



Fort Lauderdale High School

Officer Election Application Packet for students who wish to seek one of the following offices:

Student Government <i>Representing the Entire student body</i>	Class Office <i>Representing your graduating class</i>
<ul style="list-style-type: none">● President● Vice President● Secretary● Treasurer● Historian● Representative	<ul style="list-style-type: none">● President● Vice President● Secretary● Treasurer● Historian● Representative

CANDIDATE: Read the checklists provided on the 1st page of this packet and verify that all necessary documents are reviewed and acknowledged.

You must complete the Microsoft Forms Application and accept all terms and rules outlined in this document to be eligible for consideration to be on the ballot.

Failure to submit any documents by the deadline will result in your disqualification.

Candidate Packet Checklist

***REFER TO THE ELECTIONS CALENDAR FOR DEADLINES! ***

Fort Lauderdale High School

Student Government Association & Class Officer Election Application

THIS PACKET MUST BE ACKNOWLEDGED IN ITS ENTIRETY BY SUBMITTING THE APPLICATION VIA FORMS TO Mrs. Carmichael NO LATER THAN THURSDAY, APRIL 6th, 2023.

Be Certain you have reviewed the following required items in this packet:

- _____ FLHS Officer Election Policies/Rule/Procedures (2 pages)
- _____ FLHS Officer Election Timeline of Events
- _____ FLHS Officer Election Parent Advisory/Acknowledgement & Signature Page
- _____ FLHS Officer Candidacy Form and Acknowledgement
- _____ BCPS and FLHS Ethical Behavior Agreement
- _____ The appropriate FLHS Officer Election Job Description for the office you are seeking.

SUBMIT THE FOLLOWING THROUGH THE FORMS APPLICATION NO LATER THAN THURSDAY, APRIL 6th, 2023.

- _____ 1. A typed speech: Name and Office you are seeking typed in upper, right-hand corner. Times-New Roman, 12-point font, Double-spaced, & Signed by you at the end.
- _____ 2. A video recording of your speech within your campaign video within a 60 second time limit
- _____ 3. A headshot/photo to be posted on website for candidates.
- _____ 4. A slogan and brief statement as to why FLHS students should vote for you in 50 words or less.
- _____ 5. Any and ALL posters, banners, and flyers you wish to post that meet ALL BCPS code of conduct and are deemed appropriate by FLHS administration.
- _____ 6. Receipts for any materials purchased as part of your candidacy/campaign (\$75.00 Maximum)

SUBMISSION OF THE ABOVE DOES NOT GUARANTEE THAT THE CANDIDATE IS ELIGIBLE TO RUN FOR OFFICE. STUDENTS MUST WAIT FOR WRITTEN APPROVAL FROM SGA ADVISOR IN ORDER TO BEGIN CAMPAIGNING AND BE OFFICIALLY PLACED ON THE BALLOT

**Fort Lauderdale High School
Officer Election Policies/Rules/Procedures**

**Fort Lauderdale High School
Student Government Association & Class Officer Election Application**

REFER TO ELECTIONS CALENDAR FOR DEADLINES!

Statement of access and availability:

This packet was made available to all potential candidates. Students may retrieve a packet beginning Friday, March 10th, 2023, which will be provided on the Fort Lauderdale High School Website: www.browardschools.com/fortlauderdale

Each candidate for office:

1. Must be academically eligible to participate in extracurricular activities.
 - a. Each candidate must provide proof that he/she currently maintains a GPA (Grade Point Average) of 2.5, or higher and
 - b. Meet all requirements listed on the officer candidacy form included in this packet.
2. Have had no unsatisfactory behavior conduct grades or referrals during the entirety of the 2020-2021, 2021-2022 or 2022-2023 school year. This will be determined and verified by your grade administrator and the advisor over elections.

