



Pennsylvania Association of Student Councils

**KEYSTONE COUNCILS
High School Recognition Program**

September 2018

Dear Colleague:

PASC, through its vision to ‘recognize school and individual achievements’, is issuing your council a challenge – the challenge of excellence! This program offers the opportunity for your council to grow and improve. It is not intended to be a competition among councils; rather, its purpose is three-fold:

1. **To be a goal-setting and planning tool for advisors and student leaders as they plan out their year. This program can help you achieve a balanced year of activities.**
2. **To be used as an evaluative tool throughout the year – to help you see what you’ve accomplished, and stay focused on your goals.**
3. **A method whereby PASC can effectively recognize quality councils within the state.**

The following pages contain a description of activities and services, which your student council may wish to accomplish. Please note that points are given for each completed activity. Councils earning enough points will qualify for **Keystone or Distinguished Keystone Council Awards**, and will be honored at the PASC State Conference, November 2019 at Westmont Hilltop High School, and will receive specially designed certificates with a seal indicating their specific recognition. The PASC office will also prepare a media release for your local newspaper. After all, we can all use a little good news! Because we operate under the “honor system,” we ask your cooperation in being fully truthful in your scoring – even if it means qualifying for a lower category. Remember, achieving any one of the categories is an accomplishment to be proud of!

A copy of the description pages along with attached documentation must be mailed to: **Jeff Kusniez, Awards Coordinator, 120 N. Monroe St. Boyertown, PA 19512** by Friday, June 30, 2019. Since this program runs from spring to the following spring, councils may include points acquired after May 21, 2018. The only requirement is that your school must be an active PASC member school in order to participate.

On behalf of the PASC Executive Board, I wish your council an exciting and fulfilling year. Please feel free to contact me if you have any questions.

Sincerely,

Rose Ann Fulena
PASC Executive Director

Certificate Categories:	
<u>TOTAL PTS.</u>	<u>AWARD</u>
193 – 237	Keystone Council
238 – 294	Distinguished Keystone Council

Timeline:	
July 2018 to June 2019	Activities Completed
June 30, 2019	Postmark Deadline
August 2019	Applications Reviewed
October 1, 2019	Awarded Schools Notified
November 2019	.Awarded Schools Recognized at the State Conference

PASC
HIGH SCHOOL RECOGNITION PROGRAM
2018-2019

Information Form

School Name _____ Region _____

PASC District _____ County _____

Address _____

City _____ Zip _____ Phone _____

Advisor's Name _____

Advisor's Email _____

Principal's Name _____

Principal's Email _____

We have reviewed this application and verify that to the best of our knowledge the information contained within is factual and fulfills the requirements for:

(Check one) _____Keystone
_____Distinguished Keystone

TOTAL POINTS EARNED _____

Please list the number of years that you have received this award _____

Student Council President's Signature _____ Date _____

Advisor's Signature _____ Date _____

Principal's Signature _____ Date _____

In addition to this application, please submit a letter or recommendation from your principal, explaining how your student council makes an impact in your school and why your student council organization deserves this award.

High School Student Council / Leadership High School Student Council / Leadership Recognition Program

Please place the total points earned before each number- Please do NOT just place a checkmark in the space.

I. LEADERSHIP DEVELOPMENT

A. SCHOOL

- _____ 1. Your school holds a leadership retreat/ lock-in/officer training session apart from the school day **(5 pts.)**
- _____ 2. Attach your mission statement or goals for the year **(5 pts.)**
- _____ 3. You have a student(s) serving on your school's site/ advisory council, school board or similar school or school district committee **(5pts.)**
Which school/ school district committee(s): _____
- _____ 4. Your student council has participated in a training that promotes student voice and input **(5 pts.)**

Name of the training _____
- _____ 5. A motivational or guest speaker spoke to your student body, planned or sponsored by your student council **(3 pts.)**
Guest speaker's name _____
- _____ 6. Attach documents from the motivational guest speaker activities such as photographs, newspaper coverage, thank you letters, OR a summary of how the student body/ faculty reacted to the speaker's message **(2 pts.)**

