

**SDHSAA
OUTSTANDING
STUDENT
COUNCIL**

**2023-2024 Report Form**

**A NOTE TO THE ADVISOR:**

The SDHSAA has sponsored the "Outstanding Student Council" project since 1989. The goal of the SDHSAA is to provide this incentive program as a service to SDHSAA member schools and thereby increase the number of schools involved in the project each year.

The purpose of the "Outstanding Student Council" project is to give Student Councils the praise and recognition they deserve for a well-done job. Those councils recognized as "Outstanding" have well rounded programs and are active on the local and state levels; they have done an exemplary job in their schools.

Participation in the program should be viewed as a self-evaluation project. The SDHSAA would hope that all schools participate in this valuable activity.

If you have any questions, call Brooks Bowman at 224-9261 for further details.

**SDHSAA OUTSTANDING STUDENT COUNCIL PROJECT**

**Awards and Recognition:**

All High School Student Councils that achieve 500 points or more, based on the following criterion, will be designated as an "Outstanding Student Council" and will receive a recognition plaque presented by the SDHSAA. The SDHSAA staff will evaluate the nominations.

**Time Period Covered:** March 1, 2023 – February 28, 2024

**Deadline When to Submit Report:** By March 1, 2024

Send This Form To: Brooks.Bowman@sdhsaa.com

**How to Submit Report:**

Requirement: All reports will be submitted electronically. Student Councils wishing to participate in the program might wish to appoint either a committee or an individual within the council to work on the nomination form and to keep it current throughout the year. All submissions become property of SDHSAA. This form is set up in table format. To answer the questions start typing in the blank below or just to the right of the question. The form will expand as you type multiple lines.

**REPORT FORM**

**The form is divided into three parts:**

A. **PART I** is the "Entry Form" which asks for routine information about the composition and operation of the council.

B. **PART II** is the "Criteria Rating Form". It is in PART II that a real feel and understanding of your council can be developed. When completing PART II, just fill in the "possible points" which you receive from each completed activity in the blank next to the activity and briefly supply the information requested in the space provided. For Example: If you've presented and discussed as a student council your objectives for this year, place 10 points next to that item on the form. (See: page 4, item C.)

C. **PART III** is the "Tally Page" in which all the information from PART II is summed up by placing the earned points in the appropriate blanks and providing a total of the points earned.

*NOTE: REPORTS RECEIVED WITHOUT POINTS BEING RECORDED* ***OR*** *WITHOUT
 POINTS BEING TOTALED* ***WILL NOT BE ACCEPTED.***

**Outstanding Student Council Designation:**

Any school that submits the following will be designated an “Outstanding Student Council”:

• Copies of the agenda for 6 meetings or 1 master calendar

• Copies of the minutes from 6 meetings

• At least 500 points (based on the criteria as explained throughout this Report Form)

**PART I: ENTRY FORM**

1.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of School: |  | Name of Principal: |  |
| School Address: |  |
| City:  |  | Zip Code: |  | Phone: |  |

|  |  |  |
| --- | --- | --- |
| 2. | Grades which are represented by the elected Council: |  |

|  |  |
| --- | --- |
| 3. | Description of the Council: |
|  | A. | Size of the Council: |  |
|  | B. | Number of Officers: |  |
|  |  | Name of President: |  |
|  | C. | Name(s) of Sponsor(s) / Advisor(s) |  |

|  |  |
| --- | --- |
| 4. | Composition of the Council |
|  | A. | How are the Council Members Elected? (e.g. Represent specific grades as Sophomores, represent homerooms, represent specific clubs or organizations, elected at large, other.) Explain –  |
|  |  |  |
|  | B. | How are Council Officers Elected? (e.g. Campaign at large, selected by the other council members, automatically a part of the perks of the Senior Class representatives, other.) Explain –  |
|  |  |  |

|  |  |
| --- | --- |
| 5. | Council Meeting Dates: (e.g. Every third Monday morning.) |
|  | A. | Regular general meeting of entire Council? |  |
|  | B. | Executive Board meetings? |  |

