

# Junior Class Council Application Packet



## 2011-2012

Important Dates	
March 15 (T)	Applications available online
March 15 (T)	<b>Information Meeting</b> Media Center 2:30 P.M.- questions answered about application and/or election process <b>- Parents invited-</b>
March 21 (M)	Applications due – room 35. <b>(In by 2:45 or not accepted)</b>
March 24 (Th)	Posting of eligible candidates outside #35 and office
March 28 (M)	Primary campaigning begins
March 29-31(T-TH)	Primary Voting on ballots
April 1 (F)	Primary Finalist Meeting #35
April -7 (M-TH)	Final campaigning begins
April 5 <sup>th</sup> (T)	Interviews starting at 1:30 P.M.
April 5 <sup>th</sup> (T)	Spirit Bowl – Intro. candidates
April 5-7 (T-TH)	Final Voting on ballots
April 8 (F)	New Officers announced at the Election Dance – 8:30 P.M.
April 21 (TH)	Mandatory Student Council Parent Meeting 7:00 P.M. AFHS Media Center
April 26 (T) <b>6:45 A.M.</b>	Measuring for Sweaters <b>(\$35.00 deposit due)</b> , shirts, & pictures

Primary Election Format	
Popular vote by classmates	100%

Final Election format comprised of 4 parts:	
① Application Packet	5%
② Popular vote by classmates	30%
③ Interview with Advisors, Student Body Officers & Administration	35%
④ Teacher Recommendations	30%

### Junior Class Positions for 2011 - 2012

President  
Vice President  
Secretary  
Programs/ Spirit  
Public Relations/ Publicity  
Dance/ Historian

# Application for Junior Class Officer

Name: \_\_\_\_\_

Name 3 positions in which you would prefer to serve:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

## Instructions for handing in the Application for Junior Class Officer

- Check off the following items as they are placed in the application to be returned.
- **Items must be in order listed & bound or lightweight folder. Not accepted if in a hard cover binder.**
- Applications should be turned into **Mrs. Sheen (room 35)** by the filing **deadline Monday, March 21, 2:45 P.M. No applications will be accepted after 2:45 P.M.**
- **Any missing item(s) will automatically eliminate the application from being accepted. Time extensions will not be given.**
- **Ask if you have any questions.**

## The application (portfolio) should include:

\_\_\_\_\_ A **current** photograph of yourself (3x5 or 4x6 only)

\_\_\_\_\_ A copy of your (9-10 grade) transcript from Tina Caudill (Registrar) in the counseling office. Must have a cumulative 3.0 G.P.A (from 9<sup>th</sup> - through 2<sup>nd</sup> term of this year plus a 3.0 for the 3<sup>rd</sup> term of this year), **with no F or NG grades in any class.** Once elected you must maintain a cumulative 3.0 G.P.A in order to remain in office, be a full time student at American Fork High School, and pass Administrative approval before running.

\_\_\_\_\_ Typed paragraph on "What I Can Contribute to Our School if Elected as a Junior Class Officer." (please use attached form)

\_\_\_\_\_ Completed Junior Class Officer Candidate Questionnaire

\_\_\_\_\_ Application Agreement Page

\_\_\_\_\_ Completed Personal Information & Class Schedule Form

\_\_\_\_\_ Completed Parent/Financial/Transportation Permission Slip

\_\_\_\_\_ Recommendations returned from all of your teachers – **Seminary teacher** is not required to do one. (It is your responsibility to see that all recommendations have been returned, **by your teachers**, to **Mrs. Sheen by Friday 18th**)

\_\_\_\_\_ **Publicity Packet** (These assignments are to be done on 8" x 11" paper)

① Design a Welcome Back poster for "Hello Week."

② Design a dance poster and ticket for Junior Prom.

<b>Application Criteria</b>	<ul style="list-style-type: none"><li>■ Neatness - typed or written extremely legible</li><li>■ Professional appearance - no mechanical or grammatical errors bound or report cover – <b>Will not be accepted in a binder.</b></li><li>■ Completeness of answers to questions</li><li>■ Correct order</li></ul>
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Please be aware that if you are elected, you will be required to be enrolled in a Council class 7<sup>th</sup> hour. Elective credit will be given.

