

DCHS Class Officer Application

PLEASE READ ALL OF THE FOLLOWING INFORMATION

You are applying for a Class Officer position at Dyer County High School. The Class Officers will be in charge of their specific class with the purpose of implementing projects, raising money, and promoting spirit for their specific class. In addition to this, each Class Officer will be a member of the DCHS Student Council, which will be the governing body of the specific Class Officers, other elected Council members, and the entire student body. The combined Student Government Association (SGA) works for the benefit of the school as a whole. Officers should openly communicate with each other to work together for the betterment of the whole school. **Those students who pass the application process and run for class officer but do not win an office will make up the remainder of the student council.**

Class officers should be people who are willing to work toward these goals and be able to lead others to do so. The year will be what the officers and representatives make of it. Good luck!

The following are the guidelines for completing and turning in the application. Read all the documents carefully. **No incomplete application will be considered and will be discarded.** Use the following as a checklist.

- GENERAL INFORMATION SHEET:** The first page of the application is a general information sheet indicating your dedication to past activities.. YOU WILL NOT BE RUNNING FOR A SPECIFIC OFFICE. The candidate with the most votes will be president, the next highest will be vice president, and so forth..
- QUESTIONS:** Each question must be answered in 250 words or less . Each candidate's application file will be reviewed by an independent committee based on the attached rubric. ONLY CANDIDATES WHOSE APPLICATION PASSES THE REVIEW COMMITTEE WILL BE ALLOWED TO RUN FOR OFFICE.
- STUDENT COMMITMENT FORM:** You must read and sign this form agreeing to the terms of the election process and duties of the office.
- PARENT APPROVAL FORM:** Your parents must read and sign off on your decision to run for an office.
- RECOMMENDATIONS:** You must get TWO recommendations from current or past teachers. ONE recommendation must be from a community member. This is a change from past officer elections. YOUR NAME SHOULD NOT APPEAR ON THE RECOMMENDATIONS. USE YOUR STUDENT ID NUMBER. YOU SHOULD PROVIDE AN ENVELOPE FOR EACH TEACHER AND COMMUNITY MEMBER TO PLACE THE RECOMMENDATION IN AND SEAL. YOUR NAME SHOULD BE ON THE OUTSIDE OF EACH ENVELOPE.
- PETITION:** Each potential candidate must get the signatures of at least 50 students from their class.
- CANDIDATE FORUM:** Official candidates -- those who make the final cut -- will be required to participate in a Candidate Forum in the Theater in front of his or her respective class. Prior to the forum, each candidate will be given a list of 25 questions that could be asked during the forum. It would serve you well to reflect on each of these questions and be prepared to speak on each. The purpose of the forum is to get your views and opinions out to the class. It will NOT be a debate. Each student will draw one of the 25 questions and will be given time to respond to the question. Students who have made the final cut also will be eligible for various Student Council representative positions. If a student makes the final cut but decides he or she does not want to run for Class Officer, he or she could become a Student Council representative.

ALL PARTS OF THE APPLICATION INCLUDING RECOMMENDATIONS AND PETITIONS SHOULD BE RETURNED TO STUDENT ELECTION COMMITTEE NO LATER THAN 3PM AUGUST 18, 2017.

Class Officer Application

Cover Page

Name: _____

Student ID #: _____

Period 1 Teacher: _____

Address: _____

Email: _____

Cell Phone #: _____

Parent Phone #: _____

COMPLETED APPLICATION SHOULD BE RETURNED TO A MEMBER OF THE CLASS OFFICER ELECTION COMMITTEE NO LATER THAN 3PM AUGUST 18, 2017.

COMMITTEE MEMBERS:

COURTNEY BABBITT ROOM 2004, JAMIE FERGUSON ROOM 3002, MARY GREER ZONE 1 WORKROOM, DAVID LIBBY ROOM 1006, BECKY POWELL ROOM 1010, JILL POWERS ROOM 2021, TODD ROSS ROOM 1015

Class Officer Application

Please read the complete application packet carefully. Answer each part of the application. Any incomplete applications will not be considered. Your name should only appear on the cover page of the application.