B. DISTRICT/ REGIONAL

- _____ 1. 2018 PASC Fall/ 2019 Spring District or Regional Conference Attendance **(5 pts)**
- _____ 2. If someone from your school presented a workshop at your PASC District/ Regional Conference **(2 pts./ workshop, max. 10 pts.)**
- _____ *BONUS If your school hosted a District/ Regional Conference during the school year **(5 pts.)**
- _____ *BONUS If your school has a member on a PASC District Board **(5 pts.)**

C. STATE

- _____ 1. 2018-2019 PASC Membership **(5 pts.)**
- _____ 2. 2018 PASC State Conference Attendance **(1 pt. per person, max. 5 pts.)**
- _____ 3. 2018 PASC Summer Camp Attendance **(1 pt. per person, max. 5 pts.)**
- _____ 4. Most recent PASC PAL Conference Attendance-offered in odd years (Fall 2017). **(5 pts.)**
- _____ 5. If someone from your school presented a workshop at the PASC State Conference **(3 pts./ workshop, max 15 pts.)**

_____ 6. If your school participated in fundraising for the 2018 State Charity – Children’s Miracle Network **(5 pts.)**

_____ *BONUS If your school has a representative on the PASC Executive Board **(5 pts.)**

_____ *BONUS Your school hosted the State or National Conference last year or is hosting this year/next year **(10 pts.)**

_____ **LEADERSHIP DEVELOPMENT SECTION TOTAL (80 PTS. POSSIBLE)**

II. COUNCIL / LEADERSHIP ORGANIZATION

A. CONSTITUTION

_____ 1. Attach a copy of your constitution **(2 pts.)**

_____ 2. Your council has revised or reviewed your constitution within the last 3 years **(2 pts.)**

_____ 3. Election / Appointment Procedures are written in your constitution and publicized **(2 pts.)**

_____ 4. Your constitution is public and easily accessible to all students **(2 pts.)**

_____ 5. Written job descriptions for officers and committee chairs are provided to student council members and are available to the student body **(2 pts.)**

B. FINANCIAL PROCEDURES

_____ 1. The student council officers and advisors work to prepare an annual written budget **(3 pts.)**

_____ 2. The student council officers and advisors work to maintain accurate financial records **(3 pts.)**

_____ 3. The Treasurer regularly reports the financial activities of the council during regular business meetings **(2 pts.)**

C. ORIENTATION OF MEMBERS

_____ 1. Your council holds an induction ceremony or in-council induction event **(3 pts.)**

_____ 2. Your council holds an orientation session or retreat for incoming officers **(5 pts.)**

_____ 3. Written resources provided to members, including job description, goals, calendar and constitution (i.e. student council playbook) **(3 pts.)**

_____ 4. Member contact information is prepared and updated regularly **(2 pts.)**

D. PROVIDING FOR STUDENT BODY VOICE

_____ 1. Student council provides forums or other activities that provide all members of the student body opportunities to express their views and concerns, and to suggest ideas for activities and improved school climate **(5 pts.)** How? Please provide at 3 examples.

- _____ 2. One or more student council officers and members meet regularly with the school principal or designee to discuss student and school-related issues **(5 pts.)**

E. MEETINGS

- _____ 1. Council / Leadership meetings are regularly scheduled with a meeting calendar provided to all members **(5 pts.)**
- _____ 2. An agenda is set prior to the meeting **(3 pts.)**
- _____ 3. Students are aware of & follow meeting “norms” (i.e. Robert’s Rules of Order/ Parliamentary Procedure, other procedures) **(2 pts.)**
- _____ 4. Your council keeps records of membership and meeting attendance **(3 pts.)**
- _____ 5. Your council keeps records of minutes which includes showing financial activity **(3 pts.)**
- _____ 6. Student council officers/ Executive Board and advisor meet outside of regular business meetings to plan and address current issues **(3 pts.)**
- _____ *BONUS Maintain historical records of activities (evidence of a scrapbook or similar archives) **(3 pts.)**

