

# **LONE PEAK HIGH SCHOOL**

## **STUDENT COUNCIL ELECTIONS**

### **2019-2020**

#### **INTRODUCTION:**

Thank you for your interest in Lone Peak High School Student Government. This packet is to communicate the role, expectations, and election process of Lone Peak Student Council. Please contact an adviser if you need additional clarification.

**Please see the attached calendar for all dates, times and places!**

#### **PRIMARY ELECTION INFORMATION & INSTRUCTIONS**

The primary election process consists of 3 parts: a portfolio, an interview, and voting results. These are weighted as follows: portfolio 20%, interview 20% and election results 60%. From the primary results students will be ranked and the top candidates for each office will be selected to run in the general election (up to 4 for each office).

#### **PORTFOLIO:**

See the attached portfolio check off sheet for more information. Also see the attached rubric that will be used for evaluating your portfolio.

#### **MANDATORY NOMINATION MEETING:**

**Sophomore, Junior, Senior, & SBO Candidates:** If you cannot attend, you must send a representative in your place.

#### **INTERVIEWS:**

Interview sign-ups will be at the nomination meeting. Please be prepared to answer questions from the interview team (advisers and current senior officers) based on leadership and your application. At your interview you will be **required to bring 1 poster**. This poster will remind people to vote in the primary election. (See calendar for date and time). These should be normal poster size or smaller. You may direct them to the school website for a link or to the web address below. The poster should NOT mention you or your campaign. For more information see the attached rubric that will be used to score your interview.

**Artist:** Please bring a portfolio/sketch book of your best work to your interview.

**Videographer:** Please bring an example of your best work to your interview.

**FACULTY APPROVAL:** A list of all candidates will be e-mailed to all Lone Peak faculty and staff for approval. If there is a concern about a particular candidate a student council adviser and administrator will meet with that student to resolve the issue. Honorary membership in the Associated Students of Lone Peak High School allows all faculty members one vote in student elections.

### **PRIMARY CAMPAIGN DAY AT LONE PEAK:**

You can campaign on this day only (see calendar). You may make one poster for you saying why students should vote for you. (Standard Poster Size or smaller), See the calendar for drop off time, date and place. **No other banners, posters, handouts or flyers are allowed.** You may only spend \$10.00 on any item you would like for campaign day. (t-shirt, prop, etc...) All donations must be counted in the \$10.00 limit at their regular market value. Please keep track of your individual expenses, you may be asked to verify your spending. You may use social media and word of mouth.

### **PRIMARY ELECTIONS:**

Voting opens online at: [www.5starstudents.com](http://www.5starstudents.com) or on the 5 Star App on your phone. The Student Council Advisers will calculate results to determine top finalists for each office (not to exceed four). Results will be posted to the school website by 8:00 pm the night the Primary Election ends.

## **GENERAL ELECTION INFORMATION & INSTRUCTIONS**

**Final candidates must attend a mandatory candidate meeting (see calendar for date). If you cannot attend you must send someone – who is NOT running for another office to represent you.**

**CAMPAIGN PARTY:** Junior, Senior, and SBO final candidates will be randomly assigned to work in teams as a prospective student council to plan and produce activities on Campaign Day. Though candidates work with a team, votes are cast for individuals. **You may begin activities at 7:00 a.m. and they must be cleaned up and concluded by 3:00 p.m. You are expected to attend and be on time to all your classes throughout the election process. You may NOT hand out homemade treats.**

Each party will be assigned an area in the commons. You should plan a booth for lunch. You may decorate your area of the commons but no other areas in the school. See the calendar for decorating date and time. You may make and hang posters in the school in the designated areas (next to mirrors or where there is a tack strip). These may be hung on decorating day as well. They must be removed by 3:00 on campaign day.

You will be given a planning checklist that must be passed off with Hubbard, Cox or J. Smith by 7:45 a.m. the day before campaign day. See the calendar for actual due date.

**CAMPAIGNING: THE FOLLOWING ARE NOT ALLOWED: CAMPAIGN STICKERS, FLYERS ON CARS, SIDEWALK CHALK ON SCHOOL GROUNDS, OUT OF SCHOOL CAMPAIGNING (OTHER THAN SOCIAL MEDIA), CAMPAIGN EVENTS OFF CAMPUS, AND POSTERS OR BANNERS (OTHER THAN THE REQUIRED POSTER AT SCHOOL).**

**If you would like to change your initial campaign poster for a new one, please get it to your respective adviser as soon as you can.**

**FINANCES:** A maximum of \$20.00 may be spent by each candidate. This includes \$5.00 for the group and \$15.00 for the individual. The cost of posters is not included in this \$15.00. All donations must be counted in the \$20.00 limit at their regular market value. Please keep track of your individual expenses, you may be asked to verify your spending. Keep receipts and records until the conclusion of the election.

