

[Arizona Seal of Civics Literacy Board Rule](#)

[Seal of Civics Literacy Information Slides](#) (PDF)

[Seal of Civics Literacy Written Reflection Guidelines](#)

School/District Eligibility:

1. Any **PUBLIC** school, charter, or district may choose to participate but they must complete the **INTENT TO PARTICIPATE FORM** by September 1 of the participating year.
2. Schools/districts must develop their own process for collecting student data and distributing the seals. Public school districts and charters must designate at least one individual to serve as the Coordinator of the Program.
3. Participating school districts and charters must make information regarding the Seal of Personal Finance program available to parents and students.
4. Schools/Districts must report seal data through the **REPORTING FORM** no later than 90 days after the school year or by September 1.

Participant/Student Eligibility:

1. Students must complete all requirements during grades 9-12. The only requirement that can be completed prior to 9th grade is passage of the [Arizona Civics Test](#).
2. Students must complete all social studies courses with an overall grade point average (GPA) of 3.0 out of a 4.0 scale.
3. Students must obtain a passing score of 70% on the [Arizona Civics Test](#). *If graduating in in 2024 or 2025, you only need to pass with a 60%.*
4. Students must meet the specific requirements from each of the 4 categories.
 - a. Civics Learning (Complete/Participate in 3)
 - b. Civics Engagement (Complete/Participate in 2)
 - c. Service-Learning Hours (75 Non-Paid Hours)
 - d. Written Reflection (Demonstrate Students Civic Knowledge)

Category One: Civics Learning

1. Students must complete or participate in **at least three** approved civics learning programs or institutes that specifically focus on civics content and learning (view the [Arizona State Standards](#) for guidance on the definition of civics education).
2. This must be *other than* a traditional senior government course. AP Government is an acceptable program with a score of 3 or above.
3. Some potential programs and institutes include: participation in civics summer institutes/intensive programs, participation in school-sponsored extra-curricular civics-based activities, and online/in-person courses focused on civics education (other than the traditional government course).
4. Students are not required to participate in an institute or program that requires travel.

Civics Summer Institutes/Intensive Programs	School-Sponsored Co- and Extra-Curricular Civics-Based Programs
Civic Leadership Institute through ASU Center for Political Thought and Leadership	The Arizona High School Mock Trial Program through Law for Kids
César E. Chávez Leadership Institute through ASU Educational Outreach and Student Services	Model UN
Rise Summer Leadership Institute through ASU Educational Outreach and Student Services	Speech and Debate
AZ GEAR UP Lumberjack Leadership Summit through NAU Gear Up	Plan and Organize Law Day for your community
The United States Senate Youth Program	National History Day Contest
Arizona Boys State	Project Citizen Curriculum and Project
Arizona Girls State	We the People Curriculum and Program
Junior State of America	Participatory Budgeting Project
National Student Leadership Conference Program : International Diplomacy, Law and Advocacy, Leadership and Service, Political Action and Public Policy	Rho Kappa Honor Society
National Youth Impact Summit through Close Up	National Honor Society
YMCA LIT Summer Camp	National Student Council/Student Government
YMCA Youth and Government	Teen Court
Civics Action Project	JROTC Program
Student Election Program	Kids Voting Leadership Council
Flinn Scholars Summer Public Policy Institute	
Jostens Renaissance Global Conference/Summer Conference	
Programs, institutes, and initiatives not on this list <i>must be approved by the Arizona Department of Education</i> . Contact K12Standards@azed.gov or the Director of K-12 Social Studies and World and Native Languages.	

Category Two: Civic Engagement

1. Students must participate in 2 *approved civic engagement activities*.
2. Civic engagement activities are defined as activities:
 - a. Where students engage with community members (virtually or in-person).
 - b. That must be validated by a supervisor or leader.
 - c. Where students are practicing civics and participating in civics (demonstrating their knowledge).
 - d. That occurs outside of class time.

Examples of Civic Engagement:	Civic Engagement Organization/Groups:
--------------------------------------	--

Member of a commission or Youth Advisory Board	Boy Scouts
Tribal Council or Tribal Youth Representative	Girl Scouts
Attendance of at least two public government or school board meeting	YMCA Youth and Government
Volunteering for a political campaign	Keystone Club
Attendance of a day long protest, march, or demonstration	Key Club
Participation in voter registration, voter education, or a get-out-the-vote campaign	Interact Club through Rotary
Serving as an elected official for a community group or organization	AmeriCorps
Civic engagement activities and organizations not on this list <i>must be approved by the Arizona Department of Education</i> . Contact K12Standards@azed.gov or the Director of K-12 Social Studies and World and Native Languages.	

Category Three: Service Learning/Community Service

1. Students must complete 75 hours of service learning/community service (non-paid hours).
2. Hours must be completed for a public agency or charitable organization that serves the public good.
3. Districts/schools should provide a template for documenting these hours.
 - a. [SAMPLE TEMPLATE \(Canva\)](#)
 - b. [NJHS Volunteer Hours Form and Reflection \(Created by Pinellas County School Board\)](#)
4. Hours can be accumulated by activities completed for Categories One or Two
 - a. For example: If a student participates in a voter registration campaign, giving time for 8 hours on a Saturday filling envelopes, this experience would gain the student 8 hours of service and count as a category two, civic engagement activity.
5. For questions about service learning/community service hours, contact K12Standards@azed.gov or the Director of K-12 Social Studies and World and Native Languages.

Category Four: Written Reflection

1. The student shall complete a writing assignment as adopted by the State Board of Education for purposes of demonstrating civic literacy proficiency.
2. [RUBRIC](#)

Task	Completed
Social Studies courses GPA at least a 3.0	
Pass the Civics test with a 70% or above	
Completed three Category One: Civics Learning Programs 1. 2. 3.	
Completed two Category Two: Civics Engagement activities 1. 2.	
Completed 75 non-paid hours of service learning/community service and submit documentation	
Submit written reflection following the guidelines developed by the State and the School/District	