



2008-2009 VSCA Awards Packet

Inside please find information and forms for the following VSCA Awards:

- 1. Achievement Award**
- 2. Administrator of the Year**
- 3. Adviser of the Year**
- 4. Outstanding Student Council Project**
- 5. Principals Scholarship Award**
- 6. Commonwealth Leadership Institute Scholarship Award**

**All awards will be presented at the
83rd Annual VSCA Convention
March 20-22, 2009
Holiday Inn Select Koger South Conference Center
Richmond, Virginia**

**Awards applications must be postmarked by
February 2, 2009**



Virginia Student Councils Association **ACHIEVEMENT AWARD**

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. Award applications will be reviewed and selected by the Achievement Award Committee of the VSCA Advisory Committee and the Board of Directors of the Virginia Association of Secondary School Principals. The awards will be presented at the 2009 Annual Convention March 20-22, 2009.

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 documented to be considered for an award.** Activities that will be completed after the application deadline of February 2, 2009, may be included, i.e., your installation ceremony that may not take place until May. These activities need to have the documentation required for all projects, and include the planned date the activity will take place. All member schools which complete the criteria for this award will receive the award.

REQUIRED PROJECT RELATED TO STATE THEME IDEAS (Choose one):

- Conduct a school project with community, state, national, or international impact based on the theme, "VSCA: The Evolution of Leaders... Virginia leaders today, World leaders tomorrow!"
- Plan, host, or conduct a Leadership Workshop.
- Organize a leadership development initiative that involves elementary, middle, or high schools in your community.

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

- Organize a school-wide service project
- Submit a newsletter article featuring a special project or event at your school
- Participate in the orientation of new students
- Hold a student council-sponsored assembly
- Conduct a school-wide fundraising project
- Organize a community-based service project
- Sponsor an educational or academic project
- Hold an SCA/SGA installation ceremony (Include program or script for ceremony)
- Participate in voter registration drive/Mock Election
- Participate in a VSCA-sponsored regional or state meeting
- Conduct at least ten student council meetings during the year (5 must be executive council and 5 must be general council. Include one agenda.)
- Review and revise the SCA/SGA Bylaws
- Recruit a school to join VSCA
- Other (school/theme related projects)
- Submit 2009 National Council of Excellence Award (Attach Validation Sheet)

Mail completed applications to:

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

POSTMARK DEADLINE: February 2, 2009

Achievement Award applicants will be disqualified for any of the following reasons:

- Failure to meet postmark deadline: **February 2, 2009**
- Incomplete forms which lack:
 - ◇ Signatures of Principal, Student Council Adviser, and Student Council President (Make sure you have all three!!)
 - ◇ 2008-2009 School Theme and SCA Objectives
 - ◇ 2008-2009 Projects
 - ◇ Legibly written/typed reports describing projects
- Failure to participate in the VSCA 2008-2009 Statewide Project
- Failure to file school's bylaws with VASSP/DSL state office.

When submitting bylaws, list the school name and the date that the bylaws were approved at the top of the first page.

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 _____ Email _____

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) _____

- ◆ Submit a detailed written report describing activities/projects your student council has completed this year. The reports should be a **minimum of five sentences** to describe the project **in detail**.
- ◆ 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 reflects work on bylaws.
- ◆ **All required signatures must be on application. Applications without signatures will not be considered.**

REQUIRED PROJECT RELATED TO STATE THEME IDEAS (Choose one):

- Conduct a school project with community, state, national, or international impact based on the theme, "VSCA: The Evolution of Leaders...Virginia leaders today, World leaders tomorrow!"
- Plan, host, or conduct a Leadership Workshop.
- Organize a leadership development initiative that involves elementary, middle, or high schools in your community.

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. At least one project must relate directly to the state theme.)

- | | |
|--|---|
| <ul style="list-style-type: none"> • Organize a school-wide service project • Submit a newsletter article featuring a special project or event at your school • Participate in the orientation of new students • Hold a student council-sponsored assembly • Conduct a school-wide fundraising project • Organize a community-based service project • Sponsor an educational or academic project • Hold an SCA/SGA installation ceremony (Include program or script for ceremony) • Participate in voter registration drive/Mock Election | <ul style="list-style-type: none"> • Participate in a VSCA-sponsored regional or state meeting • Conduct at least ten student council meetings during the year (5 must be executive council and 5 must be general council. Include one agenda.) • Review and revise the SCA/SGA Bylaws • Recruit a school to join VSCA • Other (school/theme related projects) • Submit 2009 National Council of Excellence Award (Attach Validation Sheet) |
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Student Council President's Name	Signature	Date
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Student Council Adviser's Name	Signature	Date
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Principal's Name	Signature	Date
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Mail completed applications by February 2, 2009 to: VSCA Achievement Award
 VSCA State Office
 4909 Cutshaw Avenue, Richmond, VA 23230

ACHIEVEMENT AWARD PROJECT REPORT FORM

(This form must be typed.)