**SOCIAL MEDIA:** All school and election policies, such as dress code, language, & appropriate content must be followed. Videos can be posted through social media if you desire, but are not required.

**PLEASE BE FAIR AND HONEST TO OTHER CANDIDATES.** Any violation of these rules, whether intentional or not may lead to disqualification of the candidate. This is a time to promote yourself, not a time to degrade your opponent. Negative campaigning may be grounds for disqualification.

**IMPARTIALITY:** Current members of Student Council, Lone Peak Administration, Faculty, and Staff may not promote/campaign for a candidate.

**VOTING:** Voting to open online at: [www.5starstudents.com](http://www.5starstudents.com) or on the 5 Star App on your phone. See the calendar for times and dates.

**CABINET:** Besides the elected positions in Student Council, advisers for each council will select cabinet members. These students will be selected from the pool of final candidates that did not win the final election. There is no set number of cabinet members on each council and the runner up is not automatically selected for cabinet. This is a decision made by advisers.

**ELECTION RESULTS:** Final election results will be decided by the popular vote only. Primary election results are not included in the final election results. All final candidates will be called to the Little Theater prior to the assembly. Students will be notified by a letter at that time of the election results & cabinet selection. An assembly for the purpose of KNIGHTING the 2019-2020 officers is scheduled immediately after the meeting.

### **2019-2020 Student Council Advisers**

#### Student Body/Seniors

Becky Cox room 507 – [bcox@alpinedistrict.org](mailto:bcox@alpinedistrict.org)

Derrick Hubbard room 701 – [dhubbard@alpinedistrict.org](mailto:dhubbard@alpinedistrict.org)

Jim Smith room 106 - [jsmith@alpinedistrict.org](mailto:jsmith@alpinedistrict.org)

Chartina Voorheis - [cvoorheis@alpinedistrict.org](mailto:cvoorheis@alpinedistrict.org)

#### Juniors/Sophomores

Melanie Adams room 118 – [melanieadams@alpinedistrict.org](mailto:melanieadams@alpinedistrict.org)

Susan King room 609 – [susanking@alpinedistrict.org](mailto:susanking@alpinedistrict.org)

# PORTFOLIO TO INCLUDE:

## (See evaluation rubric on next page)

**Portfolios with more than the required contents or incomplete portfolios may be disqualified.**

- A TITLE PAGE:** including a 4x6 or 5x7 picture of you, your name and office running for.
- GENERAL INFORMATION (included in this packet):**
  - Section 1: PLEASE PRINT LEGIBLY** your name, phone number(s), home address and the name of your parent(s) or guardian(s).
  - Section 2:** Please check the box indicating which office your nomination is in. Please indicate on this form if you would like to be considered for a cabinet position. Only candidates in the final election will be considered for a cabinet position.
  - Section 3:** Please write the names, titles and phone numbers of persons endorsing this nomination; being certain to include signatures. Please state if any are related to the nominee. Their signature indicates their willingness to be interviewed by phone, if necessary.
- APPLICANT CONTRACT:** Signed and dated by candidate and parent/guardian
- TRANSCRIPT:** Please print a **term 2 report card through Skyward** to verify grades
- ASD STUDENT PERSONAL INFORMATION RELEASE FORM:** (for school and district publications/web) Please grant permission to display your child's photo with first and last name on the school website for the purpose of voting.
- LETTER OF INTENT:** (Requirements: one side only, 12 pt. font, double spaced) Explain why you are seeking student office. Be as specific as you can. Describe one or more examples that show your leadership skills. Sophomore Candidates only: Please describe which 2 offices you would like to hold and why you would be a good candidate for those offices. (President, Vice President, Secretary)
- SUPPLEMENTARY MATERIALS:** Include 2 pages of materials supporting your nomination that might include awards, a resume, team participation, letter of recommendation, reflective paper or paragraph, or other items.

