



TEXAS ASSOCIATION OF SECONDARY SCHOOL PRINCIPALS

1833 South IH-35 • Austin, Texas 78741 • (512)443-2100 • Fax: (512)442-3343 • www.tassp.org

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TO: TASSP High School Principals
SUBJECT: TASSP Student Recognition Programs
DATE: October 2018

TASSP sponsors two recognition programs to reward high school seniors for their outstanding achievements. As a member of TASSP, you have the awesome opportunity to nominate two students. **Nominate one senior student for the Teens Serving Texas Award and a different senior student for the Academic Excellence Award.**

1. TASSP Teens Serving Texas Award

This award recognizes high school seniors who have demonstrated excellence in the areas of service, leadership and personal accomplishment. Students are asked to describe their contributions to these areas in a two-page essay.

Thirty students will be recognized for this award, five scholarship winners and 25 finalists. Winners will receive a \$500 scholarship and finalists will receive plaques.

2. TASSP Academic Excellence Award

This award recognizes high school seniors for their outstanding academic achievements. Selection will be based on two factors: 1) a score based on the student's GPA, SAT or ACT scores and ability to follow instructions (65%); and 2) a written essay (35%).

Fifty students will be recognized for this award. Twenty will be selected to the Academic All-State Team and will receive a \$500 scholarship. The remaining thirty award finalists will receive plaques.

Selections of the local nominees are left up to the judgment of each high school principal who is an active member of TASSP. Please use the application forms below to submit your nominations. Send the completed forms (postmarked no later than **March 1, 2019**) to **TASSP, 1833 South IH 35, Austin, Texas 78741.**

We hope that you will take advantage of this opportunity to nominate two of your seniors for these award programs.

If you have any questions, please contact Donita Garza at 512-443-2100 ext. 8512 or Donita@tassp.org.

*"Above All,
Students First"*

Texas Association of Secondary School Principals is an affiliate of the National Association of Secondary School Principals

Teens Serving Texas

Recognition Program | 2018-2019

Recognizing Excellence in Service and Leadership by High School Seniors

Application & Guidelines

What is Teens Serving Texas?

The Texas Association of Secondary School Principals and its members recognize that students' achievements often go beyond academic accomplishments. The TASSP Teens Serving Texas Recognition Program was established to honor and recognize high school seniors who have demonstrated excellence in areas of community service, leadership and personal accomplishment through unique endeavors, obstacles overcome or special talents. The program will recognize five graduating Texas seniors with an unrestricted scholarship of \$500. In addition, these five winners will be introduced at the general session of the TASSP Summer Workshop held in Austin in June and honored there with a luncheon featuring the students, their parents and their principals. Twenty-five finalists will be recognized locally with plaques provided by Jostens.

Who is Eligible?

Each Texas high school whose principal is a member of TASSP may nominate ONE graduating senior for this recognition. Each student nominated should meet the following qualifications:

- Has a minimum cumulative grade point average equivalent to 3.0 on a 4.0 scale for the previous three years (freshman, sophomore and junior years).
- Is required to be pursuing Distinguished Graduation Plan.
- Submits the application packet according to the guidelines and by the specified deadline.

What is the Procedure for Completing the Application Packet?

1. All Sections of the Application Form must be completed and arranged in the order designated in the checklist on the following page. Failure to do so will result in disqualification.
2. The Goals Paragraph: On a separate page from the criteria statement, the student must describe his/her educational plans immediately after high school and describe his/her intended career. Be sure to connect goals to career, service aspect. This paragraph must be no longer than 200 words, must be typewritten and clearly titled Goals Paragraph.
3. The Criterion Paragraphs: The student applicant must write three criterion paragraphs which describe the skills, talents and accomplishments that make him/her eligible for a Teens Serving Texas Award. Applicants should write descriptively and give specific examples. Grade point average will not affect the judging, so please do not include the G.P.A. in this statement. The criterion paragraphs must be no longer than two typewritten, single-sided, single-spaced.
4. Reference Letters: Two reference letters must be included. Each letter must be written by one adult (who is at least 21 years old and not a legal guardian or relative) and must state that he/she knows the student and for how long. The letter writers must be the same two adults listed on the application form. Each letter must be typewritten or written legibly, must be no longer than one single-sided page and must be written within the last six months specifically for this program and must include the writer's address. Both reference letters must be included in the application packet. If any are sent separately, the application will be disqualified. If any reference wishes to write a confidential letter, instruct them to put the letter in a sealed envelope and add it to the application packet. See the checklist on the following page for organizing the application packet.
5. Official Transcript of Grades: One copy of the official transcript or permanent record showing final grades through the junior year is required. The document must clearly show a cumulative grade point average (GPA) equivalent to a 3.0 on a 4.0 scale for the freshman, sophomore and junior years.
6. Submitting the Application: **The application must be postmarked by March 1, 2019.** Applications postmarked after the deadline will be disqualified. All pages and materials must be on 8.5" by 11" paper. The font used for the criteria statement, goals paragraph and reference letters should be no smaller than a 12-pt. font. All materials should be clear and legible. If an email address is included on the application, TASSP will notify the applicant that the application was received.