Please make as many copies of this form as needed to meet the requirements of your school (Elementary School - 5, Middle School - 6, and High School - 7). If you devise your own form, please ensure that all information listed below is provided.

School Name _____

School Division _____

Project _____

Category _____

Please describe the activity in detail.

POSTMARK DEADLINE:

Mail with completed application form to:

FEBRUARY 2, 2009

VSCA Achievement Award

VSCA State Office

4909 Cutshaw Avenue

Richmond, Virginia 23230

PROJECT FORMS MAILED WITHOUT COMPLETED APPLICATION FORM WILL BE RETURNED.



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

Philosophy

Each year, the Virginia Student Councils Association recognizes one school administrator 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 adviser, student council officer, and division superintendent.

Nomination Procedures

If you know a school administrator 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 mailed 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 adviser, 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 February 2, 2009**.

Award

A plaque will be presented to the Administrator of the Year at each level at the 2008 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: February 2, 2009



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 _____

School Address _____

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

School Name _____

School Division _____ Region _____

Home Address _____

Home Phone (____) _____

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 adviser
- Nominee's school student council officer
- Nominee's division superintendent

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: February 2, 2009

Virginia Student Councils Association

ADVISER OF THE YEAR

The Virginia Student Councils Association recognizes three advisers (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 *Adviser of the Year* award. The honorees are chosen by the VSCA Advisory Committee and the VASSP Board of Directors 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 adviser who has done an exemplary job in promoting and fostering student councils and should receive statewide recognition for his or her efforts may be nominated for this award. Please nominate the adviser by following the guidelines listed below. Nomination forms will be mailed to all VSCA member schools.

- Each school may nominate one adviser whose school has been a member of VSCA for at least two years.
- Letters of recommendation must be submitted by the nominee's 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 **February 2, 2009**.

Award

A plaque will be presented to the Adviser of the Year at each level at the Annual Convention. The Adviser of the Year at the middle or high school level may also be chosen by the VSCA Advisory Committee and the VASSP Board of Directors as Virginia's nominee for the Warren E. Shull Adviser of the Year Award, given annually and based on criteria established by the National Association of Secondary School Principals.

Please submit nominations on the attached form and return to:

VSCA Adviser of the Year
VSCA State Office
4909 Cutshaw Avenue
Richmond, Virginia 23230

POSTMARK DEADLINE: February 2, 2009



Virginia Student Councils Association
ADVISER 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 Division _____ Region _____

School Address _____

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

Official School Position _____

Number of years as a student council adviser _____

NOTE: The middle or high school Adviser of the Year may be chosen as Virginia's nominee for the Warren E. Shull Adviser of the Year Award presented by the NASSP Office of Student Programs and Services. If a middle level or high school adviser, please give the school's national affiliation number and expiration date of membership if school is a member: # _____ Exp. Date _____

Name and address of local Newspaper/TV station: _____

Mail completed form to:
VSCA Adviser of the Year
VSCA State Office
4909 Cutshaw Avenue
Richmond, Virginia 23230

POSTMARK DEADLINE: February 2, 2009 (over)

State Leadership Positions: List all elected or appointed positions in which you are directly responsible for leadership activities: offices held in state associations, coordinating and/or hosting conferences, discussions, seminars, leading workshops, etc.

Leadership Positions _____ *Activity or Organization* _____ *Year(s)*

National Participation: List all activities, positions, etc., in which you have been involved: number of conferences attended, discussion leader, NLTC staff, etc.

Activity _____ *Year(s)*

Inter-school Activities: List activities both within the school and/or community in which you have participated for the betterment of both.

Activity _____ *Major Accomplishment* _____ *Year(s)*

Recognition and Awards: List any experiences, honors or recognitions you have received.

Recognition or Award _____ *Activity or Organization* _____ *Year(s)*

Annual VSCA Outstanding Student Council Projects Exhibit

The 2009 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 2008-2009 school year. Projects selected should relate to the VSCA Theme “*VSCA: The Evolution of Leaders... Virginia leaders today, World leaders tomorrow!*” 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 2, 2009**, in order to allow time for display assignments. Schools should register by contacting the VSCA office at (804) 355-4263 or fax (804) 355-4262.