# Application for Lone Peak High School Student Council General Information

## Section 1

Name			
Address		City	
Cell Phone		Home Phone	
Parent/Guardian			
Parent/Guardian Daytime Phone			

## Section 2

Office of Nomination (Please check the box to indicate the position you are seeking)

Student Body Officers	Senior Class Officers	Junior Class Officers	
<input type="checkbox"/> President	<input type="checkbox"/> President	<input type="checkbox"/> President	
<input type="checkbox"/> Vice President	<input type="checkbox"/> Vice President	<input type="checkbox"/> Vice President	
<input type="checkbox"/> Secretary	<input type="checkbox"/> Secretary	<input type="checkbox"/> Secretary	
<input type="checkbox"/> Artist	<input type="checkbox"/> Publicity	<input type="checkbox"/> Publicity	
<input type="checkbox"/> Assemblies	<input type="checkbox"/>		
<input type="checkbox"/> Business Manager			
<input type="checkbox"/> Publicity			
<input type="checkbox"/> Service		<b>Sophomore Class Officers</b>	
<input type="checkbox"/> Spirit		<input type="checkbox"/> Sophomore Officer	
<input type="checkbox"/> Technical Director			
<input type="checkbox"/> Videographer			

**If you are not elected as a finalist would you accept an appointed cabinet position?**

- NO**, I will not accept an appointed cabinet position in the event that I am not elected to desired office.  
 **YES**, I will accept an appointed cabinet position in the event that I am not elected to desired office.

## SECTION 3: OTHER COMMITMENTS

Please indicate other commitments you have including extra-curricular activities, clubs, performance groups, lessons, sports, recreation, work, etc. and how many hours per week you have committed.

ACTIVITY/Hours per week	ADVISER/SUPERVISOR	LPHS or Private or Community?	Currently	Next Year

## SECTION 4

Please include TWO endorsements representing more than one sector of your life (i.e., community, work, etc.) which have a direct knowledge of your activities and achievements. Please state if any person listed below is a relative of the nominee.

1. ENDORSEMENT

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

Title/Position: \_\_\_\_\_

Relative of nominee

Phone: (home/work): \_\_\_\_\_

Signature: \_\_\_\_\_

2. ENDORSEMENT

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

Title/Position: \_\_\_\_\_

Relative of nominee

Phone: (home/work): \_\_\_\_\_

Signature: \_\_\_\_\_

# APPLICANT CONTRACT

## Associated Students of Lone Peak High School

Name of APPLICANT: \_\_\_\_\_ Date: \_\_\_\_\_

\*I, (PARENT NAME) \_\_\_\_\_, understand that my son/daughter is applying for a "Student Body Officer" or "Class Officer" position at Lone Peak High School for the **2019-20** school year.

I understand the **ELIGIBILITY** requirements of Student Body/Class Officers.

- Must have a grade point average of **3.0 in the preceding grading period** and be maintained while in office.
- Must be a full-time student at Lone Peak High School throughout the 2018-19 school year. Full time is defined as six classes. Exceptions can be made by advisers or administration as necessary.
- Must not have earned "NC" (no credit) due to poor attendance nor "F" (failure) in any class during year of candidacy nor while in office. Incomplete grades ("I") must be remedied in a reasonable time.
- Must uphold the LPHS Constitution and the applicant contract.
- Must uphold standards for student behavior stated in the policies of Lone Peak High and the Alpine School District.
- Students may be removed from office for violations of council, school, district or civil rules without probation. There is no guarantee of a probationary period.

I understand the **TIME/COMMITMENT** required of Student Body/Class Officers.

- Elected Officers are required to donate many hours to the establishment of Lone Peak High School during the **school day, before school, after school, some weekends, and during the summer.**
- Members of student council are expected to participate in school fund-raising activities such as "Gold Rush"
- Members of student council may not hold executive offices of other clubs. Membership however, is highly encouraged.
- Members of Student Council, already holding an office, will not be eligible for titles such as Homecoming Queen, Prom Royalty, etc when student council is the sponsoring party.
- Enrollment and 100% attendance in the A3 student council class is required of SBO's and Senior Class Officers. Junior and Sophomore Class Officers are encouraged to enroll. Grades are determined by participation and performance of duties. There is no "extra credit."
- All elected officers should make arrangements to attend the Student Government Workshops and meetings listed below
  - **Sweater Fitting** with Coleman Knitting: March 22 - \$150 deposit due that day
  - **Council Pictures:** May 7 right after school Lone Peak, nice dress with sweater
  - **Induction Ceremony/Parent Meeting:** May 8 7:30-8:30 p.m. Cafeteria
  - **Student Planning Evening:** May 23, 4:00-7:00 p.m. Lone Peak High School, dinner included
  - **DIXIE LEADERSHIP CAMP:** July 8-11, (St. George, Utah)
  - **Summer Class:** Mondays after Dixie Leadership Camp, and before as needed
  - **CITY PARADES:** Cedar Hills: 6/8, Highland: 8/3, and Alpine: 8/10
  - I understand the **FINANCIAL OBLIGATIONS** of being a Student Body/Class Officer.
- All elected officers are responsible to pay for "student leadership training" (Est. \$400)
- All elected officers are responsible to purchase a (sweater) uniform (Est. \$200.00).
- All elected officers are responsible to pay for miscellaneous items as voted by the council (hoodies, t-shirts, pre-game parties/socials, state event tickets, etc.)
- A \$150.00 deposit (for sweater) will be due upon election.

