

2015-2016 Student Council Officer Application

Please fill out all areas of the Student Council Officer Application. *You must sign the student council officer contract and your parent/guardian must also sign it in order to be eligible to run for office.*

ALL APPLICATIONS MUST BE TURNED IN BY 4:00 p.m.
ON Monday, April 27, 2015 to Mrs. Lechuga
ABSOLUTELY NO LATE APPLICATIONS WILL BE ACCEPTED.

Name: _____ ID#: _____ Grade: 2015-2016 _____

Home Telephone Number: _____ Cell. Number: _____ Birthday _____

I wish to run for (check one): **Officer**

<input type="checkbox"/>	President
<input type="checkbox"/>	Vice-President
<input type="checkbox"/>	Treasurer
<input type="checkbox"/>	Secretary
<input type="checkbox"/>	Parliamentarian

1 year requirement of StuCo
1 year requirement of StuCo

<input type="checkbox"/>	Body Manager
<input type="checkbox"/>	Historian
<input type="checkbox"/>	Public Relations
<input type="checkbox"/>	
<input type="checkbox"/>	

Or please check position you are applying for **Chairperson** for that committee in order of preference.

<input type="checkbox"/>	Community Service
<input type="checkbox"/>	D.A.S.H. Drugs, Alcohol, Safety, & Health
<input type="checkbox"/>	MASCOTS (up to 4)

<input type="checkbox"/>	Energy & Environment
<input type="checkbox"/>	Pride & Patriotism
<input type="checkbox"/>	Teacher/Student Appreciation

*I understand that I must be on track for graduation, must maintain passing grades in all of my classes, have **no** unexcused absences this year, have **no** truancies this year, and have **no** serious disciplinary referrals this (2014-2015) year in order to be eligible for this election. My teachers and assistant principals will verify that I qualify.*

In order to verify this, each of my teachers has signed below. Teachers please enter grades in progress and indicate whether attendance/behavior is satisfactory (S) or unsatisfactory (U).

Grades in Progress:

CLASS	GRADE	CONDUCT	TEACHER	DATE
1.				
2.				
3.	Attach a	Copy of	3rd nine weeks	
4.	Report	Card with	application	
5.				
6.				
7.				
8.				

ASSISTANT PRINCIPAL CERTIFICATION
_____ Number of Excused Absences
_____ Number of Unexcused absences
_____ No Serious Disciplinary Referrals?
_____ Assistant Principal Signature

Current teachers and appropriate Assistant Principals MUST sign the application to verify the information.

Student Council Officer Agreement

I realize that holding a Student Council Office is an important commitment. If I am elected, I agree to fulfill the obligations of my office and provide the leadership and dedication expected of student leaders. I will be present at **ALL** Student Council meetings and **ALL** Student Council Officer planning meetings. I will also maintain my eligibility to serve by passing **ALL** classes and by maintaining an exemplary attendance record. I will also be a role-model for all Thomas Jefferson/Maxine Silva High School student body by following all school rules. I also understand that I will be enrolled in a Student Government Leadership class. I further understand that, in order to travel on school-related trips or participate in school-related extra-curricular activities, I will be expected to abide by all UIL, El Paso Independent School District, and Tomas Jefferson/Maxine Silva High School standards. Should I fail to live up to my commitment, I realize I may be removed from office at the Administrations and Advisor's discretion. Point System: will determine travel, graduation cord, and lettering.

*As a Student Council Officer, I also realize that I will be required to attend an out-of-town Summer Leadership Camp at the expense of the parent/guardian. I understand and agree to abide by the standards set forth in this packet and the Student Council Constitution as well as perform any additional duties assigned by the Student Activities Manager.

*Signature of Candidate and date signed:

^We, the parents/guardians of the above individual, understand the standards, and responsibilities of which our son/daughter is accountable and the summer camp expectations. We fully support his/her decision and efforts to serve as a Student Council officer.

^Signature of Parent and date signed:

☺This student is a good applicant to participate in Student Council and I agree that he/she would be a good candidate.

☺Student Activities Manager :

Tell me about yourself

School Activities:

Community Service:

How do you show your school spirit?

What's the best thing about being a Fox?

What do you hope to do in life after your graduation?

Are there any activities that you are involved in that may assist or hinder your student council performance?

How would you promote unity?

What one project or activity would you like to see take place at JSBS if you were an officer?

Have you attended any leadership conferences? out of town and/or local

What makes you stand out from other candidates?

CAMPAIGN INFORMATION

IMPORTANT: ONCE APPLICATION HAS BEEN SUBMITTED, YOU MAY WITHDRAW, BUT YOU MAY NOT CHANGE THE POSITION FOR WHICH YOU ARE RUNNING.

