



2018-2019 VSCA Awards Packet
Inside please find information and forms for the
following VSCA Awards:

- 1. Administrator of the Year**
- 2. Advisor of the Year**
- 3. Outstanding Student Council Project**
- 4. Achievement Award**

All awards will be presented at the
93rd Annual VSCA Convention
March 22-24, 2019
The Founders Inn
Virginia Beach, Virginia

Awards applications must be postmarked by
January 11, 2019



Virginia Student Councils Association **ADMINISTRATOR OF THE YEAR**

Philosophy

Each year, the Virginia Student Councils Association recognizes one school administrator (principal or assistant principal) at each level (elementary, middle, and high) in the state who has made an impact in their school's Student Council through continued support and participation. The honoree is chosen by the VSCA Advisory Committee and the VASSP Board of Directors based on letters of recommendation from the school's student council advisor, student council officer, and division superintendent.

Nomination Process

If you know a school building level administrator (principal or assistant principal) who has done an exemplary job in promoting and fostering student councils and should receive statewide recognition for his/her efforts, please nominate the school administrator by following the guidelines listed below. Nomination forms will be sent to all VSCA member schools.

- Each school may nominate one administrator whose school has been a member of VSCA for at least two years.
- Letters of recommendation must be submitted by the nominee's school student council advisor, school student council officer, and division superintendent. Recommendations should include the following information:
 - Support shown for student council activities on the local and state level.
 - Involvement in student council (please cite specific examples).
 - Demonstration of leadership skills which serve as a role model for students.
- Nominations must be made on the official nomination form and postmarked by **January 11, 2019**

Award

A plaque will be presented to the Administrator of the Year at each level at the 2019 Annual Convention.

Please submit nominations on the attached form and return to:
VSCA Administrator of the Year
VSCA State Office
4909 Cutshaw Avenue
Richmond, Virginia 23230

POSTMARK DEADLINE: January 11, 2019



Virginia Student Councils Association
**ADMINISTRATOR OF THE YEAR
NOMINATION FORM**

**Please TYPE all information requested on this form.
Nominations must be submitted on this form to be considered.**

Applicant Information:

Name of Nominee _____

Principal

Assistant Principal

School Name _____

School Address _____

School Telephone (_____) _____ School FAX (_____) _____

School Division _____ Region _____

Home Address _____

Number of years in Administration _____

Number of years working with Student Council _____

Name and address of local Newspaper/TV _____

Attach TYPED recommendations from:

- Nominee's school student council advisor
- Nominee's school student council officer
- Nominee's division superintendent or superintendent's designee

All recommendations should include the following information:

- Support shown for student council activities on the local and state levels
- Involvement in student council (please cite specific examples)
- Demonstration of leadership skills which serve as a role model for students

**Mail form and recommendations to:
VSCA Administrator of the Year
VSCA State Office
4909 Cutshaw Avenue
Richmond, Virginia 23230
POSTMARK DEADLINE: January 11, 2019**



Virginia Student Councils Association **ADVISOR OF THE YEAR**

The Virginia Student Councils Association recognizes three advisors (one at each level – elementary, middle, and high) who have made an impact in their school’s student council through continued support and participation by awarding an annual *Advisor of the Year* award. The honorees are chosen by the VSCA Advisory Committee based on letters of recommendation from the school’s principal and student council officer. The awards are presented at the association’s annual convention.

Nomination Procedure

A student council advisor who has done an exemplary job in promoting and fostering student councils may be nominated for this award. Please nominate the advisor by following the guidelines listed below. Nomination forms will be mailed to all VSCA member schools.

- Each school may nominate one advisor whose school has been a member of VSCA for at least two years.
- Letters of recommendation must be submitted by the nominee’s school principal and school student council officer. Recommendations should include the following information:
 - Support shown for student council activities on the local and state level (please cite specific examples).
 - Participation and involvement in student council.
 - Demonstration of leadership skills which serve as a role model for students.
- Nominations must be made on the official nomination form and postmarked by **January 11, 2019**.

