

SOCIAL STUDIES PROGRAMS OF EXCELLENCE AWARD APPLICANTS FOR STATE LEVEL CONTEST – REQUIREMENTS AND PROCEDURES

To have your program considered for the state level Social Studies Programs of Excellence Award, please submit to your participating state social studies council awards or Programs of Excellence coordinator **eight sets (one original and seven copies)** of the following items. **Please note:**

- A “set” includes all the narratives, supporting documentation, and forms identified as “entry requirements” listed below (see also SP-8).
 - All materials must be bound with labeled subject dividers.
 - Any materials in excess of those required will not be considered and may harm program eligibility.
 - Any materials that do not meet all nomination requirements will not be considered.
 - All materials become the property of the State Council for the Social Studies and will not be returned.
1. **Select a category** that best describes your most outstanding social studies program from among the six entry categories listed on form SP-2. The program must meet the established criteria and be reflective of the thematic strands identified in *NCSS Curriculum Standards for Social Studies* and *NCSS Curriculum Guidelines* or the revised Standards for the Preparation of Social Studies Teachers (See SP-3, 4 and 5).
 2. **Cover Sheet** - Complete the entry cover page SP-6 (2 pages). Attach additional sheets as necessary. In addition, provide the program coordinator’s professional resume or vita.
 3. **Abstract** - Prepare an abstract describing the social studies program (SP-7). It should include information about the program’s rationale and learning objectives, concepts and issues, materials, activities, and evaluative measures. It should be no more than 75 words. *Failure to adhere to this word limit may harm program eligibility.*
 4. **Program Definition and Criteria Fit** - Describe briefly how your program fits the definition and stated “criteria” for a Social Studies Program of Excellence as well as how your program incorporates the use of the NCSS Social Studies Standards and the Standards for the preparation of Social Studies Teachers (*The Teacher* - max. 1 page; *The Curriculum* - max. 3 pages; *The Students* - max. 1 page); and how your program is innovative or unique—**refer to Form SP2: Definition, II. Criteria, and III. What makes this program innovative and unique?** (maximum 1 page). In total the number of pages for this description **cannot exceed six, single-sided, double-spaced, typewritten pages** on 8 _ X 11 paper.
 5. **Program Curriculum** - curriculum document that describes goals and objectives, teaching strategies, assessments, and other appropriate information about program implementation (maximum 15 pages).
 6. **Required Letters of Support** - Your application *must* include at least one letter in each category:
 - (a) letter of support from principal, college dean, or other on-site program supervisor;
 - (b) letter of support from the individual responsible for coordinating the social studies curriculum and programs for the school district or higher education institution (this letter should verify that the program is currently being implemented); and
 - (c) letter from a classroom teacher or teacher educator who participates in the program.

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7. **Supporting Documentation** - You may include the following (5 document maximum. No document should exceed three pages):
- (a) letter(s) from student, parent, or community individual or organization;
 - (b) letter from superintendent, college/university president, or other education program administrator; and
 - (c) other appropriate support documents including samples of work, teaching portfolios, newspaper articles, information on participants, or video tape of program implementation, etc. If a video is submitted, you must provide eight copies.

Required Letters of Support and Support Documentation should be on 8 1/2" X 11" paper. **All letters** should include a statement verifying that the writer has reviewed the NCSS Social Studies Programs of Excellence description and criteria and that the program being nominated exemplifies the criteria. *Materials that fail to meet established criteria and requirements will not be considered.*