3. **Must have reviewed this packet completed in its entirety** and **submit acknowledgement through the forms applications by April 6th, 2023 11:59PM.**

Each packet includes the following:

- a. Candidacy Packet Checklist
- b. Election and Campaign Policies/Rules/Procedures
- c. Campaign/Election Timeline
- d. Parent Advisory, Acknowledgement and Signature Page
- e. Fort Lauderdale High School Officer Election Application and Office Candidacy Form
- f. Job Description/Signature Page for Particular Office (Office should match front cover of packet)
- g. Petition for Placement on Ballot/ SGA Officer Nomination Form

******* NOTE: Any candidate who submits an incomplete packet or a packet with inaccurate information will automatically be disqualified from the election. THERE WILL BE NO EXCEPTIONS!!**

4. Must attend a **MANDATORY candidate meeting in room 2072 on Wednesday April 12th after school**
 - a. **The meeting will begin promptly at the beginning of study hall. BEING LATE IS UNACCEPTABLE.**
 - b. **Failure to attend this meeting will result in disqualification from participating as a candidate for election. There are no exceptions.** In accordance with Broward County School Board Policy, students who do not attend regular classes (excused or unexcused) are not permitted to participate in extracurricular activities on the date of absence. Therefore- DO NOT BE ABSENT!

Fort Lauderdale High School
Officer Election Policies/Rules/Procedures, *cont'd.*

Fort Lauderdale High School
Student Government Association & Class Officer Election Application

REFER TO ELECTIONS CALENDAR FOR DEADLINES!

Officer Elections Policies/Rules/Procedures

5. Must prepare a campaign speech

- a. The speech must be typed and double-spaced, in Times New Roman, 12-point font.
- b. Candidates are to **type** their full name and the title of the office they are seeking in the upper, right-hand corner and **must submit via the forms application but the candidate.**
- c. Speeches should reflect the seriousness of seeking a representative office.
- d. Speeches should reflect the importance of the position and contain information as to how a candidate intends to fulfill the obligations of the office
- e. Speeches may be **no longer** than 60 seconds (1 minute) in length.
- f. **Candidates MUST deliver their recorded speeches within a campaign video (no longer than 60 seconds) and uploaded to the Forms Application and these will be posted on the FLHS website for student viewing during campaign days. *students must have up to date media released form on file***

NOTE: Once approved, the overall content of speeches MAY NOT be altered prior to Election Day.

6. May post campaign/election banners, posters, and flyers to advertise his/her candidacy.

- a. **Campaigning is only permitted within the allotted dates and times. Campaigning outside of those permitted dates, including on social media, can and may result in removal from the ballot.**
- b. **A sample of all banners, posters, and fliers and all sources of advertisement (including online or social media postings) MUST be sent to Mrs. Carmichael for approval prior to posting. If candidates are caught using campaign ads that have not been approved- they may be disqualified.**
- c. **The value of campaign materials MAY NOT EXCEED \$75.00. Candidates must supply proof of compliance by submitting receipts.** Failure to provide receipts WILL RESULT in disqualification.

7. Online Voting Regulations

- a. You are NOT allowed to use your personal device to encourage others to vote
- b. Each individual voting MUST use their PERSONAL electronic device at their own will

FAILURE TO FOLLOW THESE RULES AND REGULATIONS WILL RESULT IN AUTOMATIC DISQUALIFICATION

Ballot Construction

Each candidate who fulfills all qualification requirements, and who adheres to all policies, rules, and procedures listed in this document, may have his/her name placed on the official Officer Elections ballot, under the category for the office to which the candidate is seeking election.

- a. Names will be placed on the ballot with each candidate's first name followed by his/her last name.
- b. The names will be listed in alphabetical order, by last name, under the appropriate office category

Timeline of Events

REFER TO ELECTIONS CALENDAR FOR DEADLINES!

Packet Released

Friday, March 10th 2023

Election Packets available on Fort Lauderdale High Website www.browardschools.com/fortlauderdale

Application Deadline

Thursday, April 6th, 2023 11:59pm

Elections Packets/Application via Forms are due to Ms. Carmichael by the end of the school day.

MANDATORY MEETING

Wednesday, April 12th, 2023, at 3:15 am

1. ALL students that wish to be eligible for running for office MUST attend this meeting.
2. Meeting will take place in room 2072 at 9:19 AM students will attend during their assigned study hall and MUST be present at the start of study hall.

Campaign Days for All Candidates

Monday, April 17th - Thursday, April 20th

1. Approved Campaign Materials (Flyers, Banners, posters, etc.) can be displayed in approved areas, and must be removed by the end of the school day Monday, April 10th.
2. Candidate videos, Intent statements and photos will be posted on the school website.
3. Candidates are not allowed to miss class for campaign reasons.
4. Candidates are expected to be respectful and courteous to other running candidates' campaigns.

