



Class and Student Government Association
Elections Packet

2016-2017

Application Deadline

Mon. March 20, 2017, 2:40 p.m.

Activities Office

2016-2017

Ronald Reagan Officer Application Form

Agreement

By applying, the student understands that integrity and ethics play important parts in a leadership position, and they pledge to maintain high standards in all that they do. In fairness to the students, they will represent themselves in a manner which is honest, dedicated, trustworthy, and of service to their peers. The candidate understands that simply because they filled out an application does not signify they are eligible to run for elections. The same applies for callbacks and interviews. They filled out the application truthfully and to the best of their abilities.

They agree to comply with the following requirements and understand with what is asked of them.

General

The positions available are President, Vice President, Secretary, Treasurer, and Historian for Class and Student Government Association (SGA). The Vice President Position for SGA is open to Class of 2019 only. The rest of the SGA positions are open to the Class of 2018 only.

Being an officer in either Class or SGA does not provide community hours. Officers are not exempt from paying for the school events. Even if it was planned by the officers, they do **not** go for free. The position requires staying after school for days consecutively, especially during the planning stages of an event. The hours an officer stays also run late, or especially early in the morning to set up. It also requires using personal modes of transportation to go the venues, as officers do not go on the busses, in order to arrive earlier.

The application requires the student to circle the grade that they will be **next** year, the position they want (Seniors, or Juniors planning to get SGA Vice President, please specify SGA or Class), their schedule with teacher signatures and the grade they hold in that class, typed answers to the questions (full sentence answers), and a picture of the candidate attached. The picture should be of only the student, with good lighting and full face visibility. A teacher recommendation letter is also required and needs to be included with the application. Failure to turn in a **fully completed** application will result in automatic disqualification from eligibility.

On Mon. March 20, 2017, those that meet the listed requirements for Candidacy and answered the application in a stellar manner will have their names posted in a list outside the Activities Office. Applicants on this list will be scheduled for an interview after school in the Activities Office. A new, revised, list will be posted outside the Activities Office. These are the students which will be eligible to run for elections and begin campaigning on the listed days.

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If you have any questions feel free to go to the Activities Office or contact the standing Class of 2018 officers.

1. Qualifications for Candidacy

- A. Applicant must have and continue to maintain an unweighted Grade Point Average of 3.0 or higher and be in clear academic standing.
- B. Applicant must have no "F"s as final grades.
- C. Applicant must have no conduct grade below a "C".
- D. Applicant has no school debts or fees.
- E. Applicant has no more than 15 tardies, and 10 absences, and no suspensions.
- F. Applicant cannot be President of a School Extracurricular Club.

2. If Elected (Applies to all Positions)

- A. Student must maintain the minimum Grade Point Average.
- B. Student must attend all club activities in the calendar year.
- C. Student must attend the meetings which take place in the summer months, as it is their responsibility to create the yearly calendar.
- D. Student must attend the weekly meetings (there is a **minimum** of one meeting each week). The meetings range from planning for an event, creating items, selling tickets, to the actual setting up for an event.
- E. Student will lose their position if they attend fewer than 75% of meetings and do not acquire the necessary points.
- F. Student must understand that attendance at a meeting is determined by participation and completion of a project, not by the amount of time spent on it.

3. The Point System

- A. The Class of 2018 Presidents and Sponsor will determine a minimum number of points- which will be the responsibility of the officer to acquire.
- B. If the officer does not have the necessary number of points by a designated time, they will lose their position.

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C. The specific number of points along with the designated time will be announced once the officers are chosen.

4. The Duties and Powers of the Elected Positions

President shall:

- Take and uphold the oath of office.
- Be responsible for all SGA or Class functions.
- Provide leadership for all members, with candidness and integrity.
- Appoint all standing and special committee chairpersons, cabinet members, board members and all other vacancies in the SGA.
- Call and preside over meetings relative to SGA or Class.
- Oversee and coordinate all actions of the board.
- Assume responsibility of any standing committee in the absence of the chair.
- Enforce and administer the provisions of this Constitution and actions enacted thereto.
- Act as the official representative of the Student Body or the respective Class.
- Assume all powers and responsibilities pertaining to this office and execute this Constitution, its by-laws and the Student Government Statutes.
- Oversee the coordination of all SGA or Class events.
- Be responsible for the completion of the Oath of Office for all Executive Board and Executive Cabinet members.
- Attend Inner Club Council Meetings.
- Prepare a typed agenda, due two business days before the following meeting.
- Make all final decisions pertaining to the organization.

Vice President shall:

- Take and uphold oath of office.
- Assist the President in fulfilling his/her duties.

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- Attend Inner Club Council Meetings.
- SGA Vice President: Shadow the Class of 2018 and SGA officers in order to learn how to plan the Senior Year events, ICC Meetings, etc.

It is important to note that:

The SGA Vice President is only open to the Class of 2019.

Secretary shall:

- Take and uphold the oath of office.
- Keep accurate minutes of all SGA and Class meetings.
- Keep attendance log of meetings.
- Keep record of all SGA member application in binder
- Attend Inner Club Council Meetings.

