

# **Sachse High School**



## **2023 - 2024 Class Officer Election Packet**

**Application Revised January 2023**

The Class of 2024, Class of 2025, and Class of 2026 will elect their new Class Officers for the 2023-2024 school year in the Spring of 2023.

# CLASS OFFICER ELECTION INFORMATION

## For the Class of 2024, Class of 2025, and Class of 2026

### Due Dates and General Information:

- This application is due by **3:00pm on Tuesday, April 11.**
  - Please see p. 6 (Officer Candidate Checklist) of this application packet for all the required parts in order to have a complete application.
  - Late applications will not be accepted. Incomplete applications will not be accepted.
  - You may turn your completed application in to Ms. Ellis in Rm. 294C (inside the library).
- **Campaigns may begin on Monday, April 17<sup>th</sup>.** Do not hang any posters or distribute materials until this date.
  - Make sure to read the specifics about posters and campaign materials listed on p. 2-3 of this application.
  - Always be respectful of your fellow candidates.
- **Elections (Class Voting) will be held Friday, April 21.** Voting is online and students can vote anytime during the day on their devices. The official voting period will be during Period B7 where students will be given time to vote if they have not already. Voting link will stay active until 1:30pm on Friday, April 21.
- Posters and campaign materials must be approved and STAMPED by Ms. Ellis in Room 294C (inside the library) before they are displayed or distributed.
  - **You are only allowed to hang 2 posters and 5 flyers in this election.** We have 3 grade levels running so we need to limit the number of campaign materials hanging in our halls.
  - **Do NOT hang campaign materials in the "Mustang Message Center".**
  - **NO GLITTER on your posters or flyers.**
  - **Only clear tape is to be used when hanging your posters and flyers. No colored duct tape is to be used in the halls per Mr. Creel.** It is your responsibility to provide the tape to hang your campaign materials.
  - Do not hang your campaign materials over other candidate's materials...being respectful of other candidates is very important!
  - To save time, it would be a good idea to have these ready when you turn in your application. You can start getting items approved early but nothing can be hung up or distributed until Monday, April 17. If you want to email Ms. Ellis at [lbellis@garlandisd.net](mailto:lbellis@garlandisd.net) to ask questions about campaign materials, please feel free.

## Due Dates and General Information (Continued):

- Students running are responsible for hanging their campaign materials and providing the tape to hang your materials.
- All students running can campaign through social media just be aware that any issues that arise with this could have school consequences. Be smart with what you do online!
- It is the candidate's responsibility take down your own posters.
- All posters and flyers need to be taken down by end of day on Friday, April 21.
  
- **Speeches must be turned into Ms. Ellis by Tuesday, April 11** so that they can be approved and if needed changes can be made.
  - **There is a speech template on p. 10 of your officer packet to be turned in when you turn in the rest of your application. This copy will be kept by Ms. Ellis so please make a copy for yourself before your turn in your application.**
  - You are running for class officer in general...do NOT say "Vote for me for President". Instead say "Vote for me for "Senior Class Officer".
  - Speeches will be NO longer than 1-minute long.
  - Make your speech positive.
  - Do not criticize any other school, organization, or person.
  - It usually helps to have the speech written out to make sure you say exactly what you wish to say in as clear and concise manner as possible.
  - Practice your delivery and only use your notes as a back-up.
  - Humor is always a good attribute in any speech.
  
- You will record your speech to show to the student body.
  - Your speech will be recorded by you at home and uploaded to Ms. Ellis.
  - Your speech can be NO longer than a minute in length. Make sure you can be seen and heard clearly in your 1-minute recording.
  - Ms. Ellis will email instructions to your school email on how to upload your speech after applications have been turned in on Tuesday, April 11.
  - **You will receive an email with the speech upload link by end of day on Thursday, April 13<sup>th</sup>. You have until Sunday, April 16 at 10pm to upload your speech for Ms. Ellis.**
  - If you do not submit your speech in time, then your name will only appear on the online ballot.