**PART II – OUTSTANDING STUDENT COUNCIL
CRITERIA RATING FORM**

**IN COMPLETING THIS FORM, PLEASE NOTE THE FOLLOWING:**

*Provide ALL information requested (including explanations when requested)*

**Remember to fill in all points on both the “Entry Form” and “Tally Page” – Points not
completed will not be counted towards the points for the “recognition”**

*No pictures are to be included when submitting this "Report Form".*

|  |  |  |  |
| --- | --- | --- | --- |
| I. | **OBJECTIVES** | **POINTS** | **SCORE** |
|  | A. | 1. Does your Council have General Objectives? |  |  |
|  |  |  | Yes |  |  | No |  |  | 20 |  |
|  |  |  | If “Yes”, state your general objectives |  |  |
|  |  |  |  |  |
|  |  | 2. Are your general objectives written in your Constitution? |  |  |
|  |  |  | Yes |  |  | No |  |  |  |  |
|  |  |  | If the answer is “No”, explain where the general objectives can be found: |  |  |
|  |  |  |  |  |
|  | B. | Does your Council have Specific Objectives for the year? |  |  |
|  |  |  | Yes |  |  | No |  |  | 30 |  |
|  |  |  | State your specific objectives for the year. |  |  |
|  |  |  |  |  |
|  | C. | Does your Council present and discuss the general and specific objectives as a group on a yearly basis? |  |  |
|  |  |  | Yes |  |  | No |  |  | 10 |  |
|  |  |  | If “Yes”, when are the objectives presented and discussed? |  |  |
|  |  |  |  |  |
|  | D. | Show how each specific objective is met with a specific project. | 30 |  |
|  |  |  |  |  |
|  |  |  |  |  |
| II. | **PROJECTS** |  |  |
|  |  | **A-J MUST BE COMPLETED PROJECTS.** |
|  |  | **POINTS ARE TO BE AWARDED ONLY TO PROJECTS RECEIVING A “YES” ANSWER.** |
|  |  | **ALL PROJECTS (except Leadership Projects in “D” below) MUST REACH PERSONS OTHER THAN THE ELECTED STUDENT COUNCIL MEMBERS.** |
|  |  | **NO ONE PROJECT CAN RECEIVE DUAL POINTS. (If a project meets several objectives, use it where it would be most appropriate.)**  |
|  |  |  | **POINTS** | **SCORE** |
|  | A. | Did you have a project to **IMPROVE STUDENT ATTITUDES** toward school? |  |  |
|  |  |  | Yes |  |  | No |  |  | 20 |  |
|  |  | How many projects?  |  |  |  |
|  |  | Briefly describe each project. |  |  |
|  |  |  |  |  |
|  | B. | Did you have an **EDUCATIONAL PROJECT**? |  |  |
|  |  |  | Yes |  |  | No |  |  | 20 |  |
|  |  | How many projects?  |  |  |  |
|  |  | Briefly describe each project. |  |  |
|  |  |  |  |  |
|  | C. | Did you have a **HEALTH, SAFETY and/or CHEMICAL AWARENESS PROJECT**? |  |  |
|  |  |  | Yes |  |  | No |  |  | 20 |  |
|  |  | How many projects?  |  |  |  |
|  |  | Briefly describe each project. |  |  |
|  |  |  |  |  |
|  | D. | Did you have a **LEADERSHIP PROJECT**? |  |  |
|  |  |  | Yes |  |  | No |  |  | 20 |  |
|  |  | How many projects?  |  |  |  |
|  |  | Briefly describe each project. |  |  |
|  |  |  |  |  |
|  | E. | Did you have a **FUND RAISING PROJECT**? |  |  |
|  |  |  | Yes |  |  | No |  |  | 20 |  |
|  |  | How many projects?  |  |  |  |
|  |  | Briefly describe each project. |  |  |
|  |  |  |  |  |
|  | F. | Did you have a **PUBLIC RELATIONS PROJECT**? |  |  |
|  |  |  | Yes |  |  | No |  |  | 20 |  |
