

# North Carolina Association of Student Councils

## 2019 Honor Council Program

### Information – Standards – Checklist – Directions

*Revised February 25, 2006; Submission process revised Fall 2017*

Effective for Honor Councils to be recognized at the **2019 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 uploaded to the Honor Council Dropbox **on or before 11:59 pm on Saturday – February 16, 2019**. The portfolio must be submitted electronically. The portfolio must be completed by answering questions, entering text or inserting requested information into the Honor Council Portfolio PDF. Portfolios that are submitted in any other format **WILL NOT BE CONSIDERED**.
2. The validation form (a hard copy of the completed application form, with required signatures) must be **postmarked on or before February 16, 2019** and mailed to the Executive Director by U.S. Mail.
3. 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 2019 State Convention should include evidences collected from March 2018 through February 2019.
4. Pictures, letters of recommendation or supporting information (fliers, thank you notes, newspaper clippings, name tags, decorative displays, graphics, etc.) **should not be sent** as a part of the application. They will not be considered.
5. To meet Honor Council standards, the portfolio must include information and/or evidence that meet the minimum number of items in each category of the standards.
6. The First Vice President School Representative shall appoint a panel of advisers or principals to serve as Honor Council portfolio evaluators.
7. The evaluators shall follow a checklist to determine if the portfolio includes all required information and evidences.
8. Questions concerning the Honor Council program should be addressed to the NCASC First Vice President School or the Executive Director.
9. 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.

## 2019 Honor Council Standards and Checklist

### I. Requirements

These requirements must be met for recognition as an Honor Council. All submission deadlines in the General Information must be met.

Present a portfolio that verifies and expands upon the standards in each of the following sections:

- A. Application
- B. Constitution
- C. Council Organization, Procedures, and Structures
- D. Involvement Within and Beyond the State
- E. Activities At Home and Beyond

### II. Standards (optional use as Checklist – for school use only – do not upload or submit)

#### A. Application

\_\_\_\_\_ The application form must be completed.

#### B. Constitution

\_\_\_\_\_ The school's constitution must be submitted.

#### C. Organization, Procedures, and Structure of Council

The following items must be addressed:

- 1 \_\_\_\_\_ Describe the council's organizational structure
- 2 \_\_\_\_\_ Explain the election process for the council's Student Council officers
- 3 \_\_\_\_\_ Describe who makes up the Student Council and provide a list of the officers
- 4 \_\_\_\_\_ Explain how the Student Council officers and members are installed
- 5 \_\_\_\_\_ State how often and when the council (as a whole) meets  
**A statement verifying a minimum of 10 meetings a year is required for honor council status.**
- 6 \_\_\_\_\_ State how often and when the officers/executive board meets  
**A statement verifying a minimum of 5 meetings a year is required for honor council status.**
- 7 \_\_\_\_\_ Submit an agenda and minutes from a meeting held between March 2018 and June 2018
- 8 \_\_\_\_\_ Submit an agenda and minutes from a meeting held between July 2018 and February 2019

#### D. Involvement Within and Beyond the State

Evidence of attendance/compliance for **3 of the following 9** items must be submitted:

- 1 \_\_\_\_\_ a delegate attended the NASC Conference
- 2 \_\_\_\_\_ a delegate attended the SASC Conference
- 3 \_\_\_\_\_ a delegate attended a NASC L.E.A.D. Conference (Regional conferences)
- 4 \_\_\_\_\_ a delegate attended the NCASC State Convention
- 5 \_\_\_\_\_ a delegate attended the NCASC Summer Workshop
- 6 \_\_\_\_\_ a delegate attended a District Conference
- 7 \_\_\_\_\_ a delegate attended a Middle Level event
- 8 \_\_\_\_\_ a delegate attended the Victory Junction Workday
- 9 \_\_\_\_\_ council recruited a school, which 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

Submit a Student Council Project Report form for **one** project **in at least 12 of the 16 categories:**  
**The same project cannot be used for more than one category.**

- 1 \_\_\_\_\_ School Spirit  
Projects that boost school spirit within the student body, staff and community.
- 2 \_\_\_\_\_ Faculty/Staff Relations  
Projects that promote good faculty/staff morale, staff appreciation, etc.
- 3 \_\_\_\_\_ 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 cleanup programs.
- 4 \_\_\_\_\_ 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.
- 5 \_\_\_\_\_ 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 the school or council feels is in need of service.
- 6 \_\_\_\_\_ Homecoming  
Description and summary of the projects that are done during Homecoming at the school.
- 7 \_\_\_\_\_ 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.
- 8 \_\_\_\_\_ New Project  
Projects that the council conducted for the first time or the revival of a project not done in the past two years.

9 \_\_\_\_\_ 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: countywide councils, elections, leadership retreat, serving on special committees, etc.

Does not include items listed in Standard D – "Involvement Within and Beyond the State."

10 \_\_\_\_\_ Fundraising

Projects that raise money for the council's operations, expenses or trips.

11 \_\_\_\_\_ Educational/Academic

Examples include tutoring or programs that promote academic excellence.

12 \_\_\_\_\_ 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.

13 \_\_\_\_\_ 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.

14 \_\_\_\_\_ Communication/ Public Relations

Projects that focus on communication and/or public relations between the council and student body, staff, and/or community, how publicity about what the council sponsors is done. Examples include: council newsletter that is distributed to the student body, a TV news/announcement program within the school; a bulletin board or calendar posting activities, council website/web page.

