



Fort Lauderdale High School

2019-2020 School Year

Candidate's Officer Election Application Packet for: (Check One)

Class Officer of 2023

___ **President**

___ **Vice President**

___ **Secretary**

___ **Treasurer**

___ **Historian**

___ **Representative**

CANDIDATE: Read the checklist provided on the 1st page inside this packet and verify that all necessary documents are included. Failure to submit any documents by the deadline will result in your disqualification.

Candidate Name:

(FIRST AND LAST)

Candidate Packet Checklist

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

- _____ 1. FLHS Officer Election Policies/Rule/Procedures (2 pages)
- _____ 2. FLHS Officer Election Timeline of Events
- _____ 3. FLHS Officer Election Parent Advisory/Acknowledgement & Signature Page
- _____ 4. FLHS Officer Election - Fort Lauderdale High School Office Candidacy Form
- _____ 5. The appropriate FLHS Officer Election Job Description for the office you are seeking.
- _____ 6. FLHS Officer Election Student Nomination Petition

THIS PACKET MUST BE RETURNED IN ITS ENTIRETY (All pages) TO Ms. Turczyn NO LATER THAN THE END OF THE SCHOOL DAY ON October 4thth in room 2072:

- _____ 1. 100% completed -Officer Election Parent Advisory/Acknowledgement
& Signature Page
- _____ 2. 100% completed - Officer Election Application & Fort Lauderdale High School Office
Candidacy Form
- _____ 3. 100% completed - Officer Election Job Description Form
- _____ 4. 100% completed -Officer Election Student Nomination Petition
- _____ 5. A photocopy of an OFFICIAL interm report card from the first quarter of your Freshman Year

HAVE THE FOLLOWING PREPARED FOR THE MANDATORY MEETING ON Tuesday October 8, 2019:

- _____ 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. You have prepared to orally give your speech within a 60 second time limit. If you need to use a written copy of your speech during its delivery at the meeting – BRING YOURSELF AN EXTRA COPY!!
- _____ 3. Any and ALL posters, banners, and flyers you wish to post that meet ALL size requirements
- _____ 4. Receipts for any materials purchased as part of your candidacy/campaign

Fort Lauderdale High School
Officer Election Policies/Rules/Procedures
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 September 25, 2019 which will be provided on the Fort Lauderdale High School Website:

www.fortlauderdalehigh.org

Each candidate for office:

1. Must be academically eligible to participate in extra-curricular activities.
 - a. Each candidate must provide proof that he/she currently maintains a GPA (Grade Point Average) of 2.5, or higher, by submitting a photocopy of his/her OFFICIAL 1st quarter interim report.
2. Have had no unsatisfactory behavior conduct grades or referrals during the entirety of the 2018-19 school year. This will be determined and verified by your grade administrator and the advisor over elections.
3. **Must have this packet completed in its entirety**, including all necessary signatures, and be prepared to

submit all required documents by.

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 on Tuesday, October 8, 2019.**
 - a. **at 2:50pm in Room 2072. The door will LOCK at 2:50pm. 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 extra-curricular activities on the date of absence. Therefore- DO NOT BE ABSENT!!
 - c. Candidates will submit their completed election packets/documents at the start of this meeting.
5. Meet with and be approved by the FLHS Supervisor of Election Board members for final review of the candidate application and interview. **The interview will be conducted as the final approval process to be placed on the ballot.**

Fort Lauderdale High School
Officer Election Policies/Rules/Procedures, cont'd.
REFER TO ELECTIONS CALENDAR FOR DEADLINES!

Officer Elections Policies/Rules/Procedures

6. 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 be signed by the candidate** at the end of the document.
 - 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 speeches orally during the mandatory elections meeting.** The delivery will be timed and compared with the typed copy for accuracy and appropriateness of content.
 - g. Candidates will have the opportunity to edit any speech deemed to have inappropriate content or found to be longer than the required time limit.
 1. Candidates who must edit their speeches will be required to re-deliver the speech verbally and type-written to your sponsor **NO LATER THAN 24 hours later.**