# Junior Class Officer Candidate Questionnaire

(must be typed)

1. These are the 3 positions I would prefer to be considered for and why.

Preference #1 \_\_\_\_\_  
Abilities & qualities I have that will help me be outstanding in this position:

Preference #2 \_\_\_\_\_  
Abilities & qualities I have that will help me be outstanding in this position:

Preference #3 \_\_\_\_\_  
Abilities & qualities I have that will help me be outstanding in this position:

2. The reasons I want to be a Junior Officer:

3. I am involved in the following extra curricular activities

- a.
- b.
- c.

Are you willing to give up any of your extra curricular activities to be a Junior Officer if necessary?

If so, what and why?

4. I am employed at: \_\_\_\_\_

Hours scheduled to work per week: \_\_\_\_\_

How flexible is your schedule?

If elected as a Junior Class Officer, how will this job affect your performance?

5. Being a Junior Officer requires attendance to a minimum of two home events per week that focus on Juniors in our school. During a week with both fine arts and athletic events, it is mandatory that one of the two required activities to be attended will be the fine arts event. As an officer that represents the Junior class, how else will you personally support your fellow Juniors?

6. If I had the power to change anything at American Fork High School, this is what it would be and why:

7. Do you think American Fork High School has an image problem? Explain and defend your answer with facts.

8. At AFHS there are many extra curricular activities (volleyball, tennis, wrestling, girls basketball, soccer, softball, baseball, and track) that receive little student support. As an officer, what can you do to change/improve this problem?

## Personal Information & Class Schedules

Name:

Address:

Home Telephone Number:

Cell #:

Parents/Guardians:

Email address:

Extra curricular activities involved in:

Place of work:

Days & Hours worked:

### Current Class Schedule

Period	Class	Teacher	Room #
A-1			
A-2			
A-3			
A-4			
B-1			
B-2			
B-3			
B-4			

### Anticipated Class Schedule For Next Year

Period	Class	Teacher	Room #
1			
2			
3			
4			
5			
6			
7	Student Council	Sheen	35
8			



# Junior Class Officer Candidate ■ Teacher Recommendation Form ■



(Confidential) Teacher Recommendation Form	
Candidate:	Teacher:
Period:	Subject:
Preferred Office 1, <span style="margin-left: 150px;">2.</span> <span style="margin-left: 150px;">3.</span>	

- Please rate the above candidate who is running for Junior Class Office.
- This form will be kept confidential, and the candidate will not see any comments from any individual teacher.
- Candidates for Junior Class Officer are judged in four areas:
 

Teachers' evaluations 30%	Personal Portfolio 5%
Personal interview 35%	Popular Vote 30%
- Your honest evaluation is important to this election process. Thanks for taking the time to fill out this form.

**DO NOT RETURN THIS FORM TO THE CANDIDATE. PLEASE RETURN TO  
 LEILANI SHEEN (ROOM 35) OR PUT IT IN HER BOX by Friday 18<sup>th</sup> of March.**

Thanks,  
 Leilani Sheen

**The following is a list of characteristics we would like you to consider in rating this student.**

■ Honesty & integrity	■ Respects authority	■ Promptness/ Dependability
■ Attitude	■ Works hard in class	■ Takes initiative
■ Friendly & Considerate	■ Ability to meet deadlines (Completes tasks & Assignments on time)	■ Ability to work well with students, teachers, & adults

**Overall rating of this candidate**  
 (circle one)

low 1---2---3---4---5---6---7---8---9---10 high

**Optional:** Please comment on the candidate's overall qualifications to serve as a Junior Class Officer:

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\_\_\_\_\_ **Teacher's Signature**

# Financial & Transportation Parent/Guardian Permission Slip

**Mandatory Parents Meeting**



**Thursday, April 21<sup>st</sup> – 7:00 P.M.**

**Meeting at AFHS**

**Agenda:** Disclosure Document,  
Council Clothing,  
Summer Council Retreat,  
Swearing in Ceremony.  
Mid-Year Retreat

**Sweater, shirts and pictures:**

**Tuesday, April 26<sup>th</sup> 6:45 A.M.**

**Sweater measuring**

Sweater deposit of \$35 must be made before this date of ordering the sweaters. Sweater cost is between \$185-\$225 (to be paid in full before the Swearing in Ceremony in August.)

