

WISCONSIN ASSOCIATION OF SCHOOL COUNCILS, INC.

2008-2009 STANDARDS OF EXCELLENCE PROGRAM

The WASC **Standards of Excellence Program** is designed to honor outstanding student councils or student government organizations. The main purpose of this annual report is to summarize all the projects and activities that your organization has been involved in from June 1 – May 31. One of the main uses of the Standards of Excellence report is to promote your group within your school and community. Make sure that your report meets the following structure and the criteria are assembled in the order listed.

A. **STRUCTURE** (1-3 points)

The annual report booklet shall be assembled **in the order the criteria are listed** on the criteria sheet, **in chronological order**, and with **numbered pages** and a **table of contents**.

Clearly identify each "criteria" section throughout the report with the use of **divider sheets**.

Judging factors will include **neatness, order and conciseness of report**.

Additional materials may be included in an appendix. Any pictures submitted with this report need to be included in this section and not in the main body of the report.

B. **CRITERIA**

1. The annual report booklet must include a **completed copy** of the **Participating School Checklist**. Each criterion **must be checked**; including #5 (a-q) and #11 (a-e), and it shall include **signatures of the Student Council President and Advisor**. This checklist shall be placed as the **first page following the table of contents**. (1 point)
2. A **list of student council members and officers**. Include a list of all committees and a list of members on each committee. (1 point)
3. **Regular council meeting dates**. List the dates of regular council meetings from June 1 of the previous year through May 31 of the current year, including summer months and other special meetings held during the year. (1 point)
4. **Council projects and activities from June 1 through May 31**. Submit a list of dated council projects and activities sponsored during the period designated (including summer) in chronological order, with a brief **summary and evaluation of each**. Brief means not more than one page for each project unless the nature of the project warrants a more detailed report. **Chronological order** means starting on June 1 and listing all activities the student council was involved in as they occurred through May 31 of the current year (one year of involvement over two calendar/school years). *One bonus point for submitting an extra copy of your school's 10 best projects (to be used as a resource in the state office). (1 - 5 points)
5. **WASC & NASC Participation**. Chronologically list the dates and locations of each of the following events your council attended. Include the number of students and advisors who attended. (1 point per event for max of 5)
 - a. Student Officer/Advisor Fall Conf.
 - b. Local Leadership Workshop Conf.
 - c. WASC Regional Fall Conference
 - d. WASC JAM Drive-In Conference
 - e. WASC Regional Spring Business Mtg.
 - f. WASC State Charities
 - g. WASC State Delegate Assembly
 - h. WASC Advisor's Conference
 - i. WASC JAM State Conference
 - j. WASC High School State Conf.
 - k. WASC Leadership Camp
 - l. WASC Reunion
 - m. WASC State Competition Program
 - n. WASC State Project Participation
 - o. NASC Conference
 - p. National Leadership Camp
 - q. NASC Lead Conference.

6. **WASC State Project(s) or Significant Local Project(s).** Submit a written summary of your council's involvement in a state project(s) or a significant local project. This report should include a **brief summary and evaluation** of each project. (Since part of the goal of a state project is to encourage councils to develop new programs, please point out those programs that were started because of a state project.) **(1 - 5 points)**
7. **Submit a copy** of at least one **article on some phase of student council** to the state office prior to May 31 (include the date the article was submitted to the WASC State office) for possible use in News Notes. **A copy of that article must be included in your Standards of Excellence report. (1 point)**
8. **Submit copies of articles** presented to local newspapers, school paper, regional newsletters, etc. for publication. **A copy of the articles must be included in your Standards of Excellence report (1 point)**
9. **Budget and/or account sheet for the current year.** Submit a copy of your working budget or financial account sheet for the current year. **(1 point)**
10. Submit a copy of your council's **Constitution, Bylaws, Amendments and revision dates. (1 point)**
11. **Evaluation of council.** The tabulated results for each of the following evaluations must be submitted in addition to information on the following: **(0 - 5 points)**
 - a. Evaluation of your council by **at least 10% of your student population.**
 - i. Number of students in school: _____
 - ii. Number doing evaluation: _____
 - b. Evaluation of your council by **at least 75% of your council.**
 - i. Number of students in council: _____
 - ii. Number doing evaluation: _____
 - c. Evaluation of your council by **at least 10% of your staff.**
 - i. Number of staff:
 - ii. Number doing evaluation:
 - d. A written evaluation by the Advisor.
 - e. A written evaluation by the Principal.

C. IMPLEMENTATION

1. The Standards of Excellence report must be **submitted to the WASC State Office postmarked no later than July 1** of the current year.
2. The ratings and awards will be announced at the **Fall Regional Meetings** and in subsequent WASC publications.
3. The State Executive Committee shall reserve the right to waive any requirements when a council can prove that, through no fault of its own, it is unable to meet certain criteria (including explanatory note for each item).
4. All Standards of Excellence Reports will be returned at the Fall Regional Conference or to the school upon request after the Fall Regional Meetings.

