



*Class Officer Election
Intention-to-Run Packet
2020-2021*

Potential Sandy Creek High School Class Officers

Welcome back to Sandy Creek! Thank you for your interest in becoming a class officer. Some things have changed, so it is important that you read through the entire packet. Enclosed you will find all of the information you will need to run for class office.

Before committing to run for office it is important that we **empower** you with the information you will need. Serving as a class officer would need to be an important priority for you. Think about how you would give the necessary time for meetings, projects, and your officer **responsibilities** when you may also be involved in sports, other organizations, or a job. We want you to be **engaged**, but do not commit to more **responsibilities** than you can cover. It is better to do a great job on one thing than an okay job on several things!

General Responsibilities and Expectations of *all* officers

- **Attend all class meetings and sponsored activities** including, but not limited to:
 - Fund Raising and Community Service
 - School Spirit Activities
 - Class Sports Events
 - Publicity
- Remain academically eligible by passing all classes and not having disciplinary concerns
- Serve with **kindness**
- Volunteer to participate in at least one committee throughout the year.
- Participate in a class community service project.
- Be a vital link of information for your class and report on class activities to the student body.
- Place your office as a high priority for the 2020-2021 school year.
- Listen to the concerns of your class express these views in meetings being **responsible** to always **engage** in discussions that **empower** your classmates with a voice.

APPLICATION REQUIREMENTS

Your application packet must include the following items.

Your application is due Wednesday, Sept 9th by 2 p.m.

Incomplete applications will not be reviewed

- Application Form:** Complete the application in its entirety.
- Parental Consent Form:** Have your parent or guardian read and complete the consent.
- TWO Teacher Recommendations forms:** These forms will be kept confidential. *Teachers will need time to complete and submit recommendations before the due date.* (Please ensure you relay this information.) **Forward this link to your teachers:** <https://forms.gle/ohuvr9MfyAeL3hvd6>

Sandy Creek Class Officer Responsibilities:

In addition to the general responsibilities, class officers have additional obligations as follows:

- President:** (1) Represent your class as a member of the SCHS student council; (2) Preside at all class meetings; (3) Call meetings when necessary; (4) Vote only in case of a tie; (4) Form committees and appoint chairpersons; (5) Represent your class with a **commitment** to being **responsible, engaged, empowering, and kind.**
- Vice President:** (1) Represent your class as a member of the PBIS team. (2) Assume the duties of the President in the event his/her absence; (3) Oversee all committees; (4) Be **responsible** for any other duties as delegated by the President; (5) Represent your class with a **commitment** to being **responsible, engaged, empowering, and kind.**
- Secretary:** (1) Represent your class as an alternate if needed for PBIS or PTSO meetings; (2) Take minutes of all the meetings; (3) Keep a permanent record of all meetings; (4) Repeat all motions before the final vote in meetings; (5) Take attendance; (6) notify class sponsor(s) of students not adhering to policies; (7) Represent your class with a **commitment** to being **responsible, engaged, empowering, and kind.**
- Treasurer:** (1) Prepare a budget with the help of officers, representatives, and sponsor(s); (2) Represent your class as a member of the PTSO; (3) Keep a record of all financial aspects of class activities; (4) Report at every meeting the current balance in the treasury and all recent deposits and expenses; (5) Assist sponsor(s) with class T-shirt sales and other fundraisers; (6) Represent your class with **commitment** to being **responsible, engaged, empowering, and kind.**
- Public Relations:** (*Not serving as Executive Board officer*) shall (1) Handle all official correspondence; (2) Manage class Social Media presence; (3) Represent your class with a **commitment** to being **responsible, engaged, empowering, and kind.**

Class Sponsors

Seniors Class of 2021

Ms. Beane (beane.janene@mail.fcboe.org)
Ms. Purdy (purdy.april@mail.fcboe.org)

Juniors Class of 2022

Ms. Hutcherson (manghamhose.angela@mail.fcboe.org)

Sophomores Class of 2023

Coach Hodges (hodges.janie@mail.fcboe.org)
Coach Pou (pou.nicholas@mail.fcboe.org)

Freshmen Class of 2024

Ms. Holt (holt.shannon@mail.fcboe.org)
Ms. McDonald (mcdonald.melissa@mail.fcboe.org)

Important Dates to Know

Wednesday, Sept 9th

Applications are due on or before Sept 9th.
Please complete all forms before 2:00 p.m.

Friday, Sept 11th

Notification-Students will be notified if they are eligible to run for Class Officer

Wednesday, Sept 16th

Attend **mandatory** candidate's Town Hall Zoom meeting
Freshman Class 9:00am
Sophomore Class 10:00am
Junior Class 11:00am
Senior Class 12:00pm

Wednesday, Sept 16th – Saturday, Sept 19th

Voting will take place online via Schoology.
Please understand, the voting process is only a portion of the requirements to win the election. Other criteria include cumulative academic record, discipline record (2019-2020), prior club/organization membership/leadership, and teacher recommendations.

Election Promise

In order to allow for a smooth and fair election process, I agree that I will **NOT** have an inappropriate campaign through such acts as trashing or reposting my opponents' campaign material, creating negative material against my opponents, or any other inappropriate act, including influencing my peers to commit inappropriate campaigning actions. I understand that I may not hand out items as part of my campaign. I realize that these actions have consequences, and can lead to removal from my position as a candidate or any discipline action deemed necessary. I agree to follow all terms and will be responsible for my actions. I am also aware that if elected, it is my obligation to carry out the responsibilities of the position. If I do not carry out my responsibilities as an elected officer, I may be removed from office and replaced by the runner-up opponent and/or by a peer appointed to the position.

Campaign Rules:

1. After the application due date on Wednesday September 9th, all candidates will be reviewed for eligibility.
2. All applicants will receive notification of eligibility or ineligibility on Friday, September 11th by the end of the day. Only **ELIGIBLE** applicants are considered **CANDIDATES**.
3. ***TOWN HALL MEETINGS WITH THE CANDIDATES WILL BE HELD ON WEDNESDAY SEPTEMBER 16TH, BEGINNING AT 9:00AM. ALL CANDIDATES FOR OFFICE ARE REQUIRED TO PARTICIPATE.**

Freshmen 9:00am

Sophomores 10:00am

Juniors 11:00am

Seniors 12:00pm

*The Town Hall Meeting is an opportunity for the candidates to make themselves known to their class virtually. Each candidate will provide answers to position related predetermined questions. Candidates will receive more specific guidance about the virtual Town Hall Meeting prior to the event.

4. Campaigning shall not disrupt classes and/or class attendance. Campaigning in any form shall **NOT** begin prior to Mon September 14th.
5. **Campaign signs will not be hung in the school building this school year** in order to maintain a fair election. There may be candidates who are fully virtual participating. In lieu of posters, student may share digital campaign material with their respective class sponsors to be shared through Schoology.
6. The giving away of **anything** is **not** allowed.
7. SCHS administration, faculty and staff may not promote/campaign for a candidate. Candidates must **NOT** hand out campaign materials to nor post their campaign materials in classrooms or offices.
8. Candidates will **not** be allowed to use the microphone in the Commons to make campaign announcements during lunch.
9. Candidates may not “run together” – meaning two candidates cannot campaign together, support one another, or place each other’s name on their posters and/or any other related materials.
10. Voting will take place on Wednesday, September 16-Saturday, September 19th.
11. 2020-21 Class Officers will be announced September 23rd