

# Class Officer Applications Packet

Thank you for taking interest in being a class officer! First off, in order to run you must have at least a 2.8 GPA with no F's. These elections should be taken seriously and if elected all of the listed duties must be fulfilled. The position and duties for each class officer are listed below.

## President:

1. Preside at all the meetings of the class council and to assume the duties generally assigned to the office of the president. This includes all poster paintings, food sales, class rally games, forming committees and bingo.
2. Be exempt from holding more than office if chosen for the chairperson of the inter-organizational council.
3. Be a member of the IOC.
4. Be enrolled in 4<sup>th</sup> period leadership class.
5. Be in constant communication with the class advisors.
6. Senior class president will present the president's closing speech at graduation.
7. Junior class president will assist class advisors in planning junior/senior prom.

## Vice President:

1. Assume the office of president in the absence of the president, thereby being responsible for fulfilling the duties of the president.
2. Take over in the absence of the president or social chairperson at the IOC scheduled meetings.
3. Be responsible for maintaining an up to date file of class council minute in the activities office.
4. Be in constant communication with the president and class advisors.
5. Participate in officer meetings and committee meetings.

## Secretary/ Treasurer:

1. Keep a record of all meeting and attend the correspondence of the class as a whole
2. Keep accurate attendance records regular and standing member of the class council.

3. Handle class funds in accordance with USB policies and regulations.
4. Be in constant communication with the club advisors.

**Social Chairperson:**

1. Represent class as a voting member of the inter-organizational.
2. Report to class council the business and activities of the IOC.
3. Be responsible for turning activity request for any class activity to the executive board, namely the commissioner of social activities.
4. Be chairperson for all committees for class activities.
5. Keep an accurate record of all class activities in scrapbook, which will be passed on from year to year and stored in the activities office. Records will be available at all class reunions.

**Historian:**

1. Keep an accurate record of all class activities in scrapbook, which will be passed on from year to year and stored in the activities office. Records will be available at all class reunions.
2. Be in constant communication with class advisors.

## Class Officer Election Dates For 2010-2011 school year

### **Monday May 3<sup>rd</sup>**

- Application are available in the USB room

### **Tuesday May 11<sup>th</sup>**

- Class officer applications are due in the USB by 3:00 pm. You may turn them into Mrs. Noyrs' box. Note: Make sure you bring the entire packet—petition, staff recommendation, transcript, statement of intention and personal profile.

### **Thursday May 13<sup>th</sup>**

- There will be a mandatory election meeting at lunch for all candidates to talk about the campaign rules and regulations. If you do not attend this meeting, come late, or turn in your application late, you will automatically be disqualified. No exceptions. Please come on time and prepared with any questions you may have.

### **Week of May 17<sup>th</sup>-20<sup>th</sup>**

- Election Week! You will be allowed to hang posters and start campaigning on Monday, May 17<sup>th</sup> at 7:00 am. Any fliers or posters put up before 7am will be taken down and cause for immediate disqualification. Posters not hung correctly will be removed (see poster regulation paper). Reminder: if you have a zero period you will NOT be excused to hang posters. You may start your campaign according to the guidelines discussed.

### **Wednesday May 19<sup>th</sup>**

- All candidate speeches at lunch. Meet 15 minutes before the end of fourth period in the lower lunch area. You will be given one minute to present yourself to the student body at lunch. Please make your speeches appropriate and you are not allowed to slander your opponents. If your speech is inappropriate you will be disqualified.

### **Thursday May 20<sup>th</sup>**

- Voting will take place during fourth period.

### **Friday May 21<sup>st</sup>**

- Results will be announced and posted outside of the USB room after all the posters are taken down.

## Recommendation Form For Class Officers

Teacher Name \_\_\_\_\_

Student Name \_\_\_\_\_

Please give a score 1-10 in each of the categories --- 1 being the lowest and 10 being the highest.

1. Responsibility \_\_\_\_\_
2. Punctuality \_\_\_\_\_
3. Quality of Work \_\_\_\_\_
4. Initiative \_\_\_\_\_
5. Effort \_\_\_\_\_
6. Dedication to Work \_\_\_\_\_
7. Attitude Towards School \_\_\_\_\_
8. Class and Brahma Spirit \_\_\_\_\_

Comments: \_\_\_\_\_  
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Signature: \_\_\_\_\_

So now that you know your duties, lets talk about the application!  
**YOUR APPLICATION FOR ANY OF THESE POSTIONS MUST  
INCLUDE ALL OF THE FOLLOWING:**

1. A petition with 50 signatures for office (this is attached)
2. A staff of GLC recommendation for you to be in an office
3. Your transcript (See Ms. Foy in the front office)
4. Your personal profile of yourself that includes: extra curricular activities, community service, a photo and a statement of your intentions for running for a class officer position in paragraph form.

Now remember that **applications are due May 11<sup>th</sup> at 3:00 pm** in the USB room! Your application must be put together in an envelope with your name on top. No late packets will be accepted so be sure to turn in your application in a timely manner. No exceptions will be made. Voting will take place May 20<sup>th</sup> during fourth period. The results will be announced after school the next day **ONLY** after all of the posters have been taken down and placed in the trash or recycle bins. Make sure you follow all the poster rules and regulations. If your posters are in the wrong places or on the wrong surfaces they will be removed. **There will be a mandatory meeting at lunch on May 13<sup>th</sup> for all of the candidates who are running for office.** See election dates for important details. Good Luck and remember to show respect and good sportsmanship to all candidates and student body members.

Questions? Questions? Questions?

Feel Free to email me [thisbrachel@aol.com](mailto:thisbrachel@aol.com)

Good Luck and I'm looking forward to meeting with all of you on May 13<sup>th</sup> during lunch!

Rachel Scott  
USB Vice President  
2010-2011  
Elections Chairperson

4<sup>th</sup> Period Teacher \_\_\_\_\_  
Student ID number \_\_\_\_\_

Home Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_

**PETITION FOR \_\_\_\_\_ CLASS OFFICE**  
(Senior, Junior or Sophomore)

I, \_\_\_\_\_, wish to run for the office of Class

☐ President ☐ Vice President ☐ Secretary/Treasurer ☐ Social Chairperson ☐ Historian.

The signatures below are DBHS students supporting me as a candidate for this office and will not sign for any other petitions for this same office. (50 signatures required.) This petition is due Wednesday, May 6, 2009.

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