

Sophomore Class Council

Application Packet

2011-2012



Important Dates	
March 15 (T)	Applications available
March 16 (w)	Information Meeting AFHS Mrs. Sheen's room #35 @ 3:30 P.M.- questions answered about application and/or election process - Parents invited-
March 21 (M) (MR) March 21 (M) (AF)	Applications due, to Advisor (By 3:00 or not accepted)
March 24 (TH) (MR) March 24 (TH) (AF)	Posting of eligible candidates by Advisor's room and Office
March 28 (M)	Primary campaigning
April 4-7 (M-TH)	Final campaigning
April 6 (TH)(MR) April 6 (TH) (AF)	Interviews starting at 3:30 P.M.
April 5-7 (T-TH)	Final Voting on ballots (School's choice of day)
April 21 (TH)	Mandatory Student Council Parent Meeting 7:00 P.M. AFHS Media Center
April 26 (T) 6:45 A.M.	Measuring for Sweaters (\$35.00 deposit due), shirts, & pictures

Primary Election Format	
No Primary Elections	0%

Final Election format comprised of 4 parts:	
<input type="checkbox"/> Application Packet	5%
<input type="checkbox"/> Popular vote by classmates	30%
<input type="checkbox"/> Interview with Advisors, Sophomore Class Officers & Administration	35%
<input type="checkbox"/> Teacher Recommendations	30%

Sophomore Class Positions for 2011 - 2012

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

Application for Sophomore Class Officer

Name: _____

Name 3 positions in which you would prefer to serve:

1 _____ 2 _____ 3 _____

Instructions for handing in the Application for Sophomore 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 the **Student Government Advisor** by the filing deadline **March 21st @ AFJH** and **March 21st @ MRJH**. **No applications will be accepted after 3:00 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 (9th grade) transcript from your school (Registrar) in the counseling office. Must have a cumulative 3.0 G.P.A (3.0 for 1st and 2nd term plus a 3.0 for the 3rd term of this year), **with no F or NG or U 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 Sophomore Officer. (please use attached form)

_____ Completed Sophomore 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 **Student Council Advisor by Friday March 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 **Sadie Hawkins Dance**. This is a girls’ choice date dance which usually includes matching outfits and the opportunity or each couple to get married.

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

Sophomore 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 Sophomore 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 Sophomore Officer if necessary?

If so, what and why?

5. Being a Sophomore Officer requires attendance to a minimum of **two** home events per week that focus on Sophomores 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 Sophomore class, how else will you personally support your fellow Sophomores?

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			



**Sophomore Class 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 Sophomore Class Office.
- This form will be kept confidential, and the candidate will not see any comments from any individual teacher.
- Candidates for Sophomore Class Office 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
 STUDENT GOVERNMENT ADVISOR OR PUT IT IN HIS BOX by Friday 18th of March.**

Thanks,
 Leilani Sheen

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

<ul style="list-style-type: none"> ■ Honesty & integrity 	<ul style="list-style-type: none"> ■ Respects authority 	<ul style="list-style-type: none"> ■ Promptness and Dependability
<ul style="list-style-type: none"> ■ Attitude 	<ul style="list-style-type: none"> ■ Works hard in class 	<ul style="list-style-type: none"> ■ Takes initiative
<ul style="list-style-type: none"> ■ Friendly & Considerate 	<ul style="list-style-type: none"> ■ Ability to meet deadlines (Completes tasks & Assignments on time) 	<ul style="list-style-type: none"> ■ 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 Sophomore Class Officer:

_____ **Teacher's Signature**

Financial & Transportation Parent/Guardian Permission Slip

Mandatory Parents Meeting



Thursday, April 21st – 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 26th 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 **7:45 A.M. -8:10 A.M.** (by the Student Government Advisor)
Candidates must supply all needed supplies to hang posters. (Clear duct tape & tacks) All candidates are responsible for the maintenance of their posters.

Posters will be hung where designated by the Student Government Advisor.

There will no Primary Elections. All eligible candidates will move on to the Finals.

⊗ **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 5-7	Final Voting will be determined by the school's Student Government Advisor and voting will be done on Ballots. Students will have to be identified either by Picture Identification or recognition of the teacher in charge.
Wednesday, April 6	Mandatory Personal Interviews with the Election Committee beginning at 3:30 P.M. in Mrs. Sheen's room (35) at American Fork High School. Be aware of scheduled time & contact Mrs. Sheen immediately if there is a problem. Best dress required.
Friday, April 8	The names of the winning candidates will be given to the Student Government Advisor and he/she will notify the winners. Contact will be made to the newly elected Sophomore Officers by the AFHS Student Government Advisor and the current Sophomore Officers.

- 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 school's Student Government Advisor before being displayed.
- **Any candidate found in violation of any of these rules will be disqualified**

Sophomore Class Office Job Descriptions

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

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

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

Sophomore Class Officer '11-'12

Name: _____

**This is what I can contribute to our school if elected as a
Sophomore 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 Sophomore 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)