



# FELIX SIMON HIGH SCHOOL AWARD FOR LEADERSHIP AND SERVICE 2024-2025

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 January 30, 2024 to January 31, 2025 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 11:59 p.m., January 31, 2025**

**Application link – <https://forms.gle/vGf7PGDdCUDAuM5B9>**

**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, please indicate that here. There is only a ten-point difference covered in Section II-C Region and your percentage of points will be based on a possible 230 points.)*

Feel free to contact Mrs. Karen Crawford ([Karen.Crawford@mdstudentcouncils.org](mailto:Karen.Crawford@mdstudentcouncils.org)) if you have any questions about the award application.

## Felix Simon Award Recipients

1993-94	Frederick High School South River High School	Frederick County Anne Arundel County
1996-97	La Plata High School	Charles County
1997-98	North Hagerstown High School	Washington County
1998-99	Lackey High School Laurel High School Long Reach High School River Hill High School Suitland High School	Charles County Prince George's County Howard County Howard County Howard County
1999-00	Parkside High School	Wicomico County
2000-01	Glen Burnie High School	Anne Arundel County
2001-02	Eleanor Roosevelt High School Northwestern High School Frederick High School	Prince George's County Prince George's County Frederick County
2002-03	River Hill High School Catoctin High School Glenelg High School Atholton High School	Howard County Frederick County Howard County Howard County
2003-04	Damascus High School North Hagerstown High School Perry Hall High School Watkins Mill High School	Montgomery County Washington County Baltimore County Montgomery County
2004-05	Liberty High School Middletown High School South River High School	Carroll County Frederick County Anne Arundel County
2005-06	Centennial High School Carver Center for Arts & Technology South Hagerstown High School North County High School	Howard County Baltimore County Washington County Anne Arundel County
2006-07	Bowie High School Richard Montgomery High School Montgomery Blair High School	Prince George's County Montgomery County Montgomery County
2007-08	Northern Garrett High School	Garrett County
2008-09	North Point High School South River High School	Charles County Anne Arundel County
2009-10	River Hill High School	Howard County
2010-11	Atholton High School Hereford High School Severna Park High School	Howard County Baltimore County Anne Arundel County
2011-12	Centennial High School	Howard County
2012-13	River Hill High School Chopticon High School Allegany High School	Howard County St. Mary's County Allegany County
2013-14	Perry Hall High School	Baltimore County
2014-15	Centennial High School Huntingtown High School Richard Montgomery High School	Howard County Calvert County Montgomery County
2015-16	River Hill High School	Howard County
2016-17	Edgewood High School Perry Hal High School	Harford County Baltimore County
2017-18	Allegany High School	Allegany County
2018-19	Hereford High School River Hill High School Centennial High School	Baltimore County Howard County Howard County
2019-20	Long Reach High School Oakland Mills High School Parkdale High School	Howard County Howard County Prince George's
2020-21	Northern High School	Calvert County
2021-22	No Applications	
2022-23	Centennial High School	Howard County
2023-24	Long Reach High School	Howard County

**\*Please Note:**  
Schools must be a  
MASC member to  
apply.

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



# **FELIX SIMON HIGH SCHOOL AWARD FOR LEADERSHIP AND SERVICE**

*2024-2025 (for MASC member schools)*

***The following information is for planning purposes.  
The Award application must be submitted on-line.***

**Application link –**

**<https://forms.gle/vGf7PGDdCUDAuM5B9>**

## **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 Mrs. Karen Crawford ([Karen.Crawford@mdstudentcouncils.org](mailto:Karen.Crawford@mdstudentcouncils.org)) if you have any questions about the award application.