## Expectations for a Sachse High School Class Officer:

- All class officers should maintain at least a 2.5 GPA.
- Class Officer need to maintain eligibility throughout the year. Being ineligible, puts a strain on the other class officers. Therefore, students will be put on probation the first time they are ineligible. If the incident occurs again, then the officer will need to meet with campus administration to determine if being an officer is too much of a commitment for them. It may be determined that the officer may need to be removed.
- Currently classified as the correct grade level when running for Class Officer.
  - When running for Senior Class Officer, candidates need to be currently classified as a Junior.
  - When running for Junior Class Officer, candidates need to be currently classified as a Sophomore.
  - When running for Sophomore Class Officer, candidates need to be currently classified as a Freshmen.
- Attendance at all meetings and class events is required. If unable to be there, then enough prior notice needs to be given to make the absence an excused one. Officers may be expected to work harder before or after a class event to makeup the time missed. Please understand that work and transportation issues are not guaranteed excuses.
- Must not have an N or a U in citizenship in the semester prior to or during the election.
- We will be looking at your overall school discipline record. Certain issues with school discipline could cause a candidate to be ineligible to run for class officer. This is up to school administration on whether the discipline issue is severe enough to cause a candidate to be ineligible to run.
- We will also be looking at your overall school attendance. Excessive attendance issues could cause a candidate to be ineligible to run for class officer.
- Must be enrolled at Sachse HS for the full year of serving term. You cannot be an early grad and still be a class officer your senior year.
- Must not have been removed from any office as a Class Officer any year while at Sachse High School.
- Must not be the elected 2023-2024 Student Council President.
- A desire to be a leader and a willingness to put forth the extra effort and time is a must. Running simply to have the title of class officer is not what we are expecting here at Sachse HS. We encourage you to carefully consider the requirements and time involved in being elected a Sachse HS Class Officer. It is a big job and we do expect a lot out of all our officers.
- As a class officer, you will be an ambassador for Sachse HS in our school as well as in the local community. You need to set a good example and be a respectable young adult at school and local events. Any inappropriate behavior or inappropriate online activity can cause a student to be removed from their class officer duties. This includes YouTube, Facebook, Snapchat, Twitter, Instagram, etc. Removal based on inappropriate online activity will be and SHS administration-based decision.

## Officer Positions & Selection Process:

- Each class will vote for 7 officers:
  - President, Vice-President, Secretary, Historian, Treasurer, Social Media Representative, and Student Council Representative.
  - All candidates will run for class officer in general. The seven candidates who receive the most votes will be the class officers and the two candidates with the most votes will be President and Vice-President respectively. The other five offices will be decided by the class sponsors and class officers themselves after the election.
- Class Officer Results will be announced to the school on Monday, April 24.

## General Duties Associated with Being a Class Officer:

- Presidential Duties: He or she shall preside over all meetings, appoint all committees, be aware of the duties of all officers and require updates from them, make announcements, attempt to maintain unity and harmony within the student body on all occasions.
- VP Duties: He or she shall assume duties of the President during any absence, instruct committees in their duties, assist the President as needed, and serve as President if the office is vacated. The VP is also in charge of any correspondence and will also serve as chairman of the telephone committee.
- Secretarial Duties: He or she shall keep an accurate record of minutes at each meeting, check attendance, keep records of service hours, keep files in order, and keep activities on the school calendar.
- Historian Duties: He or she shall be responsible for preparing a picture collage/scrapbook of class activities. They must also supervise all publicity of class activities. They are ultimately responsible for preserving the complete pictorial record of our year.
- Social Media Representative: He or she will be responsible for announcements through the school and on social media regarding class events and class announcements. The Social Media Rep will serve a vital link between the students in that class and the community.
- Student Council Representative: He or she shall meet regularly with our Student Council on campus to help keep the student community informed of our class activities. The Stu Co Rep will serve as a vital link between our school's activities/involvement and the students in that class.
- Treasurer: He or she shall keep an accurate account of all income and expenditures, be in charge of all fundraising, be responsible for reporting current balances; and to regularly count money and get it ready to be deposited.

# Class Officer Candidate Checklist

Please make sure you have completed the following items as part of your application:

- ❑ Petition for Class Officer (p. 7 of this packet)
- ❑ Candidate Agreement (p. 8 of this packet)
- ❑ Video, Image, and Audio Release Form (p. 9 of this packet)
- ❑ Candidate Speech (p. 10 of this packet)
- ❑ Two Different Teacher Recommendation Forms (p. 11 and 12 of this packet)
  - The 2 teacher recommendation forms are in your officer packet. You will distribute these 2 forms to the teachers of your choice.
  - These two forms will be turned in directly to Ms. Ellis by the teachers.
  - Officer candidates will NOT be given access to these completed recommendation forms. We want the teachers to be as accurate as possible.
  - **It is common courtesy to give your teachers a week's notice. Do not expect your teachers to have something done in a day.**
  - Please do not wait until the last minute to take care of this.

All materials in this application are due by **3:00pm on Tuesday, April 11**. Late applications will not be accepted. Please turn in your application to Ms. Ellis in Rm. 294C (inside the Library).