Election Period

Monday, April 17th - Thursday, April 20th

1. Voting polls must be accessed online via Naviance using your Broward Single Sign On.
2. Voting must be completed by voting individual, using a personal SSO on their own device.
3. Returns (election results) will be announced by the end of the school day following the day of polls closing.

Timeline of Events *cont'd.*

***REFER TO ELECTIONS CALENDAR FOR DEADLINES! ***

INFORMATION BOOTH

Wednesday, April 19th

1. You will be assigned a table and you will set up an information booth during both a and b lunch on designated dates.
2. You may not give out any food, candy items, or any other items not pre-approved by Mrs. Carmichael, during the time of the information booths.
3. You may not assist with voting and must follow all standard campaign procedures outlined in the packet.
4. You can decorate your table as much as you like within your \$75.00 campaign budget, but you will be responsible for the cleanup of all decorations in a timely manner.

**Fort Lauderdale High School
Parent Advisory/Acknowledgement & Signature Page**

Dear Parent/Guardian of: _____ Applying Student _____.

Please read and review this ENTIRE packet carefully with your child before accepting terms in the application form

Your child has chosen to embark on an exciting journey into the world of student government. This is a significant step for him/her as we attempt to teach and promote the civic virtues of community activism, volunteerism and public service through leadership. While all schools likely have some sort of student government, our Pre-Law and Public Affairs Magnet status provides us with unique advantages.

A prominent role in student government can serve as a platform from which the elected learn how to put their ideas into practice through the power of positive influence. However, in terms of time and energy, such an opportunity often requires significant personal sacrifice. The expectations are great. Finding balance between required academic work, extracurricular, and other personal activities is challenging. There is more to being elected than having an extra mention in the yearbook, or having something nice to "pad" a college application.

This candidacy and potential election to office MUST NOT BE TAKEN LIGHTLY. If your child is uncertain about attending Ft. Lauderdale High School for the entire elected school year, it is recommended that he/she choose to participate in next year's student activities, but NOT as an officer.

With this in mind, please be aware that if elected, your son/daughter will have many duties and responsibilities which must be upheld. There will often be activities which require class officers to carry out these commitments during morning, afternoon, evening, and weekend hours throughout the year. Students must always be in compliance with the School Board of Broward County attendance policy, by not having in excess of 5 excused or unexcused absences at any time per quarter.

Attending a magnet school has its positives and negatives. Some students live a significant distance from the school. Activity buses do not run every day. In these times of budget concerns, district transportation may be more limited than in the past. A lack of transportation will NEVER be accepted as an excuse for a class officer to miss a meeting, fundraiser, or other event. Being late to, or leaving early from, these activities is also considered unacceptable.

Please read the statement found in quotations below.

"I have thoroughly reviewed the complete election packet with my son/daughter. I fully support his/her candidacy and possible election to an officer position of the Student Government. I understand the level of commitment required should my child successfully win the election. If my child is elected, **I will support** and encourage him/her **in the fulfillment of** his/her **duties and responsibilities** as an Officer for the Ft. Lauderdale High School Student Government Association for the entire term of office."

**ACKNOWLEDGEMENT OF THIS FORM WILL BE TAKEN VIA THE FORMS APPLICATION
IT IS THE APPLICATION RESPONSIBILITY TO PROVIDE FORM AND REVIEW WITH
PARENTS/GUARDIANS FOR APPROVAL PRIOR TO COMPLETING APPLICATION FORM.**

**Fort Lauderdale High School
Student Government Association & Class Officer Election Application**

Office Candidacy Form

Broward County Schools Criteria to run:

All students who are currently enrolled and meet the criteria below are eligible to seek any student council or class office (all Broward County Public School student body constitutions must include these qualifications).

