



FELIX SIMON MIDDLE SCHOOL AWARD FOR LEADERSHIP AND SERVICE 2023-2024

One purpose of the Maryland Association of Student Councils (MASC) is to encourage and assist member schools in developing their student council organizations. For this reason, your school's student council is invited to apply for the Felix Simon Award for Leadership and Service. This is NOT a competition among councils, but rather a set of criteria for all school student councils to use to enhance leadership, service, and student empowerment within their schools. This award is only open to MASC member schools.

The mission of MASC is to foster a statewide environment for all secondary school students to express and exchange ideas, develop leadership skills, and promote student representation and involvement in all groups and organizations impacting the lives of students.

Objective of the Felix Simon Award: To allow student council officers, members and their advisors to evaluate their council against a shared set of standards and create an opportunity for student councils to be recognized for their effectiveness

On the following pages there is a list of criteria possible points indicated. Each student council will decide which criteria it has met and how many points to list for the school year. Please note that many items specifically indicate the current school year, but all other items and activities held between March 7, 2024, and March 8, 2024 can count toward this Felix Simon Application.

Your student council will need to complete information on the following items:

- All information completed
- Attachments uploaded for specific items
- A letter of verification and support from the school student council president, the student council advisor, and the school principal
- MASC also encourages each school to produce a two to three-minute video clip summarizing your student government program that could be used at the awards ceremony. At minimum, please upload and identify a picture to be used at the awards ceremony.

Applications must be submitted on-line before 5:00 p.m., March 08, 2024

Application link: <https://forms.gle/qQVrHCsiztrpu5uQ8>

Submission is via a Google form. Schools will be able to type directly into this application document and upload this and all signed letters and other documents as required. Supporting documents should be titled with the section identification (i.e. II.A.1 Constitution)

Awards will be presented to student councils achieving a total number of points equal to the standards set by the MASC Executive Team.

A minimum of 75% of the total points must be earned by a school of 550 or less population and 80% of the total points by a school of 551+ population in order to be eligible. The awards committee, who will decide the award recipients, will then verify eligible schools' applications. *(*If you are a private/charter school who is not allowed to join a regional student council or there is no county-level organization, please indicate that here. There would then be a total possible 155 points [Skipping section II, C – Regional Activities]. There is only an eight-point difference covered in Section II-C Region.)*

Feel free to contact Ms. Nicete Moodie (Nicete.Moodie@mdstudentcouncils.org) or Mrs. Karen Crawford (Karen.Crawford@mdstudentcouncils.org) if you have any questions about the award application.

Felix Simon Award Recipients*

1991-92	Calvert Middle School, Calvert County
1994-95	Fallston Middle School, Harford County
1996-97	Redland Middle School, Montgomery County
	Severn River Middle School, Anne Arundel County
1997-98	Central Middle School, Anne Arundel County
	Summit School, Anne Arundel County
1998-99	Northern Middle School, Washington County
	Fallston Middle School, Harford County
1999-00	Aberdeen Middle School, Harford County
	Annapolis Middle School, Anne Arundel County
	Eastern Middle School, Montgomery County
	Holabird Middle School, Baltimore County
	Magothy River Middle School, Anne Arundel County
	Severn River Middle School, Anne Arundel County
	Snow Hill Middle School, Worcester County
2000-01	West Middle School, Carroll County
	Redland Middle School, Montgomery County
2001-02	Montgomery Village MS, Montgomery County
	Rock Hall Middle School, Kent County
2002-03	Snow Hill Middle School, Worcester County
	Severn River Middle School, Anne Arundel County
	Esperanza Middle School, St Mary's County
2003-04	Centreville Middle School, Queen Anne's County
	Matthew Henson Middle School, Charles County
2004-05	Mattawoman Middle School, Charles County
2005-06	Severn River Middle School, Anne Arundel County
	Burleigh Manor Middle School, Howard County
	Rock Hall Middle School, Kent County
2006-07	Chesapeake Bay Middle School, Anne Arundel County
2007-08	<i>No Award Presented</i>
2008-09	Argyle Middle School, Montgomery County
2009-10	Westminster West Middle School, Carroll County
2010-11	Chesapeake Bay Middle School, Anne Arundel County
2011-12	Burleigh Manor Middle School, Howard County
2012-13	Thurmont Middle School, Frederick County
2015-16	Clemente Middle School, Montgomery County
	Northern Middle School, Calvert County
2016-17	<i>No Award Presented</i>
2017-18	Benjamin Tasker Middle School, Prince George's County
	Perry Hall Middle School, Baltimore County
2018-19	Thurmont Middle School, Frederick County
2019-20	Plum Point Middle School, Calvert County
	Southern Middle School, Calvert County
2020-21	Lindale Middle School, Anne Arundel County
2022-23	Northern Middle School, Calvert County
	Southern Middle School, Calvert County

***Please Note:**

Schools must be a
MASC member to
apply.