Student ID Number: _____

Current GPA _____

Have you ever received disciplinary action such as ISS or Suspension? _____

List extracurricular activities you are involved in.

List community service experiences you have had.

List any work experience you have had.

Application Questions

Please type your responses to the following questions using 250 words or less. Please label each response by the question number. Do not use your name in any of the responses.

Question #1:

What are your plans for increasing school spirit and student participation at Dyer County High School?

Question #2

Please describe TWO of your specific ideas for class activities and fundraisers. How would you go about achieving these goals?

Question #3

How would you describe the primary responsibilities of a class officer?

Question #4

Based on your previous answer, how would you fulfill those primary responsibilities of a class officer?
How will you balance your extracurricular activities and academic course load with this important task?

Question #5

How do you deal with failure and critical feedback?

All officers must be committed to their Class Council. Each member must:

- Be academically eligible (maintain an overall average of 85 and should not have any incidence(s) of misconduct. (Refer to handbook)
- Be willing to make all Class Officer endeavors high priorities. *Note: this year's meetings will be after school or before school only. You will need to make arrangements to be present at all meetings.
- Give and receive constructive input to peers, advisors, and SGA.
- Complete to the best of your ability the duties and responsibilities assigned by the DCHS policies and procedures, advisors, and/or school administrators. (See attached pages that outline the responsibilities of each office).
- Agree that any unlawful conduct will result in your dismissal as a class officer and removal from student council.
- Understand that if you are running for an office. Officer positions will be determined by the highest number of votes from your grade level student body.

Sign below to indicate your commitment to the above expectations.

Candidate Signature

Date

Parent Approval Form

Dear Parent/Guardian,

Your student has started the application process to become a Class Officer at Dyer County High School. This incredible opportunity comes with great responsibility and high expectations. Class Officers become true leaders of their class, and we are excited to work with your student as he or she moves through the application and election process. Please read over the application packet with your student before signing the approval form.

There are a limited number of positions for Class Officers. Not everyone who applies will have an officer position, but those who pass the application process will become a member of Student Council. Each candidate will have to complete the application and if approved participate in a question/answer forum in front of his or her respective student body.

There is a substantial time commitment involved with the Student Council and excellent communication and planning is a must. High professional standards are expected and work time outside of class, *including after school hours and before school hours*, is **mandatory**. The ability to meet deadlines is a must. In addition, participants are expected to follow all Student Council guidelines and the rules and regulations of Dyer County High School.

This form is a required portion of your student's application packet. If you support your student's decision to apply for Student Council and run in the election, please sign and date below.

Thank you for your time and consideration in this important process.

Sincerely,

DCHS Officer Election Committee

Parent/Guardian Certification

I am aware that my student is seeking a position as a Class Officer. We have discussed the time commitment involved. We understand that this requires frequent after-school and before school work and attendance at most Student Council sponsored events. I support my student's decision to apply for this position and run in the election. We understand the application and election requirements.

Parent/Guardian Signature

Date

Teacher Recommendation #1

Student ID Number: _____

Teacher Name _____

This student is applying to be a Class Officer for the 2017-2018 school year. Each candidate must submit two teacher recommendations and one community member recommendation in order to complete his/her application. Holding a Class Officer position is a demanding commitment, and your feedback is valuable. Please rate the students on the following criteria. We encourage you to write additional comments as necessary. Recommendation forms will be kept *confidential*. **PLEASE RETURN TO THE STUDENT IN A SEALED ENVELOPE. DO NOT USE THE STUDENT'S NAME ON THIS FORM.**

1. Do you have any reservations about this student being a representative for Dyer County High School? PLEASE EXPLAIN.

2. How would you rate this student's overall attitude?

(negative) 1 2 3 4 5 (amazing)

3. How would you rate this student regarding work in class or on Council?

(lazy) 1 2 3 4 5 (overachieving)

4. Is this student tardy for class or for meetings or events?

(often) 1 2 3 4 5 (never)

5. How would you rate this student's maturity?

(immature) 1 2 3 4 5 (very mature)

6. How would you rate this student's ability to deal with new or difficult situations?

(rigid) 1 2 3 4 5 (flexible)

7. How would you rate this student's ability to work independently?

(needs help) 1 2 3 4 5 (doesn't need me)

