

Alabama Community Education Association Gold Star Advisory Council Award

Purpose:

ACEA recognizes that Advisory Councils are an integral component of the community education concept. In an effort to recognize the outstanding service rendered by Advisory Councils, ACEA has established a special Gold Star Award to be presented annually to each Advisory Council that complies with certain minimum standards as adopted by the Association's Board of Directors. ACEA has established this award as an incentive to develop strong lay participation and involvement in local community education programs.

Directions:

Each Advisory Council wishing to apply for this special award should complete the application according to the stated guidelines. Documentation of each standard is important in the evaluation process. Framed certificates will be awarded to each Advisory Council which meets the ten criteria.

Guidelines

- A. The Advisory Council President and Community Education Coordinator should complete the Gold Star Award application with a narrative description of each question contained in this application. Attach additional pages for comments as needed.
- B. Documents and materials should be included with the application to support each question (i.e. copies of minutes, brochures, goals, surveys, etc.)
- C. **All applications should be received no later than the dates specified each year.**
- D. This application should reflect activities from March of the previous year through February of the current year.
- E. All Advisory Councils that fully comply with the minimum standards, in the judgment of the ACEA Awards Committee, will be designated as a Gold Star Advisory Councils and will be appropriately recognized during the annual meeting of the Alabama Community Education Association.

Advisory Council Standards

Your Advisory Council must show evidence of meeting each of the following ten standards:

- 1. **The council held regularly scheduled meetings during the reporting period.**
Documentation needed: Attach copies of minutes of all meetings.
- 2. **The council has a membership reflective of a representative cross section of community residents.**
Documentation needed: Attach copies of membership roster, including representative category (housewife, senior citizen, businessman, service club representative)

- 3. The council had an average attendance of at least 60% at regularly scheduled meetings by regular members.**

Documentation needed: List dates of each meeting, number of members present at each meeting and total number of members on council.

- 4. The council has adopted bylaws or general operational procedures for the council.**

Documentation needed: Attach copy of bylaws.

- 5. The council had involvement in setting goals, objectives or priorities during the reporting period.**

Documentation needed: Describe specifically how the council has participated in setting goals, objectives or priorities and if possible make reference to minutes of specific council meetings.

- 6. The council has at least five individual council members who hold membership in ACEA.**

Documentation needed: Please list the names of all advisory council members who hold membership in the Alabama Community Education Association.

- 7. The council had involvement in identifying community needs.**

Documentation needed: Describe specifically how the council has participated in identifying community needs and if possible make reference to minutes of specific council meetings.

- 8. The council had involvement in at least one special project designed to improve the quality of life or learning within the community.**

Documentation needed: Describe the project and explain specifically how the council was involved. Attach any supporting documents relating to the project.

- 9. The Council had involvement in evaluating community education programs and activities.**

Documentation needed: Describe specifically how the council has participated in evaluating community education programs and if possible make reference to minutes of specific council meetings.

- 10. The council had participation of at least two advisory council members in one or more in-service training programs designed to promote a better understanding of the community education philosophy.**

Documentation needed: Give specific instances of advisory council members participating in in-service training programs. Tell how many members attended what training on what date.

Signature of Advisory Council President

Signature of Community Education
Coordinator or Program Director