Recipients of the
Felix Simon Middle
School Award for
Leadership and
Service are eligible
to reapply for this
award three years
following the receipt
of the award.



FELIX SIMON MIDDLE SCHOOL AWARD FOR LEADERSHIP AND SERVICE

2023-2024 (for MASC member schools)

Basic Information:

Schools will be asked to complete basic information about their school, advisor, principal, etc.

A signed letter verifying the content of the application and supporting documents is also required from each of the following: student council president, advisor, principal.

Organizational Involvement

This section will ask about your school's involvement at the national, state, and regional levels.

The regional advisor will need to provide a signed letter addressing the school's involvement at the Regional level. See specific items listed in II. Organizational Involvement C. Regional

FOR THE APPLICATION, PAY ATTENTION TO ITEMS REQUIRING DOCUMENTATION THAT NEEDS TO BE UPLOADED TO THE SCHOOL'S DESIGNATED GOOGLE FOLDER OR DROPBOX.

- All items that ask for proof must be uploaded or included in this application in order to receive the award regardless of the total point count.
- Pay attention to items that need your review, description, and/or certification in a letter uploaded in the application.
- Supporting documents or description must be clearly explained or uploaded for each category in which your school awards itself points.

Feel free to contact Ms. Nicete Moodie (Nicete.Moodie@mdstudentcouncils.org) or Mrs. Karen Crawford (Karen.Crawford@mdstudentcouncils.org) if you have any questions about the award application.

THE FOLLOWING INFORMATION IS FOR PLANNING PURPOSES. THE AWARD APPLICATION MUST BE SUBMITTED ON-LINE.

Application link: <https://forms.gle/qQVrHCsiztrpu5uQ8>

It is recommended that schools upload this document to a student council folder to allow several students and the advisor to gather information, save required documentation, and type in this application where requested. "Save-As" this application and call it "*School Name MS – Region – Felix Simon App.*" Create folders for each section of the Application (Sections I – V). Documents should be titled with the section identification (i.e. II.A.1 Constitution) or other specified criteria (i.e. I - Principal letter).

Be sure that MASC would be able to have access to the folder (***not restricted to school/school system***). If need be, create a free student council Gmail account and get 15 GB free storage on the Google drive for the account.

Submission of this application is via a Google form. Schools will complete the basic information, then type in the URL of the folder where the application and documentation are saved.

Please ask if you have any questions!

Schools may type directly on this application and should save this document as “School Name MS – Region - Felix Simon App” in a folder for which MASC will have access upon submission.

I. Basic Information

- A. MASC Region***
- B. School Name***
- C. School Address***
- D. Public School/Private School***
- E. School Population***
- F. Advisor’s Name***
- G. Advisor’s Email***
- H. Principal’s Name***
- I. Principal’s Email***
- J. School is a current MASC member***
- K. A signed letter of verification of the content of the application and support is also required from each of the following:***
 - 1. Student Council President– upload letter (save document as “President Letter”)***
 - 2. Student Council Advisor– upload letter (save document as "Advisor Letter")***
 - 3. School Principal– upload letter (save document as Principal Letter")***

SECTION I TOTAL Must be completed for application to be considered

II. Organizational Involvement

- A. National***
 - 1) 2023-2024 National Student Council (NatStuCo) Membership (5 pts) – upload certificate/letter of membership**
- B. State***
 - 1) 2023-2024 MASC Membership (5 pts) – no upload required**
 - 2) November 2023 MASC Fall Leadership Conference attendance (1 pt per person, 3 pts max.) – provide names**
 - 3) February 2024 MASC Convention attendance (1 pt per person, 3 pts max.) – provide names (*note – registration for this event ends before the deadline for this award*)**
 - 4) 2023-2024 MASC Executive Board or applicant for the executive board (1 pt per person, 3 pts max.) – provide name(s)**
 - 5) 2023 Summer Leadership Workshop attendance (1 pt per person, 2 max.) Please indicate which program: Maryland Leadership Workshops or other leadership programs such as Boys State, etc. – provide names and something that the delegate(s) learned from the experience:**
 - 6) Student workshop presenter for a MASC conference (November 2023 Fall Leadership Conference, February 2024 Convention (1 pt per person, 3 pts max) – provide names and conference (the same student can only be listed for one event)**
- C. Regional*** Please have the regional advisor submit a signed letter addressing each of the areas below as it pertains specifically to your school’s participation. If any of these items do not pertain to your region (membership, leadership training, general assemblies, etc.) then the regional advisor must include specific language to address the specific point in the letter. Points would then be awarded.