- ☐ A. The candidate must have a 2.5 unweighted cumulative grade point average.
- ☐ B. The candidate must not have received any unsatisfactory conduct grades for the entire school year prior to or the current school year of the election (verified by administrator and advisor).
- ☐ C. Current freshmen may not run for the office of Student Government Association President. (if applicable)
- ☐ D. To run for a grade level (class) office, a student must be a member of the class in which he/she is seeking office. (if applicable)
- ☐ E. All other Student Council offices are open to any currently enrolled student that meets requirements.
- ☐ F. Each student seeking elected office will present a petition containing the approval of:
 - b. The Administrator directly responsible for the student
 - c. The guidance counselor or director directly responsible for the student
 - d. The candidate's parent or guardian
 - e. SGA Advisor and Executive Board Member verifying that candidate meets all stated requirements and any optional qualifications as stated in the student body constitution and allowed in the County guidelines
- ☐ G. Each student seeking elected office will turn in a written statement of a candidate's purpose for seeking office and goals for the current school year.
- ☐ H. Submit at least three (3) formal letters of recommendation submitted on your behalf.
- ☐ I. A completed and signed "Ethical Behavior Agreement ". (Included in Candidacy Petition)
- ☐ J. An executed Officer Application with Student Consent and Acceptance Agreement.
- ☐ L. Follow all other rules and expectations as outlined for the duration of candidacy period and your officer term if elected.

Fort Lauderdale High School Officer Candidacy Petition

1. Guidance Approval

I understand that my guidance counselor must provide approval of my intent to run for office. I agree to email them my intent to run upon and request their approval be sent to Mrs. Carmichael upon completion of the forms application.

2. Administrative Approval

I understand that my grade level administrator must provide approval of my intent to run for office. I agree to email them my intent to run upon and request their approval be sent to Mrs. Carmichael upon completion of the forms application.

** The administrator & guidance counselor approval does not solely endorse or approve the student for candidacy. All of the criteria above will be thoroughly checked by the sponsor and/or administration once the entire application packet and process has been completed.*

3. Teachers Acknowledgement

I understand that I must request and obtain **at least 3** recommendations from FLHS Faculty and/or staff on my behalf. I agree to request these within a timely manner. Recommendations should be sent directly from recommending staff to Mrs. Carmichael via email Carleigh.carmichael@browardschools.com

4. Ethical Behavior Agreement

Students selected to a student government or class office are expected to represent the school, and their organization in the best ethical way at all times. The following MAY result in candidate disqualifications and/or, if elected, removal from office:

1. The posting of inappropriate pictures on a website that shows the student in possession of any illegal substance or partaking in any illegal act.
2. Posting inappropriate comments on a website or engaging in cyber bullying.
3. Any violation of the School Board's Code of Conduct that results in disciplinary action.
4. Being found guilty of a Felony.
5. Being found guilty of a Misdemeanor, which if the student had been adult, would have been classified as a Felony.

ACKNOWLEDGE, AGREE & SIGN VIA FORMS APPLICATION

In addition to the tasks described in the student body constitution the following tasks will be required of all elected officers at Fort Lauderdale High School:

1. Students must attend SGA and Leadership training, which will be scheduled after normal school hours and may be scheduled on weekend or over holiday breaks.
2. Students must be present at all SGA and Class meetings; officer meetings and SGA or Class sponsored events unless previously approved by the advisor.
3. Students must fulfill the duties as outlined in the job description for the Officer position which they are elected. Students are expected to log and track the duties they complete.
4. Students must always be in compliance with the School Board of Broward County attendance policy, by not having in excess of 5 excused or unexcused absences at any time per quarter. Any officer who exceeds 5 absences in one quarter may be removed from office.

I have read all documents provided and agree to abide by all provisions set forth in this packet. I understand that failure to comply with any of these requirements or conducting myself in a way that school administration finds unsatisfactory will result in my disqualification as a candidate or my removal from office. I WILL ACKNOWLEDGE & AGREE AND SIGN VIA FORMS APPLICATION

Fort Lauderdale High School
Student Government Association & Class Officer Job Description for: PRESIDENT

General Requirements for Officers:

1. You are REQUIRED to attend and fully participate in ALL meetings (regularly scheduled and emergency).
2. You are REQUIRED to attend, fully participate, and stay for the entire length of ALL activities including coming early for set up and staying late for cleanup/tear down when necessary.
3. You are REQUIRED to set a good example of student conduct AT ALL TIMES.
 - a. You MUST SUPPORT and follow all BCPS Code of Conduct policies AND any additional expectations set forth by Ft. Lauderdale High School administrators/teachers.
 - b. It is NOT ACCEPTABLE for you to receive detentions and/or discipline referrals. This may be cause for removal from office.
 - c. Even when activities are located off-campus, you must adhere to all BCPS policies when recognized as a student of Ft. Lauderdale High School.
 - d. Even when on personal time, if you can be identified as a student of Ft. Lauderdale High School (because of what you are wearing, or because others may know & recognize you), your conduct should be above reproach.
4. It is your responsibility to facilitate and encourage the student body to be involved in class and school activities.
5. It is your responsibility to keep your fellow classmates informed of all activities throughout the term of office.
 - a. You must disperse information through the appropriate methods approved by Ft. Lauderdale High School such as: morning announcements, posted fliers, or by word-of-mouth.