JUDGING

A complete definition of each criterion is detailed below. Winners are chosen by a panel of judges representing members of the Texas Association of Secondary School Principals. Decisions are based on the information in the students' application packet. The judges' decisions are final. In the event that there is an insufficient number of applications or if those received do not meet the established criteria, awards will not be given.

2018-2019 TASSP Teens Serving Texas Application

Instructions for Writing the Criteria Statement/Paragraphs

Each applicant must write on Community Service and Leadership for your criteria statement. In addition, the applicant must select one area from Unique Endeavors, Obstacles Overcome or Special Talents to comprise the criteria statement. On a separate sheet of paper, you will also write a paragraph about your future plans for your education and your intended career. This is to be entitled, Goals Paragraph.

Criterion Descriptions

COMMUNITY SERVICE: Required. (50% of the total points will be based on Community Service. Emphasis will be on originality and scope of endeavor.) Describe volunteer work you have done to benefit individuals, groups, non-profit organizations, agencies, schools or the community. Simply attending regular meetings of organizations does NOT qualify as community service. Describe your outstanding community service contributions since September of your freshman year. Describe the role you played and give examples of those who benefitted from your community service. Give the number of hours you gave to each community service activity. Did you initiate or develop the activity? If so, include that in your statement. Community service must be verified, or your application will be disqualified. On a separate sheet, not in your statement, include the following typewritten statement for each activity you describe:

"I (name of person verifying activity), verify that (your name) was involved in and completed the (name or type of activity/activities) on (date or dates of activity) as described in his/her criteria statement."

An adult (at least 21 years old and not your legal guardian or relative) responsible for the project, group or organization for which the activity/activities were done, must sign and date this verification sentence and include his/her complete day and evening phone numbers. All of your signed verification sentences must legibly fit on no more than two single-sided pages.

LEADERSHIP: Required. (25%) Describe your ability to guide, inspire, direct or set examples for others and demonstrate how you've accomplished these in your personal, community or academic life. Provide examples that show continuing leadership, not just a brief, one-time-only experience.

SELECT ONE OF THE FOLLOWING: (25%)

- **UNIQUE ENDEAVORS:** Describe the special, creative or challenging activities that you have accomplished in your personal, community or academic life. Unique endeavors are specific activities or efforts completed in the past which demonstrate a special or creative ability. Examples of unique endeavors include the following: using a special talent to start or expand a program; taking or making an opportunity to visit or live away from your home community; completing a special course of study, etc. Simply being a member of a club or honor society or achieving a class rank is not considered a

unique endeavor. Remember, the unique endeavor must be fully completed by the time you send in your application.

- **OBSTACLES OVERCOME:** Describe a situation(s) where you've achieved a goal despite problems or challenges that required your courage, self-reliance and determination. These challenges may have been economic, emotional, physical or geographic. Give specific examples and discuss both the obstacle and how you overcame it.

- **SPECIAL TALENTS:** Describe the special skills, aptitudes, expertise or abilities you possess (such as working with people, music, skill with your hands, computer skills, athletics, artistic talents, science or math aptitudes, inventing, writing, public speaking, etc.). Give specific examples of your special talents and how you have demonstrated them in your personal, community or academic life.

Checklist for the Application Packet

Please assemble the Application Packet in the following order:

- 1. The 2018-2019 Teens Serving Texas Application Form with picture attached. Detach the form from instructions.
- 2. The Goals Paragraph.
- 3. The Criterion Paragraphs.
- 4. Verification Statement(s) for Community Service.
- 5. Two Reference Letters.
- 6. High School Transcript or permanent record as the last document of the application packet.