Posters Due to Student Activities: draft-upon turning in application on Monday, April 27, 2015
 Election Date: April 28, 30, 2015
 Interviews: May 1, 2015

Fliers May Be Passed Out: April 28, 29, & 30

*Fliers may **not** be posted on the walls or in classrooms, stuffed in lockers, or thrown on the floor. Teachers may post fliers in their own rooms if they choose. Fliers must be physically handed out. **Too many posters/fliers will dismiss your application***

Important:

- You are subject to removal from the ballot if any campaign regulations are violated, even if they are violated by your friends.
- Candidates must be eligible based on criteria given in Student Council Constitution, Election Packet, and Campaign Rules.
- Candidates may only run for 1 office.
- Expense limit is \$25.00

Posters / Fliers: NO PROFESSIONAL PICTURES- not responsible for damage
 Student Council Officers& Chairperson –

1. Poster may not be larger than standard poster board size.
2. Each candidate is allowed a maximum of 5 posters.
3. Poster boards must be flat – no raised backing or excessive glitter.
4. Fliers may be no larger than standard paper size (8 ½ x 11). There is no limit on fliers.

Rules:

1. No early campaigning.
2. Posters and fliers SHOULD promote the candidate.
3. Posters and fliers SHOULD NOT:
 - Say anything about anyone else
 - Contain inappropriate language, symbols, or innuendos
 - Contain any references to drugs, sex, alcohol, or tobacco
4. You may not take down or cover up another person’s campaign materials.
5. No “goodies” allowed – NO stickers, NO candy, NO food, NO pencils, NO buttons, etc. Fliers only!
6. Candidates may make up to 5 shirts for friends to be worn on election day. Shirts must be handmade – no screen printing or other professionally made shirts are allowed. Shirts must be turned in to Mrs. Lechuga April 24, 2015 for approval. If you put more than one name on a shirt, it counts against each person’s allotted 5.
- 7. Friends must also abide by these rules.**

**THE ONLY CAMPAIGN MATERIALS ALLOWED ARE THE POSTERS, FLIERS, AND 5 SHIRTS!
 GOOD LUCK!**

Officer REQUIREMENTS

Attending summer camp is mandatory for all Student Council Officers, & Chairpersons, active participation in meetings, fundraising, donations, and StuCo apparel.

Please note that if your application indicates that you will attend camp, and you are selected and then decline to attend, your application will be re-considered and you may lose the position.

There is a fee to attend summer camp, which will be due by June 1, 2014. The cost to you is \$315 + transportation. This helps to cover the cost of registration, meals, lodging, & transportation.

Summer camp is a vital start to our year. It allows for bonding with each other as well as with new friends from across Texas, and for idea sharing. Summer camp is a valuable learning tool for each member.

1. Summer Camp 2015:
Angelo State University – July 19-23
Note: Departure/Return dates may fluctuate by 1 – 2 days
2. *Leadership Academy: September 2015*
3. *District 9 Events:*
Retreat- December 2015
Conference
Winter 2015
Spring 2016
4. *Texas Association of Student Council: April 2016*

Attend school functions:

Pep-Rally

Meetings: Officer meetings every Tuesday @ 8:00 a.m. / General meetings every Wednesday during lunch

All Officers must abide by the TASC & EPISD JSHS OATH

T. Jefferson/M. Silva High School STUDENT COUNCIL OFFICER DUTIES

All Officers:

- Work cooperatively with Jefferson/Silva H.S. Student Activities Manager
- Attend all Executive Board meetings and general Student Council meetings
- Communicate between officers, chairpersons, STUCO members and Student Activities Manager
- Attend District IX events
- Attend Student Council functions and activities
- Support all school teams and clubs
- Propose and implement monthly projects
- Fulfill minimum hours of service monthly, as set by Student Activities Manager
- Other duties as assigned
- Create campus posters and flyers; posting and removing on time.
- Participate in Prep-Rally's and announcements
- Don't alter announcements wording
- Don't be afraid to be a leader
- Proposals for events must be submitted on time to S.A.M. to present to Principal for approval.
- Officer cannot have lead office in another club/organization
- Refrain from social media and any other social events that will represent you and StuCo poorly.

Skills Necessary: proficient with computer Microsoft Word, Excel, & multi-social media programs. Must work well with others, takes criticism positive, organized, excellent time management, reliable, good public speaking skills, knows how to organize and delegate duties, creative, available, friendly to all JSHS students, faculty, community, & administrators, optimistic, and hard worker.

Officer at Large:

- District Representative
- Attend all District meetings and events
- Inform campus StuCo officers
- One year experience in Student Council
- Attend campus officer meetings
- Assist S.A.M. in other assigned duties
- Support President

President:

- Lead and set an example for all students at Jefferson/Silva High School
- Prepare agendas for Executive Board meetings and general meetings
- Preside over meetings
- Organize officer and chairpersons meetings
- SuperSAC representative
- CIT representative
- Outstanding Student Council notebook

President continued

- One year in experience in student council
- Create a project for the year
- Must have an open schedule for the most part

Vice-President:

- Lead, when the President is unavailable
- Work closely with the president and assist on all duties
- SuperSAC representative if president cannot attend
- CIT representative
- NASC Council of Excellence application
- Oversee all committee projects and notebooks
- Master Calendar of Events (updated regularly)
- Responsible for Mascots
- One year in experience in student council

Secretary:

- Keep & report minutes from all meetings to include sign in sheets
- Keep Student Council minutes and attendance exact and up-to-date on a daily basis (spreadsheet format)
- Reminders sent out for Student Activities Manager or President
- Letters / Correspondence / Holiday Cards / Thank You Notes
- PTSA Representative
- Recognize Birthdays
- Executive Board Directory / General Member Directory
- TASC Top 10 Project Entry & Table Talk Entry

Treasurer:

- Complete paper work for fundraisers
- Keep track of account to include deposits
- Ides for fundraiser and raise money
- Maintain schedule of Club events and fundraising

Historian:

- Scrapbook; memory of campus and student council events
- Take pictures at ALL Student Council Activities, or delegate photographer if not in attendance
- Provide pictures for documentation in state reports
- Keep newspaper bulletin board up-to-date
- Name Tags for District IX Conferences
- Master Calendar of Events (updated regularly)
- Must be available to take pictures at all times at various events
- Responsible Fox Potty news on a monthly basis

Public Relations:

- Post information about upcoming events and activities
- Supports Historian
- Creates media pages (Instagram, Facebook, Twitter) and manages photo albums for campus events and student council activities.
- Fox Potty News

Parliamentarian:

- Keeps meetings orderly and on track
- Keep financial records and monthly logs with Student Activities Manager
- Act as public relations liaison
- Work closely with the Student Activities Manager
- Understand and uphold Student Council Constitution
- Oversee all voting procedures
- Take on roll of chairperson as needed
- Be heard at meetings, don't be afraid to be loud

Body Managers:

- Must have script ready 3 days in advance
- Must attend pep rally's
- Support Historian and Public Relations
- Back up to secretary
- Skillful in public speaking, quick thinker

Mascots:

- Reliable transportation
- Flexible schedule
- Appropriate dance moves, not shy
- Be kind to all guest; staff, students, children, parents, elderly, umpires, players...
- Disclose who you are, until senior panoramic pictures
- Attend; pep rallies, sport games, campus & community events

- All Officers are required to pay \$50.00 Student Council dues to cover cost of 2 shirts, within one month of elections
- A sweater or jacket may be purchased at a later date, with half of the cost covered by Student Council and other half the responsibility of the officer \$55.00
- Enroll in fall and spring leadership class is mandatory for all officers, unless approval by counselor and administration.
- Out-of-town TASC Summer Leadership Workshop is mandatory
- **Attendance at two weeks prior to school starting from 8:00 – 4:00 to assist with registration & 9th grade orientation, exceptions may be made by the Student Activities Manager if submitted in writing prior to August 1st**

STUDENT COUNCIL MUST BE YOUR 1ST PRIORITY

STUDENT COUNCIL COMMITTEE CHAIRPERSON DUTIES

All Chairpersons:

- Work cooperatively with Jefferson/Silva H.S. Student Activities Manager
- Attend all Executive Board meetings and general Student Council meetings
- Attend District IX events
- Attend Student Council functions and activities
- Organize and implement multiple projects per month
- Keep attendance records for committee on a spreadsheet, to be turned in once a month to Student Activities Manager
- Complete state reports and keep all documentation
- Turn in all project report forms within one week of the end of the month
- Fulfill minimum hours of service monthly, as set by Student Activities Manager
- Must keep track of all events/proposals for corresponding binder. Prepare reports with pictures of events on a monthly basis for Binder
- Attend Binder Training
- Other duties as assigned

Community Service:

- Food / Clothing / Gift Drives
- Service events
- Fundraising for charities
- Communicate with feeder pattern schools to assist and collaborate on projects
- Other projects as needed

D.A.S.H. (Drugs, Alcohol, Safety, & Health):

- Promote health and safety
- Red Ribbon Week
- Blood Drives
- Anti-bullying and positive self-image projects
- Work with Teens in the Driver Seat
- Other projects as needed

Energy & Environment:

- Promote environmental awareness
- Promote energy & environmental conservation
- Gift to the Mountain & other clean-ups
- Recycling
- Other projects as needed

Pride & Patriotism:

- Promote school, state, and national pride
- Homecoming activities
- Class / Club / Team spirit activities
- National and state holiday projects
- Other projects as needed

Teacher / Student Appreciation:

- Faculty & Staff Birthdays
 - Staff Appreciation projects
 - Student Appreciation projects
 - Faculty door signs
 - Other projects as needed
-
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Once my application has been submitted, I will be scheduled for an interview with the Student Council Advisor.
PLEASE LEAVE THIS AREA BLANK FOR YOUR INTERVIEW

INTERVIEW RUBRIC: 5= Excellent 3=Satisfactory 1=Unsatisfactory

- 1. ___ Leadership Qualities
- 2. ___ Responsibility
- 3. ___ Communication Skills
- 4. ___ Organizational Skills
- 5. ___ Ability to Work with Others
- 6. ___ Year -long goals for Student Council/RHS

Comments:

25 % Teacher recommendation ___

25% Student votes ___

50% Interview & Campaign ___

Total Score: _____