

Sierra High School

Application for 2024-2025 Leadership Class

Please read the entire packet carefully and completely. In order to be considered for the class officer position, you must complete the application process and turn in a completed application packet to Mr. Greene by **Monday, April 29th at 4:15pm** (you may drop your completed application off in the front office of Sierra and it will be delivered). If you have any questions, please do not hesitate to contact Mr. Greene by email at: jgreene@musd.net.

At the freshmen level, the Class President and Vice President remain in the class year-round. The Secretary and Treasurer remain in the class for ½ the year, and then a new Secretary and Treasurer enter the class the second half of the year. A minimum of 6 freshmen will be accepted into the class for the 2024-2025 school year. At the freshmen level, you will be selected to one of the following positions based on your completed application. These are the positions in which you may apply for:

Freshmen Class

Class President
Class Vice President
Class Secretary
Class Treasurer

What is the Leadership class about?

Being involved is a critical part of the high school experience. If you are someone who wants to “make things happen” then this is the class to join. Students selected to be a part of the leadership class will be extremely busy planning and running the student activities program for Sierra High School. Their job is one of the most important facets in developing the culture of SHS. These students boost school spirit and seek to involve all students in the many activities available throughout the year. These students are positive leaders and promote school spirit at all times. Although the position will be demanding, being involved in student leadership is exciting and rewarding. They must be willing to donate their time to activities in and out of class. There are extensive hours requirements as well as various assignments designed to help the members of the class develop leadership skills while planning and executing all student run activities.

- *Spirit Promotion
- *Homecoming halftime
- *Homecoming parade and floats
- *Lunch time activities
- *ASB card sales
- *Fun-in-the sun week
- *Poster making
- *Spring elections
- *Campus Beautification
- *ASB Formal meetings
- *Homecoming Carnival
- *Spirit week dress up
- *Winter Formal
- *Multi-cultural week
- *Community service
- *Student Congress
- * Rallies

AND MUCH MUCH MORE!!!!!!

Selection criteria will be based on but not limited to the following criteria:

Conduct and Citizenship

- All the students will comply with Sierra High School handbook at all times
- Consistent class attendance
- Punctuality
- Maintenance of high school ethical standards as a leader
- Respectful treatment of peers
- Ability to work with leaders of different ranks
- Will always get prior approvals of teachers of the classes you may need to miss for a short period of time and/or for a period
- Must maintain a 2.0 GPA for the entire school year and not have any single grade less than a “C”
- Must be eligible with no suspensions, excessive absences, and no “Unsatisfactory Citizenship” marks

Candidates will earn positions based on the following criteria:

Frosh Class Officer Weighting and Percentages

40%	Teacher Evaluations (a minimum of 4 must be returned; extra sheets are provided; these should be sent to Mr. Greene directly from the teacher, not with the student application.)
40%	Interview (students may be contacted for an interview depending on the number of applications submitted)
10%	All required paperwork submitted
10%	Letter of introduction

*The students and their parents/guardians must sign and follow the leadership contract

*All leadership students must observe and follow class philosophy and grading procedures

*Students must see counselor to change class schedule for upcoming year upon election

*The application packet must be turned in complete and on time. There will be no exceptions.

*A poor attendance record, excessive Saturday school hours, or behavior referrals can disqualify a candidate

*You must be eligible to apply and run for an office, and meet class requirements to stay in the class for the 2022-2023 school year.

Class Grading/Assignments (upon enrollment into the class)

If elected or selected to be in the class, be aware that there are assignments just as any other class. There are also extensive hours requirements outside of the 90 minutes we spend in class together each day. Upon election or selection into the class, full grading procedures and processes will be explained.

Other Miscellaneous Important Information

Application Process for Freshmen class positions

- Step 1: Turn in complete application
- Step 2: Interviews (May 13-16) (All applicants will be notified if they receive an interview)
- Step 3: Results announced (May 20)

Class Officer Positions and Descriptions

Class President Duties: The duties of the class president include many different aspects. The president runs the office at any class meetings that you have with the class advisor. The president must delegate the work equally to all officers and be sure not to overwhelm him or herself with responsibility. They will normally be the head chairperson of all class fundraisers and events; however, they should always receive 100% from all other officers to make activities a success. The president must make sure that the class treasurer has a treasurer's report, and the secretary takes sufficient minutes at all meetings. Most importantly, they must set a good example for the student body and try as hard as you can to involve your whole class in any events. The president should encourage everyone to participate in activities because leadership is not only for the benefit of officers, but it is for the benefit of the WHOLE school, so it is important to make everyone get involved. As Class President you must put together many activities and make sure they run smoothly. These activities include but are not limited to:

Organizing class float (Homecoming)	Class dance (Winterfest)
Class publicity/spirit	Class meetings
Powder Puff	Class fundraisers
Class parade (Homecoming)	Class shirts

Class Vice President Duties: The duties of the VP include filling in for the president when he/she is absent or unable to do their job. The vice president is there to be the president's right hand aid, to help organize fundraisers and set up and clean up after all events. The VP should always be a participant in all class and ASB activities and fundraisers along with the president. The VP should also set a good example and try to involve as many people as possible in fundraisers and school activities.