Specific Requirements for PRESIDENT:

1. Scheduled cooperatively with SGA Advisor, and Vice President, hold regular chief executive meetings.
2. Prepare an overall agenda/plan for the upcoming term of office (school year) and submit to the advisor.
3. With approval from your advisor, determine day, time, and location for, and preside over, regularly scheduled meetings with your Board of Officers.
4. With approval from your advisor, determine day, time, and location for, and preside over, regularly scheduled general meetings.
5. Prepare the agendas for each meeting and submit them to your Class Secretary in a timely manner to allow for their appropriate organization and publication.
6. Represent the student body at SGA meetings, when called upon by faculty or administration, if before the School Board, to the SAC/SAF parent group, or the community
7. Work cooperatively with your SGA advisor to create necessary committees, appoint chairpersons, & delegate to student representatives when appropriate.
8. Plan and facilitate the involvement of the student body in school activities.
9. Solicit the ideas and opinions of your constituents.
10. Break tie votes.

11. Work with SGA Secretary to create schedules, agendas, announcements, correspondence, and other official business.
12. Discuss with, and assign specific duties to, your Vice President when appropriate.

Fort Lauderdale High School
Student Government Association & Class Officer Job Description for: VICE PRESIDENT

General Requirements for Officers:

1. You are REQUIRED to attend and fully participate in ALL meetings (regularly scheduled and emergency).
2. You are REQUIRED to attend, fully participate, and stay for the entire length of ALL activities including coming early for set up and staying late for clean up/tear down when necessary.
3. You are REQUIRED to set a good example of student conduct AT ALL TIMES.
 - a. You MUST SUPPORT and follow all BCPS Code of Conduct policies AND any additional expectations set forth by Ft. Lauderdale High School administrators/teachers.
 - b. It is NOT ACCEPTABLE for you to receive detentions and/or discipline referrals. This may be cause for removal from office.
 - c. Even when activities are located off-campus, you must adhere to all BCPS policies when recognized as a student of Ft. Lauderdale High School.
 - d. Even when on personal time, if you can be identified as a student of Ft. Lauderdale High School (because of what you are wearing, or because others may know & recognize you), your conduct should be above reproach.
4. It is your responsibility to facilitate and encourage the student body to be involved in class and school activities.
5. It is your responsibility to keep your fellow classmates informed of all activities throughout the term of office.
 - a. You must disperse information through the appropriate methods approved by Ft. Lauderdale High School such as: morning announcements, posted fliers, or by word-of-mouth.

Specific Requirements for VICE PRESIDENT:

1. Fully engage in the activities of the Board of Officers and members of the Student Government. Be prepared to immediately assume the role of President if an emergency situation arises.
2. Scheduled in cooperation with your Advisor, and President, attend regular chief executive meetings.
3. In the absence of the SGA President, preside over regularly scheduled meetings with your Board of Officers
4. In the absence of the SGA President, preside over regularly scheduled general class meetings (for all class members to attend)
5. In the absence of, or when appointed by the Class President, represent the student body at SGA meetings, when called upon by faculty or administration, if before the School Board, to the SAC/SAF parent group, or the community
6. Facilitate the involvement of fellow classmates in class activities.
7. Solicit the ideas and opinions of your constituents

8. Work closely with Class Representatives in maintaining accurate accounting of the opinions, ideas, and feelings of your constituents
9. Work with school administration and be certain to WELCOME students who may be new to our school as Flying L Students and include them in school activities.
10. Discuss with and accept specific duties when assigned by your SGA President and Advisor.

