

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!!

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