



Application for Student Government Association

Underclassman Officers/Executive Board 2019-2020

Time Line:

April 26 – Application available on SJCP website or in Mrs. Seaman's office.

May 6 – Applications are due to Mrs. Seaman by 3pm.

May 7-9- Get all campaigning signs, posters, etc. approved by Mrs. Seaman.

May 10 - Campaigning begins for all classes. All signs/posters/items given out must be prior approved by Mrs. Seaman. If purchasing an item, get approval before purchase. Do not waste your money. **SPEECHES DUE!**

May 13- Speeches will be approved and need to be picked up at end of day in Mrs. Seaman's office. Please, come after school and not during the day.

May 20th – Speeches will be given during FLEX. Speeches can be no longer than 2 minutes. Voting will take place during English classes (C, D, E)

May 21st - Voting will continue to take place during English classes (A, B, F, G). Campaigning ends. **All signs and posters must be taken down by 3:00pm or you will be disqualified.**

Results given on Tuesday, **May 21st**. Good luck!



Application for Student Government Association

Name: _____

School email: _____

Office of Nomination (circle one):

Student Government Office:

President _____ (grade)

Vice President _____ (grade)

Secretary/Treasurer _____ (grade)

Religious Commissioner _____ (grade)

Executive Board Office:

President

Vice President

Secretary/Treasurer

Religious Commissioner

Please view the constitution for job descriptions/duties. Can be found on the SJCP website.

Eligibility Requirements for Executive Board Member Candidates:

- ❖ Dedication and commitment to Saint John's Catholic Prep and the classes;
- ❖ **Served** one year as an active Student Government member
- ❖ **Maintain** a 3.25 GPA, weighted
- ❖ Students running for office should have **read and understand** the SJCP SGA Constitution.
- ❖ Application questionnaire filled out and returned
- ❖ Signed petition to run for office
- ❖ Returned time commitment acknowledgement form
- ❖ Received *NO referrals* and/or disciplinary action in 2018-2019 school year
- ❖ Turn in 2 letters of recommendations
 - 1 form from a club advisor, sports coach, administration, or a volunteer position (Forms are attached)
 - 1 from current year **teacher**, provide your recommenders with envelopes to put their evaluation in (Forms are attached)
- ❖ Current Report Card or unofficial Transcript (PlusPortals print out of previous report card is okay)

I, _____ understand that the aforementioned items are necessary to have a completed
(candidate's name printed)

application, if ANY item(s) is/are missing at the end of the day May 6th. My application will be disqualified.

(candidate's signature)

(candidate's parent/guardian signature)



Time Commitment Acknowledgement Form

Running a club is not an easy task. Although officers work together as a team, it is required that each officer input a sufficient amount of time to complete individual tasks and duties.

- It is recommended that each officer be able to spend at least 1-2 hours after school during a school week to work on agendas, projects, etc.
- It is important that all officers attend **EVERY** meeting and activity.
- It is important to take personal responsibility, understand you are a representative of the school at all times, and seek solutions to problems that arise. Failure to complete a task is not an option.

COMMITMENT STATEMENT: You are encouraged to seek advice from parents and teachers. Examine closely your willingness to commit time and energy to the success of the class officers for the entire school year. Please read the following statement, and after discussing with your parents, sign below.

- ❖ I will strive to be an example of good leadership, team cooperation, and school spirit.
- ❖ I understand that failure to execute my responsibilities will result in my dismissal from the class office.
- ❖ I understand that my regular attendance at meetings and class office functions are a vital aspect of the success of the class office and or executive board.
- ❖ I am aware that as a leader of the school, I need to support those who are in authority above me (i.e. president, advisor, teachers, & administration).
- ❖ I will exhibit exemplary behavior and adhere to ALL school policies.

Candidate Signature: _____ **Date:** _____

PARENT ENDORSEMENT: I understand the level of commitment that my child has made to the Student Government Association of Saint John's Catholic Prep and the expectations placed upon him/her. I will be fully supportive of his/her decision to be involved. Additionally, I will be communicative with the class advisor of any family decision that will impact my child's participation in class functions. I understand that if my child fails to meet responsibilities or has poor attendance, he/she may be dismissed from the class office.

Parent/Guardian Signature: _____ **Date:** _____



TEACHER RECOMMENDATION FORM:

Applicant's Name: _____

Teacher Name: _____ **Subject:** _____

Teachers, the student above is interested in obtain a position as a class officer. This position the student is applying for is a big responsibility. In order to aid in finding the best candidate, please answer honestly. Please include comments. *Place the recommendation in the provided envelope, seal it, and sign over the seal.*

On a scale of 1 to 10 please rate the student in the following areas.

(One being the lowest and ten being the highest)

- Able to follow ALL school rules:** _____
- Ability to solve problems:** _____
- Dependability:** _____
- Organization:** _____
- Cooperativeness:** _____
- Promptness:** _____
- School Pride:** _____
- Respectfulness to students;** _____
- Respectfulness to adults:** _____

Comments:

Teacher's name printed

Teacher's signature

Date



Checklist of items to turn in:

All applicants:

- application
- recommendations (1)
- speech
- campaign materials
- time acknowledgement commitment form
- election rules

Executive Board:

All materials mentioned above **PLUS**

- petition
- application questionnaire
- recommendations (2)



Election Rules

1. Hang fliers and posters on windows, doors, tiled surfaces and bulletin boards, as available. No campaign materials may be attached to building walls with tape. Please, show respect towards your opponents and their campaign materials. **Damaging or removing materials posted by other candidates WILL be cause for disqualification. Campaign fliers and posters must be approved before they are posted. Must be hung with painters tape approved by Mrs. Seaman.**

IF YOU DO NOT TAKE YOUR SIGNS DOWN AND THERE IS DAMAGE TO THE SCHOOL, YOU WILL BE HELD LIABLE FOR THE REPAIR OF THAT DAMAGE.

2. Speeches are limited to **2 minutes per candidate** and must be presented as approved. **Any unapproved changes may be cause for disqualification. If you are absent for the speech you can not make it up. There are no exceptions.**

3. Do not put down your opponent in your speech or in your campaign materials. All statements made in your speech must be factually true. Mrs. Seaman reserves the right to censor any part of your speech deemed inappropriate.

4. No more than 25 fliers and 10 posters (half poster board size because of space limitations) may be posted around the campus.

5. You may distribute pins, but no stickers are allowed.

6. If you are passing out any items they must first be approved by Mrs. Seaman.

8. All posters and fliers must be taken down by 3:00 p.m. on May 21st. Failure to remove all posters may result in disqualification.

9. All campaigning must be kept on campus. There is to be absolutely no campaigning via internet including social networking sites. (Snapchat, Instagram, Facebook, Etc.)

I have read the preceding rules and understand that if I do not follow these rules, I may be disqualified from the election. I also understand and accept that the decision as to the appropriateness of campaign speeches and campaign materials is at the discretion of administration and the student government advisor, Mrs. Seaman.

Student Signature

Date

Parent Signature

Date