



ILLINOIS ASSOCIATION OF STUDENT COUNCILS

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GARY CLARK

EXECUTIVE DIRECTOR

DR. MARTY HICKMAN

IHSA EXECUTIVE SECRETARY

Dear Honor Council Chairperson

Thank you for expressing interest in the Honor Council Program. Enclosed you will find some very important information that will aid in the completion of your Honor Council Book or Mini-Book.

Enclosed is:

- Title Page (must be used in your book)
- Honor Council Affidavit
- Project report sheet
- Scorecard

I am also enclosing materials that can help you in finishing your book:

- Hints for Success
- Honor Council Guidelines
- What is acceptable evidence?

The activities used in your books must have occurred between March 1, 2011 and February 28, 2012. Remember that you will need to turn in your book at the IASC Convention in May.

Thank you for your time and effort you are putting into this program. If you have any questions or concerns, please do not hesitate to contact me. I look forward to hearing from you in the near future.

Sincerely,

Kenzie Lyles
IASC Secretary

Home:
Kenzie Lyles
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(618)795-0430
kenzielyles@yahoo.com

School:
Civic Memorial High School
200 School St.
Bethalto, IL 60210
(618) 377-7230
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FOR ALL THE LATEST NEWS AND INFORMATION, LOG ONTO OUR WEBSITE...WWW.ILLINOISSTUCO.COM



2012 IASC STATE CONVENTION
"SURVIVING THE TRIP TO LEADERSHIP"
MAY 3-5, 2012 – SPRINGFIELD HILTON



IASC HONOR COUNCIL APPLICATION

2011-2012

Applications will be accepted now through April 2, 2012. Further information, including a score card and Honor Council Book guidelines will be sent to you upon submission of your application. Honor Council books are turned in at the IASC convention on May 3rd.

Student Name _____

School Name and Address (Street, City, Zip) _____

School Phone # _____

School Fax # _____

Advisor's Name _____

Advisor's E-mail _____

Name of Honor Council Chairperson _____

Chairperson's Address (Street, City, Zip) _____

Chairperson's E-mail _____

Chairperson's Phone # _____

IASC District _____

Type of book (circle one):

Honor Council Book Hard Copy

Honor Council E-Book

Mini-Book Hard Copy

Mini-E-Book

Mail to: Kenzie Lyles

7063 Heartland Dr.

Moro, IL 62067

Hints for a Successful Honor Council Book

2011-2012

1. Read the materials received from the Honor Council Committee concerning guidelines, rules, format, timelines, forms, etc.
2. Determine your method of Honor Book completion. Many schools use either a Chairperson or a full Honor Council Committee to do the work. It is sometimes best to use a junior or senior as the chairperson with one or two underclassman assistants. The assistants can then be trained to do the work and be chairpersons for the following year.
3. Submit your Honor Council application to the IASC Secretary. Once your application is received, you will be sent more information about participating in the Honor Council program. (A copy of the Honor Council Book application is included in this packet.)
4. Read through the Honor Council Scorecard and mark off the things that you know your council has not done. By crossing off these items, you will have a better idea of the needed documentation for the book.
5. Highlight the things your council has done or plans to do before February 28, 2012. Make sure that evidence of participation in these activities exists. Affidavits may be used for evidence of activities for which no paper accounts exist.
6. Schools who are new to the Honor Council Book program might want to submit a Mini-book. Mini-books are graded using those items marked with an asterisk on the scorecard. The scorecard may seem overwhelming at first, so submitting a Mini-book may seem less intimidating.
7. After outlining the activities your Council has already done, plan to do some of the other activities indicated on the scorecard. The purpose of the Honor Council program is to help you improve your own Council. Encourage your council to do formal evaluations, committee reports, and project reports. Each of these items earns you points in the Honor Council Book, but most importantly, these items act as a record for the council when they repeat a project next year.
8. Make sure all pages are secure, even when the book is turned upside-down. Clear plastic page holders are recommended.

Get in touch with me, the IASC Secretary, if you have any questions or concerns about the Honor Council Program, I will be more than happy to help you out in any way!!

Kenzie Lyles
7063 Heartland Dr
Moro, IL 62067
(618) 795-0450
kenzielyles@yahoo.com

Civic Memorial High School
200 School St.
Bethalto, IL 62010
(618) 377-7230

IASC 2011-2012 Honor Council Book Scorecard

Scorer's Name _____ Name of School _____

*Final graded copy is to be placed in Honor Council Book.