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 HS – 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 HS – Region - Felix Simon App” in a folder that MASC will have access to upon submission.**

**I. Basic Information** *(this will also be typed in the Google form)*

**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 Must be completed for application to be considered**

**II. Organizational Involvement**

**A. National**

- 1) 2024-2025 National Student Council (NatStuCo) Membership (5 pts) – upload certificate/letter of membership
- 2) 2024-25 Attendance at any national leadership conference (VISION, NASC, Hugh O’Brian, etc.) or Webinar (1 pt) – provide name of the event, the participant’s name, and something the student learned from attending the conference

**B. State**

- 1) 2024-2025 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) March 2025 MASC Convention attendance (1 pt per person, 3 pts max.) – provide names
- 4) 2024-2025 MASC Executive Board or applicant for the executive board (1 pt per person, 3 pts max.) – provide name(s)
- 5) 2024 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 2024 Fall Leadership Conference, March 2025 Convention (1 pt per person, 6 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) 2024-2025 Membership in your regional student council organization (3 pts – upload certificate/letter)
- 2) Regional Leadership Training Activity attendance (1 pt) – provide name
- 3) School delegation attendance at every Regional General Assembly (3 pts) – provide dates
- 4) Regional Executive Board or Committee Members (3 pt) – provide name

**D. Community**

- 1) Student Council participation in a community group (group outside of the school) that applies to the Mission of MASC (i.e. liaison relationship, joint projects) (3 pts) – Please describe your council’s participation with a community group and how the group’s activities apply to the MASC Mission Statement (feel free to upload pictures, programs, etc.).
- 2) Student Council planned and facilitated a community service project - working with groups outside of the school (2 pts per project, 6 pts. Max) – Please describe the process used by your council to plan, organize and complete a community service project (reminder: this is for a service project outside of the school and cannot be used in Section VI-E)

**SECTION II TOTAL (47 POINTS MAXIMUM) Points Earned: \_\_\_\_\_**

\*37 points for any private or charter school IF the regional student council does not include private or charter schools in the organization or if 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 (4 pts)

*Please describe the constitutional revision or review process your council used:*

**B. *Financial Procedures***

- 1) Written budget (2 pts) – upload budget
- 2) Process for recording and reporting financial records (2 pts) – Please describe the process for recording and reporting financial records:

**C. *Representation***

- 1) List of officers, staff, Executive Board, and committee chairs (3 pts) –upload roster
- 2) Written election/appointment procedures created and distributed (2 pts) – upload document

**D. *Committees***

- 1) Utilizes Committees during Activity Planning (3 pts) – explain the types of committees and how they are organized and utilized. How often do they meet? What types of activities do your committees accomplish?
- 2) Process for forming Committees (2 pts) – explain how the committees are formed and the process used by your council to solicit student participation on committees.

**E. *Orientation***

- 1) Orientation for candidates running for office re: position, responsibility, and role (1 pt) – upload agenda, flyer, etc.
- 2) Orientation session for incoming officers providing written resources, including job description and constitution and transitional meeting for new officers to receive important information from the outgoing officers (3 pts) – explain briefly and upload documents
- 3) Special orientation for incoming freshman officers (1 pts) –briefly explain and upload a flyer or highlight reference in the calendar

**F. Meetings**

- 1) Officer/Executive Board meetings are scheduled regularly (3 pts) – upload schedule
- 2) Council meetings are scheduled regularly (3 pts) – upload schedule
- 3) Process for officers and advisor to set agenda prior to meetings (2 pts) – briefly explain the process officers and the advisor(s) use to create meeting agendas.

**G. Goal Setting**

- 1) Annual goal setting process (3 pts) – describe your annual goal setting process including who is involved and how the goals are implemented.
- 2) Established goals for the school year (3 pts) – upload documentation

**SECTION III TOTAL (42 POINTS MAXIMUM) Points Earned \_\_\_\_\_**

**IV. Council Input & Communication**

**A. Input from Students/Faculty/ Community** – Explain what processes your student council uses to receive student, faculty, and community input.

- 1) Process for receiving student input (4 pts) – explain process and how this input affects your student government....how did you use this input?
- 2) Process for receiving faculty input (2 pts) – explain process and how this input affects your student government....how did you use this input?
- 3) Process for receiving community input (1 pt) – explain process and how this input affects your student government....how did you use this input?

