

Robertsdale High School



Student Government Association Class Officer Application Packet 2021-2022

The purpose of the Robertsdale High School Student Government Association is to provide a voice for the student body, to promote communication among the administration, faculty and student body and encourage student leadership through service to the community.

All applications are due by 3:10 Wed, April 28th.

1. Submit your **Student Application:**
<https://forms.gle/rk25nASvEVjvzJes9>
2. Email 3 teachers the **Teacher Recommendation Form:**
<https://forms.gle/HcPgmHJnS4tMtxUa8>
3. Share your 1-2 Google Slide **Campaign Poster** to mgonzalez@bcbe.org

Class Officer Duties

Executive Class Officer Duties:

- Senior who has previously served as a class president/vice president.
- Manage all SGA and class meetings
- Officer must meet with sponsors prior to meeting to prepare an agenda.
- Serve as class representative to Administration, Ms. Kerby, Mrs. Gonzalez, & Ms. Spivey
- Represent RHS at school events
- Must demonstrate great leadership skills, work collaboratively with class officers, sponsors and administration to organize activities
- Set the vision and direction for the council in addition to acquiring input from fellow council members and student body
- Coordinate with Class Officers to plan agenda and facilitate monthly meetings.
- Speak at graduation ceremony

President:

- Serve as class representative to Administration, Ms. Kerby, Mrs. Gonzalez, & Ms. Spivey
- Represent RHS at school events
- Must demonstrate great leadership skills, work collaboratively with class sponsors and administration to organize activities
- Set the vision and direction for the council.
- Coordinate with Exec. Officer to plan agenda for monthly meetings.
- Coordinate with Class Officers for class activities.
- Senior president will speak at graduation and Junior president will speak at prom.

Vice-President:

- Assumes the office of president in the absence of the president
- Acts as secondary ambassador for the class, acquiring input from fellow council members and student body
- Helps coordinate with Class Officers for class activities.
- Manages communication with other Class Officers.

Secretary:

- Takes minutes at each class meeting
- Takes attendance at each meeting, SGA events and activities
- Organizes all social media correspondence for SGA or the individual class

Treasurer:

- Come up with ideas and activities to fundraise
- Maintain timely and accurate financial records (with the advisors)

Representatives:

- Historian:
 - Works with class secretary to organize all social media communications.
 - Takes pictures and keeps record of all class activities and events
- Fundraiser Coordinator:
 - Works with class treasurer for ideas and activities to fundraise
 - Facilitate activities

Requirements for Class Officer:

1. Class officer should follow the attendance policy of Baldwin County Schools.
2. Class officer should get 3 faculty recommendations (email link).
3. Class officer is required to attend all SGA meetings and activities:
 - Regular meetings will be the first Tuesday of each month at **7:10 in Room - 708**
4. Class Officer is required to earn 10 hours of community service (5 per semester).
5. Class Officers are in charge of organizing and decorating the class float for Homecoming and any other class business that might come about during the school year.
6. Candidates for class officers must have at least a “B” average for the two terms preceding the election. Each candidate must be on grade level to qualify for class officer.
7. Candidate must not have any OCS/Suspensions for the school year.

*All students running for class office who do not win are invited to be a class representative by default.

Rules for campaigning and campaign day:

1. Campaigning will take place **Monday, April 26th – Thursday, April 29th**
2. Digital Signs will be in the form of a 1-2 page Google Slides:
 1. Required: 1 slide introducing your name, your picture and a few sentences on why students should vote for you for that office.
 2. Optional: 1 additional slide being a designed campaign posterThese will be broadcast to the student body during campaign week.
Google Campaign Signs may be shared electronically by **3:10 Friday, April 23**. Share with mgonzalez@bcbe.org
3. Campaign signs (no larger than 11”x 14”- half poster board) may be hung after 3:10 **Friday, April 23rd**. These may only be hung on the brick walls in the foyer and hallways that are not painted with a mural. You are responsible for taking down these items after election day. They may not be hung on door windows. **ALL SIGNS MUST BE APPROVED BY ONE OF THE FOLLOWING: Mrs. Gonzalez, Mrs. Kerby, Mrs. Spivey & administration BEFORE DISPLAY.**
4. **These are the only campaign items that may be used.** Inappropriate material will be collected, and the school administrator reserves the right to disqualify any student who uses it, or is involved in any negative verbal, written, or digital comments related to other candidates.
5. Elections will be held **Friday, April 30th**.

Failure to comply with all the rules and regulations set forth on this form will result in the disqualification of the candidate.

Removal from office:

1. Neglect of outlined job duties and responsibilities within this packet.
2. Conduct unbecoming of a class officer or SGA member, including social media.
3. More than three absences from meetings or activities (**2 tardies = 1 absence**)
4. Disciplinary action for behavior in school.

*In the event that any officer is removed, the position will be replaced with the appropriate candidate with the next highest votes, as long as they continue to meet the election criteria.