Award

A plaque will be presented to the Advisor of the Year at each level at the 2019 Annual Convention. The Advisor of the Year at the middle or high school level may also be chosen by the VSCA Advisory Committee as Virginia’s nominee for the Warren E. Shull Advisor of the Year Award, given annually and based on criteria established by the National Association of Student Councils.

Please submit nominations on the attached form and return to:
VSCA Advisor of the Year
VSCA State Office
4909 Cutshaw Avenue
Richmond, Virginia 23230

POSTMARK DEADLINE: January 11, 2019



Virginia Student Councils Association
ADVISOR OF THE YEAR INFORMATION SHEET

Please **TYPE** all information requested on this form.

Nominee Information:

Name of Nominee _____

Home Address _____

Home Phone (_____) _____

School Name _____

School Address _____

School Telephone (_____) _____ School FAX (_____) _____

School Division _____ Region _____

Official School Position _____

Number of years as a student council advisor _____

NOTE: The middle or high school Advisor of the Year may be chosen as Virginia's nominee for the Warren E. Shull Advisor of the Year Award presented by the National Association of Student Councils (NASC). If a middle level or high school advisor, please give the school's NASC membership number and expiration date of membership:

_____ Exp. Date _____

Mail form and recommendations to:
VSCA Advisor of the Year
VSCA State Office
4909 Cutshaw Avenue
Richmond, Virginia 23230

POSTMARK DEADLINE: January 11, 2019



Annual VSCA Outstanding Student Council Projects Exhibit

The 2019 VSCA State Convention will feature an exhibit of outstanding Student Council Projects. Each member school in attendance at the Convention will be eligible to select and display one project that was completed during the 2018-2019 school year. Projects selected should relate to the VSCA theme “*Lighting the Fire of Leadership*” and be selected from among the top three “Required Projects” listed in the Achievement Award information. Projects will be on display throughout the weekend in order to further highlight and recognize the hard work completed by SCA students from all over the Commonwealth. Furthermore, these displays will create an excellent opportunity to share ideas for new projects with other schools.

Registration: Schools interested in displaying an outstanding project must register with the state office no later than **March 15, 2019** in order to allow time for display assignments. Schools should register online at https://docs.google.com/forms/d/e/1FAIpQLScqMvNYOUyOHmeqXOgsKMmJlhN6_bLuKrBvJ-Z4vJbsBnQCRQ/viewform?usp=send_form or emailing avail@scaleader.org.

Procedures:

1. Each school may submit one project.
2. Project displays may be no more than 40 inches wide, 30 inches deep, and 48 inches high. A tri-fold backdrop is recommended.
3. All displays should include:
 - a) name of school
 - b) title of project
 - c) a detailed description of project
 - d) evidence of pre-planning and evaluations
 - e) the 2018-2019 VSCA theme/project
 - f) the school's 2018-2019 theme/goals
 - g) a summary of anecdotes of the impact/success of project
4. Displays may also include:
 - a) photos
 - b) video or other media support (equipment must be provided by school- VSCA cannot assume responsibility for equipment)
 - c) samples of items made, distributed, etc.

Judging/Awards:

1. Displays will be judged Saturday morning of Convention.
2. One state award will be presented to the outstanding project from each of the elementary, middle, and high school levels.
3. Awards will be presented at the Awards Banquet Saturday night.

Judging Criteria: Projects will be evaluated on the following criteria:

1. originality
2. evidence of effective planning and evaluation
3. effectiveness of the project
4. quality of presentation
5. how well the project fits into the VSCA Theme/Project for the year

SAMPLE FORM



Annual VSCA Outstanding Student Council Projects Exhibit – Judge’s Form

*Rate each topic on a scale of 1 through 5 with 1 being poor, 2 fair, 3 average, 4 good, and 5 above average.
Circle each rating.*

1. Originality	1	2	3	4	5
2. Planning/Evaluation	1	2	3	4	5
3. Effectiveness	1	2	3	4	5
4. Quality	1	2	3	4	5
5. Theme Relevance	1	3	3	4	5

Comments: _____

Virginia Student Councils Association

Achievement Award Application

Each year, the Virginia Student Councils Association honors member schools who promote leadership and community service through their school's Student Council activities by awarding an Achievement Award. The award applications will be reviewed and the winners selected by the Achievement Award Committee.

