

Senior Class Officer Candidate Application 2020-2021

Applications must be submitted to Mr. Cedric Bridges by the end of the school day on Friday, September 25, 2020
No applications will be accepted late for ANY REASON!!

Part I. Declaration of Office

I wish to qualify for the following office (*check one*):

- | | | |
|---|--|--|
| <input type="checkbox"/> President | <input type="checkbox"/> Vice President | <input type="checkbox"/> Secretary/Treasurer |
| <input type="checkbox"/> Reporter/Historian | <input type="checkbox"/> Art Coordinator | <input type="checkbox"/> Representative (4) |

Make sure that you have read the requirements and duties of each position before submitting your application. Descriptions are given in the section following campaign information/rules.

Part II. Candidate Information

Please print the following information clearly:

Candidate Name _____

Age _____ Are you currently a class officer? _____ If yes, what office? _____

GPA _____ Confirmed by _____
(signature of guidance counselor)

Absences for year 2019-2020 _____ Confirmed by _____
(Mrs. Rhonda Buisson or other office personnel)

*Number of Discipline Infractions for year 2019-2020: _____ Confirmed by _____
(Mrs. Pennison)

**If you have had any discipline referrals this year (IDs, Tardy, etc.) please explain what the referrals were for. This will be verified in the front administration office. Attach a sheet of paper if necessary.*

Initial all statements that apply:

_____ I have reviewed the campaign information/rules.

_____ I am aware of the deadlines for the application and removing campaign materials.

_____ I have read the requirements and duties of the office for which I am seeking a position.

_____ I understand that I am held accountable for all information shared on my application.

_____ I acknowledge that all information I have provided is the truth.

*Student's Name (printed) _____ (signed) _____

*Parent's Name (printed) _____ (signed) _____

**Signatures indicate an acknowledgement of the application packet and information contained therein. Parent signature affirms support of child running for office.*

Part III. Campaign Information/Rules

A. Applications

1. All completed applications are due no later than Friday, September 25, 2020 by the end of the school day. You may turn in applications early if you choose.
2. Give applications **directly** to Mr. Bridges. Applications should not be left on the teacher's desk, teacher's mailbox, etc.
3. All applications must be complete when submitted. Any incomplete portion of the application will negate the entire application.

B. Campaign Material

1. Flyers, posters, and any wall hangings can only be mounted on the wall using blue painter's tape. If it is discovered that you have used another type of adhesive, your materials will be removed.
2. You are not allowed time out of class to display campaign materials!! You must make arrangements to arrive early or stay late in order to hang signs/flyers.
3. If you are planning on distributing other campaign items, they must be within school guidelines concerning dress code, etc.
4. You may NOT distribute campaign materials during class time; you can only distribute items/memorabilia during lunch or between classes!!
5. All campaign materials must reflect positive content and should not be derogatory in any fashion.
6. You are responsible for cleaning up all posters/flyers/campaign materials.
7. If you are approved to run, campaign materials can be posted starting Monday September 28, 2020.
8. Campaign materials must be removed by the end of the day of election day. NO EXCEPTIONS!!

Part IV. Requirements to Run for Office:

General Requirements for Any Officer Position

- Must have at least a 2.5 GPA for President and Vice President.
- Must have at least a 2.0 GPA for any other office.
- Must be a full day student for the 2020-2021 school year.
- Must NOT hold any other office with other organizations; a class officer is a full time commitment; you are encouraged to be involved in other organizations, but not in officer capacity.
- 5 teacher recommendations. If currently a class officer, one of these MUST be from your current class sponsor. Fill out the **Senior Officer Candidate Recommendation** form. **If you receive two or more negative teacher recommendations, you will not be permitted to run for office.**
- Attach a copy of your current class schedule
- Provide a list of your current and future involvements/activities on a separate sheet of paper (*typed, please*).
- Must be a senior for the 2020-2021 school year.
- Must have attended CHS for 3 full years.

Part V. Duties of Each Office

President's Duties: *(may include, but are not necessarily limited to)*

- 🐾 Oversee and conduct monthly meetings
- 🐾 Preside over and assist in planning and attend the weekly meetings
- 🐾 Attend and help prepare for the Sunrise Breakfast, Sweetheart dance, Cub Day, and other events sponsored by the senior class.
- 🐾 Attend Freshmen orientation and Leadership lock-in. Time and place will be set by election day.
- 🐾 Emcee and or speak at school events as requested by school officials
- 🐾 Plan/attend campus beautification day(s)
- 🐾 Attend summer meeting to choose graduation announcement. Time and place will be set by election day.
- 🐾 Be available to meet before school, during lunch, after school, and in the evenings as needed by the officers and/or sponsor
- 🐾 Attend weekly officer meetings
- 🐾 Help with all student events, ticket sales, shirt sales, etc. during lunch or at other times when needed by the sponsor
- 🐾 Communicate student needs/concerns with administration as needed, meeting with administration when appropriate
- 🐾 Oversee all senior class committees established throughout the year

Vice-President's Duties: *(may include, but are not necessarily limited to)*

- 🐾 Oversee and conduct monthly meetings when the President is unavailable
- 🐾 Assist with planning the events sponsored by the senior class.
- 🐾 Attend and help prepare for the Sunrise Breakfast, Sweetheart Dance, Cub Day, and other events sponsored by the senior class.
- 🐾 Attend Freshmen orientation and Leadership lock-in. Time and place will be set by election day.
- 🐾 Help with the all events when and if the President is not available
- 🐾 Assist the President in planning and attend campus beautification day(s)
- 🐾 Attend summer meeting to choose graduation announcement. Time and place will be set by election day.
- 🐾 Be available to meet before school, during lunch, after school, and in the evenings as needed by the class officers and/or sponsor
- 🐾 Attend weekly officer meetings
- 🐾 Help with all student events, ticket sales, shirt sales, etc. during lunch or at other times when needed by the sponsor
- 🐾 Organize and supervise and work on Senior Class Bulletin Board (in the commons with the other officers.)

