

# Deerfield Beach High Class Officer

## *Application for Elections for Student Government Association*

Student Name: \_\_\_\_\_ Student Number \_\_\_\_\_  
Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Position That You Are Seeking:** \_\_\_\_\_  
*(Please See Position and Requirements and Duties PG 2.)*

### **Deerfield Beach High School Criteria to Run for Class Officers**

All students who are currently enrolled and meet the criteria are eligible to seek a class office position\*

- The candidate must have 2.5 unweighted grade point average; President 3.0
- The candidate must not have received any question unsatisfactory conduct grades for the marking period prior to the election (verified by the advisor)
- The candidate must not have received any disciplinary referrals during the current school year (verified by the advisor)
- Underclassmen may not run for office of Student Government Association President
- All other Student Council offices are open to currently enrolled students
- Each candidate seeking a position for class office will present a petition containing the signatures and comments of:
  1. Guidance Counselor
  2. Teachers for all 7 periods
  3. 20 Peers
  4. The administrator directly responsible for the student
  5. Parent/Guardian

The following documents are enclosed in this packet:

- Election Rules and Procedures
- Signature Form

## **Positions Requirements and Duties**

### **President**

- Distributes job descriptions and assignments to class officers.
- Presides at all meetings of the class
- Works closely with sponsor, Vice President and Administrator.
- Ensures all officers are performing duties and reports to sponsor.
- Develops all agendas for meetings, in advance, with sponsor approval.
- Must be committed, dedicated and willing to severe time before and after school for class meetings, projects and fundraisers.
- Attends all meetings of the class scheduled and unscheduled.

### **Vice President**

- In charge of all fundraising projects and activity comity.
- Responsible for enlisting volunteers, sign-up sheets for projects and fundraising (if needed), and contacting those who are helping to ensure projects are complete.
- Asks other officers to assist and assign officers to projects.
- Works closely with sponsors, activities director, and administrator over activities.
- Reports on the status of fundraising at class meetings.
- Presides over class meetings in absence of the class president.
- Must be committed, dedicated and willing to severe time before and after school for class meetings, projects and fundraisers.
- Attends all meetings of the class scheduled and unscheduled. Attends ICC meetings.

### **Secretary**

- Records what is done at all meetings of the class.
- Keeps records of club minutes of class and officer meetings in notebook along with attendance records for all meetings, projects, activities and sign up sheets.
- Works closely with sponsors, activities director, and administrator over activities.
- Attends all meetings of the class scheduled and unscheduled.
- Assists the president in notifying all officers of meetings, scheduled and unscheduled.
- Keeps the class activity calendar

### **Treasurer**

- Keeps accurate records of all financial transactions and makes reports to the class at every meeting.
- Reminds class and officers of goals and progress on spending, keeping track of all money that is collected and spent by the class
- Provides current balance of class in writing at class meetings, with assistance from sponsor/administrator.
- Collects and turns in money to sponsor at all fundraisers and works closely with sponsor and activity administrator.
- Attends all meetings of the class scheduled and unscheduled.
- Sets budget with sponsors, officers, and keeps class informed

**\*\*\* OFFICERS MUST ATTEND ALL CLASS MEETINGS SCHEDULED AND UNSCHEDULED. IF SOMETHING ARRIVES YOU WILL INFORM YOUR CLASS SPONSOR. FAILURE TO DO SO**

## Campaigning

### **Flyers:**

- Only twenty (20) flyers per candidate;
- Flyers must be 8 ½" x 11" or smaller.

### **Posters:**

- Only five (5) posters per candidate;
- Posters must be 24" x 36" or smaller.

### **Banners:**

- Only one (1) banners per candidate;
- Banners must be 3' x 5' or smaller

## Rules

1. All posters must be approved and stamped by Assistant Principal Mr. May in charge of student activities.

- Posters should not obstruct the view of any hallways or doorways.
- All posters must be placed at eye level
- Scotch brand magic tape and blue painters tape should be used at all times. Masking tape or duct tape is prohibited
- Posters should not be placed on doors or walls, only approved bulletin boards.
- Posters are to be removed the day after elections.

## Regulations

- \$25.00 is the maximum spending limit for your entire campaign.
- No special privileges or bribing are allowed. Slogan related advertising is acceptable. However, monetary gifts are prohibited.
- No threats may be made towards students or opposing candidates.
- No slandering of other candidates or use of profanity will be tolerated.

### **Approval #1**

Application for class office with all required signatures must be turned in to room 131 by:  
Friday, April 21, 2017.

### **Approval #2**

All candidates MUST attend meeting with activities AP and Sponsors on Monday, April 24, 2017.

### **Advertising:**

All Materials must be approved by Mr. May before school or during lunch 4/25 thru 4/28. All campaign materials must be removed by the end of the day, Friday April 28, 2017.

**Signatures: Obtain signatures in the order of steps below.**

**1. GPA (minimum 2.5 unweighted):** \_\_\_\_\_

\_\_\_\_\_  
Guidance Counselor's Signature      Date

Guidance Counselor's Comments:

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**2. Approval of teachers. Teacher's sign date and comment below.**

Subject and Teacher Signature                      Comments                      Date

| Subject and Teacher Signature | Comments | Date |
|-------------------------------|----------|------|
| <b>Period 1</b>               |          |      |
| <b>Period 2</b>               |          |      |
| <b>Period 3</b>               |          |      |
| <b>Period 4</b>               |          |      |
| <b>Period 5</b>               |          |      |
| <b>Period 6</b>               |          |      |
| <b>Period 7</b>               |          |      |



APPLICATION QUESTIONS:

1. Why do you want to be a class officer? In your response, please explain why you are running for the particular office position that you have chosen.

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

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3. Please describe your other extracurricular activities (e.g., sports, clubs, jobs) and the time you devote to each on a weekly basis. How will you be able to balance these activities and your academic course load with class office?

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