



MERRILL F. WEST HIGH SCHOOL 2022-2023
DECLARATION AND APPLICATION FOR LEADERSHIP

Name _____ Class of _____
ID # _____ Phone # _____

- I would like to be considered for a class officer position.
- I would like to be considered for a commissioner position.
- I would like to be considered for a club representative.

Dear Prospective Leadership Candidate and Parents,

A major goal of the leadership class is to serve the campus community, promote a positive school experience for every student at West High School and work to develop a community of which we are all proud to be a part of.

Read aloud: I understand that leadership starts with me, but it's not about me. That it is my responsibility to create school spirit, that I get to serve my campus and community and I look for ways to shine the spotlight on others.

Congratulations on your decision to apply for a position in the West High Leadership class. We look forward to reviewing your application.

Scott Behnam
The Leader of Pack Leadership
#PLisLife

Application Checklist:

- Cover page (this page)
- Student/Parent Signature Page
- Attached essay

COMPLETED APPLICATIONS MUST BE SENT TO WESTHIGHSCHOOLPACKLEADERSHIP@GMAIL.COM

DUE FEB. 25

Class Officer Position Descriptions

CLASS PRESIDENT

- Schedules and presides over all Class meetings and Class functions
- Represents the Class at all required class, school, district, and community events
- Serves as the spokesperson for the Class and presents reports regarding the Class every other week at Student Council meetings
- Attends all Student Council meetings, Class meetings and Presidents' meetings
- Develops the agenda for all Class meetings and distributes it to the ASB President, Class Officers, Class Advisor, and Activity Director
- Maintains a project file evaluation of all past and present Class activities, including agendas, minutes, and activity reports to share with Class Officers
- Maintains communication with all other Class Officers
- Oversees all the Class Officers and makes recommendations
- Participates and assists with Class fundraising activities
- Meets with the Class Advisor outside of class at least twice a month
- Coordinates and works with the Class Vice President in developing Student Involvement and Parent Volunteer/Club networks and contacts to assist in all major and applicable class fundraisers and activities
- Enrolls in the Leadership Class and assists with all ASB sponsored activities

CLASS VICE PRESIDENT

- Assumes the office and duties of the President in the absence of the President
- Represents the Class at required class, school, district and community events as requested by the President
- Coordinates and works with the Class President in developing Student Involvements and Parent Volunteer/Club networks and contacts to assist in all major and applicable class fundraisers and activities
- Maintains records of Student Involvement and Parent Volunteer/Club networks and contacts
- Attends all Student Council meetings, Class meetings and Vice Presidents' meetings
- Maintains communication with all other Class Officers
- Participates and assists with all Class fundraising activities
- Maintains a project file evaluation of all past and present Class activities, including agendas, minutes, and activity reports to share with Class Officers
- Meets with the Class Advisor outside of class at least twice a month
- Enrolls in the Leadership Class and assists with all ASB sponsored activities

CLASS SECRETARY

- Assists the President with the preparation of the agenda for all Class meetings
- Takes minutes in all formal meetings and distributes copies to the ASB Secretary, Class Advisor, Assistant Principal, Activities Director, Bookkeeper, and all Class Officers
- Types necessary materials for Class Officers and advisors
- Writes letters of appreciation on behalf of the Class
- Creates Class donation letters
- Submits advertisements on behalf of the Class for Jag TV video announcements to the Activities Director at least one week prior to running the announcement
- Maintains a project file evaluation of all past and present Class activities, including agendas, minutes, and activity reports to share with Class Officers
- Maintains communication with all other Class Officers
- Attends all Student Council meetings, Class meetings, and Secretaries' meetings
- Participates and assists with all Class fundraising activities
- Meets with the Class Advisor outside of Class at least twice a month
- Enrolls in the Leadership Class and assists with all ASB sponsored activities

CLASS TREASURER

- Is responsible for planning the fundraising activities for the Class
- Prepares a budget report of all income/expense accounts after completion of Class activities and shares with the Class Officers, Class Advisor, ASB Treasurer, and Activities Director
- Presents current Class financial information at Student Council meetings every other week
- Maintains the financial records of the class
- Submits monthly reports of financial activity to the ASB Treasurer
- Handles all purchase orders for the class
- Maintains a project file evaluation of all past and present Class activities, including agendas, minutes, and activity reports to share with Class Officers
- Maintains communication with all other Class Officers
- Attends all Student Council meetings, Class meetings and Treasurers' meetings
- Participates in all Class fundraising activities
- Meets with the Class Advisor outside of class at least twice a month
- Enrolls in the Leadership Class and assists with all ASB sponsored activities

Student/Parent Consent to Leadership Guidelines

As a Leadership student, I agree to abide by the following guidelines:

- I understand WHS supports the philosophy of zero tolerance for the use of alcohol and illegal drug use. Any student found using or selling alcohol or illegal drugs may be removed from the Leadership class/program.
- I agree to apply myself to my studies and maintain to the best of my ability satisfactory grades with a minimum GPA of 2.0.
- I understand that school attendance is important and therefore I must have regular attendance and promptness to all classes. Excessive tardiness and absences will not be tolerated.
- I understand that Leadership activities are before school, at brunch, lunch, and after school. As a Leadership student and representative of the student body, I have an obligation to spend time out of the classroom on Leadership activities; it is expected and required as part of my grade in the course.
- I understand Leadership students are expected to be a proper role model on campus displaying exemplary behavior. Courteous treatment of fellow students, teachers, administrators, other staff members, and community members is expected and required. Any major violation of school policies may result in review of involvement in the Leadership class.
- As part of leadership, I am aware that I am expected to spend a ***significant*** amount of time outside of class as part of my responsibility and grade.

I agree to the above expectations and understand that violation of any of the above may lead to immediate removal from the leadership class/program.

_____ Parent Guardian signature

_____ Student signature

Essay Question

In 250 words or more, submit an essay indicating how you can benefit the WHS Leadership program. What ideas do you have to increase school spirit, student morale, club participation, and/or academic achievement? How can you keep the culture at WHS alive?