

# SBO 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 4-7 (M-TH)	Final campaigning begins
April 4 <sup>th</sup> (M)	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%

### SBO Positions for 2011 - 2011

President  
 Vice President  
 Secretary  
 Historian  
 Programs  
 Public Relations  
 Video Specialist  
 Dance Coordinator  
 Publicity  
 Spirit

# Application for Studentbody Officer

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

Name 3 positions in which you would prefer to serve:

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

## Instructions for handing in the Application for SBO

- 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:

\_\_\_\_\_ This Page

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

\_\_\_\_\_ A copy of your (9-11 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 3<sup>rd</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 an SBO Officer." (please use attached form)

\_\_\_\_\_ Completed Studentbody 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 the Homecoming Dance.

<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>
-----------------------------	--

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.

# Studentbody 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 an SBO:

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 an SBO?

If so, what and why?

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

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

How flexible is your schedule?

If elected as an SBO, how will this job affect your performance?

5. Being an SBO requires attendance to a minimum of **two** home events per week. During a week with both fine arts and athletic events, it is mandatory that one of the two required activities be a fine arts event. As an officer that represents the entire studentbody, other than attending the varsity activities how will you personally support as many different groups in our school as possible?

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 you 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			



# Studentbody Officer Candidate

## ■ Teacher Recommendation Form ■



### (Confidential) Teacher Recommendation Form

Candidate:	Teacher:	
Period:	Subject:	
Preferred Office 1.	2.	3.

- Please rate the above candidate who is running for Studentbody Office.
- This form will be kept confidential, and the candidate will not see any comments from any individual teacher.
- Candidates for Studentbody 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

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

<ul style="list-style-type: none"> <li>■ Honesty &amp; integrity</li> </ul>	<ul style="list-style-type: none"> <li>■ Respects authority</li> </ul>	<ul style="list-style-type: none"> <li>■ Promptness/ Dependability</li> </ul>
<ul style="list-style-type: none"> <li>■ Attitude</li> </ul>	<ul style="list-style-type: none"> <li>■ Works hard in class</li> </ul>	<ul style="list-style-type: none"> <li>■ Takes initiative</li> </ul>
<ul style="list-style-type: none"> <li>■ Friendly &amp; Considerate</li> </ul>	<ul style="list-style-type: none"> <li>■ Ability to meet deadlines (Completes tasks &amp; Assignments on time)</li> </ul>	<ul style="list-style-type: none"> <li>■ Ability to work well with students, teachers, &amp; adults</li> </ul>

**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 Studentbody Officer:

---



---

**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 Juniors. 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.
Monday, April 4	Mandatory Personal Interviews with the Election Committee beginning at <b>1:30 P.M.</b> 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>
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 Juniors. Students wishing to vote will need to show picture identification. In will also be available after school from <b>2:20-2:45 P.M.</b> Starting the next morning voting will begin at <b>7:15</b> and go to <b>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.
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. <b>Must be completed by 3:00 P.M.</b>
Friday, April 8	SBO Finalists will be required to attend a pre-dance Bar-be-que. Location, time, food assignment TBA. Candidates are expected to be to the Election Dance by <b>8:30 P.M.</b> and remain there for the entire evening. The council winners will be announced <b>@10:45 P.M.</b> *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**

# Studentbody Officers

Positions	Job Description
President	To be the head of studentbody affairs, officiate at meetings, contact other officers about meetings when called upon, be a liaison between schools and the community, correspond between clubs, be a liaison between students, faculty/staff, administration, and the community, other schools, and other assignments as delegated.
Vice-President	To aid and accept assignments from the President, be a member of Community Council and the House of Representatives, raise and lower the flag daily, weekly pledge on morning announcements (every 3 <sup>rd</sup> week) prepare a monthly calendar to be displayed for the studentbody (every 3 <sup>rd</sup> week), take charge when the president is not in attendance, and other assignments as delegated.
Secretary	To keep minutes at all meetings, prepare agenda for class,(every 3 <sup>rd</sup> week) call about meetings, communicate between American Fork High School and other schools, and other assignments as delegated.
Historian	To make a scrapbook of the entire year's activities while he/she holds office, and other assignments as delegated.
Programs	To put together meaningful, fun, and engaging assemblies, help class officers with assemblies as needed, and other assignments as delegated.
Public Relations	To keep the school and public informed through daily announcements, work with administration meeting once a week for council business, work with others that may need publicity for the school, correspondent to the community, PTSA board liaison, and other assignments as delegated.
Video Specialist	To prepare daily announcements for the studentbody, see that the videoed announcements are played at the designate time, video school activities, produce a one-hour video history of American Fork High School, be enrolled in the KAVE TV class, and other assignments as delegated.
Dance Coordinator	To plan and conduct studentbody dances, assist class officers with their dances as needed, keep the marquee current, and other assignments as delegated.
Publicity	To be responsible for graphic projects such as designing, preparing, and producing a council shirt; designing, preparing, and producing posters, tickets for SBO sponsored dances and other events, and other projects as delegated.
Spirit	To be responsible for creating, organizing, and providing activities that add to the Spirit of American Fork High School, up keep of the Spirit Locker; awarding the "student spirit award" at each home varsity game along with the other spirit officers, be a member or the school spirit group, and other projects as delegated.

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

**Studentbody Officer '11-'12**

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

**This is what I can contribute to our school if elected as an SBO  
Officer:**



# Application Agreement Page

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

- 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

- 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 Studentbody 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)