|  |  | How many projects?  |  |  |  |
|  |  | Briefly describe each project. |  |  |
|  |  |  |  |  |
|  | G. | Did you have a **COMMUNITY or SCHOOL SERVICE PROJECT**? |  |  |
|  |  |  | Yes |  |  | No |  |  | 20 |  |
|  |  | How many projects?  |  |  |  |
|  |  | Briefly describe each project. |  |  |
|  |  |  |  |  |
|  | H. | Did you have a **SOCIAL or RECREATIONAL PROJECT**? |  |  |
|  |  |  | Yes |  |  | No |  |  | 20 |  |
|  |  | How many projects?  |  |  |  |
|  |  | Briefly describe each project. |  |  |
|  |  |  |  |  |
|  | I. | Did you have a project to improve **GOOD SPORTMANSHIP BEHAVIOR** in your **SCHOOL** and/or **COMMUNITY?** |  |  |
|  |  |  | Yes |  |  | No |  |  | 20 |  |
|  |  | How many projects?  |  |  |  |
|  |  | Briefly describe each project. |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | J. | **ACHIEVEMENT BONUS:** If you have completed **more than 2 projects in any area** (Projects A-I) you may score 5 points for **each additional** project **above** the 2 projects in that area. |  |  |
|  |  | Total # of additional projects: |  | x | 5 points |  |  |  |
|  |  |  |  |  |
|  | K. | Did you have a project to promote the **2023-24 *National Association of Student Council’s* (NASC) NATIONAL LEADERSHIP WEEK?** |  |  |
|  |  |  | Yes |  |  | No |  |  |  |  |
|  |  | Total # of projects: |  | x | 10 points |  |  |  |
|  |  | Briefly describe each project. |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **III.** | **STUDENT COUNCIL OPERATION** |
|  |  | Schools must supply copies for a minimum of 6 meeting agendas or 1 master calendar and a minimum of 6 copies of meeting minutes to receive the “Outstanding Student Council” designation. The minutes MUST BE reasonably detailed so that a person not in attendance at the meeting can understand what occurred during the meeting. It is suggested that the agendas and minutes that are submitted be for the same meetings. |
|  |  |  | **POINTS** | **SCORE** |
|  | A. | **AGENDA. Attach a copy of the agenda for at least 6 different meetings** (**OR 1 master calendar** of the year’s meeting activities). | 10 |  |
|  |  |  |  |  |
|  | B. | **AGENDA USE.** | 10 |  |
|  |  | 1) Who is given a copy of the agenda? |  |  |
|  |  |  |  |  |
|  |  | 2) Who prepares the agenda or master calendar? |  |  |
|  |  |  |  |  |
|  |  | 3) How well is the agenda followed in a meeting? |  |  |
|  |  |  |  |  |
|  | C. | **MINUTES. Attach a copy of the minutes from at least 6 meetings. (Suggestion: Use minutes from meetings where projects in II, A-I are planned.)** | 10 |  |
|  |  |  |  |  |
|  | D. | **MINUTES USE.** | 10 |  |
|  |  | 1) When are the minutes read? |  |  |
|  |  |  |  |  |
|  |  | 2) Are the minutes posted? |  |  |
|  |  |  |  |  |
|  |  | 3) How do students hear about the minutes? |  |  |
|  |  |  |  |  |
|  | E. | **EVALUATIONS.** Does your Council do a self-evaluation of itself and its projects?  |  |  |
|  |  |  | Yes |  |  | No |  |  | 20 |  |
|  |  | If “Yes” please describe. |  |  |
|  |  |  |  |  |
|  | F. | **COMMITTEE STRUCTURE.** Does your Student Council have a committee system in place for completing projects?  |  |  |