	<i>Max. Points Available</i>	<i>Score</i>	<i>Sub-sub Total</i>	<i>Subtotal</i>
I. MECHANICS (57 points)				
A. Constitution (5 points)				
1. Submit one current copy of your constitution	3	_____		
2. Evidence of at least one proposed revision within the last three years	1	_____		
3. Include one old and one revised constitution with original section highlighted and revision highlighted	1	_____		
			_____/5	
B. Elections (5 points)				
1. Evidence of a procedure for selecting Student Council members. (Petitions, campaigning, etc.)	1	_____		
2. Evidence of nomination procedure for officer/executive board of Student Council	1	_____		
3. Evidence of Student Council/executive board member elections (Ballot, petition, etc.)	1	_____		
4. Evidence of Student Council officer training (Workshop format, materials, etc.)	1	_____		
5. Evidence of Student Council's new member orientation (Workshop format, materials, etc.)	1	_____		
			_____/5	

C. Meetings (18 points)

- | | | |
|---|---|-------|
| 1. Submit agendas and minutes from three business meetings. Dates for meetings and agendas must match. (1 point for each agenda and 1 point for each set of minutes.) | 6 | _____ |
| 2. Submit two executive board meeting reports (written report, executive board meeting minutes). (1 point each) | 2 | _____ |
| 3. Submit two itemized Treasurer's reports. (1 point each) | 2 | _____ |
| 4. Evidence of faculty/administration involvement in a student activity or Student Council meeting. (sign-in sheet, announcements, etc.) | 2 | _____ |
| 5. Evidence of two summer meetings. (agenda, minutes, etc.) (1 point for each) | 2 | _____ |
| 6. Evidence of non-council student involvement (surveys, minutes, sign-in sheet, etc.) | 1 | _____ |
| 7. Evidence of a special single-purpose business meeting with all members (not just executive board) | 1 | _____ |
| 8. Evidence of inter-club cooperation (joint committee between council and other school clubs) | 2 | _____ |

_____/18

D. Committees (25 points)

Standing: a committee such as finance, constitution, etc. that meets throughout the year

Ad hoc: a committee such as homecoming decorations, car wash, etc. that meets for a certain period of time or until the project is completed.

- | | | |
|---|---|-------|
| 1. Submit a report (current summary of the business of the committee) from three different STANDING committees (minutes, proposals, etc.) (2 points each) | 6 | _____ |
| 2. Submit three STANDING committee evaluation reports (evaluations by committee chairs of projects that the committee completed). (2 points each) | 6 | _____ |
| 3. Submit reports from three AD HOC committees (2 points each) | 6 | _____ |

4. Evidence of district convention attendance	3	_____
5. Evidence of serving as a district convention host	6	_____
6. Evidence of positions at district conventions: Hall of Ideas, Resolutions Committee, Credentials Committee, Constitution Committee, Honor Council Committee (1 point each, up to 5)	5	_____
7. Evidence of students serving as district Discussion Group Leader or Recorder (1 point each; up to 6)	6	_____
8. Evidence of a member participating in a district election as an approved candidate	2	_____
9. Evidence of a Student Council member having served as a district officer (previous school year; minutes, letterhead, etc.)	2	_____
10. Evidence of elected or appointed advisor at the district level	1	_____
11. Evidence of advisor on district workshop or convention program (1 point each; up to 2)	2	_____
12. Evidence of Student Council members (excluding district officers) attending a district board meeting (minutes, memos, etc.) (1 point per student; up to 2)	2	_____
13. Evidence of Honor Council Book participation at the district level	1	_____

_____/37

B. Illinois Association of Student Councils (57 points)

1. Evidence of Illinois Association of Student Councils membership (certificate, payment of membership dues, etc.)	1	_____
2. Evidence of attending a state summer workshop as a delegate (1 point per person, up to 4 points)	4	_____

3. Evidence of attending a state weekend or one day workshop (Drive-in, Advanced, Leadership Academy, District Challenge and Officer's only) (1 point per person, up to 6 points; maximum of 2 points per workshop)	6	_____
4. Evidence of hosting a state weekend or one day workshop (Drive-in, Advanced, Academy and Officer's only)	2	_____
5. Evidence of student or adult staff member at summer workshop or weekend workshop (1 point per person; up to 3 points)	3	_____
6. Evidence of attending last years IASC State Convention	3	_____
7. Evidence of state convention Discussion Group Leader, Round Table Moderator and/or Recorder from your council at the previous convention (2 points per person, up to 8 points)	8	_____
8. Evidence of student honor position in IASC committees at the previous Convention (Resolutions, Credentials, Honor Council, Constitution) (1 point per person; up to 3 points)	3	_____
9. Evidence of student honor position for Service Projects at the previous Convention (2 points per project, up to 4 points)	4	_____
10. Evidence of a Hall of Ideas display at the previous Convention (2 points per project, up to 6 points)	6	_____
11. Evidence of Honor Council Book submission at the previous IASC Convention	2	_____
12. Evidence of participation in an IASC service project in the last school year	2	_____
13. Evidence of an approved state officer candidate and/or Host School candidate from your council (previous convention) (1 point each; up to 2 points)	2	_____

