***LOOKOUT VALLEY HIGH SCHOOL***

***CLASS OFFICER ELECTION GUIDELINES***

**ELIGIBILITY:**

* **The student must show a minimum G.P.A. of 2.3**
* **The student must be on grade level - Sophomore 5 credits, Junior 11 credits, and Senior 16 credits.**
* **The student must display good character.**
* **The student must not have more than ONE suspension during his/her high school years.**

**ELECTION PROCEDURES:**

* **Candidates will run separately for the following offices:**

**(Please note the duties required of each)**

* + **President: He/She is expected to be a leader and initiate activities**

**for the class.**

**He/She is expected to be able to delegate tasks and lead**

**committees.**

* + **Vice-President:  He/She is the supporting leader in all class activities**

**and be able to fill-in as head of class committees.**

* + **Secretary: He/She is responsible for keeping minutes of all class**

**officer meetings, maintain the class calendar, and be a liaison with students.**

**He/She must be able to lead a class committee.**

* + **Treasurer: He/She is responsible for all handling of class monies**

**including fundraisers and class sponsored activities.**

**He/She must be able to lead a class committee.**

* **Each Candidate must file a petition signed by 15 members of his/her class and 3 faculty members. (Turn in petitions by Tuesday,  April 4th  to Mrs. Salter by the end of the day)**
* **All Candidates must submit a 3 paragraph ESSAY on why they are the best**

**person for the position and what they will do while in office.  To be turned in to Mrs. Salter by Thursday, April 6th  .**

* **Faculty members will screen candidates for office.  The Administration reserves the right to remove any candidate from the election list without notification if a candidate has received more than two negative responses from the faculty.**
* **Approved candidates will not be announced until they have been screened and approved by the faculty and administration. You will be notified if you are NOT eligible. If you are not notified by the end of the day Friday, April 7th then you NEED to PUT UP POSTERS.**

**CAMPAIGNING:**

* **Qualified students MUST POST a minimum of 3 posters (2ft. x 3ft.) in the high school hallways by Tuesday, April 11th. They will be up until elections.**
* **All campaign posters must be of a positive nature.  Negative comments will disqualify you from the running.**
* **ALL CAMPAIGN POSTERS MUST INCLUDE:**

**1) Name of the office you are seeking and your name**

**2) Minimum of  3  REASONS WHY you are the best for the position.**

**If you do not have 3 reasons appropriate for running, your poster will**

**be taken down.  For example, I look good, I am very popular, free**

**pizza on Fridays, etc... are NOT legitimate reasons for being a class officer. Your reasons can include accomplishments in the past as well as plans for the class this year.**

**VOTING:**

* **Students will vote for class officers by secret ballot on Tuesday,April 18th  during Directed Studies.**
* **Ballots will be collected and counted by faculty members.**
* **Winners of the election will be announced two days later.**

**OFFICER EXPECTATIONS:   (Requirements during office)**

**- Be a member of the Student Council**

**- Attend & participate in ALL meetings (some may be after school)**

**- Support ALL class functions/ activities (many are after school)**

**- Lead class functions and ENCOURAGE CLASS PARTICIPATION.**

- **Be examples to the student body in ALL areas of campus life**.

**\*\*Faculty sponsors have the authority to remove leaders from office if they fail to comply with their elected duties.**

**If you have any questions please see Mrs. Salter.**

**K E E P   THIS PAGE FOR FUTURE REFERENCE**

**TURN IN THE CLASS OFFICER SIGNATURE FORM (Attached)**

***LOOKOUT VALLEY HIGH SCHOOL***

***CLASS OFFICER SIGNATURE FORM***

**(TURN THIS IN BY MONDAY, APRIL 3rd)**

**I approve the LVHMS guidelines and policies that I have read.  In addition, I  understand and agree that if I do not follow the expectations of the class officer position,  I may be asked to step down from the position.**

**Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Signature Parent Signature**

**Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Upcoming Grade:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Office running for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**