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 evaluation
 - e) the 2008-2009 VSCA Theme/Project
 - f) the school’s 2008-2009 theme/goals
 - g) a summary or 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.
4. The winning school will receive credit for one registration for the appropriate Summer Leadership Workshop (this credit may be applied to the registration fee for the summer of 2009 for one student or divided among a group of students).

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



Virginia Association of Secondary School Principals
PRINCIPALS SCHOLARSHIP AWARD

Each year, the *Virginia Association of Secondary School Principals* honors two SCA leaders with a college/university scholarship awarded in the amount of \$500.00 to a student belonging to a VSCA member school that exhibits character and leadership ability, and has participated in the Virginia Student Councils Association. The VASSP and VSCA are committed to assisting students in the development of leadership skills and the use of those skills in service to the school and community. Candidates will be judged on the following: demonstration of leadership abilities through positions held in school/community/state organizations including but not limited to student council; initiative in creating and executing programs for the betterment of the school and community; and contribution to a positive school climate as an active, concerned, and involved school citizen.

Criteria

- ◆ The candidate must have at least a cumulative “B” average or its equivalent.
- ◆ The candidate must be a graduating senior in an accredited Virginia high school.
- ◆ The candidate’s school must be a current member in the VSCA.
- ◆ A copy of the candidate’s transcript must be mailed by the school’s guidance counselor.
- ◆ During the candidate’s high school years, the candidate must have attended two of the following:
 - ◇ VSCA Annual Convention
 - ◇ Regional Leadership Workshop
 - ◇ VSCA Summer Leadership Workshop
 - ◇ Area Leadership Conference
- ◆ A letter of recommendation must be received from each of the following: **(Applicants should furnish a stamped, addressed envelope to each person submitting a recommendation.)**
 - ◇ Candidate’s principal
 - ◇ Candidate’s student council or club adviser
 - ◇ Adult in school or community who can address the candidate’s leadership qualifications.

The letters should address the following:

- ◇ What leadership positions has the candidate held?
 - ◇ What initiative has the candidate taken?
 - ◇ How does this student stand above the other leaders in your school and/or community?
 - ◇ Why would you recommend this student?
- ◆ Candidate must have applied to an accredited institution of higher learning and agree to be a full-time student at the institution.
 - ◆ The completed application, letters of recommendation, and transcript must be mailed to:

Principals Scholarship
VSCA State Office
4909 Cutshaw Avenue
Richmond, Virginia 23230

Financial Disbursement

The scholarship will be mailed to the college or the university the student will be attending.

POSTMARK DEADLINE: February 2, 2009
FAXES WILL NOT BE ACCEPTED.



Virginia Association of Secondary School Principals
PRINCIPALS SCHOLARSHIP AWARD
APPLICATION

Please type or print (Word processed copies are acceptable).

Name of applicant _____ Date of Birth _____

Home Address _____

Home Telephone Number (_____) _____

Name of parent or guardian _____

Place of employment, occupation of parent/guardian _____

Name of High School _____

School Division _____

Date of Graduation _____

Name(s) of colleges/universities to which you have been accepted:

Continued on back

Mail application to:
Principals Scholarship Award
VSCA State Office
4909 Cutshaw Avenue
Richmond, Virginia 23230

POSTMARK DEADLINE: February 2, 2009
FAXES WILL NOT BE ACCEPTED.

Awards/Honors

Leadership Positions Held

VSCA Activities

Dates Attended

Additional Information

Recommendations

List the name, address, and telephone number of three adults submitting recommendations.

Name

Address and Phone Number

Principal _____

Adviser _____

Third Adult* _____

**Indicate how this person knows you* _____

On a separate page, please answer the following: (1) Which project are you most proud of? (2) What difference has being a student leader made in your life?, and (3) Why do you feel you deserve this scholarship?

Applicant's Signature _____ **Date** _____

Adviser's Signature _____ **Date** _____

Principal's Signature _____ **Date** _____

**POSTMARK DEADLINE: February 2, 2009
FAXES WILL NOT BE ACCEPTED.**



*Christopher Newport University
Virginia Association of Secondary School Principals
Virginia Foundation for Educational Leadership*

COMMONWEALTH LEADERSHIP INSTITUTE SCHOLARSHIP AWARD

Beginning in July 2009, Christopher Newport University, Virginia Association of Secondary School Principals and Virginia Foundation for Educational Leadership will provide a full student scholarship to attend the annual Commonwealth Leadership Institute at Christopher Newport University. The Scholarship Award is \$1,750 and includes the costs of tuition for three (3) hours of undergraduate credit (which can be applied to any college or university), housing for two weeks on campus, all meals, materials, and activity fees. This year's Institute will be held July 5 to 16, 2009.