**Remember it is your responsibility to turn in a complete application. Hard copies of all of the required elements must be turned in to Ms. Ellis for this to be a complete application!**

# PETITION FOR CLASS OFFICER

Candidate's Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ Email Address: \_\_\_\_\_

Current GPA: \_\_\_\_\_ Signature of SHS Counselor: \_\_\_\_\_

**(Take this form to the Counselor's Office and they will fill in the GPA and sign.)**

Cell Phone #: \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Classification (this year) - Please circle one:      Senior      Junior      Sophomore      Freshman

Class Officer Level you are Running for:      Senior      Junior      Sophomore      Freshman

If you are elected to an officer position, do you commit to meet all of the expectations and requirements of an SHS Class Officer? (Yes or No) \_\_\_\_\_

Two different teachers you have given your "Teacher Recommendation Forms" to:  
\_\_\_\_\_

Briefly describe why you are running for Class Officer:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Briefly describe what kind of qualities you would bring as one of our Class Officers:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Class Officer Candidate Agreement

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

Position Desired: \_\_\_\_\_

I meet each of the qualifications necessary for holding the position I am seeking.

I understand and agree to abide by the campaign rules specified for this election. I will conduct my campaign honestly and fairly.

**I understand that more than three unexcused absences from class activities can result in my dismissal as class officer. All absences must be cleared through the sponsor prior to the event or activity. I understand that work, other meetings, or practices are not always acceptable excuses for being absent from Class Officer Activities.**

If elected, I will work to earn the respect and confidence of the Sachse High School faculty and student body. I will maintain high standards of scholarship, receiving no failing grade for any six weeks or term. I will also uphold the high standards of citizenship with integrity. Any disciplinary consequences I receive at school or in the community will possibly be grounds for termination. Each offense is up to school administration as to whether I should remain a class officer. I understand that I represent Sachse High School both during school hours and at all after school events and will strive to be a good example at all times.

If elected, I will maintain a positive working relationship with my fellow officers and sponsor. I will respect the privileges of my position and cheerfully perform any and all duties required of me.

I understand that all rules laid out in the section titled "Expectations for a Sachse High School Class Officer" of this officer packet will be enforced.

I understand that failure to abide by this agreement can result in my probation, suspension, or dismissal as class officer. Service as a class officer is a privilege that can be lost. Any final decision regarding my status will be up to the school administration.

I understand that failure to abide by this agreement can result in my dismissal from my position as Class Officer.

\_\_\_\_\_  
Candidate's Signature

I have read and agree to the above statements regarding my child's candidacy for the Class Officer position above.

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



# Class Officer Election Speeches Video, Image, and Audio Release Form

Dear Parent,

It is time to elect our 2023-2024 Class Officers. We will be taping your student's speech and showing the speeches to the student body during the class officer elections on Friday, April 21. In order to do this, we need your permission to tape and show your child's speech to the student body.

Neither Garland ISD nor any of its authorized webmasters, photographers, videographers or officers receives monetary rewards resulting from the use of such materials.

Your signature below indicates your permission for your student's speech to be videotaped and shown to the student body. **Please return this form to Ms. Ellis (Student Activities Director) by Tuesday, April 11.**

If your child does not return this form by the above stated date, then he or she will not be able to tape their speech and their name will only appear on the ballot.

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I hereby affirm that I am the parent/guardian of the student named below. I hereby give my consent for his/her image and the voice of my student to be videotaped and shown to the student body.

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

Student ID #: \_\_\_\_\_

Parent/Guardian Name (Print): \_\_\_\_\_

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

Please return to Ms. Ellis by Tuesday, April 11 along with your Class Officer Application.

# Class Officer Candidate Speech

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

## General Guidelines...

- **Speeches must be turned into Ms. Ellis by Tuesday, April 11 at 3pm** so that they can be approved and if needed changes can be made.
  - You are running for class officer in general...do not say "Vote for me for President". Instead say "Vote for me for Senior Class Officer" or "Vote for me for Sophomore Class Officer".
  - Speeches will be no longer than 1-minute long.
  - Make your speech positive.
  - Do not criticize any other school, organization, or person.
  - It usually helps to have the speech written out to make sure you say exactly what you wish to say in as clear and concise manner as possible.
  - Practice your delivery and only use your notes as a back-up.
  - Humor is always a good attribute in any speech.

Ms. Ellis will need to keep this copy of your speech on file. Please write down here what you are going to say and turn this in with your application. Any changes to your speech will need to be resubmitted to Ms. Ellis before the speeches are taped. Remember to take a picture of this or make a copy so you remember what you are going to say.

