

IASC Honor Council Mini-Book Scorecard

Scorers Name: _____ Name of School: _____

**** Final graded copy is to be placed in the book**

Paperwork

- | | | |
|-----------------------------|----------|-----------------------|
| 1. Title Page | 2 Points | _____ |
| 2. Application met deadline | 4 Points | _____ |
| | | Subtotal _____/6 |
| | | Total: _____/6 |

I. Mechanics

A. Constitution

- | | | |
|--|----------|------------------|
| 1. Submit one current copy of your constitution/bylaws. | 3 Points | _____ |
| 2. Evidence of at least one proposed revision within the last three years. | 1 Point | _____ |
| 3. Include one old and one revised constitution/by-laws with original section highlighted and revisions highlighted. | 2 Points | _____ |
| | | Subtotal _____/6 |

B. Elections/Members

- | | | |
|---|---------|------------------|
| 1. Evidence of a procedure for selecting members. (Campaigning, petitions, etc.) | 1 Point | _____ |
| 2. Evidence of nomination procedure for officer/executive board of student council. | 1 Point | _____ |
| 3. Evidence of executive board elections. (Ballot, petition, etc.) | 1 Point | _____ |
| 4. Submit roster for current members. | 1 Point | _____ |
| | | Subtotal _____/4 |

C. Meetings

- | | | |
|---|----------|-------|
| 1. Submit an agenda and minutes from a business meeting. Dates for minutes and agenda must match. (1 point for the agenda; 1 point for the minutes) | 2 Points | _____ |
| 2. Submit agenda and minutes from an executive board meeting. Dates for agenda and minutes must match. (1 point per pair; max of 2 submissions) | 2 Points | _____ |

3. Submit one itemized treasurer's reports.	1 Point	_____
4. Evidence of faculty/administration involvement in a student activity or student council meeting. (Announcements, sign-in sheet, etc.)	2 Points	_____
5. Evidence of one summer meeting. (Agenda, minutes, etc.) (Can be full council and/or executive board)	1 Point	_____
		Subtotal _____/8

D. Committees

*** *Standing Committee: A committee that meets throughout the year. (e.g. finance, constitution, etc.)*

*** *Ad Hoc Committee: A committee that meets for a certain period of time or until the project is completed. (e.g. homecoming decorations, car wash, etc.)*

1. List of standing committees	1 Point	_____
2. List of ad hoc committees	1 Point	_____
2. Submit a report (current summary of the business of the committee) from one standing committee. (Minutes, proposals, etc.)	2 Points	_____
3. Submit a standing committee evaluation report. (Evaluations by committee chairs of projects that the committee completed.)	2 Points	_____
4. Submit a report (current summary of the business of the committee) from one Ad Hoc committees.	2 Points	_____
5. Submit an Ad Hoc committee evaluation report. (Evaluations by committee chairs of projects that the committee completed.)	2 Points	_____
		Subtotal _____/10

E. Planning

1. Submit a monthly or yearly calendar of council meetings and activity dates. (May - April)	2 Points	_____
2. Submit a proposed budget for the school year.	2 Points	_____
		Subtotal _____/4
		Total: _____/32

II. Communications

A. Student Body

- 1. Evidence of communication to student council from student body. (Written letters, written suggestions, minutes, etc.) 2 Points _____

- Subtotal _____/2

B. School Relations

- 1. Evidence of council activity coverage in school media. (Newspaper, yearbook, official school media social account, etc.) 1 Point _____
- 2. Evidence of student council promotional advertisement. (Flyers, announcements, etc.) 2 Points _____
- 3. Evidence of student council report to faculty and/or administration. (Emails, letters, minutes, etc.) (Max of 1 submission) 1 Point _____
- 4. Evidence of Teacher Appreciation activities. (Emails, affidavits, flyers, etc.) (Max of 1 submission) 1 Point _____

- Subtotal _____/5

C. Community Relations

- 1. Evidence of council activity coverage in community media. (Newspapers, item from non-school affiliated social media account or website, etc.) 1 Point _____

- Subtotal _____/1

- Total: _____/8**

III. Evaluations

A. Evaluation by Council

****Must be evident that it is completed at end of specified quarter.*

- 1. Evidence of evaluation each quarter of council meeting. (1 each quarter; 1 point per completed evaluation) 4 Points _____
- 2. Evidence of evaluation of council projects. (1 submission) 1 Point _____

- Subtotal _____/5

- Total: _____/5**

IV. Involvement

A. Council Activity

- | | | |
|--|----------|------------------|
| 1. Evidence of council planning, organizing, and executing assembly. (Agendas, outlines, scripts, etc.) | 1 Points | _____ |
| 2. Submit detailed report of one major council project. Report must include a project form and a second document providing further evidence. (Evidence can include a photo with affidavit, announcement, etc.) | 4 Points | _____ |
| | | Subtotal _____/5 |

B. District Involvement

- | | | |
|---|----------|------------------|
| 1. Evidence of district membership. (Certificate, payment of dues, etc.) | 1 Point | _____ |
| 2. Evidence of district workshop attendance. (Program, group photo, affidavit, etc.) (1 point per event; max of two events) | 1 Point | _____ |
| 3. Evidence of attending a district convention. | 1 Point | _____ |
| 4. Evidence of Honor Council Book submission at last year's district convention. | 2 Points | _____ |
| 5. Evidence of participating in District Service Project. | 2 Points | _____ |
| 6. Evidence of attending a district meeting. | 1 Point | _____ |
| | | Subtotal _____/8 |

C. IASC Involvement

- | | | |
|---|----------|-------|
| 1. Evidence of IASC membership. (Certificate, payment of dues, etc.) | 1 Point | _____ |
| 2. Evidence of attending a Fall Drive-In Workshop. (1 point per delegate; max of 2 delegates) | 2 Points | _____ |
| 3. Evidence of attending last year's IASC State Convention. | 3 Points | _____ |
| 4. Evidence of Honor Council Book submission at last year's state convention. | 2 Points | _____ |

5. Evidence of participation in the IASC State Service Project for this year's state convention. (Copy of submission to president) 3 Points

Subtotal _____/11

D. Involvement Outside of Student Council

Leadership, etc.

1. Evidence of member attending leadership camps outside of student council. (1 point per workshop; max of 2 workshops) 2 Points

2. Evidence of any other notable events that your council has been involved in or any other aspect not covered in the scorecard. Detailed evidence and affidavit is required. (Illinois Citizenship Experience, field trips, banquets, etc.) (1 point each; max of 6 submissions) 6 Points

Subtotal _____/8

Total: _____/32

Honor Council Mini-Book Grand Total:

Paperwork _____/6

Mechanics _____/32

Communications _____/8

Evaluations _____/5

Involvement _____/32

Total _____/83

Early Registration Bonus _____/10

Grand Total _____/83

*Scores 5-40 will receive a certificate
Scores 41+ will receive a plaque*

Evaluator Comments:
