



THE HOW-TO GUIDE FOR STUDENT COUNCILS

Presented by the Academy for Educational Development and the Middle East Partnership Initiative



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ACKNOWLEDGMENTS

There is no doubt that the anchoring of firm and deeply rooted educational principles in primary and secondary schools will greatly contribute to the upbringing of an educated and mature generation that is able to assume crucial and significant future responsibilities. With this in mind, communities care deeply about differences in schools of thought and cultural diversity within the basic education system that contribute to the personal development of the student and his or her preparation to assume weighty responsibilities in the future. It is integral to remember that education does not come only through textbooks, rather through the undertaking of extracurricular activities that complement the books and therefore complete the educational mission on all fronts.

To this end, the Academy for Educational Development (AED), with funding from the Middle East Partnership Initiative (MEPI), supports the Ministry of Education of the Republic of Yemen in the establishment of the Student Councils Project. The program works with a number of schools in the Republic to establish student councils that are democratically elected according to the organizational by-laws of the student councils that were published by the Ministry of Education on October 6, 2008. The program's objectives are the fostering of a positive competitive spirit between students; the participation of students in the educational process through the student councils; and the creation of a partnership between fathers' and mothers' councils and student councils. The program empowers students to delve into the experience of democracy both in school and in society. Additionally, it enables the development of students' leadership skills including communication skills, conflict resolution abilities, creative and critical thinking, and self-evaluation.

As an additional means of providing the necessary technical support to schools, the Student Councils Project is happy to present students with this how-to guide that explains in a simple way the mechanisms and methods that lead to the formation of effective student councils. We hope that students find the information contained herein helpful in their realization of the desired objectives in the establishment of student councils throughout schools in the Republic.

It delights me to offer great thanks to the Ministry of Education and to His Excellency Minister Abdul Salaam Al Jawfi who made this program possible. Special thanks also to the gentlemen there who showed their unrivaled cooperation and total support for the activities of the student council project, the review of the content of this manual and the offering of key technical support to ensure the manual's relevance and appropriateness in the school context: Mohammed Hadi Al Tawaf, Ahmed Al Hag, Najib Al Komaim, Abdul Salaam Ismail, and Ali Al Fqih. I offer an abundance of gratitude to the Middle East Partnership Initiative (MEPI) for their generous funding of the Student Councils Project and for publishing this how-to manual, and to those who reviewed its content and language, Olwyn Staples and Hazim Al Ghabra. I also sincerely thank all those who participated in the writing of the manual from the Student Councils Project staff in Yemen including Mahmoud Saeed Mujahid, Mahmoud Nasher, Faiza Saif, Nagat Shoukri, and Liza Baron. Additionally, those who reviewed the manual's content and language in Washington: Ibrahim Sharqieh, Renu Jain, and Helen Albert. Finally, I thank Michelle Shortley for her role in designing the manual.

May Rihani

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INTRODUCTION

We, as school administrators, teachers, social workers, and school activity supervisors, hold in our hands the How-To Guide to electing school student councils, a guide that was developed to focus on the student. School administrators and educators will spend a great deal of time in aiding students in comprehending its content and helping them with its practical implementation in schools. They will also help to ensure the effective execution of the content in pursuit of meeting the objectives of this guide, which are explained in their entirety by the student council by-laws, which were published by the Ministry of Education with the ministerial decision 421 in October of 2008.

This manual represents an important juncture in the educational work plan. It adheres to the policy directives of the Republic of Yemen to establish the democratic process in schools and to instill in youth democratic values. The school is an environment well-suited to cultivate these values within the educational system.

This manual is the fruit of a collaborative effort between the Ministry of Education, represented by the general education sector's administration of school activities, and a team from the Academy for Educational Development (AED). Readers of this manual will notice that it was written in a simple style so that its contents can be implemented with relative ease, given that the project is still in its initial stages. The team responsible for the manual's preparation hopes to benefit from the observations of the educators as they implement the content of the manual so that they can further improve upon its content.

This guide contains all of the material that student councils will need to begin their work. The expansion of these topics will continue in an endeavor to fulfill the needs of the students, especially in this stage in the life of student councils in the Republic of Yemen. The team was keen to include in the manual the necessary tools and templates to help with the implementation of the concepts therein.

The manual contains the following subjects:

- 1. Student councils (their significance, duties and responsibilities, and formation)**
- 2. Student council elections**
- 3. The means for the elected councils to begin working**
- 4. Planning and the development of action plans**
- 5. Fundraising**
- 6. Evaluation**
- 7. Leadership skills**
- 8. The assembly to help the transition to the next year's student councils**

PERSONAL LETTER FROM STUDENT COUNCIL TEAM:

Dear student,

The Student Council Project team has been keen to develop this manual for you and release it for use in the field. The desire to issue such a manual was born out of the experience of conducting field visits to schools in the governorates of Sana'a, Amran, Shebawah, Marib, Hodeidah, Taiz, and Ibb. We found that it was necessary to publish this how-to manual to help further explain and define the culture and concept of student councils and to aid in the operation of class and school council elections.

Students, school administrators, teachers, social workers, and school activity supervisors will be able to consult this manual and follow a set of clearly defined steps to implement student councils elections from the first announcement calling for nominations to the final announcement naming the winners of the school and class council elections. Templates are provided for all of the documents required during the election process, from the nomination form to the board announcing the winners of the elections. It should be noted that the forms and templates provided in this guide are only examples of what could be used in the student councils election process. We do not expect the templates to be followed to the letter; you can develop your own forms that are suitable to your own school's context and availability of resources. For example, you may design completely new forms and copy them by hand, which can be accomplished even with modest resources. Remember creativity and the ability to translate this guide to your own school context are important factors that will help you to accomplish your electoral objectives. The forms included in this manual are only examples of what the election process may require and should be used as guidelines.

The goal of the project team was—and still is—to help school councils and school administrators achieve the objectives of the Student Council program and to strengthen the role of student councils in the educational process. Additional goals include the students' personal development and the refinement of their skills and talents through the content of this manual with topics related to imbuing them with social awareness, skills to plan activities, leadership skills, and knowledge of how to raise money for their own activities. Finally, the manual covers how students can evaluate the performance and activities of the student councils.

The project team hopes that this manual will aid you in executing your duties and responsibilities and in fulfilling your roles to implant student councils in schools throughout Yemen.

With our best wishes for your success, always.



Student Councils empower you with the voice that creates the opportunity for you to actively participate in your education





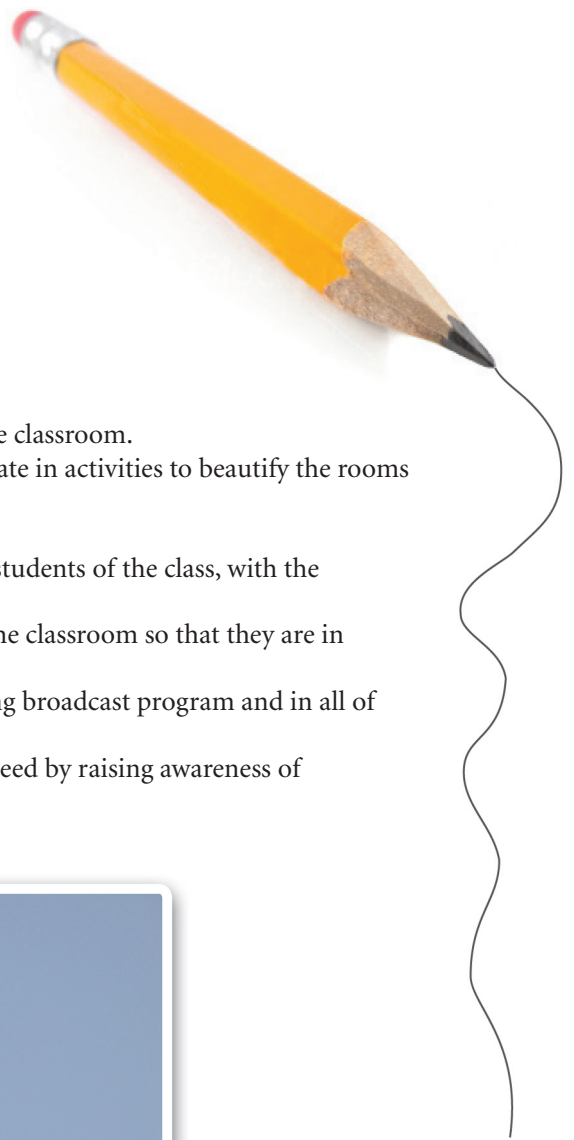
STUDENT COUNCILS

A student council is a group of students who have been democratically elected. Each student council member plays a specific role in the council, and the members of the group work together to plan activities, confront and resolve problems, and build leadership skills through the implementation of beneficial activities during the school year.

1.1 THE IMPORTANCE OF STUDENT COUNCILS

It is necessary for you, the students, to realize the importance of student councils to you as a vehicle through which you can express your needs, solve your problems, discover your abilities, and enhance your talents. Through student councils, you will not only become participants in the educational process, but the experience will benefit you in the following ways:

- It will give you a voice that enables you to participate actively in your education.
- It will deepen the social values that accompany the teaching of religion and translate them into action to form you and your fellow students into upstanding citizens.
- It will encourage you to exhibit activism, volunteerism, exploration, dialogue, and debate to revitalize the school environment.
- It will develop your time management and planning skills to build self-confidence and improve academic performance.
- It will foster the spirit of cooperation among students and also among the groups that form the school community: teachers, and parents.
- It will teach you that all students, both girls and boys, have the potential of leading activities that will be useful to the students, the school, and the community.



1.2 THE DUTIES AND RESPONSIBILITIES OF STUDENT COUNCILS

The duties of the Class Council:

- Plan various activities for the class.
- Maintain order and discipline inside and outside of the classroom.
- Maintain the cleanliness of the classroom and participate in activities to beautify the rooms of the school.
- Work to establish a library and issue a class newsletter.
- Participate in solving problems that occur among the students of the class, with the supervision of the class instructor.
- Maintain the classroom furniture and all contents of the classroom so that they are in good condition.
- Organize the class participation in the school's morning broadcast program and in all of the contests, tournaments, and school activities.
- Offer help and aid to students in the class who are in need by raising awareness of their situations.



The duties of the School Council:

- Supervise the class councils and forge relationships with the fathers' and mothers' councils and with the school administration.
- Organize activities that meet the needs of students with the goal of strengthening the role of students within the school. In addition, organize activities that also meet needs of the local community.
- Encourage fellow students to volunteer and participate in activities that will help the school and the local community.
- Raise awareness among the students to respect the general rules and policies of the school.
- Provide supervision and guidance to class councils to improve the execution of their activities.
- Under the supervision of school social workers and activity coordinators, coordinate with class councils to form school associations depending on the interests of the students.
- Represent the students of the school to the school administration and convey their issues, concerns, and recommendations.
- Hold regular meetings of the school council and record the events of the meetings in the minutes.
- Attend meetings at the invitation of the school administration or the office of activities.
- Document and file all of the action plans and the activities of the student council.

Before you begin to seek a nomination to the student council, it is important for you to take into consideration the basic duties and responsibilities that are stipulated in the student council by-laws. Additionally, you must be willing to commit to fulfilling the following tasks for the entirety of the scholastic year in the event of your election to the student council:

- Faithfully represent the interests, wants, and needs of your peers during the school year.
- Confront the challenges facing youth and social issues within the school and local community, including the following:
 - Strengthening patriotism through the revitalization of the observance of national, religious, and social occasions
 - Health issues
 - Environmental issues
 - School violence
 - Equity issues (gender, class, etc.) through the participation of both genders and students from different schools coming from all socioeconomic levels

- Interface with the fathers' and mothers' councils and with members of the local community
- Perform the work of the council by utilizing best practices, including holding regular meetings; meeting regularly with fathers' and mothers' councils, school administrators, members from the local community and well known social representatives; regularly issuing newsletters and/or magazines detailing the work of the student council.
- Hold conferences and events about cultural, scientific, social, and health issues.
- Document and implement school council's success stories.
- Exchange experiences with other student councils in the district and region.



1.3 THE STRUCTURE OF STUDENT COUNCILS

FIRST: The class council is composed of the following five members:

PRESIDENT

The president of the class council has the following responsibilities:

- Leads meetings and communicates the needs of the class to the teacher.
- Plans activities for the class and follows through with their implementation.
- Communicates with the presidents and members of other class councils and with members of the school council.
- Ensures that all members of the council uphold the by-laws and the constitution, which the council will ratify during their first meeting after the elections.

VICE PRESIDENT

The vice president of the class council has the following responsibilities:

- Fills in for the president in the event of the president's absence.
- Helps the president maintain order and discipline.
- Helps supervise the planning and implementation of the council's activities.
- Does what the president entrusts him or her to do.

SECRETARY

The secretary of the class council has the following responsibilities:

- Prepares the agenda for meetings.
- Takes minutes and records the class council's activities
- Informs the class council members of the meeting times.
- Documents and archives meeting notes.
- Performs administrative and organizational tasks.

Remember
that your parents
can help you to fulfill
your duties and
responsibilities and
to translate your ideas
into action, so it is
crucial to maintain a
close relationship
with the fathers' and
mothers' councils!



COORDINATOR OF CLASSROOM ACTIVITIES

The coordinator of classroom activities has the following responsibilities:

- Coordinates classroom activities
- Identifies the wants, needs of his or her classmates in order to plan activities that will benefit the class as a whole.
- Surveys the class and the school to learn what activities will help the group.

TREASURER

The treasurer of the class council has the following responsibilities:

- Keeps track of the funds raised by the class council and allocates money according to the decisions of the class council.
- Presents reports to the class council on its revenue.
- Presents a vision to the class council on its supporters/funders.
- Presents a report to the class council on the state of the funds.



SECOND: The School Council is comprised of the following seven members:

PRESIDENT

The president of the school council has the following responsibilities:

- Leads the school council's meetings.
- Communicates with the school administration and fathers' and mothers' councils.
- Communicates with the presidents and members of all of the class councils and offers help and support to them.
- Supervises the performance of the members of the school council.

VICE PRESIDENT

The vice president of the school council has the following responsibilities:

- Fills in for the president in the event of the president's absence.
- Helps the president maintain order and discipline in the school.
- Helps supervise the planning and implementation of the council's activities.
- Does what the president entrusts him or her to do.

SECRETARY AND PUBLIC RELATIONS OFFICER

The secretary and public relations officer of the school council has the following responsibilities:

- Prepares the agenda for meetings.
- Takes minutes at the regular meetings of the school council.
- Alerts members to meeting times.
- Documents and archives meeting notes.
- Communicates with the presidents of the class councils to ensure that they are in constant communication with the school administration and keep teachers informed of their activities.





TREASURER

The treasurer of the school council has the following responsibilities:

- Keeps track of the funds raised by the class council and allocates funds according to the decisions of the school council.
- Presents reports to the school council on its revenue.
- Presents the vision to the school council of its supporters (including parents, merchants, community figures, and charities).
- Presents a report to the school council on the state of its funds and ensures that the student council operates without deficit.



CULTURAL AND SCIENTIFIC COORDINATOR

The cultural and scientific coordinator has the following responsibilities:

- Plans activities related to science, technology, environment, and local culture for the benefit of the students. Activities may include field trips to local sites, science exhibitions, distributing a school newspaper.

ARTISTIC AND SOCIAL COORDINATOR

The artistic and social coordinator has the following responsibilities:

- Plans activities related to music, art, health, human rights, and issues facing youth and the local community. He or she will plan activities that confront issues facing youth and/or the local community and that promote creative thinking, public speaking, performance skills, and community service.

ATHLETIC COORDINATOR

The artistic and social coordinator has the following responsibilities:

- Plans sporting events in which all students may participate.
- Organizes soccer or other sports tournaments within the school and with other schools.
- Brings students together, encourages teamwork, and promotes physical fitness.

1.4 CONDITIONS FOR STUDENT COUNCIL CANDIDACY

Before you run for student council, you must consider the mandatory conditions for candidacy. Here's a list of some of the characteristics—stipulated in section 29 of the student council by-laws that a candidate must possess:

- You are enrolled as a student in the school and a member of one of the classes.
- Your age is between 12-18.
- You have never before received any academic punishments (for example, been suspended, received a citation, been negligent, or been chronically absent).

1.5 QUALITIES OF A STUDENT COUNCIL CANDIDATE

Once you have fulfilled the basic conditions of candidacy, you must consider the qualities that a candidate must exhibit in order to have the responsibility of representing your peers. Consider the following:

- The ability to express your opinion and also to listen and show respect for the views of others.
- The ability to work well with others and be a team player.
- The ability to work with and learn from others.
- The ability to be a leader and to assume responsibility.
- The dedication and desire to make your school a better place.



1.6 DECIDING WHICH POSITION BEST SUITS YOU

Now that you know about the duties and responsibilities of student councils, are familiar with their structure, meet the basic conditions for candidacy, and have considered the personal qualities a candidate must exhibit, it's time to think about which position you will run for. You need to consider your particular strengths and weaknesses, as well as your interests. If you are very organized, you might want to consider running for secretary. If you are strong in math, you can apply your skills as treasurer. If you are a good communicator and leader and you enjoy working with other people, you might think about running for president.

Go back and re-read the description of each position carefully and think about which will best suit you. You must be familiar with the duties and responsibilities that you will have to undertake in the event of your election to either the class council or the school council.

SUCCESS STORY: The Road to Walk to the School was Repaired

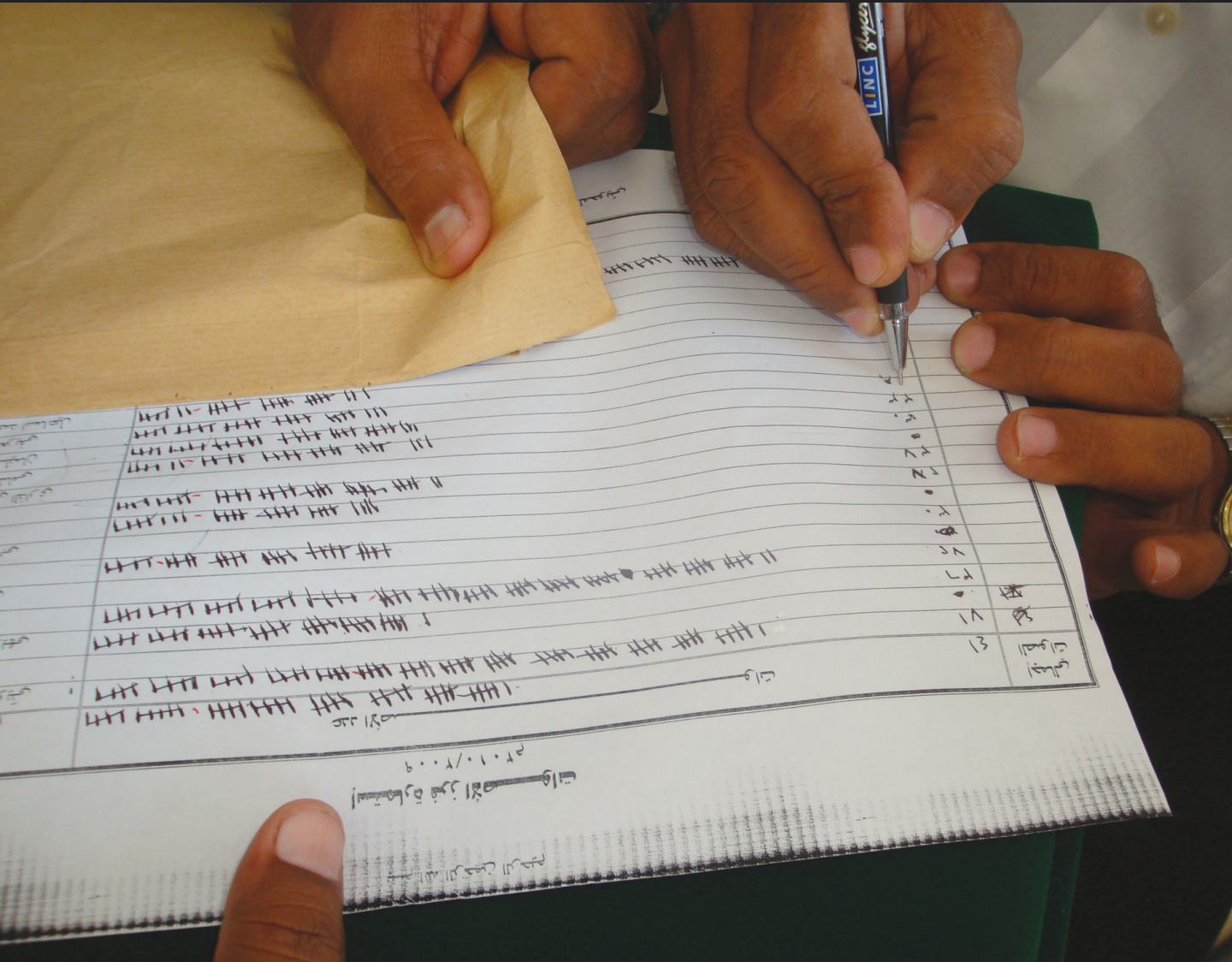
The road leading to the Hayel Saeed School, located in the village of Azman in Sana'a governorate, was a rocky road that cut through the mountains and was used by local residents to cross by foot between villages. Walking on the rugged road was a daily struggle for students trying to reach the school. After the formation of the student council, members began to study the problem of the road and began a campaign to paving the road to enable walking and ensure the road's safety during bad weather.



The students paved the road by hand until it became passable and students could cross it without difficulty. Noah Azman, a member of the school council, explained, "We used to suffer on a daily basis when we crossed the road leading to the school but after we developed the spirit of teamwork as a council, we were able to pave the road to ensure its passage by foot was safe, easy, and even enjoyable."



Student Councils empower you with the voice that creates the opportunity for you to actively participate in your education



2

STUDENT COUNCIL ELECTIONS

Student council elections are considered unique because they give students the freedom to choose who will best represent their needs and interests. Any student is eligible to run for office—the sole condition is that the student has the trust and respect of their peers.

The elections will take place during the first month of each school year at a specific time announced in advance. The principal of each school will form a committee under his or her leadership to be composed of a representative of the school, the school activity coordinator, and the school social worker. The committee will prepare for the elections, beginning with the elections for the class councils and ending with the elections of the school council in the first month of the school year, and will also do the following during the year:

1. Launch a program to raise awareness about the importance of student councils among the students at the beginning of the school year during the morning school broadcast and via brochures and bulletin boards. The campaign will discuss the significance of the program, describe some of the activities, and identify the objectives of the school council and the class councils. It will also explain the nomination process, the characteristics necessary to qualify for candidacy, and the voting process.
2. Motivate students to nominate themselves for the class and school councils.
3. Urge parents to encourage their children to actively participate in student council elections.
4. Explain democratic ideals and bringing them to life within the school community.
5. Offer the necessary financial, material, and moral support to make the student councils successful and appropriating a percentage from the school budget for the program.
6. Prepare letters to various actors calling for their support of student councils.
7. Undertake the necessary steps to begin forming student councils at the end of the period allocated to raising awareness.



2.1 CLASS COUNCIL ELECTIONS

The student council elections begin with the election of the class councils. From grades 6-12, each class elects 5 students to form a council at the class level. Following that are elections for the school council, and any student who was elected to be a member of the class council has the right to nominate him/herself once again to serve as a member of the school council, which is composed of 7 members. Class council elections are considered the first phase of the election process so make sure that you are prepared to do things like secure NOMINATIONS, run a CAMPAIGN, and help ensure that the VOTING PROCESS runs smoothly in your school.

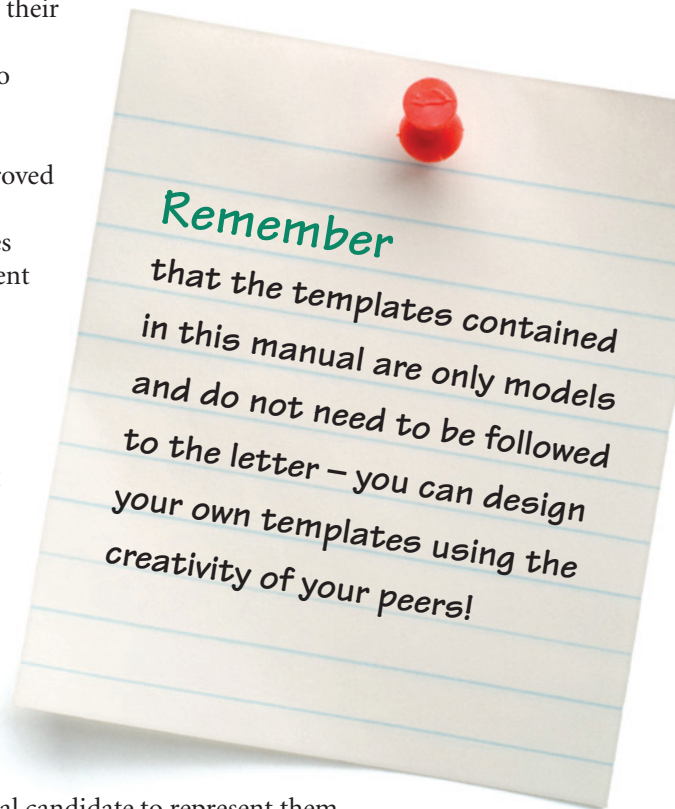
2.1.1 NOMINATIONS

Following the announcement that commences the nomination period during the first week of school, there are certain basic steps that the supervisory election committee must take to begin class council elections by administrating the acceptance of nominations. In order to run for class council, you must be nominated by at least two of your peers in the class. Follow these steps:

1. Request a nomination form and fill out your name, the date, the name of your school, and sign the top portion if you are the candidate. (See Template 1.)
2. Give the form to the two people who have agreed to support your nomination and have them fill out their name, the date, and sign the same form.
3. Deliver the form to the supervisory committee to obtain their consent for your nomination.
4. The supervisory committee will notify students within two days if their candidacy has been approved or rejected.
5. The supervisory committee will attach the names and photos of the candidates on an announcement board or to the school wall after the end of the nominations submission period. This act will mark the beginning of your campaign period to convey your election platform to your peers.
6. The supervisory committee will define a time and a place for the class council elections during one or two days, according to the size of the school and the number of classes therein.

2.1.2 CAMPAIGNING AT THE CLASS COUNCIL LEVEL

After receiving official approval of your candidacy, the important task begins of working to convince your peers that you are the ideal candidate to represent them. Therefore, it is necessary to introduce yourself to your peers during the one week campaign





period and to ensure that your classmates trust your abilities to lead them and represent them. You will need to use tools to express your future plans and programs; you may use posters, give out brochures, and speak with as many peers as possible about your plans. See Template 2 for an example that you may use.



TEMPLATE 1: Nomination form for class council candidates

NOMINATION FORM

The Republic of Yemen, Ministry of Education
The Office of Education in the Governorate of: _____
The Office of Education in the District of: _____
The nomination form for candidacy in the class council for the school year _____

TO BE COMPLETED BY THE CANDIDATE BEING NOMINATED:

(Name of candidate): _____ Attach a picture of yourself here:
(Class): _____ Attach a picture of the symbol of your campaign here:
(Birthday): _____
(Place of birth; street, village): _____ (District): _____
(Governorate): _____

(Signature of candidate) (Date)

TO BE COMPLETED BY THE STUDENTS SUBMITTING THE NOMINATION:

1. _____
(Name of student)

(Signature of student) (Date)

2. _____
(Name of student)

(Signature of student) (Date)

TO BE COMPLETED BY THE PRINCIPAL:

I approve the nomination of [name of candidate].

(Signature of principal) (Date)

TEMPLATE 2: Campaign advertisement for class council candidates

CAMPAIGNING FORM

PICTURE OF
YOURSELF

YOUR NAME
YOUR CLASS
YOUR BIRTHDAY
YOUR BIRTHPLACE

What can you tell your peers
about you that they don't
already know?

Make up a symbol
that captures
the spirit of
your campaign!

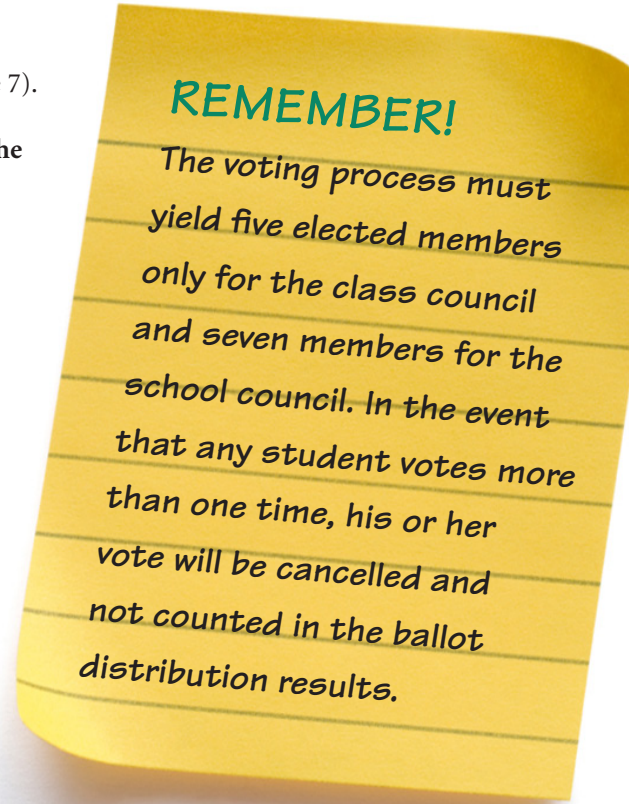
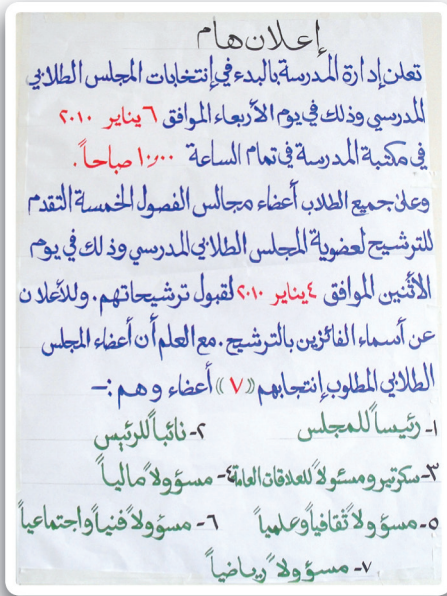
What do you plan to do in
the coming year?

2.1.3 VOTING IN THE ELECTION OF CLASS COUNCIL MEMBERS

On the appointed class council election day, the supervisory committee will collect the campaign materials and make sure that election procedures are executed smoothly and in compliance with the by-laws. The committee will undertake the following steps:

1. Provide each class with a large box in which to deposit votes.
2. Record the details regarding the opening of the voting process (see Template 3).
3. Distribute ballots to the voters (see Template 4).
4. Sort, examine and count the votes (see Template 5).
5. Record the details regarding the closing of the voting process and the results (see Template 6).
6. Announce the winners and write their names on an announcement board on the same day (see Template 7).

To certify the fairness of the election, at least 50% of the students must have participated.



TEMPLATE 3: Report on the Opening of Class Council Elections

The Republic of Yemen
Ministry of Education
Office of Education in the Governorate of: _____
Office of Education in the District of: _____

Report on the Opening of Voting for the Class Council Elections

For the school year: _____

Date: _____ Time: _____

Certification of the presence of the members of the supervisory committee:

1. Principal of the school (President of the committee): _____
2. Representative from the school (Member of the committee): _____
3. School social worker (Member of the committee): _____
4. School activity supervisor (Member of the committee): _____

Please provide the following information:

1. Number of voting boxes:
2. Number of ballots:
3. Number of candidates in the class council elections:
4. Number of students voting:

We certify that the voting process began under our supervision

(please sign below):

_____ (President of the committee)

_____ (Member of the committee)

_____ (Member of the committee)

_____ (Member of the committee)

TEMPLATE 4: Ballot for class council elections

BALLOT FOR CLASS COUNCIL			
Number	Name of Candidate	Election Symbol	Mark an "X" Next to the Candidate Who You Support
1			
2			
3			
4			
5			
6			
7			
8			
9			

TEMPLATE 5: Report on the Distribution of Votes during the Class Council Elections

**REPORT ON THE DISTRIBUTION OF VOTES
DURING THE CLASS COUNCIL ELECTIONS**

Number	Name of Candidate	Number of Votes	Total Votes Counted	Ranking of Candidate

Members of Supervisory Committee:

- 1. (Signature)
- 2. (Signature)
- 3. (Signature)
- 4. (Signature)

TEMPLATE 6: Report on the Conclusion and Results of Class Council Elections

The Republic of Yemen
Ministry of Education
Office of Education in the Governorate of: _____
Office of Education in the District of: _____

Report on the Opening of Voting for the Class Council Elections

For the school year: _____

Date: _____ Time: _____

Certification of the presence of the members of the supervisory committee:

1. Principal of the school (President of the committee): _____
2. Representative from the school (Member of the committee): _____
3. School social worker (Member of the committee): _____
4. School activity supervisor (Member of the committee): _____

After the close of voting, the following results were recorded:

Number of admissible votes:

Number of invalid votes (if any):

Number of students who exercised their right to vote:

We certify the close of voting on this day and time: _____ (date) _____ (time)

Signatures of the members of the supervisory committee:

_____ (President of the committee)

_____ (Member of the committee)

_____ (Member of the committee)

_____ (Member of the committee)

2.1.4 ANNOUNCING THE WINNERS OF THE CLASS COUNCIL ELECTIONS

Following the close of the class council elections and the naming of the winners, their names should be posted in the halls of their classes on the same day that the election declares them the winners. Their names should be announced in the school broadcast program the following day. In the event of any dispute in the results, the supervisory committee will review the situation and make a decision the day after the winners are announced.

TEMPLATE 7: Announcement of the class council election winners

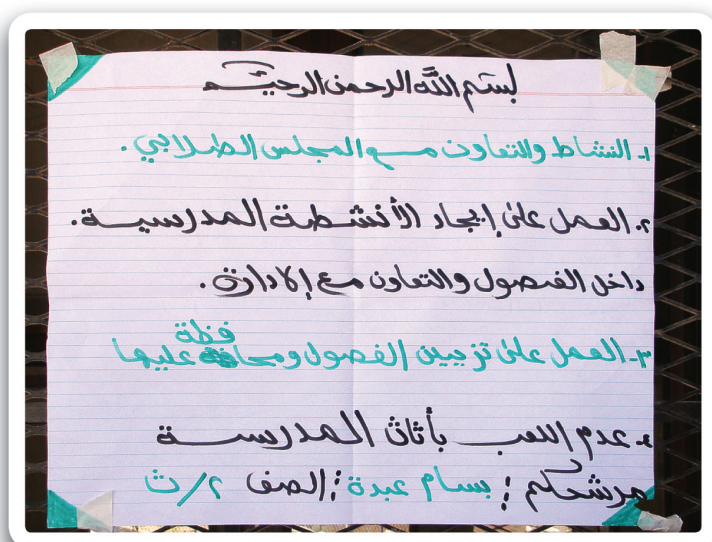
Number	Name of Candidate
1	
2	
3	
4	
5	
Signatures of the members of the supervisory committee: _____ (President of the committee) _____ (Member of the committee) _____ (Member of the committee) _____ (Member of the committee)	

2.2 SCHOOL COUNCIL ELECTIONS

After the class council elections have finished, the preparation begins for the school council elections. If you are elected to serve in a class council you have the right to nominate yourself, using the same means and process as during the class council elections, to run as a candidate in the school council elections. You must be nominated by two of your peers in the class council, and the principal of the school must agree to this nomination (see Template 8). In addition, you, as the candidate, must also lay out an election plan that presents the nature of your campaign plans and goals (see Template 9).

On school council election day, the supervisory committee will administrate school-wide voting according to the following steps:

1. Designate a hall in which voting will take place, and provide the hall with a large box for voting.
2. Write a report detailing the opening of voting (see template 10).
3. Distribute ballots to the voters (see template 11).
4. Sort and count the votes and fill out the results in a report (see template 12).
5. Write a report detailing the closing of voting (see template 13).
6. Announce the winners on the same day at the conclusion of the election and write their names on an announcement board (see template 14).



As was the case with class council elections, school council election results will be valid only if at least 50% of the student body participated in the voting process.

TEMPLATE 8: Nomination form for school council candidates

NOMINATION FORM

The Republic of Yemen, Ministry of Education
The Office of Education in the Governorate of: _____
The Office of Education in the District of: _____

The nomination form for candidacy in the class council for the school year ____

To be completed by the candidate being nominated:

Attach a picture of yourself here:

Attach a picture of the symbol of your campaign here:

(Name of candidate): _____

(Class): _____

(Birthday): _____

(Place of birth; street, village): _____ (District): _____ (Governorate): _____

(Signature of candidate) (Date)

To be completed by the students submitting the nomination:

1. _____

(Name of student)

(Signature of student) (Date)

2. _____

(Name of student)

(Signature of student) (Date)

To be completed by the principal:

I approve the nomination of [name of candidate].

(Signature of principal) (Date)

TEMPLATE 9: Campaign advertisement for school council candidates

CAMPAIGNING FORM

PICTURE OF
YOURSELF

YOUR NAME
YOUR CLASS
YOUR BIRTHDAY
YOUR BIRTHPLACE

What can you tell your peers
about you that they don't
already know?

The symbol of
your campaign

What do you plan to do in
the coming year?

TEMPLATE 10: Report on the Opening of School Council Elections

The Republic of Yemen
Ministry of Education
Office of Education in the Governorate of: _____
Office of Education in the District of: _____

Report on the Opening of Voting for the School Council Elections

For the school year: _____

Date: _____ Time: _____

Certification of the presence of the members of the supervisory committee:

1. Principal of the school (President of the committee): _____
2. Representative from the school (Member of the committee): _____
3. School social worker (Member of the committee): _____
4. School activity supervisor (Member of the committee): _____

Please provide the following information:

1. Number of voting boxes:
2. Number of ballots:
3. Number of candidates in the school council elections:
4. Number of students voting:

We certify that the voting process began under our supervision

(please sign below):

_____ (President of the committee)

_____ (Member of the committee)

_____ (Member of the committee)

_____ (Member of the committee)

TEMPLATE 11: Ballot for school council elections

BALLOT FOR SCHOOL COUNCIL			
Number	Name of Candidate	Election Symbol	Mark an "X" Next to the Candidate Who You Support
1			
2			
3			
4			
5			
6			



TEMPLATE 12: Report on the Distribution of Votes during the School Council Elections

**REPORT ON THE DISTRIBUTION OF VOTES
DURING THE SCHOOL COUNCIL ELECTIONS**

Number	Name of Candidate	Number of Votes	Total Votes Counted	Ranking of Candidate

Members of Supervisory Committee:

1. (Signature)
2. (Signature)
3. (Signature)
4. (Signature)

TEMPLATE 13: Report on the Conclusion and Results of School Council Elections

The Republic of Yemen
Ministry of Education
Office of Education in the Governorate of: _____
Office of Education in the District of: _____

Report on the Opening of Voting for the School Council Elections

For the school year: _____

Date: _____ Time: _____

Certification of the presence of the members of the supervisory committee:

1. Principal of the school (President of the committee): _____
2. Representative from the school (Member of the committee): _____
3. School social worker (Member of the committee): _____
4. School activity supervisor (Member of the committee): _____

After the close of voting, the following results were recorded:

Number of admissible votes:

Number of invalid votes (if any):

Number of students who exercised their right to vote:

We certify the close of voting on this day and time: _____(date) _____ (time)

Signatures of the members of the supervisory committee:

_____ (President of the committee)

_____ (Member of the committee)

_____ (Member of the committee)

_____ (Member of the committee)

2.2.1 ANNOUNCEMENT OF WINNERS OF SCHOOL COUNCIL ELECTIONS

Following the close of the school council elections and the naming of the winners, their names should be posted in the announcement boards on the same day that the election declares them the winners. Their names should be announced in the school broadcast program the following day. In the event of any dispute in the results, the supervisory committee will review the situation and make a decision the day after the winners are announced.

TEMPLATE 14: Announcement of the School Council Election Winners

Number	Name of Candidate
1	
2	
3	
4	
5	
Signatures of the members of the supervisory committee: _____ (President of the committee) _____ (Member of the committee) _____ (Member of the committee) _____ (Member of the committee)	

SUCCESS STORY 2: Now We Have Latrines and a Clean Environment at Our School

The Khawla School for Girls of Sana'a suffered from a lack of on-site latrines, a problem that led one student to remark, "Our school lacks bathrooms and has no water available, and this inconveniences a large number of students. A number of girls in the primary classes relieve themselves behind the school building, which has become known as a bathroom."

Following the establishment of student councils at the school, the council-members began to carry out their tasks. Among the most pressing of their concerns was generating a solution to the lack of restrooms at the school.



The girls met with the president of the fathers' council, Hajj Yehya Mohammed Saleh, and discussed with him several possible solutions. Together, the group came to a consensus that a latrine must be built at the school, and Hajj Saleh's role would be to speak with families in the area and encourage them to donate money to the school to enable the construction of latrines.

The student council began to collect construction materials from residents in the area and donors helped expedite the fundraising process. When the donations, both financial and material, reached the school, the construction process began and various local residents performed the building of the new latrines. The efforts of the student council paid off and they created a healthier and cleaner school environment.





Student Councils empower you with the voice that creates the opportunity for you to actively participate in your education



3

INITIATING THE WORK OF THE ELECTED STUDENT COUNCILS

Congratulations, you won the election! But now what? Where to start and how to begin? Here are some things you should know about student council meetings, starting with...

41

3.1 THE FIRST MEETING

The school council president elect and the elected council will work with the school administration to prepare for the first meeting for the elected school and class councils as they gather with all of the elected members to begin preparing for their engagement in the school. This should set the tone and priorities for the coming year. The student councils should also invite members of the fathers' and mothers' councils and school administrators to attend the first meeting so that they can help the council members agree on and ratify the constitution. The president of each council may want to start by facilitating some activities and games that help everyone learn more about the other members of the student council. Here are some examples of games to play during the first meeting:

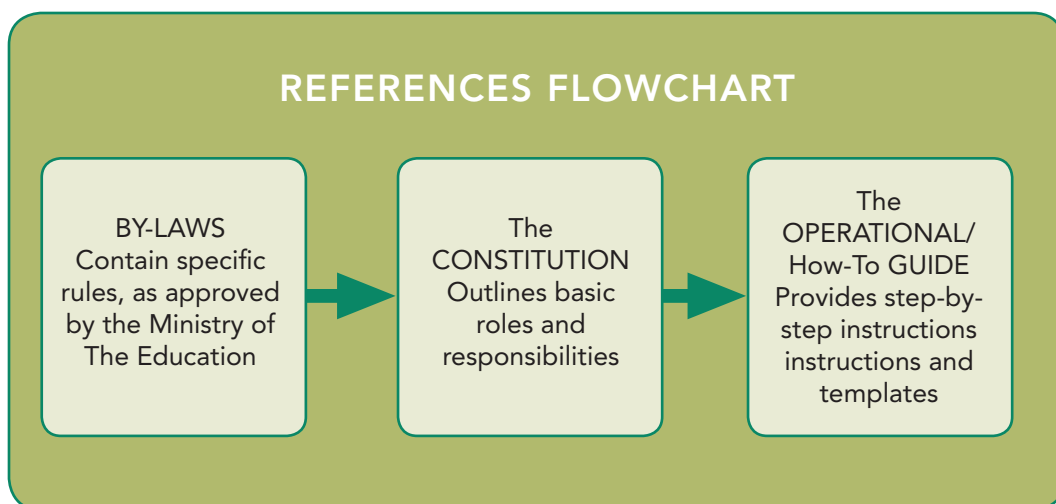
- **Guessing Game:** Bring an item from home that will help the other students in the group understand you better. It could be a toy you played with, a picture of someone in your family, or a favorite book. Put all of the items in the middle of the room and take turns guessing to whom the item belongs and explain your reasoning. The person to whom the item belongs will explain its significance to them.
- **Description Game:** Go around the room and say your first name and a word that describes you and that also begins with the same first letter as your first name. For example, Samir might say that he is Saeed (happy) because he feels like a happy person. Alyaa' might say that she is A'alemah (scholar) because she enjoys studying/reading.

3.1.1 THE CONSTITUTION

The constitution outlines the purpose, goals, roles and responsibilities of the student council and its members. All members of the student council must sign it and agree to follow the constitution. It is considered a binding contract between each member in your group and presents the broad principles and functions of the student council. The by-laws offer more details regarding the rules and practices of the student council program. Finally, the instructional manual (this How-To Guide) provides you with specific tips about how to begin and operate your council.

Take the time that you need to review the constitution with your fellow council members and make sure you clarify and understand the objectives, roles, and responsibilities of each member in the council so that each person can anticipate their duties.

The chart below portrays the differences between the by-laws, the constitution, and this guide. All three documents provide you with information about the goals and structure of this program.



CONSTITUTION

Article I—General Information

The Class and School Student Councils of
Governorate:

District:

School:

Level:

Article II—Purpose

The purpose of the student council shall be to represent the students of their school and plan and implement activities to benefit the student body, the school, and the local community with the ultimate goal of activating the roles and responsibilities of the student councils and improving the quality of school life in the Republic of Yemen.

Article III—Duties and Responsibilities of Student Council

Section 1: The Student Council has the obligation of fulfilling the purpose outlined in Article II.

Section 2: The Student Council has the obligation to facilitate communication and dialogue among the students that they represent, the parent councils, and the school administration.

Section 3: The Student Council has the obligation to conduct regular meetings to plan activities, discuss accomplishments, improve leadership skills, and faithfully act as a representative of the students.

Section 4: The Student Council has the obligation to cooperate with the school administration and the parent councils to plan activities and to raise funds to pay for activities.

Section 5: The Student Council has the obligation to conduct regular self-assessments and reflections of its activities and its representation of the students in the school

Section 6: The Student Council has the obligation to exchange its ideas and best practices with fellow student councils.

Article IV—Structure of Student Council

The class council will be comprised of:

- 1) President
- 2) Vice President
- 3) Secretary
- 4) Activity Coordinator
- 5) Treasurer

The school council will be comprised of:

- 1) President
- 2) Vice President
- 3) Secretary and Public Relations Manager
- 4) Treasurer
- 5) Manager of Cultural and Scientific Events
- 6) Manager of Artistic and Social Events
- 7) Manager of Athletic Events

Article V—Membership and Elections

All students in the school from grades 6-12 are eligible to run for office in the student councils. All members must be elected. The elections will be held once each year in September. The term of office is one school year. Student councils will hold a closing workshop for the school each April to evaluate the council's performance, allow interested students to see how the council runs and to share their experience and expertise.

Article VI—Ratification

A simple majority (half plus one) of the number of members will be required to pass this constitution.

Article VII—Meetings

The student council shall meet at least once a month with at least two thirds (2/3) in attendance in order to discuss the activities and events that have been accomplished according to the short-term and the long-term plans.

Article VIII—Action Plans

The student council must submit an annual action plan to the school principal no more than two weeks after the first meeting.

Article IX—Cooperation with Parent Councils

The student council shall maintain regular contact with the parent council to seek advice, guidance, and monetary assistance.

Article X –Grounds for a Member’s Disqualification

A member shall be disqualified if he or she violates the by-laws that the student council agreed to uphold, commits an illegal act or violates basic social norms, is absent for three consecutive meetings without a legitimate excuse or permission, or offers his or her resignation from the student council. All members terminate their period in office after one school year, and must then be re-elected should they wish to participate again.

Article XI—Amendments to the Constitution

Should any members wish to add items to the Constitution in the form of amendments, a vote will occur in which a simple majority (half plus one of the members) will be required to pass each amendment.

Signatures of the Members of the Class Council:

1. _____
2. _____
3. _____
4. _____
5. _____

Class: _____

Signatures of the Members of the School Council:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Signatures of the President and Vice President of the Parents' Council:

Signature of the School Principal: _____

Date:

Time:

3.1.2 THE AMENDMENTS

Is there anything that you would like to add to the constitution? That's what amendments are for. You can ask yourselves the following questions to come up with amendments that are unique to your student council.

- What should be special or different about our student council?
- What impact would we like to have on our school?
- What particular issues or problems will we focus on that face our school and/or our community?
- How would we like to change the way our class is run?

Also, the members need to agree on a regular day, time, and place to hold the meetings. There will be circumstances in which you will cancel a meeting or may have extra meetings, but in general you should meet on a regular basis.

محافظة الحديدة
مدرسة الثورة الأسمدة الثانوية
مدرسة البنات

استمارة تصويت انتخابات المجلس الطلابي المدرسي
٢٠١٠/٢٠٠٩

ملاحظات	التصويت	شعار المرشح	اسم القاب المرشح	م
		الكتاب	محمد عبدالوود مطهر المحويني	١
		الشعاع	عمار سلطان عبدالغفار البريهي	٢
		الريشة	عزام علي فارح العصيمي	٣
		الكشافة	اكرم عبدالله احمد البرعي	٤
		الإذاعة	حسام خالد علي ناصر الحويثي	٥
		القلم	نور عزي احمد شالي	٦
		الجمامة	حسام علي عبدالله سليمان	٧
		العلم	صلاح عبده حسين السنقاني	٨
		الألعاب	علي احمد علي جبر	٩
		حسب	عبدالناصر محمد علي الذاري	١٠
		الكرة	منجوي حسن سعد الشامي	١١
		الشجرة	بلال حيدر عبده العرفي	١٢
		الغزالة	ابراهيم حسين محمد اسماعيل	١٣
		الساعة	اشم سعيد عبدالواسع الاصبحي	١٤
		الكاس	زين هادي محمد هيج	١٥
		الظفارة	علي محرم علي جابر	١٦
		مسحور	عزالدين محمود محمد عبدالجيليل	١٧
		المصافحة	عمرو عبدالله محمد صغير	١٨
		مسحور	خالد محمد احمد القرني	١٩
		الكمبيوتر	عبدالله علي احمد جملول	٢٠
		الفجر	محفوفة محمد ابراهيم نقيث	٢١

ارشادات :
١ - احرص على عدم الخش حتى لا يُلغى صوتك .
٢ - ضع إشارة (✓) امام الشخص الذي ترغب في ترشيحه .
٣ - تأكد من وضع علامة الاختيار على الشخص المحدد .

اللجنة المشرفة على الانتخابات

3.1.3 VOTING

In democratic institutions, decisions are made based on the number of votes they receive. According to the national by-laws, a measure will pass if over half of the representatives vote for it. This is called a SIMPLE MAJORITY. Try it now! Vote on the amendments and meeting time, date, and location. If they are passed, sign your names at the bottom of the constitution and hang it on the wall of your meeting room.

المسابقة المنهجية بين الفصول

إعلان

يعلن المجلس الطلابي بالمدرسة
عن بداية التحضير للمسابقة المنهجية والعلمية بين فصول
الأول والثاني الثانوي

فعلى جميع الفصول (اختياراً) طلاب ومناقشتها مع مربي
الفصل وتسلمتها للأستاذ / أهنس الثعاري - مشرف للمسابقة
والإستعداد للمسابقة من قبل الطلاب المهتمين

وستبدأ المسابقة إن شاء الله في تاريخ ١٧ / ٤ / ٢٠١٠م

مدير المدرسة / حسن علي جابر
رئيس المجلس الطلابي / حسام خالد الحويثي

3.1.4 IDENTIFYING YOUR GOALS FOR THE YEAR

The first meeting is an important time to begin the discussion that will identify the student council's goals for the whole year: what purpose does the student council serve at your school? The secretary should take a big piece of paper to record the group's answers to the following questions:

- What is missing from our class or school?
- What talents do our students possess?
- What skills do our students need to learn?
- What changes would we like to make to improve the appearance of our class or school?
- How can we serve our local community?

The answers to these questions can help you start to think about what you want to accomplish in the coming year.



3.2 GENERAL MEETINGS

Now that all of the members of the student council are aware of their roles and responsibilities and the student council has provided instructions and discussed the direction that it wants to take in the coming year, it's time to start having regular meetings. But what happens in a meeting? What are the components of every meeting?

3.2.1 AGENDA

Each meeting needs to have a detailed agenda so that all the matters that need attention can be discussed and so that all time is used efficiently. All of the council members need to participate in the formulation of the agenda, but the secretary will ultimately produce it by asking each member what issues he or she would like to discuss at the meeting. See Template 15 for an example.

TEMPLATE 15: Agenda

AGENDA

- President welcomes the members to the meeting
 - Secretary passes around the attendance sheet and reads minutes from last meeting
 - Members vote on the minutes from the last meeting
 - Secretary reads the schedule for the current meeting
 - Officer reports: each member provides a report of what he or she has done since the last meeting. For the class council:
 - Report from President
 - Report from Vice President
 - Report from Secretary
 - Report from Activity Coordinator
 - Report from Treasurer
- Or, for school council:
- Report from President
 - Report from Vice President
 - Report from Secretary and Public Relations Officer
 - Report from Treasurer
 - Report from Cultural and Scientific Coordinator
 - Report from Artistic and Social Coordinator
 - Report from Athletic Coordinator
- Discussion of activities that the student council is planning
 - Brainstorm ideas for future activities
 - Any other business
 - Determine what the student council will discuss at the next meeting
 - Set the date, time, and place of the next meeting
 - President adjourns the meeting

3.2.2. DOCUMENTATION OF THE MINUTES

Documentation is an important part of planning and of taking responsibility. You, your peers, your teachers, and your parents will want to know what happened at each meeting, what was discussed, and what was accomplished. This means that you need to keep careful records of what occurred at each meeting of the student council.

See Template 16 for an example of the minutes.

TEMPLATE 16: Meeting minutes

MINUTES

Name of School:

Governorate:

District:

Date:

Members present:

Members absent: (Excused/Unexcused?)

Presence of representative from Parent Council and/or school administration:

Review minutes of previous meeting

Do all members agree to the minutes from the previous meeting?

ITEMS DISCUSSED	WHO RAISED THE ITEM	ACTION TAKEN?

Call for any other business

Ideas for topics for the next meeting

Date, time and place of next meeting

Ending time of meeting:

Signatures of all present:

Give a copy of the minutes to the school administration and to the parent council

The president should ask what business the members would like to discuss next week. Was there any unfinished business that needs to be finished next week? All members should have a good idea of what will occur at the next meeting so that they can take time to prepare.

Make sure to go around the table and have each person say what they hope to accomplish before the next meeting. Don't forget to record this in the minutes!


REVIEW:

At the first meeting, don't forget to do the following things:

- Get to know each other!
- Go over the constitution and discuss it
- Vote on the amendments your group has written
- Sign the constitution
- Distribution of responsibilities and development of a vision and an action plan for the the class and school councils
- Decide on a date, time, and place for your regular meetings

Remember that every meeting has to include the following components:

- Written agenda
- Review of minutes from last meeting
- Reports from every member
- Call for any new business
- Assignment of tasks to each person for the next meeting
- Discussion of topics for the next meeting
- Documentation of meeting and signatures on the minutes
- Adjournment of meeting



Pick an appropriate time for your meetings and decide on an exact time at which the meeting will begin and end. Meetings should never interfere with class time.

SUCCESS STORY 3: The School Council of Al Jeel Al Jadid School in Amran Raised Funds for Their Classmate

A student at Al Jeel Al Jadid School for Girls left the school after being diagnosed with a chronic muscular disease. Student council-members learned of their classmate's suffering and gathered to ponder what relief they could offer their peer. The girls agreed they could offer support by visiting her home and raising her spirits. They also decided to offer material support by advertising for a bake sale in which school and local community members could participate for the benefit of their ill classmate. The mothers' council quickly jumped to action and spread the word among local families to participate in the bake sale and donate funds to the cause. A large number of women and girls rallied to the call to participate in the bake sale and contributed a wide variety of sweets and drinks for sale.



Thanks to the efforts and actions of the student council and their mothers, the amount raised by the bake sale and donations reached 25,000 Yemeni Riyal that the presidents of the student and mothers councils presented during a visit to the sick classmate's home. The child declared, "I hope to continue with you in pursuit of my studies until the end and all that I need is to return to my school and rid myself of this disease and be in your companionship so we can work together for our school and community."





Student Councils empower you with the voice that creates the opportunity for you to actively participate in your education



4

PHASES OF PLANNING AND DEVELOPMENT OF ACTION PLANS

For the rest of your life, you will need to know how to translate an idea into action. As students and as members of the student council, you must work as a team to identify and anticipate each task required to implement your activities. You must divide the tasks among each member of the group and make sure that each person knows exactly what he or she needs to accomplish, and when.

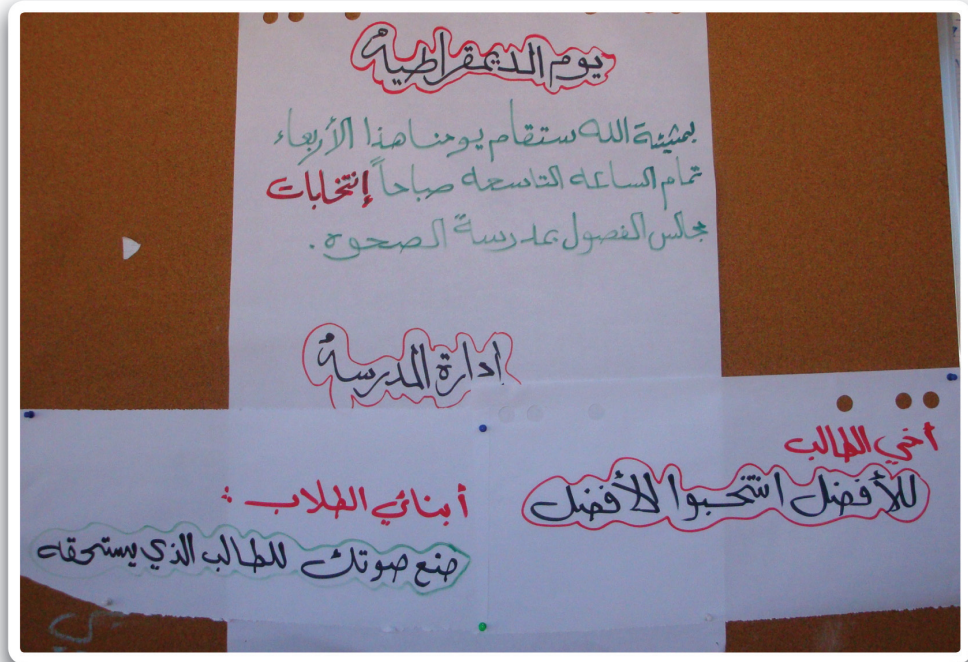
The student council always needs to focus on two types of planning: LONG-TERM planning (an annual plan, for example) and SHORT-TERM planning (a weekly or monthly plan, for example).

4.1 LONG-TERM PLANNING (PLANNING FOR THE YEAR)

Think back to the amendments to the constitution that your student council generated back at the first meeting about the changes that you want to see in your class or school. Most change happens over time, and that's why long-term planning is so important. In order for your student council to make an impact on the class or school environment, you will need to think about the types of activities and programs you can implement that will bring change and improvement over a period of time.

Examples of long-term planning include:

- Establishing a library in your school—this will take a long time, a lot of effort, and involve many people!
- Launching a campaign against violence in your school. It takes time to change people's behavior and mentality, and this kind of campaign will require activities throughout the whole year.



4.2 SHORT-TERM PLANNING

You will use short-term planning for events or activities that you plan to implement soon, in a matter of days or weeks. With short-term planning, you may have a limited amount of time in which to plan for an event, so you have to work efficiently.

Examples of short-term planning include:

- Invite a doctor from your town to discuss health issues.
- Organize a school clean-up day to paint the school walls, clean desks, and plant flowers. It will be a big task, but if each member of the student council is responsible for a part of the activity, you can accomplish it in just a few weeks.

4.3 ACTION PLANS

To bring your ideas to reality, you need to write an ACTION PLAN (see template 17). In an action plan, you write out each task that needs to be completed in order to implement your activity and decide who will complete the task, and how. You must consider factors including cost, logistics, refreshments, clean-up—basically, how you will carry out the event from start to finish. A comprehensive action plan (both long- and short-term) will answer the following questions:

1. What is the proposed activity and what is its goal?
2. Who will facilitate the activity and who will participate in it?
3. When will the activity take place?
4. Where will the activity take place?
5. What are the different tasks and steps that need to be accomplished to carry out the activity?
6. Who will be responsible for each step?
7. How will each task be completed?
8. How will the activity be funded?
9. What is the desired impact this activity will have on our school or class?

Remember
to monitor your long-term goals and plans at every meeting. Long-term planning requires that you work consistently on your objectives so that you can see the results of your efforts gradually take effect.

TEMPLATE 17: Hypothetical Student Council Annual Action Plan

STUDENT COUNCIL ANNUAL ACTION PLAN FOR THE SCHOOL YEAR:

Name of School: _____ Governorate: _____ District _____

Activity/Event	Date/Period of execution	Person responsible for execution	Actions required to Execute	Materials needed	Has it been carried out?
Improving the general appearance of the school	The first week in October	The members of the school and class councils	Distribute a survey to know what improvements the school community desire	Nice posters; plants or seedlings	
Issue a monthly publication	At the end of each month	The Cultural and Artistic Coordinator	Collect topics to write about; type or hand-write the articles; produce and copy the publication	Paper; money to reproduce 100 copies	
Organize athletic activities, including a football tournament between classes in the school	From the first week of December through the final week of December	The Athletic Coordinator	An announcement publicizing the event; finding a time and a place to hold the tournament; prizes for the winners	A football; athletic clothes	
Organize a field trip to visit the national museum in Sana'a	The third week in January	The Social Coordinator	Organize the logistics of the trip; limit the number of students; figure out the cost of the trip	Collect the money to pay for the trip	
Organize an academic competition between classes in the school	The second week in March	The Cultural and Scientific Coordinator	Organize the dates of the competitions between the classes; organize a supervisory committee to oversee the competition	Prizes for the winning team; honorary certificates	
A campaign to raise awareness about swine flu	The second week in April	The members of the student council	Invite a doctor to lecture about the issue; find an appropriate time and place to hold the lecture; coordinate with the school administration		
Now you try! Think of what your objectives are as a student council. Come up with an activity or event to play, and make sure you think of how you will plan every step of the event.					

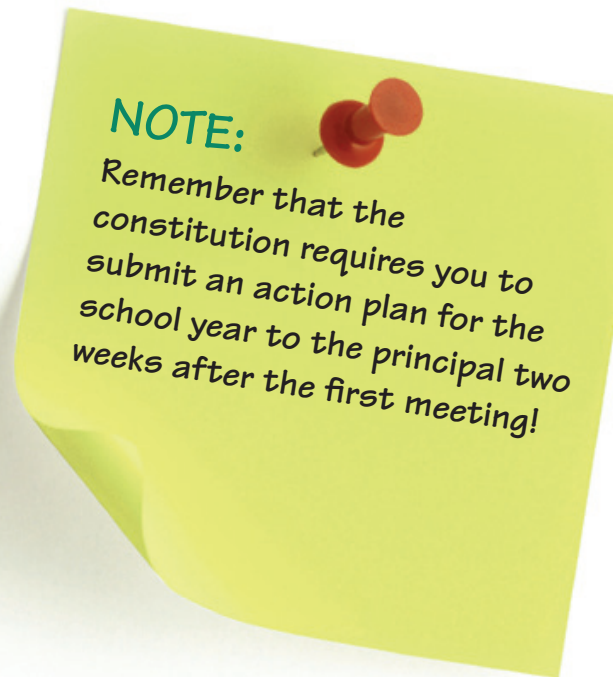
Remember to take into account the factors that might limit your ability to carry out the activity. Ask yourselves the following questions...

QUESTION	YES	NO
Is the date of our activity appropriate, so that it does not coincide with any holidays or exams?		
Can we afford to implement our activity?		
Can we get all of the supplies that we need for our activity?		
Do we have any contingency plans if something goes wrong in the planning of our activity?		

If the answer to any of the above questions is NO, then you have some more planning to do! Change the date of your activity or find ways to raise more funds so that you can afford to have it. Always have a back-up plan in case some aspect of your planning goes wrong so that you can still have your activity.

4.4 TYPES OF ACTIVITIES YOU CAN PLAN AND IMPLEMENT

Here are some examples of activities that your student council can organize to benefit your peers, your school, and your community. You should seek guidance from the school administration and provide them with your action plan so that they may ensure that it is appropriate for you and your peers.





Consider the following activities:

- Invite guest speakers (local doctor, reporter, musician, tailor, irrigation specialist, representatives of foreign organizations and agencies, etc.) to address the school
- Use the morning assembly radio program to inform the school about the activities that you have done and upcoming events that the student council is planning
- Take field trips to visit local archaeological sites, museums, hospitals, orphanages, craft centers
- Organize school-wide contests and exhibitions (athletics, singing, dancing, photography, poetry)
- Perform plays about issues relevant to youth and/or local community and/or nation (for example, a play about Yemen's unification or history)

- Create posters to hang around the school disseminating information about health, nutrition, sports, Yemeni cultural figures, or books your class has read
- Organize an anti-smoking campaign in the community to inform community members about the health risks associated with smoking and qat chewing.
- Raise money for a charity or a cause, in Yemen or outside (bake sweets, paint houses, wash cars)
- Organize a school clean-up day to paint murals on school walls, clean desks, plant flowers)
- Issue a newsletter featuring contributions of articles, poems, artwork from students, and include a special page describing the actions of the student councils
- Teach Arabic calligraphy
- Establish a school library and collect books and magazines
- Conduct research on a social phenomenon (for example, the issue of cheating in schools, early marriage, carrying of weapons, the problem of revenge between tribes) and so students can enhance their research and information-gathering skills and convey important information to the school and local community
- Create a first-aid kit for the school
- Hold lessons in first-aid treatment
- Organize athletic tournaments between schools
- Hold sewing lessons (create quilts to hang around the school, sell blankets, make traditional clothes)
- Form groups to patrol the school
- Plant trees and/or flowers in the community; grow a vegetable garden
- Partner with the school administration to launch a campaign against school violence

**FLEXIBILITY,
IMPROVISATION, AND
RESOURCEFULNESS** are key
when it comes to planning!
Sometimes problems will
arise or things won't go as
planned, but don't panic—
just figure out how you
can improvise to solve
the problem!


SUCCESS STORY 4: Khalid Achieves Success through the Student Council Program

Khalid, a student in the seventh grade at Al Ahd Al Jadid School in Sana'a governorate, did not feel that he could achieve his ambitions by remaining in school. He tried repeatedly but each time he was met with disappointment and difficulty. He recalls, "I felt as if I had no desire to continue my studies so finally I decided to leave school to help my father work instead of study."

As time passed, Khalid began to hear of his old friends joining a new student council that formed at the school that he had left. He heard about various cultural, social, and athletic activities that the council organized for the school.



Only a short time passed before Khalid decided to re-enter school in the fall of 2008 and he was nominated to be a candidate in the student council. Khalid was surprised to win the election, but he became one of the most active members of the council. He was particularly interested in organizing academic activities and programs that promoted the return of drop-outs to school. Khalid says, "I didn't know that I possessed the skills that enabled me to plan activities for my school. I don't feel bored anymore at school; my school has changed and now it is more organized and feels more alive than any time in the past. I found in myself and in my friends a passionate enthusiasm and a new spirit and every day we develop new skills and abilities. God willing, our capabilities and skills will develop and flourish and we can apply them inside, and also outside, our school."



The importance of VOLUNTEERISM:
One of the most rewarding types of activities that the student council will undertake is VOLUNTEER WORK. All that is required to be a volunteer is energy and time. Get involved in your school and community. What needs to be done to make them cleaner or safer places? Take the initiative to make a change—don't wait for someone to ask you to contribute or for someone else to help out!



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FUNDRAISING

Although there are numerous activities that do not require money or supplies to implement, fundraising is a very important skill for every member of the student council to learn about. You learned how to formulate a comprehensive plan in the previous section, and now you need to think about how to fund it!

You can utilize the skills and talents of the students in your class or school to fundraise for activities. Listening to the suggestions and ideas of your peers can help you raise money to implement activities that will benefit everyone. Here are some examples...

5.1 SCHOOL FUNDRAISING

- Exhibitions and handcrafts
- Charity bake sales
- Concerts and festivals
- Donation campaigns

5.2 LOCAL FUNDRAISING

- **Parent councils**

Parents may sometimes give you money directly, but—more importantly—they can help give you ideas about how to raise money. They can also introduce you to members of the community who can help you fund your activities.

- **Local authorities**

The members of the local authority (particularly the local education office at the governorate and/or district level) want to help you improve your school environment. Meet with them to exchange ideas about revitalizing and improving your school. They might be able to give you direct support, depending on the resources available to them, but they can certainly give you other ideas about how to fund your projects.



- **Local merchants and community figures**

It's possible to coordinate with local merchants or companies who may be interested in sponsoring an activity, but don't forget to explain how they can benefit from helping you. In dealing with local merchants or businesses, you should ask the school administration or the local education authorities to write a formal letter requesting help because often agreements require official contracts, which are complicated and require adult involvement.

- **Civil society**

Research the associations and NGOs in your region. Familiarize yourselves with their work and think about how to present your activity to them so that they will give you the support that you are asking for.

- **Charities**

Is there a cause or an issue for which you're trying to raise awareness in your school and community? Partner with a local charity and ask them to help you organize or fund an activity that will benefit you both.

5.3 GENERAL TIPS ABOUT FUNDRAISING

- Find common ground with the people from whom you're requesting assistance!
- Do your research before you contact potential donors so that you can present your project in a light that will appeal to them.
- Tell your donors how they can benefit from helping you.
- Venture out into the local community as much as you can to make contacts with people who might be willing to support you.
- Do not ask for too much—be realistic in your requests!
- Remember the importance of creativity, resourcefulness, and determination—you don't need a lot of money or supplies to teach important lessons, show your classmates a good time, and improve your school and community.

Remember the following:

- 1. Coordination with fundraising partners should always be done with the help of the school administration and/or the district office of education*
- 2. Support takes a variety of forms—not just financial! You also need moral and material support to achieve your goals (for example, stationary, office supplies, sports clothes and equipment, plates and glasses, certificates)*

SUCCESS STORY 5: Finally Our School Is Distinguished By Art and Beauty!

Fawzia is the mother of a secondary student and always hoped to offer help to her sons and daughters who attended the school. She wanted the chance to listen to the teacher directly about her daughters' education and how she could help them. But unfortunately, because of local traditions and gossip, she was not permitted to enter her children's school and instead she was forced to remain outside of the school and ask her questions behind the gates.

However, following the election of the student councils in the region and in the school that her children attended, she noticed that circumstances slowly began to change. One of the most important things that happened with the establishment of student councils was the development of a strong partnership between mothers' and fathers' councils in the educational process and a direct dialogue between all of the local stakeholders in the



school community. Fawzia began to call for more support of student activities to support her children's studies, and finally she was allowed to enter the school and meet with the teachers and students. Faiza asked her daughter, who studied in grade ten, what she could do to help the student council. Her daughter answered that the student council was looking for someone to design a logo for the council. Fawzia went to the student council and told them she would work assiduously to design a logo for the student council in support of their activities.

Fawzia (who earned the nickname after that of "Ideal Mom") says, "I didn't expect that I would be able to enter the school in my life. All we wanted was to ask about what my children were doing behind the school's walls, but one day my children and I worked to initiate some different activities for the school. The efforts that the school and class councils expend result in a range of activities that invigorate the life of the school and offer real opportunities for parents to get involved. And I'm so happy for that."





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SELF-EXAMINATION, PEER EVALUATION, AND BEST PRACTICES

You've now learned how to plan, fund, and implement activities, but don't forget one of the most important steps of the process: **examining your own work, asking your peers to evaluate your work, and sharing what you've learned with other councils.**

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6.1 SELF-EXAMINATION

The student council needs to perform self-examination on a regular basis in order to learn from past mistakes and constantly improve the quality of its activities. The two questions that your student council always needs to ask itself are:

1. What did we do well?
2. What could we have done differently to make our activity or event or meeting BETTER?

You should always keep in mind the strengths and the weaknesses of your student council and constantly work to improve. Discuss the challenges you faced and evaluate how you handled them.

6.2 EVALUATION BY YOUR PEERS

Every activity should include an evaluation component so that the participants in the activity have the opportunity to identify the strengths and the weaknesses of the event. You can distribute a short questionnaire to the participants to collect their impressions of the activity, or you can conduct small focus groups and write down what your peers say about the activity. Measuring the satisfaction of your peers allows you to benefit from their observations to strengthen the good aspects of your work and treat the weak points for future activities.



Here's an idea: find a box and cut a slit in the top. Decorate the box and write on it: SUGGESTIONS, COMPLAINTS, AND COMMENTS FOR THE STUDENT COUNCIL. Put it in a central location in your school and invite all of the students in the school to submit their suggestions to the student council. Review the comments at your meetings.

6.3 INDICATORS OF PROGRESS

6.3.1 BEST PRACTICES

Best practices are a set of methods that you believe consistently deliver the most successful results. Through frequent self-assessment and evaluation, you can identify the things that you did that you should replicate every time you do an activity or hold a meeting.

THE HOW-TO GUIDE FOR STUDENT COUNCILS



Examples of best practices include:

- Writing a detailed and ambitious annual action plan at the beginning of the school year.
- Scheduling regular meetings with the school administration to keep them apprised of your plans, the challenges that you are facing, and your successes.
- Holding regular meetings with the fathers' and mothers' councils and forging strong ties between the generations.
- Establishing partnerships with key actors in the local community.
- Organizing trips to exchange experiences with other student councils in neighboring districts.
- Holding campaigns to raise awareness on health issues by inviting health specialists
- Organizing environment campaigns to keep the school clean



- Organizing campaigns to plant trees in the school courtyard.
- Supporting the sick classmates through visits and assistance if possible.
- Raising funds to help poor people in the community.
- Producing bulletin boards, brochures and monthly newsletters about the student council activities.

6.3.2 SUCCESS STORIES

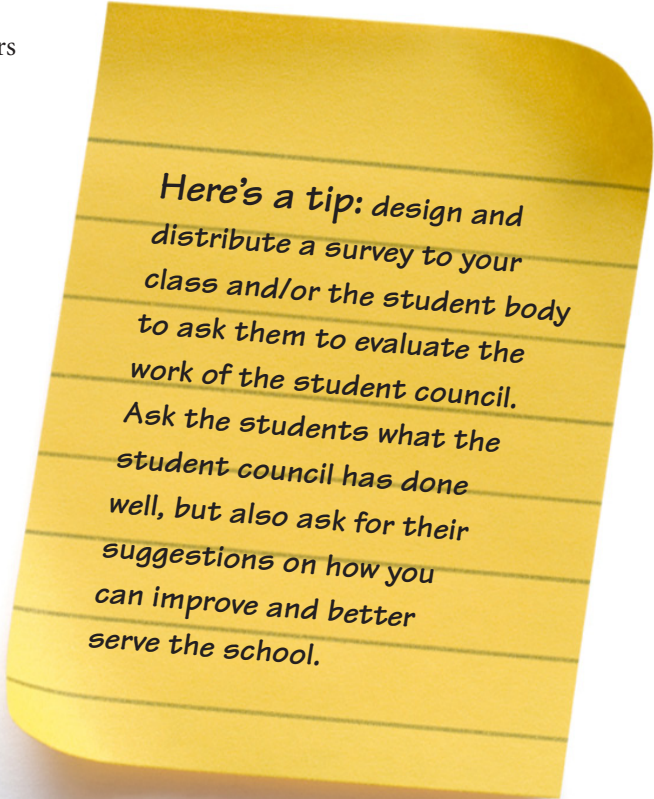
Your hard work and success deserve recognition! Write down what you did and how you did it—make sure that you explain the impact that your action had. Success stories are the result

of confronting a difficult challenge and exerting effort and employing all available resources to overcome the challenge. These are things that you did that you should feel proud of.

Careful documentation is an important part of enabling others to learn and benefit from your success stories and accomplishments. Sharing best practices and success stories with other student councils will help others benefit from what you've learned, including future student councils, and will allow you to draw lessons from the successes and disappointments of other councils.

Here are some examples of success stories:

- Members of a student council register under-privileged orphans with a social security organization (or another charitable association) so that they can get continuous support through the age when they finish their education. This act helps students fight drop-out and exposes them to the workforce at an appropriate age, as opposed to an early age.
- Members of a student council launch a campaign to remedy the shortage of teachers in their school with the goal of organizing the school's academic life to meet the level desired by the students and thereby improving the percentage of students who perform well.
- Members of a student council launch a website on the internet to display their activities and present their ideas and to communicate with others to enhance their communication skills and their values of tolerance and openness among visitors to the website.



Here's a tip: design and distribute a survey to your class and/or the student body to ask them to evaluate the work of the student council. Ask the students what the student council has done well, but also ask for their suggestions on how you can improve and better serve the school.

Achievements like these great stories (and others that offer new and creative ideas about ways to implement your activities) have a big impact and deserve respect and appreciation, so write down what you did and how you did it! Make sure you explain the challenges that you confronted during your work and don't forget to explain your work step by step so that your peers can benefit from your knowledge.

Remember:
the success stories and best practices that you generate deserve to be respected and appreciated.



SUCCESS STORY 6: The Obligation of the Student Council Toward the Local Community

Radfan is the president of the student council at the Khalid Al Dhafari School in the governorate of Sana'a. At one of the meetings, the council-members agreed to launch a training and education campaign for the school and the local community. The members agreed to focus their campaign on specific issues including increasing interest in education—specifically girls' education—and honoring students who excell in science and other school activities. Other issues of interest included addressing social problems like revenge, kidnapping, and devastation of services. The members of the councils discussed the best means of communicating their messages to the local community and agreed that they would present their views through a comedic play. They decided to perform the play for the school and for the local community and, with the cooperation of the fathers' council which offered its support, the student council wrote the script and prepared the performance.



Because this activity demanded tremendous preparation on the part of the students, the members of the council divided themselves into three groups to accomplish different tasks. The audience was very receptive to the play and the response indicated a high level of success. This activity used a unique method of addressing the social problems, as well as how to combat them, and provided a model for the practice of positive behavior.

One of the parents who attended the play said, "It had a great impact, as far as I saw, and I call on everyone to take a greater interest in education, particularly girls' education. We must make the effort also to make those community members who came to watch the play feel comfortable and as if they were among their own family members."



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LEADERSHIP SKILLS

Although you have a lot of duties and responsibilities as a representative of your peers, there are also rich benefits associated with your participation in the student council. You'll learn important lessons that, if you constantly apply them and work to refine them, will serve you for the rest of your life. For example, you learned that **planning** is a crucial skill for every aspect of your life, but there are other personal skills and talents that you will likely develop through this program that will be helpful tools for you to use in the future. The absence of these skills will detract from your ability to lead your peers in meetings and activities. For example, **problem solving** is a crucial skill for leaders to develop. Here are some additional qualities:

7.1 COMMUNICATION SKILLS

You need to be able to communicate effectively in order to express your opinion, defend your views, and to persuade other people to listen to you. You will need to communicate with parents, teachers, your fellow student council members, your peers in the school, and members of the community. Think about how to speak to each of these different groups in order to express yourself clearly.

Here are some tips to be a good communicator:

- Welcome other viewpoints and respect the opinions of others
- Be an active listener—listen to what other people are saying and use logic and reasoning to respond to their points.



- Make eye contact!
- Speak loudly, clearly, and with confidence
- Speak with reason and logic

EXAMPLE OF AN ACTIVITY TO IMPROVE COMMUNICATION:

The morning radio program broadcast by the Ministry of Education is a great forum for you to communicate with the school community, especially the students—the people who elected you! Come up with a topic to discuss on the program and petition the ministry to tape an episode at your school. Think of an issue or subject or activity that will be relevant to youth in general, or to Yemen as a whole. Use your voice—reach a large audience and present a program that will make them think and discuss the content. Use the abilities and talents of your peers in public speaking, poetry, and research to enhance the program. Encourage students to present themselves, their work, and their talents on the program. Remember, this is one of the best practices we identified earlier!



The morning radio program, which is run by the Ministry of Education for students in every governorate of Yemen, allows students to exhibit their talents and explore their interests by dealing with issues that are relevant to youth across the nation. Participating in this type of activity would improve communication and presentation skills, or you could also hold workshops or small symposia to showcase students who have exceptional abilities in public speaking, research, and discussion to improve the self-confidence of your peers. Topics that might be of interest to the school and the local community include issues such as:

- The problem of revenge between tribes
- Extremism
- Early marriage
- Qat-chewing
- Smoking
- Attrition
- Environmental problems



- Problems in education
- Violence in the schools

Consider the questions:

What is the root of the issue?

What effect does the issue have on youth or on society?

What are some recommendations to deal with the issue?

7.2 PROBLEM-SOLVING AND CONFLICT RESOLUTION

In the course of planning events, you will undoubtedly face unexpected challenges and problems. Here are some things to remember when you are confronting a problem:

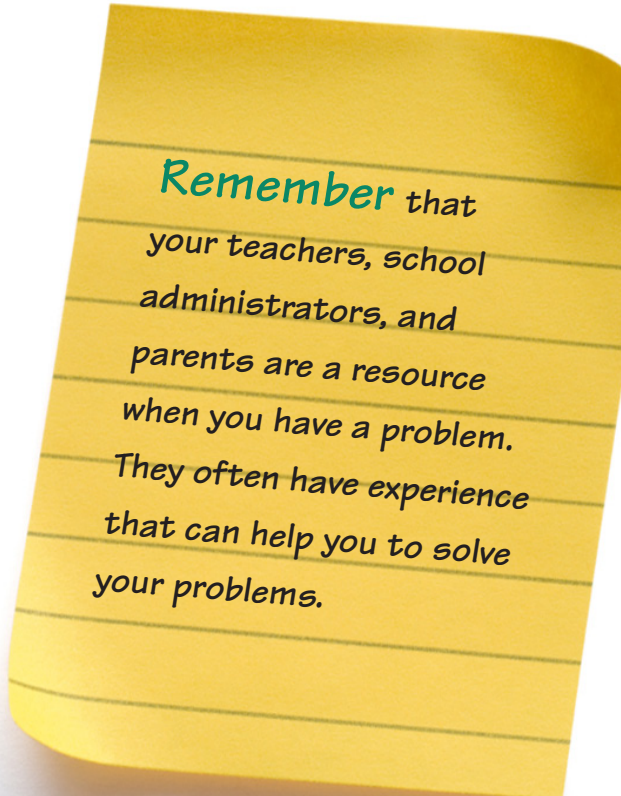
- Identify the problem and understand it
- Gauge the size of the problem
- Stay calm and think rationally
- Brainstorm multiple options to solve the problem, and then consider the pros and cons for each option
- Work as a team to share the responsibility of solving a problem
- Remember to be flexible...you have to be willing to compromise to solve problems

7.3 CREATIVE THINKING

Thinking creatively and critically will help you plan exciting activities, anticipate problems, and be more effective leaders. Using these advanced ways of thinking will constantly challenge you to improve and produce high quality work.

Creativity is about using new forms of expression to present your ideas. School council newsletters, creative writing activities, and performing original plays are a few ways to boost creative thinking skills in yourself and your peers.

- **School Council Newsletters**
Think about new ways of presenting the activities and events that the student council is planning for the school and put together a newsletter. Include pictures, drawings, and a mix of articles that address the work of the student council and also the needs and interests of the student body. The content of the newsletter should



Remember that
your teachers, school
administrators, and
parents are a resource
when you have a problem.
They often have experience
that can help you to solve
your problems.

be original: your own ideas, thoughts, articles, poems, and topics. The student council might decide to issue newsletters with different themes. What are some possible topics that you could use for a themed newsletter?

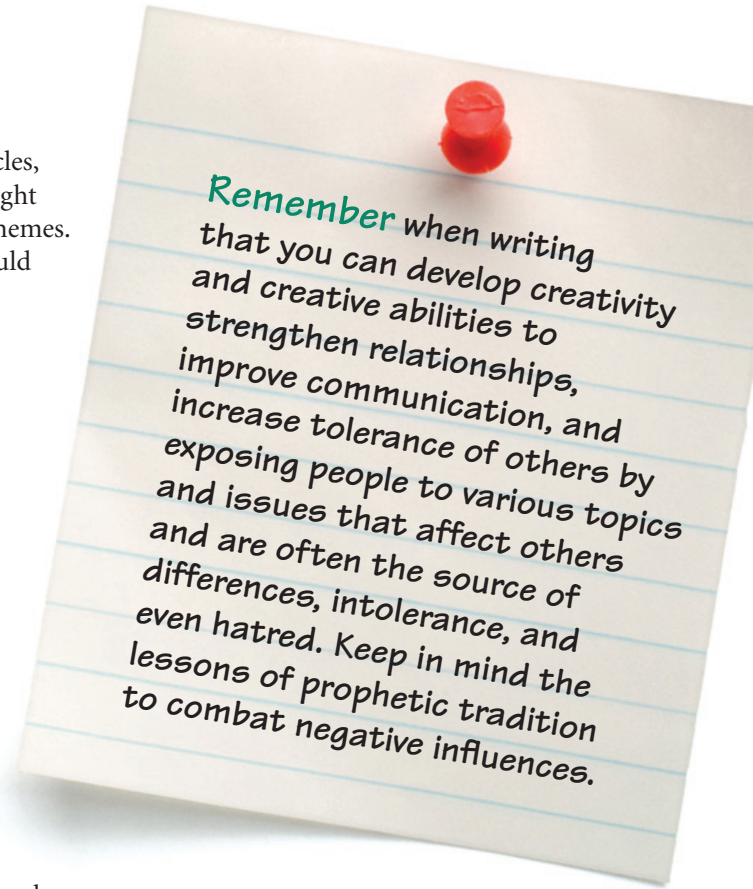
- Health
- The environment
- Local culture
- Current events
- Women’s issues
- Children’s rights

- **Creative writing**

Coming up with imaginative stories is a great way to improve creative thinking skills. Create characters, write dialogue, and develop a plotline! You could even write the script for a Ramadan series and perform it for your peers.

- **Performing original plays**

Theater is a great way to present issues and get the audience talking about what they have seen. What kind of plays can you do about Yemeni culture? The unification? Combating extremism? The importance of education for girls?



7.4 CRITICAL THINKING

Critical thinking involves careful review of a situation or issue and the use of judgment and reason to reach a thoughtful conclusion.

Examples of ways to enhance and practice critical thinking:

- **Research**

Performing research on topics and issues relevant to you, your peers, and your community is an exercise in thinking critically. Think about current issues involving science, medicine, technology, or the environment and how they impact your school or community. Perform research to understand the issue, and then present it in a paper to inform your peers and your community.

Here are some things to keep in mind while conducting research:

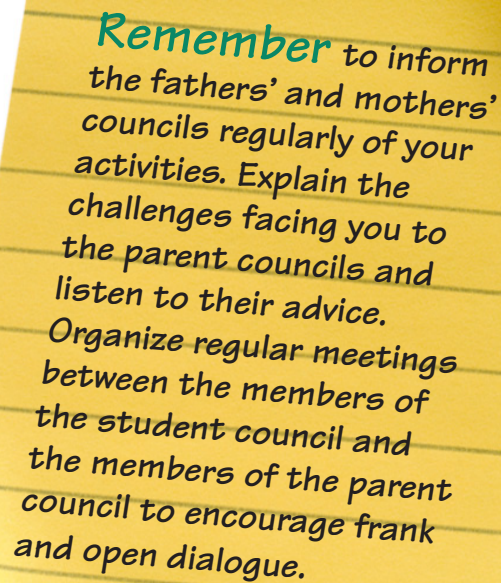
- Develop a research question. What is the issue or phenomenon that you will explore and try to explain in your research?
- Develop a methodology. How will you gather information? Will you use interviews, a survey, focus groups, newspapers, or the internet?
- Make sure you understand the background of what you're researching so that you can put your observations in context.
- Analyze the data and information that you have collected and develop a thesis, or a main point, for your research paper that answers your initial research question.
- Provide a bibliography, or a list of the sources that you used.

Consider the following example:

What is the environmental impact of growing coffee in your community? Interview local coffee farmers to learn about how they grow coffee. You might want to ask them how much water coffee needs to grow; how much land is set aside to grow coffee? Distribute a survey to elders in the community and ask them questions such as:

- Do you think more coffee is grown now than in the past?
- Do you believe that Yemeni coffee is competitive in the world market?
- Analyze the results of the research by examining the results of the information that you collected, explaining it, and documenting it.

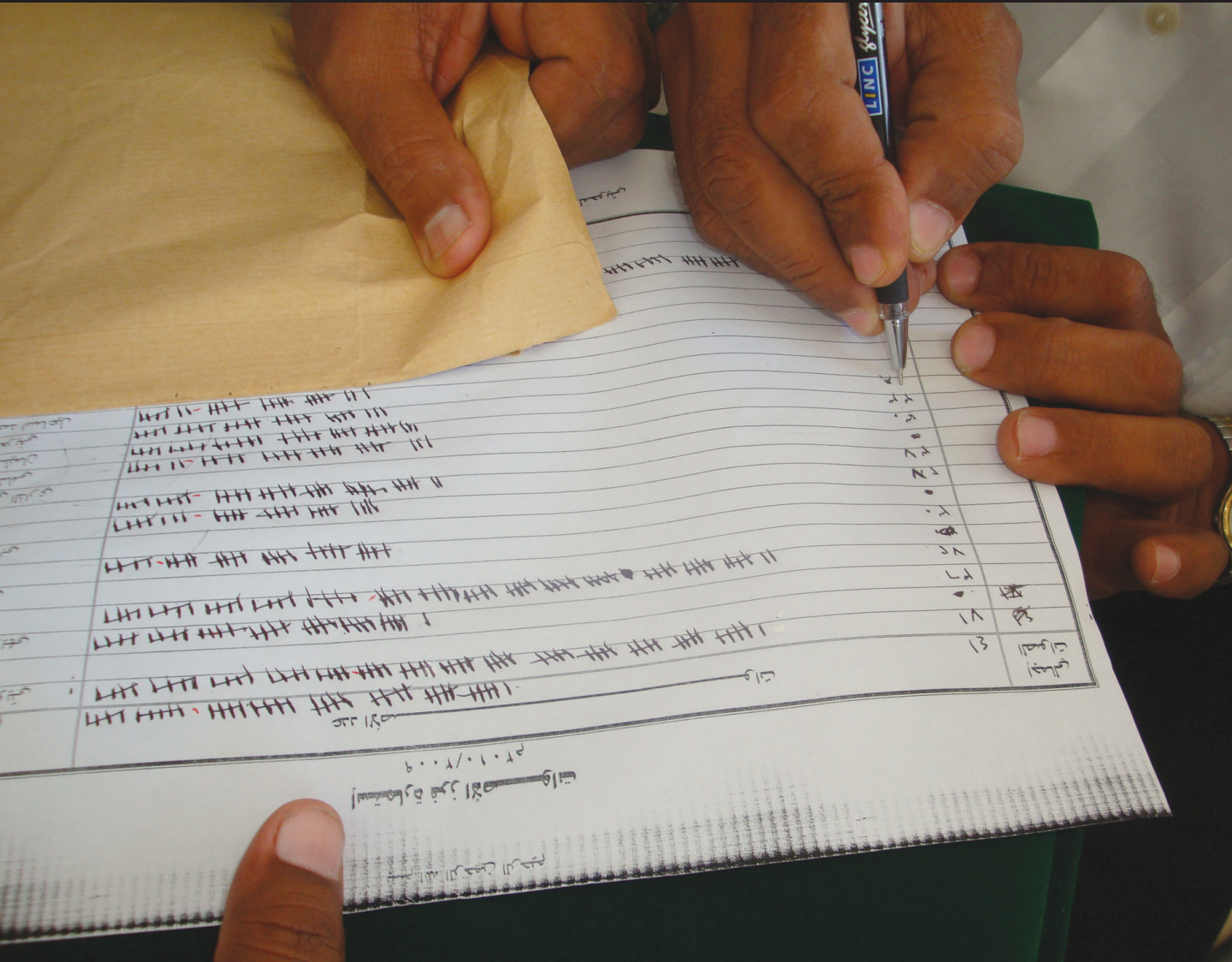
Analyze the results of the surveys by looking for trends in the information that you have collected. Do the results surprise you? In your research paper, discuss the results and explain what they mean.



Remember to inform the fathers' and mothers' councils regularly of your activities. Explain the challenges facing you to the parent councils and listen to their advice. Organize regular meetings between the members of the student council and the members of the parent council to encourage frank and open dialogue.



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THE CONCLUDING MEETING: ENSURING A SMOOTH TRANSITION FOR THE NEXT STUDENT COUNCIL

You have now received step-by-step instructions and advice about forming and operating a student council, from posting the names of the election winners through the first meetings and basic duties and responsibilities. You have learned about the election process, about ratifying and upholding a constitution, and about holding regular meetings. Now the time has come to gather for the last time as the elected student council for a very important reason: to keep the student council program active at your school. Organize a year-end meeting, with the help of the school administration, during the second week in April before the commencement of exams. The goal of this meeting is twofold:

1. Evaluate the work of the student councils over the course of the year.
2. Pass on your expertise and experience to other students who might want to participate in the student council program next year.

Consider the following tasks that will help you organize a meeting that benefits both the current and future generations of student council members:

1. Design and administer a survey to measure the extent to which your peers were affected and aided by your work.
2. Identify an appropriate time and place to hold this large assembly meeting.
3. Invite the fathers' councils to the boys' assembly and the mothers' council to the girls' assembly.
4. Invite officials from the district education office.
5. Honor the various actors who supported you during the school year.
6. Honor members of the student councils who played an active role in serving their peers, their school, and their community.

7. Give certificates honoring the people who played a role in offering help or agreeing to cooperate with the student council.
8. Write a timeline for the meeting (for example, the introduction and/or welcome; words from the president of the school council; words from the principal; words from the president of the fathers' or mothers' council; words from the head of the local education office; the results of the survey; honoring the most active people associated with the program; the conclusion and closing words)

Also, it is your responsibility to pass on the papers, forms, and other resources that you have developed to the school administration so that they can preserve these documents in an appropriate place for future student councils (a room reserved particularly for student councils would be ideal). Please keep all documents in one place to facilitate future councils' easy access to these important materials. Documents to save include:

- Action plans developed by class and school councils
- A copy of your council's constitution and amendments
- Examples of your meetings' agendas and minutes from the meetings
- Examples of your action plans, both long-term and short-term
- Descriptions of the activities that you implemented
- Advice about how to interface with the parent council
- Your own tips for fundraising
- A scrapbook that catalogues the activities that you planned
- The challenges you faced
- The things that you did well
- The things that you would do differently
- Examples of the surveys that you distributed to your classmates
- Copies of the research projects that you completed
- Examples of the newsletters that you produced
- A list of best practices that you compiled
- A booklet of success stories

Do not forget the importance of reaching out to future generations of student council members by transmitting your personal experience and expertise to your peers who you sense have an interest in serving as a council member. You should encourage and support people who you believe would contribute to the student council program because the student councils are the voice that you use to express your needs, wants, talents, and personalities within the context of the school. Do not forget that you were among the first to participate in the program, and that your participation in and dedication to the program will be a source of pride that will continue for your whole lives.





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CLOSING WORDS

This how-to guide has taken you step-by-step through the process of forming student councils, and it has also outlined many of the valuable lessons that you will gain through your participation. Remember the importance of **volunteerism** and of **taking the initiative to make a change** in your school and local community. Focus on refining skills including **planning, communication, critical thinking, research, problem-solving, and listening**. Cooperate with parent councils to overcome challenges, solve problems, and find ways to improve as a team.

Throughout your experience as a member of a student council, think about the impact the program is having on you, your peers, your school, and your community; think about how can you pass on the lessons and skills that you have learned, not only to the next year's student council, but to your community.

Supporting Source:

The National By-Laws on Student Councils, issued by the Ministry of Education of the Republic of Yemen.