|  |  |  | Yes |  |  | No |  |  | 20 |  |
|  |  | If “Yes” explain the structure of your committees. |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **IV.** | **STUDENT COUNCIL REGION WORKSHOP & OTHER LEADERSHIP PARTICIPATION** |
|  |  |  | **POINTS** | **SCORE** |
|  | A. | Did your school attend a **2023-24** SDHSAA Regional Student Council Workshop? |  |  |
|  |  |  | Yes |  |  | No |  |  | 30 |  |
|  |  | Location: |  |  |  |
|  |  | Date Attended: |  |  |  |
|  |  |  |  |  |
|  | B. | Was your student council represented at a 2023-24 Region Officer Planning Meeting?  |  |  |
|  |  | Yes |  | Location: |  | Date: |  |  |  |
|  |  | Yes |  | Location: |  | Date: |  |  |  |
|  |  | Yes |  | Location: |  | Date: |  |  |  |
|  |  |  |  |  |
|  |  | Total # of Planning Meeting Attended: |  | X 10 points each |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **V.** | **STATE AND NATIONAL PARTICIPATION** |
|  |  |  | **POINTS** | **SCORE** |
|  | A. | Is your Student Council a **2023-24** member of the National Association of Student Councils (SDSCA)? |  |  |
|  |  |  | Yes |  |  | No |  |  | 30 |  |
|  |  |  |  |  |
|  | B. | Did anyone from your Student Council attend the March **2023** Annual SDSCA State Convention? |  |  |
|  |  |  | Yes |  |  | No |  | How many attended? |  | 30 |  |
|  |  |  |  |  |
|  | C. | Do any members of your Student Council hold a **2023-24** SDSCA state or region office(s)? |  |  |
|  |  |  | Yes |  |  | No |  |  | 10 |  |
|  |  | What office(s)? |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |
|  |  |  |  |  |
|  | D. | Is your school a member of the National Association of Secondary School Principals (NASSP)? |  |  |
|  |  |  | Yes |  |  | No |  |  | 20 |  |
|  |  |  |  |  |
|  | E. | Was your Student Council represented at: the NASC National Conference, the NFHS National Student Leadership Summit, or other leadership workshop during the **Summer of 2023**? |  |  |
|  |  |  | Yes |  |  | No |  |  | 10 |  |
|  |  | List names of members and the conference/camp each attended: |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **VI.** | **SPONSOR/ADVISOR PARTICIPATION** |
|  | Did your advisor/sponsor attend any of the following: | **POINTS** | **SCORE** |
|  | A. | The **March 2023** SDSCA Annual State Convention? |  |  |
|  |  |  | Yes |  |  | No |  |  | 10 |  |
|  | B. | The **2023** Fall Region Workshop? |  |  |
|  |  |  | Yes |  |  | No |  |  | 10 |  |
|  | C. | **Summer 2023** NASC National Conference or other activities advisor workshop? |  |  |
|  |  |  | Yes |  |  | No |  |  | 15 |  |
|  | List activities attended: |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **VII.** | **ACADEMIC ACHIEVEMENT TEAM AWARD** |
|  |  |  | **POINTS** | **SCORE** |
|  |  | Did the members of your Student Council qualify to receive a **2022-23** SDHSAA “Academic Achievement Team Award”?(Combined 3.0 or better GPA for all members of Student Council) |  |  |
|  |  |  | Yes |  |  | No |  |  | 30 |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  | **TOTAL POSSIBLE POINTS = 535 + Bonus Points** |  |  |
|  |  |  |  |  |

