Convention
- ___ a delegate attended the NCASC Summer Workshop
- ___ a delegate attended a District Conference
- ___ a delegate attended a Middle Level event
- ___ you recruited a school, who was not a NCASC member the previous year, to join. Recruited school must have paid membership for the year this portfolio is submitted.

E. Activities at Home and Beyond

- ___ Schools should submit a **Honor Council Project Report** form showing that your Student Council completed at least **one** project in **at least 12** of the following 16 categories (the same project cannot be used for more than one category):

•**School Spirit:** Projects which boost school spirit within the student body, staff and community.

•**Faculty/Staff Relations:** Projects that promote good faculty/staff morale, staff appreciation, etc.

•**School Service:** Projects intended to benefit the school or student body. *Examples include: orientation, painting lockers, mentoring other students, focusing on the invisible student, at-risk students or exceptional students, or on campus clean-up programs.*

•**Civic Responsibility/ Patriotism:** Projects that promote national, state, school and/or individual pride and patriotism. *Examples include: sponsoring a voter registration, having a mock election, voter education, patriotic holiday events, etc.*

•**Community Service:** Projects intended to benefit the community outside the school. *Examples include: hospitals, the homeless, nursing homes, special schools, foster homes, needy people in the community, blood drives, any group or organization that your school feels is in need of service.*

- Homecoming:** Description and summary of the projects that are done during Homecoming at your school.
- Honors and Recognition:** Projects that reward or recognize positive things that people do in the school or community. *Examples include: scholarships, awards, special recognition, award dinners/breakfasts, etc.*
- New Project:** Projects that your council conducted for the first time in your school.
- Leadership Development:** Projects that center on leadership training, experience, or the development of a leader's responsibilities and experiences of council members and/or students in general. *Examples include: county-wide councils, elections, leadership retreat, serving on special committees (Does not include items listed in "Involvement Within and Beyond the State.")*
- Fundraising:** Projects that raise money for your council's operations, expenses or trips.
- Educational/Academic:***Examples include tutoring or programs that promote academic excellence*
- Character Development/Improving Student Attitudes:** Projects that strive to improve the character or attitudes of students about selected issues such as: sportsmanship, cultural diversity, racial relationships, respect for others, tolerance, character education, etc.
- Health and Safety Awareness:** Projects that promote good health and or wellness; drug, tobacco, alcohol abuse prevention programs; suicide prevention programs; projects that promote safety awareness in the areas of traffic, school, etc.
- Communication/ Public Relations:** Projects that focus on communication and/or public relations between your council and student body, staff, and/or community, ways you spread the news about what your council sponsors. *Examples include: council newsletter that is distributed to the student body, a TV news/announcement program within your school; a bulletin board or calendar posting activities, council website/web page.*
- Social Activities:** Projects that promote school enjoyment. *Examples are dances, fairs, fun days, etc.*
- Student Council Activities:** Projects that are run specifically for the benefit of your council activities for fun or that bond your council. *Examples are a lock-in, council trip to an amusement park, holiday party, etc.*

2012 NCASC Honor Council Application

PRINT

This application is submitted for consideration at the 2012 state convention.

Includes evidences from Spring _____ (last year) through early Spring _____(this year).

Date portfolio / application submitted: _____

Must be received by the First Vice President School on or before March 9, 2012.

Mail to: Rachel Horttor, Adviser East Rowan High School 175 St. Luke's Church Road Salisbury, NC

School _____

Mailing Address _____

School Telephone (_____) _____ Enrollment _____ Grades ____ to _____

District: Eastern Central Western

Is your school a current paid member of NCASC? Yes No

Principal's Name _____

Adviser Information

Adviser's Name _____

Preferred Telephone Contact Number: (_____) _____ Home School Cell

Email address _____

Student Council President Information

President's Name _____

Preferred Telephone Contact Number: (_____) _____ Home School Cell

Email address _____

Certification Statement

I certify that this portfolio was prepared by students:

Honor Council Portfolio Chairperson _____

President's Signature _____

Adviser's Signature _____

Principal's Signature _____

Involvement Within and Beyond the State Report Form

Use to document evidence for Section D of the Standards

(This form must be typed. Word processed copies are acceptable)

Please make as many copies of this form as needed to meet the requirements. If you devise your own form, please insure that all information listed below is provided.

School _____

Name of Event _____

Event Summary

(Please include the following information in your summary: Date and place of event, who from your council attended, and a description of some of the things that occurred at the event. Please be clear and concise in the summary.)

Honor Council Project Report Form

Use to document evidence for Section E of the Standards

(This form must be typed. Word processed copies are acceptable)

Please make as many copies of this form as needed to meet the requirements. If you devise your own form, please insure that all information listed below is provided.

School _____

Name of Project _____

Category _____
List of categories found in section E of the Standards: Activities at Home and Beyond

Project Goals/Objectives:

(1)

(2)

Project Summary

(Please include the following information in your summary: a brief description of the project, participation, finances, time spent, and councils evaluation. Please be clear and concise in the summary.)