Secretary/Treasurer Duties: *(may include, but are not necessarily limited to)*

- 🐾 Record the minutes of every meeting in a specially marked book; read minutes from each previous meeting
- 🐾 Help plan and attend all activities that pertain to senior class
- 🐾 Attend and help prepare for the Sunrise Breakfast, Sweetheart dance, Cub Day, and other events sponsored by the senior class.
- 🐾 Attend Freshmen orientation and Leadership lock-in. Time and place will be set by election day.
- 🐾 Attend summer meeting to choose graduation announcement. Time and place will be set by election day.
- 🐾 Assist the VP with the Bulletin Board in the commons
- 🐾 Attend/Participate in campus beautification day(s)
- 🐾 Assists the Reporter with the scrapbook
- 🐾 Help with all student events, ticket sales, shirt sales, etc. during lunch or at other times when needed by the sponsor
- 🐾 Attend and keep roll at weekly officer meetings
- 🐾 Keep up with the earned point system of all members of the Student Council
- 🐾 Submit announcements for C-4 as needed or at sponsor request
- 🐾 Be available to meet before school, during lunch, after school, and in the evenings as needed by the council and/or sponsor
- 🐾 Give financial report at meetings as needed/requested
- 🐾 Generate ideas for fundraisers for senior class
- 🐾 Coordinate location of all sales relating to senior class (tickets, shirts, etc.)
- 🐾 Organize and develop publicity/marketing for sales regarding senior class fundraisers

Historian/ Reporter Duties: *(may include, but are not necessarily limited to)*

- 🐾 Help plan and attend all activities that pertain to senior class
- 🐾 Help with all student events, ticket sales, shirt sales, etc. during lunch or at other times when needed by the sponsor.
- 🐾 Attend and help prepare for the Sunrise Breakfast, Sweetheart dance, Cub Day, and other events sponsored by the senior class.
- 🐾 Attend Freshmen orientation and Leadership lock-in. Time and place will be set by election day.
- 🐾 Attend summer meeting to choose graduation announcement. Time and place will be set by election day.
- 🐾 Assist the VP with the Bulletin Board in the commons
- 🐾 Be available to meet before school, during lunch, after school, and in the evenings as needed by the class officers and/or sponsor
- 🐾 Attend weekly officer meetings
- 🐾 Assist the Treasurer with publicity/marketing for sales regarding senior class fundraisers
- 🐾 Establish contact with other clubs and organizations on campus to prepare press release information
- 🐾 Prepare pictures and information to submit to the sponsor (or other designee) for approval to release information to the press
- 🐾 Organizes a committee to generate positive press (publicity) for CHS

Art Coordinator: *(may include, but are not necessarily limited to)*

- 🐾 Help plan and design any and all artwork needed for senior class.
- 🐾 Attend and help prepare for the Sunrise Breakfast, Sweetheart dance, Cub Day, and other events sponsored by the senior class.
- 🐾 Attend freshman orientation and Leadership lock-in. Time and place will be set by election day.
- 🐾 Attend summer meeting to choose graduation announcement. Time and place will be set by election day.
- 🐾 Assist the VP with the Bulletin Board in the commons
- 🐾 Be available to meet before school, during lunch, after school, and in the evenings as needed by the class officers and/or sponsor
- 🐾 Attend weekly officer meetings

Representative Duties: *(may include, but are not necessarily limited to)*

- 🐾 Help plan and attend all activities that pertain to senior class
- 🐾 Help with all student events, ticket sales, shirt sales, etc. during lunch or at other times when needed by the sponsor.
- 🐾 Attend and help prepare for the Sunrise Breakfast, Sweetheart dance, Cub Day, and other events sponsored by the senior class.
- 🐾 Attend Freshmen orientation and Leadership lock-in. Time and place will be set by election day.
- 🐾 Attend summer meeting to choose graduation announcement. Time and place will be set by election day.
- 🐾 Assist other officers and sponsor when needed
- 🐾 Be available to meet before school, during lunch, after school, and in the evenings as needed by the class officers and/or sponsor
- 🐾 Attend weekly officer meetings
- 🐾 Attend Student Council meetings

Senior Class Officer Candidate Recommendation Form

Your Name _____

I will get recommendations from your teachers. Please list 5 teachers of your choosing. If you are currently a class officer, one must be your class sponsor.

Teacher Choice #1 _____

Teacher Choice #2 _____

Teacher Choice #3 _____

Teacher Choice #4 _____

Teacher Choice #5 _____