**B. Communication**

- 1) Council reports regularly to the student body (5 pts) – explain process and upload pictures or documentation if available
- 2) Calendar of council/school activities are prepared and distributed (4 pts) – explain distribution process and upload calendar (or link to website with calendar)
- 3) When students return to school, a designated area in school that is kept updated regularly with council postings (can be a bulletin board, website, or other communication methods) (3 pts) – explain and/or upload photos, give websites, etc.
- 4) Process for announcement of council meetings (1 pt) – explain process
- 5) Council newsletter/bulletin to students and/or faculty concerning council activities (2 pts each issue, 6 pts maximum) – upload documentation (can be on-line links if electronic)
- 6) School or city/town newspaper article(s) (or radio/TV broadcast) concerning council activities (1 pt each, 2 pts maximum) – upload documentation or links to on-line newspaper articles
- 7) Established procedure for communication and coordination of clubs (i.e., Inter-Club Council) (4 pts) – explain process (upload documentation if available)



- 8) Communication of council purpose and program to:
  - a. parents (2 pts) – explain process
  - b. Board of Education or community at large (3 pts) – explain process
- 9) Process for council communication with administration (4 pts) – explain process

**SECTION IV TOTAL (41 POINTS MAXIMUM) Points Earned: \_\_\_\_\_**

**V. Council & School Improvement**

**A. School Improvement**

1) Cite up to three examples of your student council’s participation in school improvement initiatives in such areas as: curriculum, school climate, school improvement teams, school/community relations, etc. (2 pts per example, 6 pts maximum)

**B. Continuous Improvement**

- 1) Council has a formalized process for evaluation of its functions (2 pts for each of the following areas covered, 10 pts maximum) – upload documentation of each evaluation used
- a. Sponsored activities
  - b. Business meetings
  - c. Officers
  - d. Advisor
  - e. Members

**C. *Formal process for student body and faculty/administration evaluation of council***

1) Formal process for student body and faculty/administration evaluation of council (4 pts) – describe what formal process your council uses for the student body and the faculty to evaluate your student council program – upload documentation if available

**SECTION V TOTAL (20 POINTS MAXIMUM) Points Earned \_\_\_\_\_**

**VI. Activities**

Listed below are nine categories for activities sponsored by a student council. For each category, describe an activity your council sponsored during the year. Each category should include the name of the activity, a brief description of the activity itself, and the impact the activity had on the school and/or the community. In addition, upload some form of documentation of each activity described – project planning outline, publicity flyer, and/or photos of the activity (including “Zoom” webinars, forums, etc.).

The first activity listed in each category will be worth 6 points. There may be up to two more activities listed under each category at 2 points each. NOTE: EACH ACTIVITY MAY ONLY BE LISTED ONCE. Therefore, each of the nine categories has a minimum of 6 points and a maximum of 10 points. The maximum number of points that can be received is 90.

**A. *School Service***

**B. *School Spirit Activities***

**C. *Leadership Activities***

**D. *Activities to Recognize Students and Members of the School Community***

*E. Community Service (outside of school – must be different than the activity listed in Section II, D, 2)*

*F. Environmental Activities*

*G. Health Awareness Activities*

*H. Student Advocacy Activities*

*I. Additional Activities to Accomplish Student Council's Goals*

**SECTION VI TOTAL (90 POINTS MAXIMUM) Points Earned: \_\_\_\_\_**

**APPLICATION TOTAL (\*240 POINTS MAXIMUM)**

*A minimum of 75% of the total points (180 points) must be earned by a school of 550 or less population and 80% (192 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.*

*\*230 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 (173 points) must be earned by a school of 550 or less population and 80% (184 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 by 11:59 p.m., January 31, 2025**

**Application link – <https://forms.gle/vGf7PGDdCUDAuM5B9>**