14. Evidence of a current state officer from your council (1 point each)	2	_____
15. Evidence of advisor on state workshop or convention program	2	_____
16. Evidence of an elected or appointed advisor at the state level	1	_____
17. Evidence of IASC host school For prior years state convention	6	_____

_____/57

C. National Association of Student Councils Involvement (7 points)

1. Evidence of NASC membership	1	_____
2. Evidence of schools attendance at an NASSP Workshop or LEAD	2	_____
3. Evidence of National Conference attendance	2	_____
4. Evidence of a student serving as a Discussion Group Leader at the NASC Conference or LEAD	1	_____
5. Evidence of an advisor on NASC Workshop or conference program	1	_____

_____/7

D. Involvement Outside of Student Council (14 points)

EXAMPLES: Girls/Boys State, 4-H, Illini Girls, IL River Congress, etc.

1. Evidence of attending leadership camps outside of Student Council (student or advisor) (1 point per workshop, up to 4 points)	4	_____
2. Evidence of Discussion Group Leaders, Recorders, or Committee positions outside Of student council (1 point per workshop; up to 3 points)	3	_____
3. Evidence of hosting a workshop outside of Student Council (1 point per workshop, up to 2 points)	2	_____
4. Evidence of a Student Council advisor involved with planning, organization, execution, etc. of a leadership		

- workshop outside of Student Council 1 _____
5. Evidence of any aspect of your student council not already covered in the scorecard (Illinois citizenship experience, Student Council banquet, field trips, etc.) *Please submit detailed evidence* (1 point each, up to 4 points) 4 _____

_____/14

_____/115

Evaluator's Comments:

Honor Council Book Grand Total:

- Mechanics _____/57
- Activities _____/25
- Communications _____/24
- Evaluation _____/13
- Involvement _____/115
- Grand Total _____/234**

POINTS RECEIVED	AWARD RECEIVED
5-104	Honor Council Book Certificate
105-234	Honor Council Book Plaque

IASC 2011-2012 Honor Council Mini-Book Scorecard

Scorer's Name _____ Name of School _____

*Final Graded copy is to be placed in Honor Council Book.

	<i>Max. Points Available</i>	<i>Score</i>	<i>Sub-sub Total</i>	<i>Subtotal</i>
I. MECHANICS (48 points)				
A. Constitution (5 points)				
1. Submit one current copy of your constitution	3	_____		
2. Evidence of at least one proposed revision within the last three years	1	_____		
3. Include one old and one revised constitution with original section highlighted and revision highlighted	1	_____		
			_____/5	
B. Elections (3 points)				
1. Evidence of a procedure for selecting Student Council members. (Petitions, campaigning, etc.)	1	_____		
2. Evidence of nomination procedure for officer/executive board of Student Council	1	_____		
3. Evidence of Student Council/executive board member elections (Ballot, petition, etc.)	1	_____		
			_____/3	
C. Meetings (12 points)				
1. Submit agendas and minutes from three business meetings. Dates for meetings and agendas must match. (1 point for each agenda and 1 point for each set of minutes.)	6	_____		
2. Submit two executive board meeting reports (written report, executive board meeting minutes). (1 point each)	2	_____		
3. Submit two itemized Treasurer's reports. (1 point each)	2	_____		

C. National Association of Student Councils Involvement (3 points)

- | | | | |
|---|---|-------|---------|
| 1. Evidence of NASC membership | 1 | _____ | |
| 2. Evidence of your schools attendance at NASSP workshop (LEAD) | 2 | _____ | |
| | | | _____/3 |

D. Involvement Outside of Student Council (8 points)

EXAMPLES: Girls/Boys State, 4-H, Illini Girls, IL River Congress, etc.

- | | | | |
|---|---|-------|---------|
| 1. Evidence of attending leadership camps outside of Student Council (student or advisor) (1 point per workshop, up to 4 points) | 4 | _____ | |
| 2. Evidence of any aspect of your student council not already covered in the scorecard (Illinois citizenship experience, Student Council banquet, field trips, etc.) *Please submit detailed evidence* (1 point each, up to 4 points) | 4 | _____ | |
| | | | _____/8 |

_____/39

Evaluator's Comments:

Mini-Book Book Grand Total:

- | | |
|--------------------|------------------|
| Mechanics | _____/48 |
| Activities | _____/16 |
| Communications | _____/8 |
| Evaluation | _____/13 |
| Involvement | _____/37 |
| Grand Total | _____/122 |

POINTS RECEIVED	AWARD RECEIVED
5-55	Honor Council Mini-Book Certificate
56-122	Honor Council Mini-Book Plaque

2011-2012 Honor Council Book Title Page

School Name: _____

School Address: _____

Please indicate which you are submitting (circle one):

Honor Council Book Mini-Book E-Book E-Mini-Book

Student Council Officers:

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

Other(s): _____

Advisor(s): _____

Honor Council

Chairperson(s): _____

Number of student enrolled in your high school: _____

Grade levels in your high school: 9 10 11 12

I have examined the Honor Council Book and testify that the materials included are accurate and in good order.