The Commonwealth Leadership Institute offers a unique summer experience for rising high school seniors. As a student leader, you will have an amazing opportunity to strengthen your leadership skills, earn college credit, and make an important contribution to your school and community during your senior year.

To be eligible for the CLI Scholarship Award and participate in the Institute, you must propose a project that addresses a goal important to your high school and approved by your principal. During a two-week residential program on the CNU campus, you will study and discuss leadership topics with CNU faculty and other speakers. Practical field experiences and activities will challenge and develop your individual gifts for leadership. Working in small groups, you will share what you are learning with other students and practice your leadership skills to make your project successful when you return to your high school in the fall.

Selection Criteria

Students must meet the following minimum criteria:

- Current junior in good standing (high school class of 2010)
- A/B grade average in a college preparatory program
- Enrolled in high school holding membership in the Virginia Student Councils Association
- Actively involved member of high school student council and other activities, clubs, community organizations, or athletics, preferably in a leadership role in at least one of these
- Student application must be **endorsed by the SCA adviser**
- Proposes a leadership project for her/his senior year that is **endorsed by the principal**

Application and Award Process

- Interested students must complete the application form and submit it to their principal.
- Principals then nominate students meeting the criteria of the Institute, who would represent their school well, and whose leadership project is supported by the principal.
- The application and nomination form are submitted by the principal to VASSP no later than **February 26, 2009**.
- The Scholarship Award will be paid to Christopher Newport University upon the student's acceptance and enrollment in the 2009 Commonwealth Leadership Institute.

Selection of Students

A selection committee comprised of high school principals and CNU faculty will review all award applications and select the 2009 recipient. The student selected will be announced on March 21, 2009, at the 83rd Annual Virginia Student Councils Association State Convention to be held at the Holiday Inn, 10800 Midlothian Turnpike, Richmond, Virginia.

SUBMIT COMPLETED FORM AND RETURN BY FEBRUARY 26, 2009 TO:

CLI Scholarship Award
Virginia Association of Secondary School Principals
4909 Cutshaw Avenue
Richmond, VA 23230

Commonwealth Leadership Institute Scholarship Award Application Form

1. Applicant Information

Date: _____

Student's Name: _____

High School Name: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: (____) _____ Email: _____

Cumulative GPA (per most recent grading period): _____

PSAT/SAT/ACT Score: (Combined Math and Verbal):

PSAT _____ SAT _____ ACT _____ [or to be taken _____]
Date

2. Academic Achievement and Leadership

Please provide specific examples of how you have demonstrated excellence, creativity, and initiative in your academic career.

3. Co-Curricular and Community Involvement

List student council and/or other activities, such as clubs, community organizations, or athletics, that you have led or in which you have participated. Please include details on any leadership and service contributed to these activities.

4. Other Personal Achievements

Please offer examples of experiences you have had that would support your selection to the Summer Leadership Institute. We are looking for not only academically sound participants, but for those who exhibit leadership qualities, integrity, and social ability.

5. Proposed Leadership Project:

Please check the ONE area of interest below that most appeals to you. There is NO best answer; any one of these is equal in importance to the others, so please indicate your personal preference.

- Leadership in school
- School safety
- Community service
- Literacy programs
- Health and fitness awareness

Based on the area of interest you selected above, provide in the space below a brief summary of a related project you would like to lead in your senior year.

ADVISER SIGNATURE FORM and PRINCIPAL'S NOMINATION FORM

Student Applicant's Name _____

Adviser's Statement

I, the undersigned student council adviser, hereby certify that the student applicant has been an active member in the high school's student council and has maintained or exceeded the academic requirements for this Scholarship Award.

SCA Adviser signature

Date

Principal's Nomination

Principal's Name _____

School Division _____

High School Name _____

School Address _____

City _____ State _____ Zip Code _____

Office Phone (____) _____ Fax: (____) _____

E-mail _____

Statement of nomination in support of student's application:

I, the undersigned principal, do hereby certify that the student applicant meets the minimum criteria of the Institute as set forth on the first page of this document, and I support the student's proposed leadership project for academic year 2009-2010.

Principal's signature

Date

Return the completed nomination form in the above format by Friday, February 26, 2009 to:

CLI Scholarship Award
Virginia Association of Secondary School Principals
4909 Cutshaw Avenue
Richmond, VA 23230