**Shirt measuring**

\$30 - \$40 (to be paid in full before school is out in order to have the shirts for the summer activities)

**Pictures** of each now group of officers will be taken. Best dress required. No charge.

- \* **Parents will need to volunteer to help on either on the Summer Retreat, the Swearing in Ceremony, or the Mid-Year Retreat activity.**
- \* It is the responsibility of the parents/guardians of each elected officers to provide transportation for their child. This can be done by transporting them or providing them with a means of transportation. By "District" mandate, Advisors are not allowed to organize car pools or provide transportation for officers. If car pool arrangements are made, you will need to secure permission from the parents of the students being transported. \*If an emergency arises (determined by either the Advisor or parent/guardian) we would like your permission to transport your student. Your signature relieves us of any liability & indicates you are willing to support the transportation obligations required.
- \* As the parent/guardian of the candidate, I am willing to provide the necessary financial obligations that will be required of him/her as they serve as an officer.

\_\_\_\_\_  
(Parent/Guardian Signature)  
Home Phone #: \_\_\_\_\_

\_\_\_\_\_  
(Date)  
Cell Phone# : \_\_\_\_\_

\_\_\_\_\_  
(Parent/Guardian Signature)  
Home Phone #: \_\_\_\_\_

\_\_\_\_\_  
(Date)  
Cell Phone# : \_\_\_\_\_

# \* Primary Election Guidelines \*

1. *No current officer may help campaign for any candidate or openly support a candidate.*
2. Use of the school copy machine for campaigning is **not** permitted.
3. Each candidate may spend up to \$20 or their own money on campaigning supplies.
4. Food that is **NOT** commercially wrapped may not be distributed.
5. Poster Format:

## **Election Posters:**

- ✓ Only two (2) posters per candidate may be up at the same time
- ✓ Junior posters must be on red poster board - only!
- ✓ Maximum size: ½ Poster Board size
- ✓ One (1) poster is advertising you, using your theme.
- ✓ One (1) platform poster must state the goals you have chosen to accomplish for yourself and the council for which you are running.
- ✓ All posters should have appropriate content and **MUST** have the approval of the Election Committee before being hung.

## **Posters may be placed as follows:**

- ✓ One poster (advertising yourself) in designated area in the Commons by the lunch room.
  - ✓ One poster (platform poster) in the hall by the drama room, on the tack strips.
6. No Stickers are allowed to be distributed for campaigning purposes.
  7. Campaign materials may only be distributed within the school building.

## **Primary Election Dates:**

### **Monday , March 28**

Campaigning begins. Posters can be approved between 7:00 A.M. -7:30 A.M. (Commons Area). (Sheen, room 35). Candidates must supply all needed supplies to hang posters. (Clear duct tape & tacks) All candidates are responsible for the maintenance of their posters.

### **Tue-Thur March 29-31**

Primary Voting will be during lunch in the designated room for current Sophomores. Students wishing to vote will need to show picture identification. Encourage people to vote and have fun! Students may vote for 10 SBO candidates and 6 class officers.

### **Friday, April 1**

All candidates will meet by Mrs. Sheen's room at (1:50 P.M.) where the candidates will be escorted to a room where the finalists will be announced. Each eliminated candidate is responsible for removing his/her posters.

⊗ **Any candidate found in violation of any of these rules will be disqualified** ⊗



# ❖ Final Election Rules ❖

## Final Election Dates:

Monday, April 4	Campaigning begins.
Tuesday, April 5	Introduction of candidates at Spirit Bowl.
Tuesday, April 5-7	Final Voting will start at lunch in the designated room for current Sophomores. Students wishing to vote will need to show picture identification. In will also be available after school from 2:20- <b>2:45 P.M.</b> <b>Starting the next morning voting will begin at 7:15 A.M. and go to 7:40 A.M.</b> It will open again at lunch and after school for the rest of the voting period. Encourage people to vote and have fun! Students may vote for 10 SBO candidates and 6 class officers.
Tuesday, April 5	Mandatory Personal Interviews with the Election Committee beginning at 2:30 P.M. in Mrs. Sheen's room (35). Be aware of scheduled time & contact Mrs. Sheen immediately if there is a problem. <b>Best dress required.</b>
Friday, April 8	All candidates are responsible for moving their individual posters into the gym and securing them to the walls to be used as decorations for the Election Dance that night. You are responsible for supplying your own clear duct tape for hanging posters. Must be completed by 3:00 P.M.
Friday, April 8	Candidates are expected to be to the Election Dance by 8:30 P.M. and remain there for the entire evening. The council winners will be announced @10:45 P.M. *Newly elected officers will be responsible for cleaning up after the dance.