Staple each of the pages together in the order listed above.

Deadline: Postmarked by: March 1, 2019

Mail to: TASSP

Teens Serving Texas

1833 S. IH-35

Austin, Texas 78741

Phone: 512-443-2100

Do's and Don'ts

- Do allow at least 2-3 weeks to complete the application package and send it as EARLY as possible.
- Do send only one copy of each part of the application.
- Do include a picture with your application package.
- Do not put the application package into a binder, acetate cover or notebook.
- Do not send any documents or materials other than those requested, or your application will be disqualified.

Applications become the property of TASSP Teens Serving Texas Program and will not be returned.

Please attach student wallet-sized photo here

Teens Serving Texas Recognition Program

2018-2019 Official Application Form

This form by itself is NOT a complete application package. See previous pages for instructions for completing the application package. All applications must be postmarked by March 1, 2019. Failure to complete all portions of this form will result in disqualification.

Please click and type in the fields below

1. Applicant

Last Name:		First Name/M.I.:	
E-Mail:		Home Address:	
City:		State/Zip:	
Home Phone:		Parent/Guardian:	

2. School

School Name:		School Phone:	
Principal:		School Address:	
School City:		School State/Zip:	

3. Grade Point Certification

This section must be fully completed and signed by a high school official only. DO NOT write in GPA or in any way change the information in this section or applicant will be disqualified.

I, _____, certify that _____, has a cumulative GPA equivalent to 3.0
(Print Name of High School Official) (Print Applicant's Name)

or above (on a 4.0 scale) and is pursuing the Distinguished Graduation Plan.

Signature of High School Official Title Date Daytime Phone

I certify that this is the sole applicant representing our High School _____
(Signature of High School Principal)

4. Reference Letters

A letter from each of the adults listed below must be included in your application package. References may not be written by the applicant, his/her relative or legal guardian(s) or anyone under 21 years of age. At least one phone number must be included below for each reference.

A. Last Name First Name Prefix (Mr., Ms., Mrs., Dr.) Association with applicant (examples: teacher, counselor, minister, employer)

 Daytime Phone Evening Phone

B. Last Name First Name Prefix (Mr., Ms., Mrs., Dr.) Association with applicant (examples: teacher, counselor, minister, employer)

 Daytime Phone Evening Phone

5. Signature

Winners agree to the use of their names, likenesses and information contained in their application packages for advertising and promotional purposes for the tribute Award program without further compensation or notification. The information on this form and contained in the application package is true and correct to the best of my knowledge as evidenced by these signatures.

Applicant's Signature Date Parent's/Guardian's Signature Date

Parents/Guardian's Name (printed) Daytime Phone

2018-2019 TASSP Academic Excellence Award Application

Application & Guidelines

What is the All State Academic Team?

The TASSP Academic Excellence Recognition Program was established to honor and recognize high school seniors who have demonstrated excellence in areas of academic achievement, test scores and writing skills. The program will recognize twenty graduating Texas seniors with an unrestricted scholarship of \$500. In addition, these twenty winners will be introduced at the general session of the TASSP Summer Workshop held in Austin in June and also honored there with a luncheon featuring the students, their parents and their principals. Thirty finalists will be recognized locally with plaques donated by Jostens.

Who is Eligible?

Each Texas high school whose principal is a member of TASSP may nominate ONE graduating senior for this recognition.

What is the Selection Process?

- Each nominee will receive a score based on their GPA, SAT or ACT score. This score accounts for 65 points of the nominee's total score.
- The essay portion of the application is scored by the Academic Excellence Committee and will account for the remaining 35% of the total score.
- Scoring of the essays is done without knowledge of authorship.
- The top twenty will be selected as the All-State Academic Team. The next thirty will be selected as Finalists.
- One essay will be selected to be published in the TASSP May Newsletter.

What is the Procedure for Completing the Application Packet?