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# Teacher Recommendation Form for Class Officer Candidate

Student Name: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Recommending Teacher: \_\_\_\_\_ Subject: \_\_\_\_\_

Please rate the above named student on the following skills or qualities.  The student will <u>NOT</u> be given access to this recommendation, so please be as accurate as possible.  <b>Skill/Quality:</b>	<b>Outstanding</b> (5)	<b>Good</b> (4)	<b>Average</b> (3)	<b>Developing</b> (2)	<b>Poor</b> (1)
<b>ANALYTICAL SKILLS</b> Ability to problem solve, correlate and process information, and to think critically					
<b>COMMUNICATION SKILLS</b> Verbal skills, clarity of expression, articulateness					
<b>MOTIVATION</b> Genuineness and depth of commitment to the task at hand					
<b>RELIABILITY</b> Dependability, sense of responsibility, promptness, conscientiousness					
<b>LEADERSHIP</b> Ability to initiate, lead and/or supervise others					
<b>INTEGRITY</b> Honesty, trustworthy, probity					
<b>MATURITY</b> Personal development, ability to cope with life frustrations					
<b>JUDGEMENT</b> Ability to evaluate a problem involving others, common sense, decisiveness					
<b>RESOURCEFULNESS</b> Ability to discover new resources and manage new/already present resources skillfully					
<b>INTERPERSONAL RELATIONS</b> Ability to get along with others, rapport, cooperation, attitude toward supervision					
<b>PERSERVERANCE</b> Endurance, physical and mental capability to see a task/project through to completion					
<b>CREATIVITY</b> Ability to generate new and novel ideas, or approaches to problems					
<b>GROWTH POTENTIAL</b> For this student in the year to come					
<b>SCHOOL PRIDE</b> Student enjoys being a student at Sachse High School					

**Please Check One:**

- I would ...  *Highly recommend*     *Recommend*     *Recommend with reservation*  
 *Not recommend* this student to be considered as a Class Officer Candidate for 2023-2024.

Please feel free to include any additional comments, opinions, or special considerations on the back of this form.  
 Thank you for your time!

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN TO LAUREN ELLIS' MAILBOX NO LATER THAN TUESDAY, APRIL 11, 2023.**

# Teacher Recommendation Form for Class Officer Candidate

Student Name: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Recommending Teacher: \_\_\_\_\_ Subject: \_\_\_\_\_

Please rate the above named student on the following skills or qualities.  The student will <u>NOT</u> be given access to this recommendation, so please be as accurate as possible.  <b>Skill/Quality:</b>	<b>Outstanding</b> (5)	<b>Good</b> (4)	<b>Average</b> (3)	<b>Developing</b> (2)	<b>Poor</b> (1)
<b>ANALYTICAL SKILLS</b> Ability to problem solve, correlate and process information, and to think critically					
<b>COMMUNICATION SKILLS</b> Verbal skills, clarity of expression, articulateness					
<b>MOTIVATION</b> Genuineness and depth of commitment to the task at hand					
<b>RELIABILITY</b> Dependability, sense of responsibility, promptness, conscientiousness					
<b>LEADERSHIP</b> Ability to initiate, lead and/or supervise others					
<b>INTEGRITY</b> Honesty, trustworthy, probity					
<b>MATURITY</b> Personal development, ability to cope with life frustrations					
<b>JUDGEMENT</b> Ability to evaluate a problem involving others, common sense, decisiveness					
<b>RESOURCEFULNESS</b> Ability to discover new resources and manage new/already present resources skillfully					
<b>INTERPERSONAL RELATIONS</b> Ability to get along with others, rapport, cooperation, attitude toward supervision					
<b>PERSERVERANCE</b> Endurance, physical and mental capability to see a task/project through to completion					
<b>CREATIVITY</b> Ability to generate new and novel ideas, or approaches to problems					
<b>GROWTH POTENTIAL</b> For this student in the year to come					
<b>SCHOOL PRIDE</b> Student enjoys being a student at Sachse High School					

**Please Check One:**

- I would ...  *Highly recommend*     *Recommend*     *Recommend with reservation*  
 *Not recommend* this student to be considered as a Class Officer Candidate for 2023-2024.

Please feel free to include any additional comments, opinions, or special considerations on the back of this form.  
 Thank you for your time!

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN TO LAUREN ELLIS' MAILBOX NO LATER THAN TUESDAY, APRIL 11, 2023.**