

# **Student Application Packet for the Board of Education**

## **Diploma Seal for Excellence in Civics Education**

### **Background:**

The Virginia General Assembly has directed the State Board of Education to establish a system for awarding a diploma seal for Excellence in Civics Education. In compliance with the legislation, the board had to consider criteria for (i) successful completion of history, government, and civics courses, including courses that incorporate character education; (ii) voluntary participation in community service or extracurricular activities; and (iii) related requirements as it deems appropriate. The following criteria was adopted by the Board of Education on June 25, 2003:

**To earn a Board of Education Diploma Seal for Excellence in Civics Education a student must satisfy each of the following four criteria:**

- 1) Satisfy the requirement to earn a Standard Diploma or an Advanced Studies Diploma;  
AND
- 2) Complete Virginia and United States History and Virginia and United States Government courses with a grade of “B” or higher; AND
- 3) Complete 50 hours of voluntary participation in community service or extracurricular activities. Activities that would count include:
  - a) Volunteering for a charitable or religious organization that provides services to the poor, sick or less fortunate
  - b) Participating in Boy Scouts, Girl Scouts, or similar youth organizations
  - c) Participating in JROTC
  - d) Participating in political campaigns or government internships, or Boys State, Girls State, or Model General Assembly
  - e) Participating in school-sponsored extracurricular activities that have a civics focus.

Any student who enlists in the United States military prior to graduation will be deemed to have met this community service requirement.

**AND**

- 4) Have good attendance and no disciplinary infractions as determined by local school board policies.

<http://141.104.22.210/VDOE/suptsmemos/2003/inf118.html>

**Student Application for the Board of Education Diploma Seal for Excellence in  
Civics Education**

**Directions to Applicants:**

1. Complete all sections of the application and obtain a parent's or guardian's signature of approval. Print all information legibly in pen.
2. Obtain and attach a copy of your transcript reflecting the semester grades in your senior year.
3. Verify 50 hours of voluntary community service or military enlistment using pages three and four to document information. Make additional copies as needed.
4. This application must be completed by \_\_\_\_\_ and turned in to your Virginia and United States Government teacher who will review the application for completeness and verify that you have met the criteria for the Diploma Seal for Excellence in Civic Education.

**Date:** \_\_\_\_\_

**Name of Student Applicant:** \_\_\_\_\_

Name of Assistant Principal: \_\_\_\_\_

Name of Guidance Counselor: \_\_\_\_\_

Name of Government Teacher: \_\_\_\_\_

**Part I: Verification of Grades**

*Please attach a copy of your transcript of grades through the first semester of your senior year.*

Verification of "B" or higher grades in the following courses:

**Virginia/United States History:** Final Grade: \_\_\_\_\_

**Virginia/United States Government:** Semester Grade: \_\_\_\_\_

Student's Name: \_\_\_\_\_

**Part II: Verification of Student Volunteer activity(s)**

Verification of completion of 50 hours of voluntary participation in community service or extracurricular activities. Check all activities that apply:

- \_\_\_\_ Volunteering for a charitable or religious organization that provides services to the poor, sick, or less fortunate
- \_\_\_\_ Participating in Boy Scouts, Girl Scouts, or similar youth organization
- \_\_\_\_ Participating in JROTC
- \_\_\_\_ Participating in political campaigns or government internships, or Boys State, Girls State, or Model General Assembly
- \_\_\_\_ Participating in school-sponsored extracurricular activities that have a civics focus.
- \_\_\_\_ Enlisting in the United States military prior to graduation will also meet this requirement.

Students must provide the following information for each activity claimed:  
(Use the next page for additional activities.)

1. Name of organization or volunteer activity:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Name of supervisor or sponsor: \_\_\_\_\_

3. Brief description of student's involvement:

4. Number of hours volunteered: \_\_\_\_\_

**Signature** of supervisor, coordinator, or recruiting officer: \_\_\_\_\_

**Additional Volunteer Activities**  
*(Make copies of this page as needed.)*

Student's Name: \_\_\_\_\_

1. Name of organization or volunteer activity:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Name of supervisor or sponsor: \_\_\_\_\_

3. Brief description of student's involvement:

4. Number of hours volunteered: \_\_\_\_\_

**Signature** of supervisor, coordinator, or recruiting officer: \_\_\_\_\_

Student's Name: \_\_\_\_\_

### **Part III: Verification of Good Attendance and No Disciplinary Infractions**

I verify that \_\_\_\_\_ has no unexcused absences or  
(Student's Name)  
disciplinary infractions in the current academic year.

Assistant Principal's Signature: \_\_\_\_\_  
(or AA)

### **Part IV: Parent's (Guardian's) Signature**

I am aware of my student's application for the Diploma Seal for Excellence in Civics Education.

Signature: \_\_\_\_\_

### **Part V: Verification of Eligibility by Government Teacher**

I certify that the application submitted by \_\_\_\_\_  
(Student's name)  
is complete and appears to satisfy the four criteria for the **Diploma Seal for Excellence in Civics Education**. (contingent upon receiving a final grade of "B" or higher in Government.)

Teacher's signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Government teachers please forward this application to the guidance counselor listed on page two.*