

Class of 2021

Senior Class Officer Application

Name: _____

Student Number: _____

Office for which you intend to run: _____

GPA: _____ (must have a minimum of 2.5 GPA)

Answer the following questions **on a separate piece of paper.**

All answers must be typed and in the following order:

Leadership: What is your background of leadership and service?

Dedication: Do you have time to fulfill the job description as given?

Involvement/Commitment:

(1) If elected, what other school activities will you be involved with during your term of office?

(2) What did you do to support the Sophomore Class last year?

(3) What Baldwin events did you attend this last year?

(4) In 100 words or less, tell why should you be elected to this position of leadership and service?

Service: Describe at least (3) three creative ideas for activities you would like to organize as a class officer. Include at least (1) one fundraising idea for the senior class.

Signatures

All of the following signatures are required in order to be eligible for holding class office. Additionally, the student must be in good standing with student services. Students cannot have multiple class II's, or any class III or IV offenses in order to be eligible to run for office. Further, students must have good attendance.

I verify that this student is in good standing with student services.

High School Dean

This student has spoken with me about the responsibilities of being a class officer

Class Advisor

I understand the responsibilities of my child being a class officer

Parent/Guardian Signature

I understand the responsibilities of being a class officer

Student Signature

All signatures are required for this application to be considered.

You must also include a letter of teacher recommendation for your application to be complete. This is to be completed by a teacher of a previous year, one that has had you in class (not one that has only been your coach). **Your teacher of choice will complete the recommendation form and return it to a Ms. Kirk's mail box.** Please give this to your teachers in a timely manner so that they have time to fill it out completely. It is your responsibility, not the teachers, to make sure the recommendation form is returned on time.

If you are elected as a class officer, and you commit more than one class II or any class III/ IV offenses during your Senior year, you will be removed from office. As an officer, you will be held to the highest ethical standards. You are expected to have near perfect attendance, be on time for school daily, be on time to class each period, maintain at least a 2.5 GPA, and attend all senior or required events/functions. If the sponsors feel that you are not upholding the standards befitting a class officer, you may be removed from office. You will be expected to be at EVERY senior sponsored event and remain there for the duration of the event. Prior notice and permission must be given for any missed event. After one missed event you may be placed on probation, or face other consequences, such as being removed from office.

We encourage the democratic process and hope you will take your bid for class office campaign with the seriousness and respect it deserves. While you are encouraged to tell your classmates that you are running for office, you are not allowed to campaign. After your application has been approved, you will have approximately one week to prepare a two-minute speech that you are REQUIRED to deliver in person to your classmates. Prior to delivering your speech you must show your it to Ms. Kirk for approval. There may be no adjustments to your speech once it has been approved. While delivering your speech, you are expected to be dressed with dignity and behave in a manner that is respectful of the election process. You must be present, pre-recorded speeches will not be accepted.

Please see Ms. Kirk with questions.

***Failure to complete this application in its entirety will prevent you from running for office.**

Officer Responsibilities/Expectations

Class President

- Represents and serves as a spokesperson for his/her graduating class
- Submits proposals for class events, projects & fundraisers
- Provides direction to other class officers including delegating specific tasks, establishing clear deadlines and monitoring progress
- Schedules additional class officer planning meetings outside of the required meetings if needed
- Oversees any committees that are formed to assist with an event or project
- Oversees all volunteers: takes sign-ups of students to help with setting up for or working at events, recruits parents and staff members to chaperone, ensures everyone has written directions of when and where to be (ie. creating a flier with all float building days); writes reminders and makes confirmation calls to individuals assisting with events
- Directs set-up of all class events.
- Organize monthly class officer meetings (sponsors do not have to be present for this)
- Must be present at EVERY senior event for its duration

Class Vice President

- Responsible for taking over the President's duties in his/her absence
- Implements strategies to increase attendance at class meetings/events (ie. plans incentives for students who attend, gets donations of treats, etc.)
- Sends personal invitations to students who have attended past meetings encouraging them to attend more
- Oversees collection of senior information cards and the creation of a contact book with members of his/her graduating class
- Must be present at EVERY senior event for its duration

Class Social Supervisor

- Develops a publicity plan for every major event, class meeting and fund raiser to ensure advertising occurs well ahead of time and that there is a variety of publicity; implements publicity techniques in addition to posters and bulletins
- Ensures class meetings are publicized at least a week in advance
- Ensures all posters and fliers for a specific class event have a coordinating color scheme, logo and theme that is all connected
- Arranges for all materials needed to implement publicity campaign
- Works with senior sponsor to ensure events are posted on the school web site and/or official social media accounts
- Takes pictures to use for promotional purposes
- Supports and assists the Class President at all times
- Must be present at EVERY senior event with a camera for its duration

Class Treasurer

- Gives a budget report at all class meetings
- Oversees distribution of purchased items (bids, class t-shirts, etc.)
- Works with class sponsors to oversee all fund raisers
- Implements incentive plan for fund raisers to encourage & reward participation (ex: prizes for top sellers)
- Acts as a money manager: keeps a record log of all income and expenditures, collects receipts for reimbursements from class funds
- Works with class sponsors to research best deals so that supplies are ordered/purchased
- Must be present at EVERY senior event with a camera for its duration

Class Secretary

- Takes minutes on all class meetings including vote totals
- Writes and sends donation letters and contacts businesses to follow-up written requests.
- Maintains all senior class records to be passed on to next year's senior class sponsors and officers, including a list of addresses and phone numbers of all businesses who provide donations, meeting sign-in sheets, copies of agendas and minutes, etc.
- Writes thank you letters to those who have assisted the senior class or who made donations.
- Plans ways to recognize staff, parents and members of your class who deserve special thanks for their contributions
- Must take minutes for the mandatory monthly officer meetings and present them to the class sponsors in a timely manner.
- Must be present at EVERY senior event with a camera for its duration

ALL OFFICERS ARE REQUIRED TO:

- Support all senior class activities and endeavors, including social events, fund raisers and meetings
- Must attend all senior Class Officer meetings and work closely with all other class officers to ensure the success of all activities
- Participate in ALL homecoming, prom, and Miss BHS preparations.
- Must be present at EVERY senior event with a camera for its duration

All applications are due completed and emailed to Ms. Kirk by August 25,2020. Speeches will be posted on TEAMS. The exact date is still to be determined. Elections will take place on TEAMS during the first of September.

Please see Ms. Kirk with questions.