Sign Below:

Signatures

Honor Council Chairperson: _____ Date: _____

Student Council President: _____ Date: _____

Student Council Advisor: _____ Date: _____

High School Principal: _____ Date: _____

The IASC Honor Council and Mini-Book Designation shall be presented to schools which:

- a. Are members in good standing of the IASC,
- b. Submit an application for an Honor Council Book or Mini-Book Designation,
- c. Submit an Honor Council Book or Mini-Book at the 2012 IASC Convention, and
- d. Earn the required number of points on the scorecard

*This sheet must be included as Page 1 in the Honor Council Book.

Please evaluate your project.

1. How many people participated in/attended your activity? _____
2. If you were to repeat this activity, would you prefer more people, less people, or the same number of people? _____
3. How many workers helped with your activity? _____
4. If you were to repeat this activity, would you prefer more workers, less workers, or the same number of workers? _____

What kind of publicity did you use?

If you were to repeat this activity, would you prefer more publicity, less publicity, or the same amount of publicity? _____

Did you contact any helpful people or resources? YES NO (circle one)
If yes, please record their names and phone numbers.

Name	Phone Number
_____	_____
_____	_____
_____	_____
_____	_____

What unexpected problems did you have when doing this project?

If you were to repeat this project, what changes would you make?

Would you do this project again? YES NO (circle one)

What committee was in charge of this project? _____
Please record the names of the committee members. _____

Signature of chairperson: _____

Honor Council Affidavit

We, the undersigned, attest to participation in the following:

1. Name of the Activity: _____
2. Date of the Activity: _____
3. Goal of the Activity: _____
4. Description of the Activity: _____

5. This affidavit is evidence of:

Section_____, Letter_____, Number_____

Date of Affidavit Completion: _____

Advisor's Signature: _____

Principal's Signature: _____

Note:

1. ***This affidavit must be copied onto school or Student Council letterhead.***
2. This affidavit must be dated and signed by the Student Council advisor and the high school principal.
3. This affidavit must be neatly printed or typed.

What is Acceptable Evidence?

Appropriate evidence consists of the following:

- A. Original document or copy of original document
- B. Pictures *with* captions
- C. Affidavits with detailed descriptions and signatures
- D. Report forms
- E. Copies of canceled checks, receipts, stubs, etc.
- F. Newspaper clippings with date heading
- G. Descriptions, within minutes, of meetings (must include who, what, when, and where)
- H. Evidence that has been approved by the IASC Secretary

What exactly does that mean?

- A. Copy of Documents
-Original documents or copies are acceptable. For example, if you attended your District Convention in May of 2011, the program from the convention would be an acceptable form of evidence. It must be dated and labeled.
- B. Pictures with Captions
-All pictures must be dated and include a neatly written or typed explanation. For example: if you took a picture of a suggestion box three years ago and still use the box, then you should label the picture “used for the 2011-2012 school year.” Pictures that do not include dates and captions will not be counted.
- C. Affidavits
-Affidavits containing detailed descriptions and signatures are used when there is no other form of evidence available. For example: if your school had a district officer but had no proof of his or her term, an affidavit would be used. The principal and advisor must sign affidavits. The event recorded on the affidavit must have taken place between March 1, 2011, and February 28, 2012, even though the date of completing the affidavit is later. Affidavits must be on school or Student Council letterhead and must be typed or neatly printed.
- D. Report Forms
-These forms are used in order for a council to receive the full four points per project in the “Activities” portion of the scorecard. Enclosed you will find a sample form. If you fill out this form correctly, four points per project will be earned. Remember, you must have one service project, one social project, one fundraising project, and one public relations project.
- E. Copies of cancelled checks, receipts, stubs, etc.
-If you paid for an event, the committee will assume that you attended. If you include a dated check, receipt, stub, or some other evidence of payment, this is acceptable information.
- F. Newspaper clippings
- An original or a copy is acceptable. All articles must be dated in order to be accepted. If the article is lengthy, please highlight important information.
- G. Description, within minutes, of meetings
-Please remember that in order for such evidence to be acceptable, you must highlight who, what, when, and where. The date and all other pertinent information also must be highlighted.
- H. Evidence approved by the IASC Secretary
-If you are unsure about a piece of evidence, contact me at any time. As the IASC Secretary, it is my responsibility to determine whether or not it is acceptable. By sending it to me for the approval beforehand, you will be guaranteed to receive points for the information if it is approved.