F. COMMUNICATION

- _____ 1. Council / Leadership team reports regularly to the student body and faculty **(4 pts.)**
- _____ 2. Calendar of your student council activities is prepared, distributed and publicized **(5 pts.)**
- _____ 3. Your council has a designated area for students to find information on events **(5 pts.)**
(i.e. bulletin board, website, social media site)
- _____ 4. Established procedure for communication and coordinating of clubs
(i.e. Inter-club council etc.) **(2 pts.)**
- _____ 5. Your council communicates with middle / elementary feeder school advisors, students, and parents **(3 pts.)**
- _____ 6. Your council communicates with other nearby high schools in your area **(5 pts.)**
- _____ *BONUS Media publicity for council activities (School, town, state newspaper, online media, radio, TV broadcast)
Attach any publicity that your school created or received for each activity.
(1 pt. each, max. 5 pts.)

_____ **COUNCIL/ LEADERSHIP ORGANIZATION SECTION TOTAL (84 PTS. POSSIBLE)**

III. ACTIVITIES

A. SCHOOL OUTREACH

_____ 1. Did your student council do something special to help another in-school club or organization (ex. Volunteering at one of their events)? Please explain. **(5 pts.)**

_____ 2. If your student council actively supports and encourages students to attend a variety of events including drama, choir, speech and other club activities **(5 pts.)**

_____ *BONUS Did your student council do something special to help another school? Please explain: **(5 pts.)**

_____ *BONUS If your school hosted a Mini-THON or a sponsored an event raising funds for the Four Diamonds during the school year **(5 pts.)**

B. CIVIC ENGAGEMENT

_____ 1. Your council participates in activities with or has been recognized by community leaders and agencies (e.g. Rotary, Kiwanis, Lions) **(3 pts.)**

_____ 2. One or more student council officers or representatives make a minimum of one presentation per year to a community/ civic organization (e.g. Rotary, Kiwanis, Lions) **(3 pts.)**

_____ 3. Your council sponsors annual elections that reflect the democratic process and may include such features as voter registration, campaigning, and balloting **(4 pts.)**

_____ 4. Your council promotes voter registration for 18 year-olds and encourages voting in municipal elections **(5 pts.)**

_____ *BONUS If someone from your school participated in the PASC Student Summit in Harrisburg **(5 pts.)**

_____ *BONUS If you student council promotes mock presidential elections or student issue forums to stimulate interest in candidates and issues during state and presidential elections **(5 pts.)**

C. COUNCIL / LEADERSHIP SPONSORED ACTIVITIES & COMMUNITY SERVICE

* Below are 4 categories of activities your student council could sponsor or spearhead during a given year. List your activities under the appropriate category. On a separate sheet of paper please provide a brief description (3-5 sentences) of each project or event including: purpose of event, people involved, and outcomes.

** Each category can include up to 5 events. Each event will be rewarded 3, 2, or 1 points based on the caliber of the event and description provided. Each category is worth a total of 15 points. The Review Committee will determine the point values for each event.

1. School Spirit and Social Activities

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

2. School and Community Service

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

3. School and Charitable Fundraising

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

4. Appreciation/ Recognition/ Diversity

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

*In addition to the brief project descriptions, please select one of the events/ activities you listed above and complete a one-page summary (approx. 250 words) elaborating on how it fits one of the following criteria **(15 pts.)**

- 1. Most successful project of the year
- 2. Most unique project to your school
- 3. Project with the greatest impact on your school or community
- 4. Project that your student council learned the most from

_____ **ACTIVITIES SECTION TOTAL (100 PTS. TOTAL)**

IV. EVALUATION

_____ A. **SELF EVALUATION**

1. Council / Leadership has formalized a process for self-evaluation of its functions **(5 pts.)**
2. Attached documentation or description of the process **(5 pts.)**

_____ B. **LEAVING A LEGACY**

1. Development and implementation of a plan to pass on evaluations / reflections to the next year leaders **(10pts.)**
2. Attached documentation or description of the process **(5 pts.)**
3. Student Council has various methods to evaluate and obtain feedback on projects and activities **(5pts.)**

_____ **EVALUATION SECTION TOTAL (30 PTS. POSSIBLE)**