8. How would you rate this student's ability to work with others?

(conflict) 1 2 3 4 5 (harmony)

9. Would you trust this student in front of the school at an assembly, dance, or other school event?

(no way) 1 2 3 4 5 (absolutely)

Signature

Teacher Recommendation #2

Student ID Number: _____

Teacher Name _____

This student is applying to be a Class Officer for the 2017-2018 school year. Each candidate must submit two teacher recommendations and one community member recommendation in order to complete his/her application. Holding a Class Officer position is a demanding commitment, and your feedback is valuable. Please rate the students on the following criteria. We encourage you to write additional comments as necessary. Recommendation forms will be kept *confidential*. **PLEASE RETURN TO THE STUDENT IN A SEALED ENVELOPE. DO NOT USE THE STUDENT'S NAME ON THIS FORM.**

1. Do you have any reservations about this student being a representative for Dyer County High School? PLEASE EXPLAIN.

2. How would you rate this student's overall attitude?

(negative) 1 2 3 4 5 (amazing)

3. How would you rate this student regarding work in class or on Council?

(lazy) 1 2 3 4 5 (overachieving)

4. Is this student tardy for class or for meetings or events?

(often) 1 2 3 4 5 (never)

5. How would you rate this student's maturity?

(immature) 1 2 3 4 5 (very mature)

6. How would you rate this student's ability to deal with new or difficult situations?

(rigid) 1 2 3 4 5 (flexible)

7. How would you rate this student's ability to work independently?

(needs help) 1 2 3 4 5 (doesn't need me)

8. How would you rate this student's ability to work with others?

(conflict) 1 2 3 4 5 (harmony)

9. Would you trust this student in front of the school at an assembly, dance, or other school event?

(no way) 1 2 3 4 5 (absolutely)

Signature

Community Member Recommendation

Student ID Number: _____

Community Member Name _____

This student is applying to be a Class Officer for the 2017-2018 school year. Each candidate must submit two teacher recommendations and one community member recommendation in order to complete his/her application. Holding a Class Officer position is a demanding commitment, and your feedback is valuable. Please rate the students on the following criteria. We encourage you to write additional comments as necessary. Recommendation forms will be kept *confidential*. **PLEASE RETURN TO THE STUDENT IN A SEALED ENVELOPE. DO NOT USE THE STUDENT'S NAME ON THIS FORM.**

1. Do you have any reservations about this student being a representative for Dyer County High School? PLEASE EXPLAIN.

2. How would you rate this student's overall attitude?

(negative) 1 2 3 4 5 (amazing)

3. How would you rate this student's maturity?

(immature) 1 2 3 4 5 (very mature)

4. How would you rate this student's ability to deal with new or difficult situations?

(rigid) 1 2 3 4 5 (flexible)

5. How would you rate this student's ability to work independently?

(needs help) 1 2 3 4 5 (doesn't need me)

6. How would you rate this student's ability to work with others?

(conflict) 1 2 3 4 5 (harmony)

7. Would you trust this student in front of the school at an assembly, dance, or other school event?

(no way) 1 2 3 4 5 (absolutely)

Signature

Student Name _____

Class Officer Student Petition

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SCORING RUBRIC

Student ID Number: _____

Please assess each application on the following criteria.

Score 1 - Severely Lacking

No experience. Answers are incomplete or inappropriate. Not recommended by teachers or community member.

Score 2 - Basic

Very little experience. Answers indicate little thought or effort. Low scores on teacher and community member recommendations.

Score 3 - Average

Some experience. Answers are adequate and appropriate. Answers may not fully address the expectations of class officer position. Average scores on teacher and community member recommendations.

Score 4 - Advanced

Experienced in outside commitments. Answers are thoughtful and appropriate. Answers fully address the expectations of class officer position. Teacher and community member recommendations are above average.

Score 5- Exceptional

Outstanding commitments to activities. Answers are thoughtful, appropriate, and clearly exemplify the qualities needed for a class officer. Teacher and community member recommendations are all 5s.

