

OASC Honor Council Digital Scrapbook or Video

Below are the procedures that are required in order for you to complete an Honor Council Slideshow or Video. After reading through the procedures, if you should have any questions, please direct them to Kaitlin O'Hara. Phone: 330-322-9777 or Email: kaitlin.ohara@oasc-oh.org

Procedures

In order to participate in the Honor Council program, a school must create a digital slideshow or video documenting student council activities. This application lists the essential elements that successful student councils maintain. I have tried to include ALL the POSSIBLE ways a council can do its work. You do NOT have to complete all areas to qualify. That is the reason we have two levels for this award.

Your council's digital slideshow or video should be a record of what your council does. Please feel free to include electronic pictures, drawings, scanned letters, notes, summaries, examples etc to show how you have completed each item, activity or project. I would like to emphasize the need to include many pictures and to be creative.

Attached is the list of requirements. Go through the list and check the items that can be found in your digital slideshow or video. Indicate the slide number, or video time on where items can be found in your submission. Each item represents a point value. There is NO minimum count for any section. The total number of points your school earns will determine your award. Because you check off and indicate the slide or time at which each item can be found, you may organize your book in any way you choose. You can arrange it by the months of the year, by committees, by activities, etc. The order is not important; just be sure you indicate where each item can be found.

**The Honor Council Award has two levels:
Honor Council Participant: 1 point to 75 points.
Honor Council with Merit: 76 points to 104 points.**

Some Extra Things to Know:

Digital Honor Council Presentations will be scrolled on the large screen at the Annual State Conference in March.

The Honor Council Form (which includes the Tally Sheet and where you'll upload or link your digital submission) is due by February 25th.

Electronic scrapbooks can be created using powerpoint, or Google Slides or loaded onto Youtube or other social media site. If you have a different platform you are interested in using please let us know! As long as it can be accessed from various computers, it will not be a problem.

Honor Council Award Application

Purpose

The purpose of the OASC Honor Council Award is to provide statewide recognition for student councils that maintain and complete objectives and activities for a strong year-round program. YOUR school does great things! The Honor Council Award allows you to document your work so you have a lasting record of your activities & potentially able to share on social media and/or school websites. Schools that participate in the Honor Council program will be recognized at the State Conference in the spring and will be awarded a certificate for display at their school.

Honor Council Tally Sheet

On the next sheets there are instructions and a tally sheet in order for you to complete the Honor Council Award. Please read the information carefully and follow all instructions. Thank you for participating in the Honor Council Program. I hope your electronic submission becomes a not only a lasting memory and tribute to your outstanding work, but also as a way to demonstrate to schools, parents, teachers and communities what your student council accomplishes within an academic year.

Name of School: _____

Honor Council Application Tally Sheet

Listed below are the items that can be associated with effective student councils. Your slideshow or video should contain many of these items. Go through the list and mark each item you have in your submission. Then, indicate the slide number or video time where that item can be found. This way, you can organize your submission in any order or in any format you like. *Be sure to add up the five sections and place the total on the other side.*

I. COUNCIL ORGANIZATION - DESCRIBE/EXPLAIN/SHOW EXAMPLES/INCLUDE PICTURES

A. CONSTITUTION

- _____ 1. One copy submitted (1 pt)
- _____ 2. Evidence of constitutional revision or review. Mark revision & explain your reviewing procedure (1 pt)

B. FINANCIAL FORMS - EXPLAIN PROCEDURES ON HOW BUSINESS IS CONDUCTED

- _____ 1. Copy of Statement of Purpose and Acceptable Receipts and Expenditures (1 pt)
- _____ 2. Proposed Council Budget for current year (1 pt)

C. REPRESENTATION

- _____ 1. List of members and advisors (1 pt)
- _____ 2. Method of representation (List guidelines for election & any restrictions) (1 pt)
- _____ 3. Installation (a type of ceremony or activity) (1 pt)

D. NEEDS SURVEYS - INCLUDE A COPY AND SUMMARY

- _____ 1. Survey at the beginning of the year of student body needs & ideas for council involvement. Include a copy of the Survey Form and complete summary of the results (1 pt)
- _____ 2. Survey at the beginning of the year of faculty needs & ideas for council involvement. Include a copy of the Survey Form and complete summary of the results (1 pt)

E. GOAL SETTING FOR THE YEAR

- _____ 1. Evidence of council setting goals for the year. Explain how your council/officers set goals and list goals for this year (1 pt)
- _____ 2. List of planned activities to accomplish each goal (1 pt)
- _____ 3. Evidence of individual goal setting by council members. Include sample copy and procedures (1 pt)

F. COMMITTEES

- _____ 1. List all committees on your student council (1 pt)
- _____ 2. Explain the purpose of each committee (1 pt)

G. MEETINGS

- _____ 1. Explain how/when your council meetings are scheduled (1 pt)
- _____ 2. Explanation of how meetings are announced to members (1 pt)
- _____ 3. Explain procedures of Officer/Advisor or Executive Committee Meetings. (1 pt)
- _____ 4. Explain how council communicates with administration (1 pt)
- _____ 5. Explain specifics of how council communicates with Faculty (1 pt)
- _____ 6. Involvement at a community group meeting or special presentation (1 pt)
- _____ 7. Copy of one agenda and one corresponding minutes (1 pt)

