

## Officer Job Descriptions

**President:** The President oversees the student council by running meetings, participating in school functions, presenting announcements, and being an active participant in all school events ***(5th grade only)***.

**Vice President:** The Vice President assists the president with his or her duties and replaces the President if he or she is absent ***(4th grade only)***.

**Secretary:** The Secretary takes minutes of each meeting, keeps attendance records, and writes Student council memos and notices for the announcements ***(4th & 5th grade)***.

**Historian:** The historian is responsible for keeping a written and pictorial record of the highlights of the year. Historian will take pictures at meetings and events throughout the year ***(4th & 5th grade)***.

**Treasurer:** The treasurer keeps records of student council finances, and gives a financial report at each meeting. The treasurer will also be present during all student sales where money is exchanged ***(4th & 5th grade)***.

**Class Representatives:** These members represent all of Santa Cruz's student body by attending meetings, and reporting back to their classrooms. Representatives must keep their peers in the know about upcoming events and set the standard for academic and social expectations ***(3rd - 5th grade)***

It is important that all members of student council attend **ALL** student council meetings and functions throughout the school year.

# Student Acknowledgement Form

I, \_\_\_\_\_, will represent my class through my citizenship, academics, and attendance. In order to maintain my role as a member of Santa Cruz Student Council I will:

1. Maintain all A's and B's in all subjects.
2. Demonstrate Pillars of character at all times on Santa Cruz Elementary Campus.
3. Attend all student council meetings/events.
4. Lead by example as a positive role model through my behavior and actions.

**Failure to adhere to the above expectations will result in forfeiture of your seat as a class representative or officer.**

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

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

**Signature:** \_\_\_\_\_

**Parent/Guardian:** \_\_\_\_\_

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

**Signature:** \_\_\_\_\_

# Santa Cruz Student Council

## Rules for Campaigning

If you are running for an elected office, you will be giving a pre recorded speech that will air Wednesday September 13, 2017. At this time each candidate will have an opportunity to present a little bit about themselves, their qualifications for the office they are running for, and why they would like to be an officer of student council. The speech should be no longer than two minutes. Speeches must be **written** and **turned into Mr. Russoniello (office)** for approval by the Student Council Committee no later than Wednesday, September 06, 2017.

**No Student will be allowed to campaign or give a speech without their permission packet and speech turned in.** Speeches will be pre-recorded, the dates will be announced.

### Campaigning Rules:

1. NO put downs, or negative talk about other candidates.
2. No vulgarity or innuendos.
3. No candy or treats handed out in exchange for votes.
4. Each candidate can use posters (up to 4). Candidates are responsible for their own poster materials. Posters may be no larger than poster board size and can be hung in the hallways of Santa Cruz with tape.
5. Be creative
6. Create/use slogans
7. Campaign buttons, pencils and stickers are acceptable.
8. All posters and campaign material must be taken down by candidates by the end of the day **Friday, September 15, 2017**
9. Students will have the opportunity to share information about themselves in a speech during morning announcements.

**Absolutely no food or candy is allowed as per our student handbook.**

**\*\*All campaigning activities will be conducted by students only\*\***

Elections will take place in classrooms Wednesday, September 13, 2017. Speeches will be broadcast via private youtube channel. Classes will vote using Google Forms in their **HOMEROOMS** after the speeches have all been broadcast. Candidates will be listed under the position they are running for in alphabetical order. Voters will circle select choice for each office. Ballots will be automatically counted upon submission through Google Forms and verified by the Student Council Committee at the end of the day, and Student Council officers will be announced on Friday, September 15, 2017.

**If you have any questions concerning Student Council, campaigning, or voting that are not covered in the handout, Please contact Mr. Russoniello [mrussoniello@musd20.org](mailto:mrussoniello@musd20.org)**