- 1) 2023-2024 Membership in your regional student council organization (4 pts – upload certificate/letter)
- 2) Regional Leadership Training Activity attendance (1 pt) – provide name
- 3) School delegation attendance at every Regional General Assembly (2 pts) – provide dates
- 4) Regional Executive Board or Committee Members (1 pt) – provide name

SECTION II TOTAL (32 POINTS MAXIMUM)

**24 points for any private or charter school IF the regional student council does not include private or charter schools in the organization or there is no county-level organization (Section II, C – Regional Activities)*

III. Council Organization

A. Structure of the Organization

- 1) Constitution
 - a. Written copy (5 pts) – upload constitution
 - b. Revision or review within the last four years (3 pts)
Please describe the constitutional revision or review process your council used:
- 2) Meetings
 - a. Council meetings scheduled regularly (4 pts) – upload calendar
 - b. Copies of agendas provided at council meetings (3 pts) – upload at least two copies of agendas from different meetings
 - c. Council meetings run by a student or students (2 pts) – describe
- 3) Representation
 - a. List of elected officers, staff, executive board, and committee chairs distributed in school (2 pts) – upload list
 - b. Written election/ appointment procedures (2 pts) – upload documentation
- 4) Committees
 - a. Utilizes committees during planning of events (3 pts) – explain the process used by your council to solicit student participation on committees.
 - b. Have a process for forming committees (3 pts) – describe how the committees are formed, how often they meet, and what types of activities your committees accomplish:

B. Communication

- 1) Input
 - a. Process for receiving student input (5 pts) – explain what processes your student council uses to receive student input. How does this input affect your council? How do you use this input?
 - b. Process for receiving faculty input (2 pts) – explain what processes your student council uses to receive faculty input. How does this input affect your council? How do you use this input?
- 2) Outreach to School and Community
 - a. Designated area in the school that is kept updated regularly with council postings (4 pts) – upload picture.
 - b. Council reports regularly to student body (6 pts) – explain the process for the student council to report regularly to the student body and faculty.
 - c. Administration and faculty are updated regularly on status of student council (5 pts) – explain the process for communicating with administration and faculty.

- d. Student Council has liaison(s) to other student organizations (2 pts) – explain what other student organizations do your councils’ liaisons communicate with and in what way? (upload documentation if you have it).

C. Process of the Organization

- 1) Goal Setting
 - a. Established goals for school year 2023-2024 (4 pts) – upload documentation
 - b. Established process for goal setting (4 pts) – explain your goal-setting process? Who is involved? How are the goals implemented?
- 2) Continuous Improvement
 - a. Council has formalized process for self-evaluation of its functions (5 pts) – explain the process for self-evaluation of your functions (upload documentation if you have it)
 - b. Results from evaluations are used to improve future projects (5 pts) – explain how evaluations are used to improve future projects
- 3) Orientation
 - a. Orientation for candidates running for office ie: role and responsibilities (2 pts) – upload flyer, agenda, etc.
 - b. Orientation session for newly elected officers (3 pts) – upload flyer, agenda, etc.
 - c. Written resources provided to newly elected officers, including job description and constitution (2 pts) – upload documentation

SECTION III TOTAL (76 POINTS MAXIMUM)

IV. Activities

For each activity, describe the event and the impact the activity had on the school and/or community. You may award yourself up to 5 points in each category completed. Please upload any documentation you have of the activities.

NOTE: A SPECIFIC ACTIVITY MAY ONLY BE LISTED IN ONE CATEGORY

- A. School Service***
- B. Community Service***
- C. School Spirit Activities***
- D. Fund Raising Activities***
- E. Activities to Recognize Students and Members of the School Community***
- F. Leadership Activities***
- G. Environmental Activities***
- H. Health Awareness Activities***
- I. Student Advocacy Activities***
- J. Educational Awareness Activities (i.e. Forums, PTSA, Teachers Association, etc.)***
- K. Additional Activities to Accomplish Student Council’s Goals***

SECTION IV TOTAL (55 Points Maximum)

TOTAL POINTS EARNED (163 POINTS MAXIMUM)

A minimum of 75% of the total points must be earned by a school of 550 or less population (122 points) and 80% of the total points by a school of 551+ population (130 points) in order to be eligible. The awards committee, who will decide the award recipients, will then verify eligible schools' applications.

***155 points for any private or charter school IF the regional student council does not include private or charter schools in the organization or there is no county-level organization** (Section II, C – Regional Activities). *A minimum of 75% of the total points (116 points) must be earned by a school of 550 or less population and 80% (124 points) of the total points by a school of 551+ population in order to be eligible. The awards committee, who will decide the award recipients, will then verify eligible schools' applications.*

**REMINDER: On-line application and documents uploaded must be completed on or before
5:00 p.m., March 8, 2024**

Application link: <https://forms.gle/qQVrHCsiztrpu5uQ8>