II. COMMUNICATION - DESCRIBE/EXPLAIN/SHOW EXAMPLES (BE COMPLETE WITH YOUR EXAMPLES AND INCLUDE PICTURES)

- _____ A. Explain how you report to student body. (2 pts)
- _____ B. School/City/Village/District/Faculty newspaper/newsletter articles. Send Copy. (2 pts)
- _____ C. Council article in OASC LEADS ONLINE or ONLINE UP-DATES publications. Send Copy. (2 pts)

D. COMMUNICATION GROUPS

- _____ 1. Collaboration with a club/group/committee project. Explain (1 pt)
- _____ 2. Student/Faculty/Administration groups such as curriculum, conduct code, or other input group on school policies (1 pt)

- _____ E. Communication of purpose and program to parents/community (other than newspaper articles). Explain and send copy. (1 pt)

- _____ F. Communication with another school other than school exchange (1 pt)

SEE NEXT PAGE

- III. EVALUATION - MUST INCLUDE A COPY OF THE SUMMARY FORM AND THE TALLIED RESULTS
 - A. COUNCIL EVALUATIONS ITSELF
 - _____ 1. Evaluation of business meetings (1 pt)
 - _____ 2. Evaluation of officers (1 pt)
 - _____ 3. Evaluation of Advisor (1 pt)
 - _____ 4. Members evaluate themselves (1 pt)
 - _____ B. Student body evaluation of council. Must include copy, tallies, and summary. (If you used a percentage of students, explain how you planned to get a representative sampling.) (2 pts)
 - _____ C. Faculty Evaluation of Council (1 pt)
 - _____ D. Advisor/Officers Evaluation of Council (1 pt)
 - _____ E. Administrative Evaluation of Council (1 pt)
- IV. ACTIVITIES - SPONSORED, ORGANIZED, PRESENTED BY STUDENT COUNCIL (BE COMPLETE IN ALL EXPLANATINOS AND INCLUDE PICTURES)
 - _____ A. ASSEMBLIES (3 pts POSSIBLE ON EACH FOR UP TO 3 PROJECTS. 9 pt MAXIMUM.)
 - 1. Explanation of purpose
 - 2. Copies of your planning and preparation work
 - 3. Summary/Evaluation of the activity. Include what you learned & what you would do differently.
 - _____ B. COMMUNITY SERVICE (3 pts POSSIBLE ON EACH FOR UP TO 3 PROJECTS. 9 pt MAXIMUM.)
 - 1. Explanation of purpose
 - 2. Copies of your planning and preparation work
 - 3. Summary/Evaluation of the activity. Include what you learned & what you would do differently.
 - _____ C. FUND-RAISING (3 pts POSSIBLE ON EACH FOR UP TO 3 PROJECTS. 9 pt MAXIMUM.)
 - 1. Explanation of purpose
 - 2. Copies of your planning and preparation work
 - 3. Summary/Evaluation of the activity. Include what you learned & what you would do differently.
 - _____ D. OTHER PROJECTS (3 pts POSSIBLE ON EACH FOR UP TO 3 PROJECTS. 9 pt MAXIMUM.)
 - 1. Explanation of purpose
 - 2. Copies of your planning and preparation work
 - 3. Summary/Evaluation of the activity. Include what you learned & what you would do differently.
 - E. WORKSHOP FOR YOUR COUNCIL/SCHOOL (SEVERAL HOURS, ALL DAY, OVERNIGHT, ETC)
 - _____ 1. Explanation of purpose (1 pt)
 - _____ 2. Program schedule and activities (1 pt)
 - _____ 3. Handbook/Handouts. Include copies. (1 pt)
 - _____ 4. Evaluation/Summary of workshop (1 pt)
 - F. SCHOOL EXCHANGE
 - _____ 1. Explanation of Purpose (1 pt)
 - _____ 2. Explanation of how to set up and what was accomplished (1 pt)
- V. ORGANIZATIONAL INVOLVEMENT
 - A. NATINOAL/WHO ATTENDED/WHAT WAS LEARNED/INCLUDE PICTURES
 - _____ 1. NASC membership. Copy of Certificate. (1 pt)
 - _____ 2. NASC sponsored activity participation (1 pt each, up to 4 pts possible)
 - B. STATE INVOLVEMENT (WHO ATTENDED, WHAT DID THEY LEARN, INCLUDE PICTURES)
 - _____ 1. OASC Membership (1 pt)
 - _____ 2. OASC sponsored activity participation (Ex: Fall Conference, Retreats, Summer Wksp.) (1 pt each, up to 4 pts possible)
 - _____ C. Attendance at any other leadership workshop where there might be discussion groups and or other sessions. Explain/include pass outs/pictures. (Not a school exchange).
 - _____ D. Attendance by an Advisor at OASC activities. (1 pt each, up to 4 pts)
 - _____ E. Involvement in the Membership Boosters Program (3 pts for each recruited school. 6 pts MAX)
- _____ **YOUR TOTAL POINT SCORE OF ALL FIVE SECTIONS**