**PART III – OUTSTANDING STUDENT COUNCIL
TALLY PAGE**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Possible Points** | **Points Earned** |
| **I.** | **Student Council Objectives** |  |  |
|  | A. | General Objectives | 20 |  |
|  |  |  |  |  |
|  | B. | Specific Objectives | 30 |  |
|  |  |  |  |  |
|  | C. | Presented and Discussed Yearly | 10 |  |
|  |  |  |  |  |
|  | D. | Projects Meet Specific Objectives | 30 |  |
|  |  |  |  |
| **II.** | **Projects** |  |  |
|  |  |  |  |  |
|  | A. | Student Attitude Improvement | 20 |  |
|  |  |  |  |  |
|  | B. | Educational | 20 |  |
|  |  |  |  |  |
|  | C. | Health, Safety, and/or Chemical Awareness | 20 |  |
|  |  |  |  |  |
|  | D. | Leadership | 20 |  |
|  |  |  |  |  |
|  | E. | Fund Raising | 20 |  |
|  |  |  |  |  |
|  | F. | Public Relations | 20 |  |
|  |  |  |  |  |
|  | G. | Community or School Service | 20 |  |
|  |  |  |  |  |
|  | H. | Recreational or Social | 20 |  |
|  |  |  |  |  |
|  | I. | School and/or Community Sportsmanship | 20 |  |
|  |  |  |  |  |
|  | J. | Achievement Bonus (five points for each additional project above two in an area.) | ??? |  |
|  |  |  |  |  |
|  | K. | NASC National Leadership Week (10 points for each completed project) | ??? |  |
|  |  |  |  |  |
| **III.** | **Student Council Operation** |  |  |
|  |  |  |  |  |
|  | A. | Agenda/Master Calendar for Meetings **(Enclose Copies)** | 10\* |  |
|  |  |  |  |  |
|  | B. | Agenda Use Explanation | 10 |  |
|  |  |  |  |  |
|  | C | Minutes for Meetings **(Enclose Copies)** | 10\* |  |
|  |  |  |  |  |
|  | D. | Minutes Use Explanation | 10 |  |
|  |  |  |  |  |
|  | E.  | Performance Evaluation | 20 |  |
|  |  |  |  |  |
|  | F. | Committee Structure | 20 |  |
|  |  |  |  |  |
|  |  | **\*Must enclose copies to achieve “Outstanding” Recognition** |  |  |
|  |  |  |  |  |
| **IV.** | **Student Council Region Workshop & Other Leadership Participation** |  |  |
|  |  |  |  |  |
|  | A. | Attendance at SDHSAA Student Council Region Workshop | 30 |  |
|  |  |  |  |  |
|  | B. | Representation at a Region Officers Planning Meeting (10 pts/meeting) | ??? |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **V.** | **State and National Participation** |  |  |
|  |  |  |  |  |
|  | A. | NASC Membership | 30 |  |
|  |  |  |  |  |
|  | B. | SDSCA State Convention | 30 |  |
|  |  |  |  |  |
|  | C. | SDSCA State or Region Officer | 10 |  |
|  |  |  |  |  |
|  | D. | NASSP Membership  | 20 |  |
|  |  |  |  |  |
|  | E. | Attendance at NASC National Convention or NFHS National Student Leadership Summit or other leadership workshop | 10 |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **VII.** | **Advisor/Sponsor Participation** |  |  |
|  |  |  |  |  |
|  | A. | Attendance at the April SDSCA State Convention | 10 |  |
|  |  |  |  |  |
|  | B. | Attendance at the Fall Region Workshop | 10 |  |
|  |  |  |  |  |
|  | C. | Attendance at the NASSA Activity Advisor Workshop or the NASC National Conference | 15 |  |
|  |  |  |  |  |
| **VIII.** | **Academic Achievement Team Award** |  |  |
|  |  | SDHSAA’s Academic Achievement Team Award | 30 |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  | **TOTAL SCORE:** |  |  |
|  |  | **(TOTAL POSSIBLE POINTS: 545+)** |  |  |
|  |  |  |  |  |