Fort Lauderdale High School

Student Government Association & Class Officer Job Description for: SECRETARY

General Requirements for Officers:

1. You are REQUIRED to attend and fully participate in ALL meetings (regularly scheduled and emergency).
2. You are REQUIRED to attend, fully participate, and stay for the entire length of ALL activities including coming early for set up and staying late for clean up/tear down when necessary.
3. You are REQUIRED to set a good example of student conduct AT ALL TIMES.
 - a. You MUST SUPPORT and follow all BCPS Code of Conduct policies AND any additional expectations set forth by Ft. Lauderdale High School administrators/teachers.
 - b. It is NOT ACCEPTABLE for you to receive detentions and/or discipline referrals. This may be cause for removal from office.
 - c. Even when activities are located off-campus, you must adhere to all BCPS policies when recognized as a student of Ft. Lauderdale High School.
 - d. Even when on personal time, if you can be identified as a student of Ft. Lauderdale High School (because of what you are wearing, or because others may know & recognize you), your conduct should be above reproach.
4. It is your responsibility to facilitate and encourage the student body to be involved in class and school activities.
5. It is your responsibility to keep your fellow classmates informed of all activities throughout the term of office.
 - a. You must disperse information through the appropriate methods approved by Ft. Lauderdale High School such as: morning announcements, posted fliers, or by word-of-mouth.

Specific Requirements for SECRETARY:

1. Prepare a typed version of the President's overall agenda/plan for the upcoming term of office (school year) and submit to the advisor by the date they have requested.
2. Keep track of all District required meetings and complete required paperwork by district assigned deadlines.
3. Attend and take accurate attendance records and minutes of ALL Board of Officers meetings. Prepare an organized report. It must be read, approved by majority vote, and submitted into the record at the next meeting.
4. Attend and take accurate attendance records and minutes of ALL regularly scheduled general class meetings. Prepare an organized report. It must be read, approved by majority vote, and submitted into the record at the next meeting.
5. Prepare a neatly organized and typed agenda for each meeting as dictated by your SGA President. This must be accomplished in a timely manner to allow for its appropriate review, approval, and publication.
6. Accompany the President to the SGA meetings, SAC/SAF meetings, or if called upon to meet with faculty, administration, School Board, or other community organizations and take accurate notes/minutes of the meetings. Assist the SGA President in preparing a detailed report of the events which took place.
7. Keep an accurate file of important names, addresses, phone numbers, and email addresses.

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8. Keep accurate lists of committees, the appointed chairpersons, and other student committee members.
9. Prepare and send all necessary correspondence and thank you notes when appropriate, and/or requested by the SGA President.
10. Prepare all announcements, fliers, and other literature to be distributed.
11. Facilitate the involvement of fellow classmates in class activities.
12. Solicit the ideas and opinions of your constituents (Fort Lauderdale High Student Body)

Fort Lauderdale High School

Student Government Association & Class Officer Job Description for: TREASURER

****THIS POSITION CAN AND MAY BE AN APPOINTED POSITION AT THE DISCRETION OF THE ADVISORY BOARD OF ELECTIONS DUE TO IT SENSITIVE RESPONSIBILITIES.***

General Requirements for Officers:

1. You are REQUIRED to attend and fully participate in ALL meetings (regularly scheduled and emergency).
2. You are REQUIRED to attend, fully participate, and stay for the entire length of ALL activities including coming early for set up and staying late for clean up/tear down when necessary.
3. You are REQUIRED to set a good example of student conduct AT ALL TIMES.
 - a. You MUST SUPPORT and follow all BCPS Code of Conduct policies AND any additional expectations set forth by Ft. Lauderdale High School administrators/teachers.
 - b. It is NOT ACCEPTABLE for you to receive detentions and/or discipline referrals. This may be cause for removal from office.
 - c. Even when activities are located off-campus, you must adhere to all BCPS policies when recognized as a student of Ft. Lauderdale High School.
 - d. Even when on personal time, if you can be identified as a student of Ft. Lauderdale High School (because of what you are wearing, or because others may know & recognize you), your conduct should be above reproach.
4. It is your responsibility to facilitate and encourage the student body to be involved in class and school activities.
5. It is your responsibility to keep your fellow classmates informed of all activities throughout the term of office.
 - a. You must disperse information through the appropriate methods approved by Ft. Lauderdale High School such as: morning announcements, posted fliers, or by word-of-mouth.