In order to be recognized, schools must apply and submit documentation of completing a variety of activities throughout the school year. The required projects must be assembled in a portfolio and reviewed by your principal to be considered for an award. Activities that will be completed after the application deadline of **January 11, 2019**, may be included, i.e., your installation ceremony that may not take place until May. All member schools which complete the criteria for this award will receive the award. Including photos and videos in the portfolio for your principal is encouraged, but optional.

I. REQUIRED PROJECT RELATED TO STATE THEME IDEAS (Choose **ONE**):

	In Portfolio	Principal Reviewed
1. Conducted a school project with community, state, national, or international impact based on the theme, "Lighting the Fire of Leadership".	_____	_____
2. Planned, hosted, and conducted a Leadership Workshop.	_____	_____
3. Organized a leadership development initiative that involved elementary, middle, and/or high schools in your community.	_____	_____

II. ADDITIONAL PROJECT IDEAS (The number of required activities is five (5) for elementary schools, six (6) for middle schools, and seven (7) for high schools.

	In Portfolio	Principal Reviewed
1. Organized a school-wide service project	_____	_____
2. Submitted a newsletter article featuring a special project or event at your school	_____	_____
3. Participated in the orientation of new students	_____	_____
4. Held a student council sponsored assembly	_____	_____
5. Conducted a school-wide fundraising project	_____	_____
6. Organized a community based service project	_____	_____

	In Portfolio	Principal Reviewed
7. Sponsored an educational or academic project	_____	_____
8. Held an SCA installation ceremony	_____	_____
9. Participated in voter registration drive/Mock Election	_____	_____
10. Held an "Administrator for the Day" event	_____	_____
11. Established a student council at a middle or elementary school	_____	_____
12. Organized a food drive	_____	_____
13. Created a school-wide mentoring activity	_____	_____
14. Participated in a VSCA regional or state meeting	_____	_____
15. Conducted at least ten student council meetings during the year (5 must be executive council and 5 must be general council. Include one agenda.)	_____	_____
16. Reviewed and revise the SCA/SGA bylaws	_____	_____
17. Recruited a school to join VSCA	_____	_____
18. Submitted 2018-2019 National Council of Excellence Award	_____	_____
19. Conducted an appreciation activity for the local school board or principal	_____	_____
20. Had a county/division meeting of student council	_____	_____
21. Conduct an awareness campaign	_____	_____
22. Volunteered at a non-profit	_____	_____
23. Other (school/theme related project)	_____	_____

Virginia Student Councils Association
ACHIEVEMENT AWARD APPLICATION FORM

Applications must be submitted on this form to be considered.

Full Name of School _____

Address _____

City _____ Zip Code _____ School Phone (____) _____

____ Elementary ____ Middle ____ High **Required:** Current Bylaws submitted to State Office ____ Yes ____ No

Have you received the VSCA Achievement Award before? _____

If the answer is **yes**, what is the date that appears on the last year plate? _____

State your **School Theme:** _____

State your **Objectives:**

- (1) _____
- (2) _____
- (3) _____

- ◆ Compile a portfolio documenting your participation in the required number of projects. Initial next to the appropriate project, in the first column.
- ◆ Schedule a meeting with your building principal in order to review the portfolio. The principal will then initial beside each objective acknowledging your completion of the project.
- ◆ Make certain your student council's bylaws are on file with the VSCA state office. In lieu of bylaws, you may submit *for one year only* a rough draft, any completed section, or minutes from a meeting that reflect work on bylaws.
- ◆ Submit **ONLY** the three pages of the application. **DO NOT** submit the portfolio, itself, or any other items.
- ◆ **All required signatures must be on application. Applications without signatures will not be considered.**

Mail completed applications by January 11, 2019 to:

**VSCA Achievement Award
VSCA State Office
4909 Cutshaw Avenue
Richmond, Virginia 23230**

Student Council President's Name Signature Date

Student Council Advisor's Name Signature Date

Principal's Name Signature Date