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

7. 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 a social media, can and may result in removal from the ballot.**
 - b. Candidates are permitted to post the following candidacy advertisements:
 1. Up to 3 "BANNERS" (maximum size 3 feet x 6 feet)
 2. Up to 3 "POSTERS" (maximum size: 22 inches x 28 inches)
 3. Up to 25 "FLYERS" (maximum size: 8 ½ inches x 11 inches)
 - c. **A sample of all banners, posters, and fliers and all sources of advertisement (including online or social media postings) MUST be brought to Mrs. Carmichael for approval prior to posting. If candidates are caught using campaign ads that have not been approved- they will be disqualified.**
 1. Once approved, students may display banners, posters, and fliers in generally accepted areas, using school-approved tape to be supplied by Ms. Turzycn.
 2. Candidates may NOT post advertisements on windows.
 - d. **The value of campaign materials MAY NOT EXCEED \$30.00. Candidates must supply proof of compliance by submitting receipts.** Failure to provide receipts WILL RESULT in disqualification.
8. **MUST REMOVE ALL campaign advertising from school property PRIOR TO THE VOTING POLL STATIONS OPENING.**
- a. NOTE: THE CAMPUS WILL BE COMPLETELY INSPECTED.
 - b. The CANDIDATE is 100% responsible for the removal of all campaign literature/banners/posters and fliers FROM THE CAMPUS. It is NOT appropriate to place these items in school waste bins/baskets. REMOVE THEM COMPLETELY FROM THE CAMPUS.
 - c. Failure to adhere to this policy will result in disciplinary action through school administration and DISQUALIFICATION from the election.

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 2019-20 School Year 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

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

REFER TO ELECTIONS CALENDAR FOR DEADLINES!

September 24, 2019

Election Packets available on Fort Lauderdale High Website www.fortlauderdalehigh.org

October 4, 2019

Elections Packets are due to Ms. Carmichael by the end of the school day.

October 8, 2019 2:50PM ROOM 2072 - MANDATORY candidate meeting

1. All documents must be turned in COMPLETED at the beginning of this meeting (see checklist).
2. All speeches will be delivered orally and must be submitted in writing (typed). They will be checked for appropriateness of content and length.
3. All campaign posters, banners, & flyers will be checked for appropriate content and dimensions.
4. At the conclusion of the meeting, qualified candidates will be permitted to post visual advertisements of their candidacy.
5. Meetings will be scheduled for the Candidate interviews with the Election Supervision Board.

Campaign Week for All Candidates

Wednesday, September 25, 2019- Friday, September 27, 2019

1. Approved Campaign Materials (Flyers, Banners, posters, etc.) can be displayed in approved areas.
2. Lunch Campaign Slots offered by SGA. These must be reserved through Ms. Carmichael and are subject to first come first serve availability. All material must be approved. Candidates may only reserve a slot during his/her scheduled lunch period.
- 3. Candidates are not allowed to miss class for campaign reasons.**
4. Candidates are expected to be respectful and courteous to other running candidates' campaign.

ELECTION PERIOD

1. ALL campaign posters, banners, & flyers MUST be removed PRIOR to the opening of polling stations.
2. Voting polls must be accessed online via Naviance using your Broward Single Sign On
3. Returns (election results) will be announced by the end of the school day following the day of polls closing.

October 16, 2019 - Newly elected Class and Student Government officers will meet for the first planning meeting of the 2019 -2020 school year directly after school in Room 2072.

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

Name: _____

Student Number #: _____

Applying for : 2023 Class officer

or Desired Position: **(ONLY CHOOSE ONE)**

- President
- Vice President
- Secretary
- Treasurer
- Historian

Age: _____

Grade: _____

Graduation Year: _____

Phone Number: _____

Is it okay to text you? _____

Candidate Email Address: _____

Parental E-Mail: _____

Address: _____

Parent Name: _____ Contact: _____

Parent Name: _____ Contact: _____

Have you had any behavior misconduct, disciplinary or other referrals issued as result of noncompliance to the Broward County Student Code of conduct during the 2019-2020 School year? ___ Yes ___ No

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

Have you held a leadership position at FLHS Club or other organization before?

Yes

No

If Yes, please explain:

If elected, would you be able to attend all officer meetings?

Yes

No

If elected, would you be able to attend all general meetings?

Yes

No

Please indicate in the boxes all clubs and commitments you have on a weekly basis.

Monday	Tuesday	Wednesday	Thursday	Friday
Ex: Work (2 hours)	Ex: STAR	EX: NHS (1 hour)	Ex: STAR	None

Please list any conflicts or involvements you will have throughout the next 2019-2020 year including other clubs, sports, theatre, work etc.:

Fort Lauderdale High School
Student Government Association & Class Officer Election Application
Short Answer Response: If additional space is need attach a sheet to the application

List any achievements, honors, or awards:

What leadership positions have you previously held?