### LPHS Student Council Honor Code

"As an elected officer, I am entrusted by my peers, administration and faculty to represent and serve the student body of Lone Peak High School with dignity. As long as I hold this office, my actions shall be those that reflect the pride, respect and dedication that I feel for my school, my community, and for myself. I hereby acknowledge the existence of this Honor Code and will support an environment here at Lone Peak, which values Integrity, Honesty and Ethical conduct. Failure to live by the honor code may result in discipline and/or removal from office.

### "Oath of Office"

I, \_\_\_\_\_, do solemnly swear that I will faithfully execute the office of \_\_\_\_\_ of Lone Peak High School for the 2019-2020 school year and will, to the best of my ability fulfill the duties and obligations of my office and work for the betterment of my school, my community and my country."

- I give my **SUPPORT and PERMISSION** to my son/daughter to run for a Student Office at Lone Peak High School and upon being elected, I give my **SUPPORT and PERMISSION** to participate for the 2019-20 year.
- I understand the **ELIGIBILITY, TIME/COMMITMENT** and the **FINANCIAL OBLIGATIONS** required of LPHS Student Body and Class Officers.
- I understand that the **ELECTION RESULTS** (faculty/staff recommendations, interview scores) are sealed.

\_\_\_\_\_  
(PARENT SIGNATURE)

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

\_\_\_\_\_  
(APPLICANT SIGNATURE)

# ALPINE SCHOOL DISTRICT

## Student Personal Information Release – School and District Publications

Dear Parent/Guardian,

From time to time, your child's name and/or photo might be considered for publication/display in a school/district created web page or publication. Please take to review the Information Release Form and select all appropriate options. If your preference changes during the year, you are responsible for contacting the school and completing a new form. If you have any other questions, please contact the school before signing.

Please initial in the line(s) below to indicate you agree to give permission.

WEB RELEASE: For publication on school/district created web pages

\_\_\_\_\_ The school and district have permission to display my child's photo.

\_\_\_\_\_ **The school and district have permission to display my child's photo with first and last name attached.**

I understand that this information will be available to anyone on the Internet.

Please note that this does not replace the District's Acceptable Use Policy or imply permission to use internet services.

PUBLICATION RELEASE: For school, district, and other publications (i.e. local newspapers)

\_\_\_\_\_ The school, district, and other publications have permission to display my child's photo.

\_\_\_\_\_ The school, district, and other publications have permission to display my child's photo with first and last name attached.

By signing below, I verify that I understand the above release and that I have indicated my preferences. By leaving a box empty, I am indicating that I do not wish for permission to be granted. If my preferences change during the school year, I will contact the school.

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child's Name (please print)

