

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.