Category	Score 1	Score 2	Score 3	Score 4	Score 5	Total
Extra Curricular Activities						
Community Service						
Work Experience						
Question 1						
Question 2						
Question 3						
Question 4						
Question 5						
Teacher Recommendation 1						
Teacher Recommendation 2						
Community Member Recommendation						
Overall Quality						

Class Officer Expectations

The Class Councils are elected to implement projects, raise money, and promote spirit for their specific class. The student council helps share students' ideas, interests, and concerns with teachers and school principals. They often also help raise funds for school-wide activities, including social events, community projects, helping people in need and school reform.

ALL Officers must:

- ◆ Maintain a good level of academic standing:
 - 90% Attendance in school
 - 3.0 Cumulative GPA
 - No Out of School Suspensions (OSS)
 - No In School Suspension (ISS)
 - No more than 3 Tardies
 - No failing course
 - Out of School conflicts

Students are expected to be role models of student conduct inside AND outside of school. Illegal activities outside of school will not be accepted
- ◆ Attend ALL STUCO (Student Council) Meetings and Events
- No more than (3) unexcused absences
- ◆ Failure to abide by the above conditions will result in removal from Student Council

Student Council Events and functions (not all inclusive, other events may be voted on or assigned to the council).

- Class Reunions, Graduation, Prom, Homecoming, May assist in school assemblies, Fundraising events, Community Service events (ex: Canned Food Drive, Animal Shelter Supply Drive, Blood Drives, Charity events)

Senior Class Officer Positions

Class President

- Upon graduation, the Senior Class President will be responsible for speaking at Graduation and (along with other senior officers) oversee the organization and setup of the graduation ceremony.
- Shall serve as an advocate for all students and ensure that all class projects and activities are aligned with the class officers' overall goals
 - All Class Presidents shall work closely with the STUCO President in implementing school activities
 - Will help with all fundraising planning and events
 - Responsible for implementing Homecoming festivities
 - Must attend all Student Council meetings and works closely with all other Class Officers to ensure the success of all activities

Class Vice President

- The Class Vice President shall serve to support the Class President
- All Class Vice Presidents shall work closely with the STUCO Vice President in implementing school activities
- Assumes responsibilities for absent Presidents at meetings
- Must attend all Student Council meetings and works closely with all other Class Officers to ensure the success of all activities
- Plans at least one fundraiser per quarter for class
- Must attend all Student Council meetings and works closely with all other Class Officers to ensure the success of all activities.

Class Treasurer

- Shall serve to ensure that class finances are sound and wisely used for class Activities
- Attends class fundraisers and is present to aid STUCO Treasurer in collecting and counting funds
- Must attend all Student Council meetings and works closely with all other Class Officers to ensure the success of all activities.

Secretary

- Responsible for taking role at all STUCO meetings
- Shall serve to improve the communication between Class officers and the students of their class
- Reports directly to STUCO Secretary
- All Class Secretaries shall work together to keep all school information current
- Must attend all Student Council meetings and works closely with all other Class Officers to ensure the success of all activities.

Junior, Sophomore and Freshman Class Officer Positions

Class President

- Shall serve as an advocate for all students and ensure that all class projects and activities are aligned with the class officers' overall goals
- All Class Presidents shall work closely with the STUCO President in implementing school activities
- Will help with all fundraising planning and events
- Responsible for implementing Homecoming festivities
- Must attend all Student Council meetings and works closely with all other Class Officers to ensure the success of all activities

Class Vice President

- The Class Vice President shall serve to support the Class President
- All Class Vice Presidents shall work closely with the STUCO Vice President in implementing school activities
- Assumes responsibilities for absent Vice Presidents at meetings
- Must attend all Student Council meetings and works closely with all other Class Officers to ensure the success of all activities

Treasurer

- The Class Treasurer shall serve to ensure that class finances are sound and wisely used for class activities
- Attends class fundraisers and is present to aid STUCO Treasurer in collecting and counting funds
- Plans at least one fundraiser per quarter for class
- Must attend all Student Council meetings and works closely with all other Class Officers to ensure the success of all activities.

Class Secretary

- Shall serve to improve the communication between Class officers and the students of their class
- Reports directly to STUCO Secretary
- All Class Secretaries shall work together to keep all school information Current
- Must attend all Student Council meetings and works closely with all other Class Officers to ensure the success of all activities.