MASC/MAHS Michigan Student Leadership

Exceptional Service Project Application

*Nominations must be **POSTMARKED** no later than March 1st, 2017 to:*
(Postmarks with this date will not be accepted if they have not reached the office in time)

MASC/MAHS Exceptional Service Project
1001 Centennial Way, Suite 100
Lansing, MI 48917

About the Award |

The MASC/MAHS Exceptional Service Project Award is an opportunity for all of our member schools to showcase a service project they have completed. Any service project, big, small, complex, simple, there are no limits to which service project can be submitted! The project does not have to be original, unique, or special in any way. Any student council, leadership class, honor society, or student organization (or any combination of the above) may submit to be recognized. The committee is looking for well-organized projects that challenge the student group and serve the community in some way. The Exceptional Service Project Award recipients will be recognized at the MASC/MAHS State Conference. Each year, up to ten (10) Exceptional Service Projects are awarded.

Examples of Projects |

Blood Drives | Faculty Appreciation | Community Clean-Up | Yard Raking | Seatbelt Task Force | Hospital Donations | Book Drives u Adopt-A-Family | Senior Citizen Events | Food Drives u Safety Awareness | Charity Walks | Tutoring | Babysitting | After-School Programs | Benefits | Community Issues/Awareness Events

Policies and Procedures |

The service project that you nominate must take place no earlier than April of the PREVIOUS school year and must be fully completed by the time this nomination is submitted THIS school year. Schools cannot use the same service project if they have nominated it for the Exceptional Service Project in the past 5 school years (check with MASC/MAHS if you are unsure!). Tips for your nomination!

- Awards must be submitted in a large document envelope (no binder)
- Dividers should be used before each of the four (4) sections listed below.
- DO NOT permanently bind pages together, DO NOT use sheet protectors (unless it is needed for pages with pictures, advertisements, etc.), and DO NOT staple pages together. The committee may need to pull apart the application sections and sheet protectors
- Of the four (4) main sections, only Section 3 has sub-sections, clearly noted below. Each of these sub-sections should start on a NEW page within that tabbed section. Each new page should be titled to match the sub-section titles given below.

Part one: Cover Page |

For consistency in selection, we ask that you use the provided cover page and attached to the front of the application. Original signatures must be used to prove that the information contained is accurate and truthful. **Nomination packets without the provided cover page may not be considered.**

Part two: Project Overview |

Please include all of the details outlined below on one concise sheet, typed, double-spaced.

- Service project name
- Date(s) that the project took place (actual event; do not include planning days)
- Description of project (overall, general explanation of the service project)

Part three: Project Details |

Please include all of the details outlined below using a new page for each sub-section (and no more than one page per sub-section, double-spaced). Appropriately title each page (use the sub-section titles below: Goal Setting, Timeline, etc.)

- Goal Setting: state the goal for the service project (you must use the SMART Goals format)
- Organization, School & Community Involvement
- Organization & Activities
- Timeline
- Evaluation

Goal Setting: Using the SMART format, please write the goal you hoped to achieve upon completion of your project. (you must follow the SMART format when writing your goal). The description of your project is noted above, so please do not simply rephrase your project description. Be sure to write your goal in SMART format.
Organization, School and Community Involvement: Indicate the amount of time or effort involved in this project from group members, school faculty, other students or school groups, individuals in the community and which groups were involved. (Parents, church members, etc.)
Organization and Activities: Please provide us with at least three (3) activities/steps you took to achieve your goal, explaining what the activities/steps were, who was responsible, how they accomplished the task, supplies needed, due dates, etc.). Be specific enough so that if we wanted to reproduce this event, we would have all of the information we need in this packet.
Timeline: What was the schedule of project development/ implementation / evaluation used by your student group to reach the goal stated above? Please include the timeline and due dates used.
Evaluation: To what degree was the project a success? Did you reach your goal? How did you evaluate? Please clearly identify the strengths and weaknesses of your project. What did you learn from the completion of this project?

Please provide us with copies or originals of visual evidence supporting your project, such as advertisements, pictures, video tapes, news articles, announcements, publicity samples, letters from those that were on the receiving end of your service, etc. Be creative! Questions on all award programs should be directed to the MASC/MAHS office via email at info@mascmahs.org or phone (517) 327-5315

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Required Cover Page

School Name

School City

Organization Name

Student Council Honor Society Leadership Class

Nominating Adviser's name and organization

Nominating Student's name and organization

Adviser Phone number

Adviser Email

Required Signatures

Nominating Student _____

Nominating Adviser _____

Nominating Principal _____