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## **Honor Council Guidelines**

*To ensure proper evaluation of each Honor Council Book, it is important to follow these specific guidelines*

1. Submit your school's application online by the due date. When your application has been received, the IASC Secretary will send you more instructions to compile the book.
2. The Honor Council Book should include activities completed between May 6, 2023 and May 1, 2024 . The events or activities must have occurred between these dates, and each piece of evidence **MUST BE DATED**.
3. The completed title page must be the first page of your Honor Council Book. The title page must include the indicated signatures. The completed title page must be present to begin the scoring process. (A copy of the title page can be downloaded from the IASC website.)
4. A three-ring binder is required for each book unless you are submitting an e-Book. Pages used should be no smaller than 8 1/2" x 11" and no larger than 11" x 14". Your school name must be written on the cover of the binder.
5. All evidence must be attached securely. Since books are handled repeatedly, it is recommended that you use quality bindings, paper, and plastic sleeves to withstand the grading procedure. Many schools have used plastic insert pages or photo album pages to protect their documents. Detached sheets will not be counted when scoring your book.
6. All materials must be in the same order as the scorecard with no cross-references. Materials out of order will not be scored! Therefore, be careful, and double, triple, and quadruple check your book to make sure you don't lose points that your school deserves.
7. Your evidence should include memos, minutes, announcements, letters, news articles, etc. Be sure to write thank you notes and letters of recognition to people who helped during activities. These help other groups feel appreciated and serve as evidence in your Honor Council Book. Make sure you include dates, names, and descriptions with all evidence. You can also use the Project Report Form and the Evaluation Form for evidence. These forms are available from the Documents page on the IASC website.
8. Appropriate evidence includes the following:
  - Copies of important documents
  - Photographs with captions
  - Affidavits with detailed descriptions and signatures
  - Committee report forms
  - Copies of canceled checks, receipts, pay orders, etc
  - Newspaper clippings with headings and dates
  - Minutes with explanations
  - Project report forms
  - Evaluation forms
  - Workshop/Convention programs with student names and/or school names as host, participant, etc.
  - Every entry should be labeled
  - Insert a 'No Evidence' page for a page with no entry