What are some of your hobbies or interests?

What are your plans for increasing school spirit and student participation at Fort Lauderdale High School and for your class?

Why are you interested in serving as an officer? What would you be able to contribute?

What role should Student Government and Class Officers play in character education at our school?

Fort Lauderdale High School
Student Government Association & Class Officer Election Application
Parent Advisory/Acknowledgement & Signature Page

Dear Parent/Guardian of: _____

(Please, **legibly** print the name of potential student/candidate)

Please read and review this ENITRE packet carefully with your son/daughter before signing below.

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 2018-2019 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. **The term of office will begin on Monday and will conclude no later than the last day of 2019-2020 school year.** 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, fund raiser, or other event. Being late to, or leaving early from, these activities is also considered unacceptable.**

Please read the statement found in quotations below. Print your name, sign, and date this form ONLY if you agree with the statement in its entirety.

"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."

Parent/Guardian Name: _____

(Please, **legibly** print full name)

Parent/Guardian Signature: _____ **Date:** _____

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

Office Candidacy Form

Name: _____ Current Grade Level _____

Phone #: _____ Email: _____

Student Government office you are seeking:

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 based off of interim.
- ___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 meet requirements.
- ___F. Each student seeking elected office will present a petition containing the signature of:
 - *a. 20 fellow students for Student Council office
 - 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. Signature of 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
 - f. Signatures of all current school year teachers
- ___G. Each student seeking elected office will turn in a written statement of a candidate's purpose for seeking office and goals for the 2019-2020 school year.
- ___H. Submit at least two (2) formal letters of recommendation and three (3) rating forms from separate individuals.
- ___I. A completed and signed "Ethical Behavior Agreement ". (Included in Candidacy Petition)
- ___J. An executed Officer Application with Student Consent and Acceptance Agreement.
- ___K. Complete interview process with the Executive Board of Elections.
- ___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

I meet the qualifications to seek a position in the Student Government Association as verified by the signatures below.

1. Guidance Approval

I _____ have verified that _____ has the required minimum of 2.5 unweighted GPA and I submit my approval for the candidate to run based off of 1st quarter interim report.

*Signature: ***(Guidance Counselor/Registrar)** _____ Date: _____

* The signature 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.

2. Administrative Approval

I _____ have verified that _____ does meet the behavioral requirements for running for office and submit my approval for the candidate to run.

*Signature: _____ Date: _____

***(Administrator's Signature Responsible for Student Discipline)**

* The administrator signature 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

Students must get a comment statement and the signature of acknowledgement from all current school year subject area teachers. Teacher's signature is not for or against endorsement of student but a professional comment and signature of acknowledgment is required.

Teacher Name / Subject	Comments	Signature of Acknowledgement
1.		
2.		
3.		
4.		
5.		
6.		
7.		

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.

Student Signature: _____ **Date:** _____

Parent/Guardian: _____ **Date:** _____

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 trainings, which will be scheduled after normal school hours and may be scheduled on weekend or over holiday breaks.
2. Student must be present at all SGA and Class meetings; officer meetings and SGA or Class sponsored events unless previously approved by 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.

The following documents are enclosed in this packet:

1. Election Rules and Procedures
2. Officer Candidacy Application
3. Peer Signature Form
4. Recommendation Letters and Rating Forms
5. Job Descriptions and duties for Student Government Elected officers of 2019-2020.

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

Student Signature: _____ **Date:** _____

Parent/Guardian: _____ **Date:** _____

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

Candidate Name: (please print legibly) _____

Candidate Signature: _____

Title of Office to which Candidate is seeking nomination: _____.

Statement of endorsement:

“By completing and signing this petition, I am endorsing the placement of this candidate on the election ballot for the Office written above for Student Government Officers during the 2019-2020 School Year.”

NOTE - BE NEAT & ACCURATE!! Printing a name illegibly, or using an incorrect student ID #, INVALIDATES this petition and DISQUALIFIES the candidate!

#	Print Student Name	Student ID #	Student Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

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 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 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 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 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 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.
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 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 advisor and Board of Officers in the coordination and planning of all fund raising 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.
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 Advisor for submission to school bookkeeper.
6. Attend ALL fund raising 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 Advisor for submission to 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 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 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:
 - 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).

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



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 2018-2019 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.

Student Signature: _____ Email: _____

Student Name: _____ Phone Number: _____