\_\_\_\_\_  
Child's Grade

*Schools should keep the completed form on file at the school.*

# IMPORTANT DATES

Monday	Tuesday	Wednesday	Thursday	Friday
<b>February 18</b> <b>NO SCHOOL</b>	<b>February 19</b> Election Packets available	<b>February 20</b>	<b>February 21</b>	<b>February 22</b> 2:30-3:30 pm Information meeting Q & A Cafeteria
<b>February 25</b>	<b>February 26</b>	<b>February 27</b>	<b>February 28</b> Portfolia Due to respective advisers by 3:00 p.m.	<b>March 1</b> 3:00 pm MANDATORY Nominating Meeting Little Theater Campaign Rules Interview instructions & sign up
<b>March 4</b> <b>NO SCHOOL</b> 10 minute Interviews After School	<b>March 5</b> 10 minute Interviews After School	<b>March 6</b> 10 minute Interviews After School	<b>March 7</b> 10 minute Interviews After School	<b>March 8</b> 10 minute Interviews After School  Students deemed ineligible to run will be notified by 8:00 p.m.
<b>March 11</b>	<b>March 12</b> 7:30 am campaign poster due to room 507	<b>March 13</b> 7am-2:30pm Primary Campaign Day  Primary Voting begins at 12:00 pm	<b>March 14</b> 12:00pm Primary Voting closes.  Results posted on school website by 8 p.m.	<b>March 15</b> 2:30 MANDATORY SBO/SR/JR Candidate Meeting *Campaign Party” Teams formed Clarification of Campaign Rules
<b>March 18</b> Team Check List due to Hubbard, Cox or J. Smith by 7:45 a.m.  Decorating 1:15-3:30 p.m.	<b>March 19</b> 7am-3 pm Campaign Day  12:00 pm Voting begins  3:00 pm all campaign day materials and extra posters removed	<b>March 20</b> 12:00 pm Voting ends	<b>March 21</b>	<b>March 22</b> 8:45 am SBO/SR/JR Candidates report to Little Theater  Assembly  Sweater Ordering 2:30 p.m. Cafeteria Deposit of \$150 due to finance office.

## Other Dates:

Council Pictures: May 7<sup>th</sup> – right after school at Lone Peak, nice dress with sweater

Induction Ceremony/Parent Meeting: May 8<sup>th</sup> 7:30-8:30 p.m. Cafeteria

Student Planning Evening: May 23 4:00-7:00 p.m. Lone Peak High, dinner included



## **DESCRIPTION OF EACH STUDENT BODY OFFICE (SENIORS ONLY)**

In addition to your individual responsibilities you will be asked to help plan, set up and organize activities throughout the year. Every member is expected to be responsible enough to realize when help is needed, and that no one is done until everyone is done. All officers must be an example and demonstrate pride in Lone Peak. All officers will perform duties as assigned by the student body president.

### **Student Body President--**

Preside at all assemblies, meetings of student government, & all student body activities.

Be or appoint the official representative of the students of the school in all meetings requiring student participation.

May delegate assignments and authority to other council members.

### **Student Body Vice President--**

Take charge in absence of the president.

Directly responsible for all clubs and other student body organizations.

Serve as the student representative on the Lone Peak Parent, Teacher, Student Association (PTSA).

### **Student Body Secretary--**

See that all student body records are properly filed and maintained in the council office.

Take care of necessary correspondence and business of the councils.

Take notes at all meetings of the student government and file a copy in the council office.

Prepare agendas under the guidance of the president, vice president and advisers.

Make sure that all officers are informed of upcoming events.

### **Assembly Chair—**

Be in charge of planning and scheduling student body assemblies including spirit bowls.

### **Artist--**

Make or design shirts, signs, posters, and flyers for school activities as assigned by the president or other officers

Keep the room clean of all art supplies.

### **Business Manager--**

Be in charge of all business and financial transactions under the direction of an adviser

Inventory of supplies.

### **Publicity**

Works with artist to ensure all activities are well publicized and that they documented with photos, videos, social media and a written summary.

Keep class and school bulletin boards up to date as assigned

### **Service**

Work as a liaison with Chivalry Corp for all school service

Promote service opportunities with the council to benefit the school, students and staff

### **Spirit**

Works with Publicity to promote all school events.

Responsible for recognizing and elevating the energy level of the school..

Works with cheer to provide a mascot at specific events

### **Technical Director--**

Direct all lighting and sound at student body assemblies, pep rallies, Spirit Bowls, lunchtime activities, and other activities involving the student body in conjunction with the stage crew.

### **Videographer**

Videotape and post videos of school activities

Prepare videos for use at school as requested by administration and advisers

### **Cabinet Members--**

Cabinet members are appointed as needed from those running from the above mentioned offices and the Senior Class Offices. Student Body Cabinet members are considered Student Body Officers. Cabinet members will be assigned to work with various elected offices.

## **DESCRIPTION OF EACH CLASS OFFICE**

In addition to your individual responsibilities you will be asked to help plan, set up, and organize activities throughout the year. Every member is expected to be responsible enough to realize when help is needed, and that no one is done until everyone is done. All officers must be an example and demonstrate pride in Lone Peak. All officers will perform duties as assigned by the class president. All Senior Class officers will be members of the graduation committee and will participate in graduation.