- All rules applicable for the PRIMARY ELECTIONS are still in effect.
- Each candidate may spend an additional \$20 of his/her own money on his/her personal campaign.
- All new posters MUST have approval by the Election Committee before being displayed.
- **Any candidate found in violation of any of these rules will be disqualified.**

# Junior Class Office Job Descriptions

Class Office	Major Responsibilities
<b>President</b>	<ul style="list-style-type: none"> <li>• Is in charge of all class affairs, making sure everything Junior Officers are in charge of is completed.</li> <li>• Presides at Junior Council meetings</li> <li>• Liaison within the community, and other schools</li> <li>• All other projects as delegated.</li> </ul>
<b>Vice President</b>	<ul style="list-style-type: none"> <li>• Aides the president in assigned duties</li> <li>• Presides in the absence of the president</li> <li>• Helps with the flag, and weekly pledge on announcements (every 3<sup>rd</sup> week)</li> <li>• Hall calendar (every 3<sup>rd</sup> week)</li> <li>• Oversee the cleaning of the Council Room (every 3<sup>rd</sup> month)</li> <li>• All other projects as delegated.</li> </ul>
<b>Secretary</b>	<ul style="list-style-type: none"> <li>• Keep a record of council meetings and all activities</li> <li>• Collecting and organizing weekly grading sheets</li> <li>• Weekly class agenda (every 3<sup>rd</sup> week)</li> <li>• Interschool correspondence</li> <li>• All other projects as delegated.</li> </ul>
<b>Programs</b> Spirit Assembly/School Spirit	<ul style="list-style-type: none"> <li>• Is in charge of assemblies/Spirit Bowl.</li> <li>• Spirit Level Activities for Junior class members and Spirit Locker</li> <li>• Awarding the student spirit award at each home varsity game along with the other spirit officers</li> <li>• All other projects as delegated.</li> </ul>
<b>Activities</b> Scrapbook/Dance	<ul style="list-style-type: none"> <li>• Picture taking and creating scrapbook history of the Junior Class activities</li> <li>• In charge of Junior Prom</li> <li>• All other projects as delegated.</li> </ul>
<b>Publicity</b> Posters/Advertising/Announcements	<ul style="list-style-type: none"> <li>• Oversees poster making and advertising for assigned activities, and designing posters and tickets for Prom</li> <li>• Morning announcements (as assigned by the SBO Public Relations Officer)</li> <li>• All other projects as delegated.</li> </ul>

\*These class office descriptions are general and may be distributed differently as necessary. There may also be additional duties.

**\*Please limit your response to the inside of this box! Thanks**

**Junior Class Officer '11-'12**

Name: \_\_\_\_\_

**This is what I can contribute to our school if elected as a Junior Class Officer:**



# Application Agreement Page

**Candidate for Office** (This section should be signed by the person who is running for office.)

- I have completed the entire application
- I understand what will be expected of me if I am elected to office.
- I am willing to abide by all the expectations and regulations explained in the application and support the advisor(s).

\_\_\_\_\_  
(Candidate's signature)

\_\_\_\_\_  
(Date)

**Parent/Guardian** (This section should be signed by a parent/guardian who is supporting the person running for office.)

- I have read and reviewed the application
- I understand what will be expected of my child as he/she runs for office and also if is elected as a Junior Class Officer.  
As a parent I will also help with either one of the Retreats or the Swearing in Ceremony.
- I am willing to support the advisor(s), and the expectations and regulations required of my child as explained in the application.

\_\_\_\_\_  
(Parent/Guardian's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent/Guardian's Signature)

\_\_\_\_\_  
(Date)