15 \_\_\_\_\_ Social Activities

Projects that promote school enjoyment. Examples are dances, fairs, and fun days, etc.

16 \_\_\_\_\_ Student Council Activities

Projects that are run specifically for the benefit of council activities, for fun or that bonds the council. Examples are a lock-in, council trip to an amusement park, holiday party, etc.

## Directions for **Completing, Validating, and Submitting** the 2018-2019 Honor Council Portfolio

*Read Carefully – Contains Everything You Need to Know – Check off each # when completed*

1. **As soon as it is decided that your council will submit a Honor Council Portfolio**, send two (2) emails to the NCASC First Vice President School including the following information to notify them of your school's decision to participate in the 2018-2019 Honor Council Program. This will allow them to plan for evaluating and to look for your portfolio.
  - a. Name of School
  - b. *This statement:* **We will submit an Honor Council Portfolio.**
  - c. Name and email of the person who will submit the portfolio
  - d. Anticipated date of submission

**Send an email to both:** Amber Selby      [amberselby1@gmail.com](mailto:amberselby1@gmail.com)  
Bryan Rudolph      [bryan.rudolph@ucps.k12.nc.us](mailto:bryan.rudolph@ucps.k12.nc.us)

2. The **Honor Council Portfolio PDF** is a PDF that contains 28 separate, smaller PDFs. **HIGHLY RECOMMENDED** that you use **Adobe Acrobat Reader DC** to open this PDF. It is free at this link: <https://get.adobe.com/reader/>

**Download the PDF to your computer.** DO NOT complete it when you open it on the website. You will have issues when you try to save it. Open each small PDF to complete it. The tab function from one field to the next may not work properly if you do not open each one separately.

3. **PDF 1** is the **Application and Validation Form – Section A of the Standards**. It is a fillable form. Fill-in all requested information.

After completing the form, print it, obtain the four (4) required signatures, mail it to the Executive Director: **Colby Cochran 4800 Roberta Road Concord, NC 28027**  
It must be **postmarked on or before February 16, 2019** and sent through the U.S. mail.

4. **PDF 2** is the **Constitution Form – Section B of the Standards**. Fill-in the school name. Insert the student council constitution in the space provided. The form will only show page 1 of the constitution. Do not be concerned that you are not able to see the entire document.
5. **PDF 3** is **Section C of the Standards**. It is a fillable form. Fill-in, insert, or enter text to provide the requested information. All questions must be answered. Other information can be inserted AND / OR text can be entered to provide the information. Only page 1 will show of any inserted document or file that is more than one page. Do not be concerned that you are not able to see the entire document.
6. **PDFs 4 – 12** (9 of the same form) are forms provided to show evidence of **Involvement Within and Beyond the State – Section D of the Standards**. These are fillable forms. Fill-in all requested information. To meet Standard D, **only 3 of the 9 items** listed in Section D **are required**. However, 9 forms are included if you wish to provide evidence for any or all of the 9 items. At a minimum, you must complete 3 forms – at a maximum, you can complete all 9 forms.

7. **PDFs 13 – 28** (16 of the same form) are forms provided to show evidence of **Activities at Home and Beyond – Section E of the Standards**. These are fillable forms. Fill-in all requested information. To meet Standard E, evidence for **one project** for **12 of the 16 categories** listed in Section E **is required**. However, 16 forms are included if you wish to provide evidence for any or all of the 16 items. At a minimum, you must complete 12 forms – at a maximum, you can complete all 16 forms. **A project can only be used once**, i.e., the same project cannot be used to meet the standard in multiple categories. Attendance at events in Section D are not considered “projects” and cannot be used as evidence for Section E.

8. **After the portfolio has been completed:** **Must upload on or before February 16, 2019** ←

a. Save the PDF portfolio on your computer as: **XXXXX 18-19 Honor Council Portfolio.pdf**  
(where **XXXXX** is the name of your school)

b. Into your browser, copy/paste or enter this link:

<https://www.dropbox.com/request/yowyzvNELo6TGRJEIzgG>

c. **If you have a Dropbox account and you are signed in:**

Click **CHOOSE FROM COMPUTER** then locate and select the completed PDF portfolio.  
Click **UPLOAD**.

d. **If you DO NOT have a Dropbox account:**

Click **CHOOSE FILES** then locate and select the completed PDF portfolio.

Click **CHOOSE**.

The file will appear in the window.

Enter your **FIRST NAME**, **LAST NAME** and **EMAIL ADDRESS**.

Click **UPLOAD**.

e. When the file is successfully uploaded you will receive a **GREEN** message indicating **DONE**. You will also receive an email confirmation from Dropbox verifying your upload. Your file will be deposited in the 2018-2019 NCASC Honor Council Dropbox. The First Vice President School Student Representative (Amber Selby) and Adviser (Bryan Rudolph) will receive your portfolio.

**IMPORTANT:** The Dropbox will indicate that Colby Cochran is requesting the file and that only he will see it. **Disregard this notice.** Amber Selby and Bryan Rudolph will automatically be notified and they will be able to open and see your Honor Council Portfolio PDF.

f. You can print a hard copy of the completed Portfolio, if desired.

You should save the file where it will be accessible to future Student Councils for reference.

→ **Portfolio must be uploaded**  
**on or before 11:59 pm Saturday – February 16, 2019** ←

**Thank you for your school’s participation in the NCASC Honor Council Program.**

2018-2019 NCASC Honor Council