### **Senior Class President--**

The Class President will accept assignments from the Student Body President and serve on special committees when deemed necessary by the Student Body President.

The Senior Class President shall also conduct Graduation and be responsible for the planning of class reunions.

Class presidents will represent their class to the best of their ability.

### **Senior Class Vice President--**

The Class Vice-Presidents will accept assignments from the Class President and take charge in their absence.

### **Senior Class Secretary--**

The Class Secretary will accept assignments from the Class President.

They shall keep attendance records and meeting records.

They will be responsible for most class communication (calling, notes, announcements, etc...)

### **Senior Class Publicity –**

Works to ensure all activities are well publicized and that they documented with photos, videos, social media and a written summary.

Keep class school bulletin boards up to date as assigned

Prepare videos for graduation and the senior dinner dance

### **Cabinet Members--**

Cabinet members are appointed as needed from those running from the above mentioned offices and the Student Body Offices. Senior Class Cabinet members are considered Senior Class officers and will participate with reunions, graduation and other assignments from the Senior Class President

### **Junior Class President--**

The Class President will accept assignment from the Student Body President and serve on special committees when deemed necessary by the Student Body President.

Class presidents will represent their class to the best of their ability.

### **Junior Class Vice President--**

The Class Vice-Presidents will accept assignments from the Class President and take charge in their absence.

### **Junior Class Secretary--**

The Class Secretary will accept assignments from the Class President.

They shall keep attendance records and meeting records.

They will be responsible for most class communication (calling, notes, announcements, etc...)

### **Junior Class Publicity –**

Works to ensure all activities are well publicized and that they documented with photos, videos, social media and a written summary.

Keep class school bulletin boards up to date as assigned

### **Cabinet Members--**

Cabinet members are appointed as needed from those running from the above mentioned offices. Junior Class Cabinet members are considered Junior Class officers and will work as needed with other officers on class and student body projects.

# Student Council Interview Rubric

Candidate: \_\_\_\_\_

Office: \_\_\_\_\_

Evaluator: \_\_\_\_\_

<b>QUESTION</b>	<b>NOTES:</b>	<b>SCORE</b>
<b>INTRODUCTION:</b> Tell us about yourself		/1
<b>INTEREST</b> Tell us why you are interested in serving on the Lone Peak Student Council?		/2
<b>LEADERSHIP</b> Describe your leadership style.		/2
<b>EXPERIENCE</b> Tell us about a leadership experience you have had.		/2
<b>COUNCIL SPECIFIC QUESTION</b>		/3
<b>CLOSING REMARKS:</b> Why do you believe you are the best candidate for this position?		/2
<b>OVERALL IMPRESSION:</b> Rate this person based on this interview (Poise: Eye contact, Voice, Confidence, Professional Communication)		/4
<b>PROFESSIONAL DRESS</b>		/2
<b>VOTING POSTER</b>		/2
<b>Total score</b>		/20

# Student Council Portfolio Rubric

Total Points: \_\_\_\_\_/20

Candidate: \_\_\_\_\_

Office: \_\_\_\_\_

Item				
Overall Appearance	5-6 Points Nice presentation. Binder or other appropriate folder, plastic protector sheets, in correct order.	3-4 Points Nice presentation. Plastic protector sheets hooked or tied together, some items out of order	1-2 Points Sloppy presentation. Papers stapled, out of order	0 Points Torn pages, missing pages, out of order
General Information sheet complete	1 Point Paper is complete			0 Points Paper is incomplete or missing
Contract Complete	1 Point Contract is complete			0 Points Contract is incomplete or missing
Grades Included	1 Point Requested grades are present in portfolio			0 Points Wrong grade print out or print out is missing
Media Release	1 Point Paper is complete			0 Points Paper is incomplete or missing
Letter of Intent/Leadership Qualities	5-6 Points Correct formatting, well written, example of leadership skills, reason given for running for office	3-4 Points Formatting incorrect, missing either example of leadership skills or reason for running for office	1-2 Points Formatting incorrect, no example of leadership skills and no reason for running for office	0 Points No letter of intent or leadership paper
Two pages Supplementary Materials	4 Points Both pages are present and information is relevant to student council	3 Points Both pages are present but some information is irrelevant to student council	2-1 Points One page is present and information is relevant to student council	0 Points Both pages are missing or completely irrelevant to student council