Specific Requirements for TREASURER:

1. Be directly involved and work closely with the advisor and Board of Officers in the coordination and planning of all fundraising events, or other activities where money must be collected or allocated on behalf of SGA.
2. Attend ALL Board of Officers meetings and have prepared a detailed (written) report of any SGA account activities since the previous meeting. It should be approved by majority vote and entered into the official record of the meeting.
3. Be aware of and follow school and district rules and procedures for collecting monies, spending monies and budget/account record keeping.
4. Attend ALL regularly scheduled general class meetings and have prepared a detailed (written) report of any SGA account activities since the previous meeting. It should be approved by majority vote and entered into the official record of the meeting as taken by the SGA Secretary.

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5. Attend ALL activities for which money is collected (i.e., T-shirt pre-orders/sales outside the cafeteria at lunchtime, spirit events, etc). Secure money collected, keep an accurate record of who contributed money, write necessary receipts, create an accurate report and submit both to the Advisor for submission to the school bookkeeper.
6. Attend ALL fundraising events, collect and secure all monies. Keep an accurate record of who contributed money and write necessary receipts. Submit funds and an accurate report to the Advisor for submission to the school bookkeeper.
7. Submit to the SGA Advisor, in a timely manner, any requests by the Board of Officers for the disbursement of class funds.
8. Facilitate the involvement of fellow classmates in school wide activities.
9. Solicit the ideas and opinions of your constituents (Fort Lauderdale High School Student Body)

**Fort Lauderdale High School
Student Government Association & Class Officer Job Description for: HISTORIAN**

General Requirements for Officers:

1. You are REQUIRED to attend and fully participate in ALL meetings (regularly scheduled and emergency).
2. You are REQUIRED to attend, fully participate, and stay for the entire length of ALL activities including coming early for set up and staying late for clean up/tear down when necessary.
3. You are REQUIRED to set a good example of student conduct AT ALL TIMES.
 - a. You MUST SUPPORT and follow all BCPS Code of Conduct policies AND any additional expectations set forth by Ft. Lauderdale High School administrators/teachers.
 - b. It is NOT ACCEPTABLE for you to receive detentions and/or discipline referrals. This may be cause for removal from office.
 - c. Even when activities are located off-campus, you must adhere to all BCPS policies when recognized as a student of Ft. Lauderdale High School.
 - d. Even when on personal time, if you can be identified as a student of Ft. Lauderdale High School (because of what you are wearing, or because others may know & recognize you), your conduct should be above reproach.
4. It is your responsibility to facilitate and encourage the student body to be involved in class and school activities.
5. It is your responsibility to keep your fellow classmates informed of all activities throughout the term of office.
 - a. You must disperse information through the appropriate methods approved by Ft. Lauderdale High School such as: morning announcements, posted fliers, or by word-of-mouth.

Specific Requirements for HISTORIAN:

1. Maintain a copy of every meeting agenda, correspondence, and other documents produced in carrying out the business of the Fort Lauderdale High School Student Government and student body.
2. Prepare a typed report/account of all SGA events. A report of each event must be read, approved by majority vote, and submitted into the record of the next meeting.
3. Prepare an audio and/or visual report of all SGA events, including, but not limited to:

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- a. Taking photographs
 - b. Documenting events on video
 - c. All audio/visual records should be prepared and presented at the next regularly scheduled Executive Board or SGA meeting.
4. Work closely with the President and Secretary of the Class in the documentation of all SGA events.
5. Assist Advisor in maintaining and regularly updating SGA Website, communication tools and social media networks.
6. Maintain a thorough library of electronic photos and videos.
7. Facilitate the involvement of fellow classmates in class activities.
8. Solicit the ideas and opinions of your constituents (Fort Lauderdale High Student Body).



STUDENT CONSENT AND ACCEPTANCE

Please sign below to confirm your willingness to commit your time and effort to Fort Lauderdale High School Student Government for the 2023-2024 school year shall you be elected as an officer. By signing below, you agree to follow all rules and expectations as outlined in this election packet. You are also verifying that you understand not fulfilling the responsibilities and expectations can and may result in your removal from the ballot and/or office position.

I, _____, certify that the information provided is complete and accurate. I certify that I understand and agree to the enclosed and above statement. I also certify that I am the author of the answers provided and that they are true and of the utmost sincerity.

Acknowledgement will be completed via electronic signature on the forms application.