Class Secretary's Duties: As class secretary, duties mainly include keeping track of everything that goes on in class and writing everything down. All information should be visible in the secretary's individual notes kept by the secretary or the class advisor. With all the events that a class oversees, it is imperative that notes are neatly written and to map out each plan and separate duties to get the activity done on time. The secretary's main job will include being prepared for every meeting because they oversee writing down all the information, dates, and signatures to complete. Typed minutes must be turned in weekly.

Class Treasurer Duties: The treasurer must help think of ideas for fundraisers and fill out a request form for a fundraising event to take place. If money needs to be taken out of the class account, the treasurer needs to go to the administration office and fill out a money request form. After this form is filled out, it may take about a week to get a check or purchase order of the money the treasurer requested. It is the treasurer's responsibility to keep track of the money spent on supplies and keep everything organized. After raising money or receiving any donations, the treasurer must take the money to the administration office and fill out a deposit slip to put that money in to the account. It is important to keep this money safe at all times. The treasurer also needs to have a treasurer's report at all meetings. Reports are due weekly.

Application

*****Please turn your completed application with all required documents attached to this application cover sheet. The documents must be in order and stapled together. This is the top page of the application.**

Name: _____

Grade in school (next year): _____

Phone: _____

Email: _____

Current Class Schedule:

1st:	_____	_____
	(Class and room #)	(Teacher)
2nd:	_____	_____
	(Class and room #)	(Teacher)
3rd:	_____	_____
	(Class and room #)	(Teacher)
4th:	_____	_____
	(Class and room #)	(Teacher)
5th:	_____	_____
	(Class and room #)	(Teacher)
6th:	_____	_____
	(Class and room #)	(Teacher)
7th:	_____	_____
	(Class and room #)	(Teacher)

Selection Questions:

- Are you willing to be in the class the entire year if selected as President or VP? _____
- Are you willing to accept any position offered to you? _____

Other Commitments: Please list any clubs, sports, community organizations or other commitments that you have or may have next year: _____

Letter of Introduction:

In no more than 1 page, please explain why you feel you would be an asset to the Sierra High Leadership class. Explain your strengths and share some ideas as to what you would bring to the class if elected and/or accepted into the class. This should be double spaced and typed, error free.

Transcript:

Please enclose a copy of your transcript/junior high grades with the application.

Student Consent/ Acknowledgement

I consent to follow the rules and regulations required of a candidate. I have read and agree to follow the tasks required of me if I am selected to be in the class. I realize that I must enroll in the Leadership class for the 2023-2024 school years, maintain at least a "C" in all of my classes and promise to strive to be a leader and a positive role model to my fellow classmates. I understand that there may be extensive hours requirements outside of school hours that will impact my grade.

Prospective Candidate

Date

Consent of Principal/Vice Principal

By signing below, you are giving your consent of the candidacy of the student and based on your knowledge of the individual, feel that this person has the ability to handle the position, is eligible and would be a good representative in the SHS Leadership class.

Signature of Principal/VP

Date

Consent of Parent/ Guardian

After reviewing the application information packet and basic requirements of the leadership class, I give permission for my child to apply for a student office and serve in that capacity, if selected. I realize that, if selected, my child will have several responsibilities and huge commitments to uphold during his/her term of office. Such commitments will require many hours outside the leadership class, which is a mandatory requirement, and school day. I will support and advise him/her to maintain eligibility and be a positive role model and leader at Sierra High School.

Signature of Parent/Guardian

Date

Teacher Evaluation (one per teacher from your 8th grade year)

Please take some time to evaluate the student fairly and completely. Please give your honest opinion about whether this student belongs in leadership or not. We also ask that you fill out the comment portion at the bottom of the sheet. Please complete this form and return to Mr. Greene box by **April 29th, 2024**. This information **will remain confidential**. Please be candid in your evaluations of the student and their leadership potential. **Please provide any comments that may prove useful in determining their ability to be in the class!**

_____ is applying to be in the Sierra High School Leadership class.
(Student's Name)

Please rate the candidate in each category with 10 being the highest: (Please circle)

Attitude towards academics and authority.
1 2 3 4 5 6 7 8 9 10

Citizenship, attitude with peers, respect for school and the community.
1 2 3 4 5 6 7 8 9 10

Commitment, responsibility and dependability. Does what he/she says they will do.
1 2 3 4 5 6 7 8 9 10

Leadership qualities and a positive role model.
1 2 3 4 5 6 7 8 9 10

Attendance and promptness.
1 2 3 4 5 6 7 8 9 10

Sees something that needs to be done and does it. Takes initiative.
1 2 3 4 5 6 7 8 9 10

Ability to communicate with both students and teachers or other adult figures.
1 2 3 4 5 6 7 8 9 10

Ability to recognize areas in which they can improve or get better.
1 2 3 4 5 6 7 8 9 10

Concern and caring for all students, not just those in their personal "circle."
1 2 3 4 5 6 7 8 9 10

I would recommend this student for student leadership.
1 2 3 4 5 6 7 8 9 10

Teacher: _____

Comments: _____

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