- All Sections of the application form must be completed.
- Allow at least 2-3 weeks to complete the application package and send it as EARLY as possible.
- Do not put the application package into a binder, acetate cover or notebook.
- Do not send any documents or materials other than those requested.
- **Student's essay should not contain any reference to school, school district, city or town in which he/she lives.**
- **Student's essay writing should be proctored and must be monitored by a counselor or administrator.**
- **Students should not be given the essay prior to the writing session.**

Checklist for the Application Packet

Please assemble the Application Packet in the following order:

1. The Academic Excellence Application Form with wallet size photo attached. Detach the application from instruction page.
2. High School Transcripts (must have official school seal)
3. Essay

If an email address is provided with the application packet, TASSP will notify the applicant that the application was received.

Staple each of the pages together in the order listed above.

Deadline: Postmarked by March 1, 2019

Mail to: TASSP

Academic Excellence Recognition Program

1833 S. IH-35

Austin, Texas 78741

512-443-2100

Guidelines

Applications become the property of TASSP Academic Excellence Program and will not be returned.

Sponsored by the Texas Association of Secondary School Principals

1833 South IH-35, Austin, Texas 78741

Phone: (512) 443-2100 ext. 8512 • Fax: (512) 442-3343

Please attach student wallet-sized photo here

2018-2019 TASSP Academic Excellence Award Application

Postmark Deadline: March 1, 2019

OFFICE USE ONLY: Grade Level: _____ Student No.: _____

General Instructions: Answer all questions to the best of your ability and follow the instructions completely. The selection of Academic Excellence Award recipients will be influenced by the completeness of replies, neatness, and legibility. Please type or print, using black ink. The application must be submitted on this form with no attachments except the transcript and essay. Questionnaires postmarked after the deadline cannot be considered. Questionnaires not signed by the applicant, school counselor or registrar and principal cannot be considered. When you have completed this questionnaire, please review it and make sure you have answered all questions accurately and completely and have obtained the proper signatures. Retain a copy for your records. Decisions of the TASSP Academic Excellence Committee are final. (Seniors only as of Sept. 1, 2018)

1. Personal Information

Last Name:		First Name/M.I.	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female	Home Address:	
City:		State/Zip:	
Home Phone:		Parent/Guardian:	
Guardian Address:		City/State/Zip	
Guardian Phone:		Student's E-Mail:	
School Name:		ESC Region:	
Principal:		School Address:	
School City:		School State/Zip:	
School Phone:		Counselor's Name:	
Class Rank:		Number in Class:	

2. Academic Information

To figure GPA, use seven (7) semesters of the student's work, including the fall semester of the senior year. Be sure to use ONLY courses in the subject areas listed. If in doubt, use TEA subject area definitions.

Entry Points:

- (a) GPA (convert to 4.0 scale: A=4pts., B=3pts., C=2pts., etc. **Do not use any weight for accelerated courses.**)
Use only Math, English, Science, Social Science and Foreign Language grades. Carry to two decimals.
Transcript supporting this GPA and the ACT/SAT scores must be attached.

GPA: _____ X 250 = _____

- (b) SAT or ACT
Use either SAT or ACT combined score. Choose one only.
Use the highest/best score available.

Combined SAT (reading + math): _____ ÷ 1.8 = _____

OR

Composite ACT: _____ X 27.778 = _____

(Highest possible score is 2000; round off at two decimals.) **TOTAL SCORE:** _____

2018-2019 TASSP Academic Excellence Award Application

Student Name: _____

3. Verification

Verification must be completed for consideration.

A. I certify that my responses are true and factual and that I have received no assistance in writing my essay.

Signature of Applicant: _____ Date: _____

B. I have also reviewed the applicant's responses and certify that they are correct, in so far as the official school records indicate. I also certify that the applicant has written his/her essay under the conditions specified, and that the essay meets the requirements of length and legibility.

Signature of Registrar or Counselor: _____

Printed Name of Registrar or Counselor: _____

4. Principal's Recommendation

I recommend this student for consideration as a TASSP Academic Excellence Award recipient.

I certify that this student has been and is a student in good standing.

Signature of Principal: _____ Date: _____

Printed Name of Principal: _____

School Seal here

ATTACH:

1. Official transcript which includes fall semester 2018 grades and SAT or ACT scores;
2. Essay;

Return (postmarked no later than March 1, 2019) to: TASSP
Certified mail is recommended. Academic Excellence Program
1833 South IH-35
Austin, TX 78741

Academic Excellence Award Application is continued on next page.