D. JUDGING

Annual reports will be judged according to the following standards:

1. **Objectivity** - determining if each criteria is met and to what degree.
2. **Subjectivity** - on those criteria requiring subjective judgment (#4, #6, #11).
3. **Neatness, orderliness, completeness and promptness of the report.**

E. STATE RATINGS AND AWARDS

1. **MERIT**: very good quality report (**CERTIFICATE**)
 1. Junior/middle school: **18 - 22 points**
 2. High school: **19 - 23 points**
2. **SILVER**: excellent quality report (**FRAMED CERTIFICATE**)
 1. Junior/middle school: **23 - 25 points**
 2. High school: **24 - 26 points**
3. **GOLD**: exceptional quality report (**PLAQUE**)
 1. Junior/middle school: **26 - 30 points**
 2. High school: **27 - 30 points**
4. On the 6th consecutive year of a Gold Rating, that school will receive a "WASC School of Excellence" banner. Yearly numerals will be presented for placement on that banner for subsequent Gold Ratings.

F. APPEAL PROCESS

1. The state review committee shall have the power to correct errors of addition.
2. A participating school may submit an appeal regarding its rating to the State Executive Committee.
3. There will be no appeal process on the interpretation of points given on any subjective item.
4. All appeals must be submitted in writing to the WASC State Office by December 15th.

**WISCONSIN ASSOCIATION OF SCHOOL COUNCILS, INC.
2008-2009 STANDARDS OF EXCELLENCE PROGRAM
PARTICIPATING SCHOOL CHECKLIST**

Name of School _____

City _____ WASC Region _____

Type of School: ___ Middle School ___ Junior High ___ Senior High

√	A.	STRUCTURE (1-3 pts.)
		The annual report booklet shall be assembled in the order the criteria are listed on this criteria sheet, in chronological order , criteria separated by divider sheets , and with numbered pages and a table of contents . Evidence may be included in an appendix. The judges will consider neatness, order and conciseness of the report.
	B.	CRITERIA
	1	The annual report booklet shall include a completed copy of the Participating School Checklist . Each criterion must be checked; especially #5 and #11, and it shall include signatures of the Student Council President and Advisor. This checklist must be placed as the first page following the table of contents. (Yes - 1 point; No - 0 points)
	2	A list of student council members and officers. Include a list of all committees and a list of members on each committee. (Yes - 1 point; No - 0 points)
	3	Regular council meeting dates. List the dates of regular council meetings from June 1 of the previous year through May 21 of the current year, including summer months and other special meetings held during the year. (Yes - 1 point; No - 0 points)
	4	Projects and activities from June 1 through May 31. Submit a list of dated council projects and activities sponsored during the period designated (including summer) in chronological order, with a brief summary and evaluation of each. Brief means not more than one page for each project unless the nature of the project warrants a more detailed report. Chronological order means starting on June 1 and listing all activities the student council was involved in as they occurred through May 31 of the current year (one year of involvement over two calendar/school years). *One bonus point for submitting an extra copy of your schools 10 best projects (to be used as a resource in the state office). (1 point/little involvement - greater involvement/5 points)
	5	Participation. Chronologically list the dates and locations of each of the following events your council attended. Include the number of students and advisors who attended. (1 point per event for max. of 5 points) <input type="checkbox"/> a. Student Officer/Advisor Fall Conference <input type="checkbox"/> b. Local Leadership Workshop Conference <input type="checkbox"/> c. WASC Regional Fall Conference <input type="checkbox"/> d. WASC JAM Drive-In Conference <input type="checkbox"/> e. WASC Regional Spring Business Meeting <input type="checkbox"/> f. WASC Regional Symposium <input type="checkbox"/> g. WASC State Delegate Assembly <input type="checkbox"/> h. WASC Advisor's Conference <input type="checkbox"/> i. WASC JAM State Conference <input type="checkbox"/> j. WASC High School State Conference <input type="checkbox"/> k. WASC Summer Camp <input type="checkbox"/> l. WASC Leadershop Reunion <input type="checkbox"/> m. WASC State Competition Program <input type="checkbox"/> n. WASC State Project Participation <input type="checkbox"/> o. NASC Conference <input type="checkbox"/> p. National Leadership Center Camp <input type="checkbox"/> q. National Advisor Seminar/Conference

√	B.	CRITERIA continued
	6.	State Projects or Significant Local Project. Submit a written summary of your council's involvement in a state project(s) or a significant local project. This report should include a brief summary and evaluation of each project. (Since part of the goal of a state project is to encourage councils to develop new programs, please point out those programs that were started because of a state project). (1-5 points)
	7.	Copy of at least one article on Student Council submitted prior to May 31 to the state office for publication. A copy of that article indicating the date submitted to the state office must be included as evidence. (Yes - 1 point; No - 0 points)
	8.	Copy of articles presented to local newspapers, school paper, regional newsletter, etc. for publication. (Yes - 1 point; No - 0 points)
	9.	Copy of budget and/or account sheet for current year. A copy of your working budget or financial account sheet for the current year. (Yes - 1 point; No - 0 points)
	10.	Copy of your Constitution, Bylaws, Amendments and revision dates. (Yes - 1 point; No - 0 points)
	11.	<p>Evaluation of Council Copies of your completed evaluation forms must be submitted in addition to information on the following: (0 - 5 points)</p> <p>A. Evaluation of your council by at least 10% of student population. No. in school: _____ No. doing evaluation: _____</p> <p>B. Evaluation of your council by at least 75% of council. No. in council: _____ No. doing evaluation: _____</p> <p>C. Evaluation of your council by at least 10% of your teachers. No. of teachers: _____ No. doing evaluation: _____</p> <p>D. A written evaluation by the Advisor: _____</p> <p>E. A written evaluation by the Principal: _____</p>

Student Council President

Student Council Advisor

Standards of Excellence Chairperson