Treasurer shall:

- Be familiar at all times with the standing budget.
- Maintain an accurate record of revenues and expenditures.
- Coordinate fundraising events with the event chair.
- Assist the President in carrying out his/her duties.
- Keep a record of deposit slips.
- Attend Inner Club Council Meetings.

Historian shall:

- Attend all events throughout the year
- Maintain an accurate record of events with the use of photography
- Keep a record of the officer's points, and notify the respective president should an officer not have enough.
- Assist the President in carrying out his/her duties.
- Attend Inner Club Council Meetings.

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5. Interview

- The students that are included in the callback list posted outside the Activities Office will be scheduled for an interview afterschool, in the Activities Office. Those present in the interview will be the Activities Director, Mrs. Garcia, and standing Class of 2018 President and Vice President, Adriana Merino and Claudia Surrentini.
- The interviews will take place from until. Each interview will be separate.
- It is the student's responsibility to find out when their interview is scheduled. On, there will be a meeting in the Activities Office where all on the list will have to attend in order to get the schedule of interviews. Confirmation is needed from each candidate in order to reserve their interview, if a candidate does not attend the meeting due to some **valid reason**, and notifies a standing officer or the Activities Director before or directly after to get the schedule with said reason and explanation, it is counted as confirmation. Failure to do so will result in being immediately removed from eligibility.
- The purpose of the interview is to allow the Activities Director and standing officers to become acquainted with the applicant. The applicant must be well-versed in the duties and responsibilities their position entails. The questions asked will all pertain to their position and what is expected from Student Government as a whole. It will also relate to innovative ideas that will work to change and improve the council.

5. Campaign Rules

- If the student's name is posted on the list publicized after the interviews, they are eligible to run for elections.
- Activities will **not** provide any supplies.
- **All** signs must be approved by the Activities Office
- No signs are to be posted on painted surfaces or glass. You may use the cork bulletins in the hallways to campaign.
- You may hang one large 5' banner.
- You may not be more than 20 feet near the voting area on Election Day.

7. Timeline

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Event	Date	Time	Location
Receive Application	Mon. March 13, 2017	During Lunch or Afterschool	Activities Office
Deadline to Apply/ Candidate Orientation	Mon. March 20,2017	2:40 p.m.	Auditorium
Candidate Callbacks	Wed. March 22, 2017	List will be available all day outside the Activities Office	Activities Office
Interview Confirmation	T.B.A	Those applicants which got called back will be scheduled for interviews afterschool. They must attend to confirm their interview, get their scheduled time, and keep eligibility.	Activities Office
Interviews	T.B.A	Those applicants which got called back will be scheduled for interviews afterschool. Each of these candidates are scheduled for a unique time.	Activities Office
Campaign	T.B.A	Campaigning can be done during this period of time.	No signs are to be posted on painted surfaces or glass. You may use the cork bulletins in the hallways to campaign.

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R O N A L D R E A G A N

Application

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Name:

Grade:

I.D:

Application

Using the previous page as a cover letter, please complete the following application. Submit the application with a picture of yourself, your answers to the information sheet and questions, (answers must be typed, Times New roman, 12 font size, and the answers to the questions must be in full sentences), along with the teacher recommendation, on or before the deadline.

Make sure to answer the questions truthfully and to the best of your abilities, as it gives us an insight into who you are, and is the first method in which you present yourself.

Student Name:

Next year I will be a: Senior Junior Sophomore

I am running for: SGA Class of _____

Position of: President Vice President Secretary Treasurer Historian

Unweighted G.P.A: _____

Weighted G.P.A: _____

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Period	Subject	Academic Grade	Conduct and Comment	Teacher Name (Print and Signature)
1				
2				
3				
4				
5				
6				
7				
8				

Student Signature

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Parent Signature _____

Please fill out this information sheet

A. History of Clubs, Activities, and Sports. List them with a number

1. Grade Club Name Positions held

B. Recognitions Awards (since 9th Grade)

1. Grade Recognition Subject area, Organization (What name)

C. School Service (inside of school)

1. Grade Club Name What did you do?

D. Community Service (outside of school)

1. Grade Club Name What did you do?

E. Work Experience

1. Grade Location Job held for how long? And Job Description

F. Questions

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1. List any school organizations to which you belong and any offices you have held or will hold next year.
2. List any off campus organizations to which you belong and office you have held, (i.e: church, sports, etc.)
3. What extracurricular activities do you plan to participate in next year?
4. Why do you wish to join Class or Student Government Association? What interested you the most about this position?
5. What are your ideas and goals for the next year as an officer of student government?
6. What special talents, skills, or qualifications do you have that would make you a valuable member of student government or class?
7. Tell us about the time you set difficult goals. What did you do to achieve them? Walk us through the process and purpose.
8. Tell us about the relationships you've had with the people you've worked with. How would you describe the best ones? The worst?
9. What have you done professionally that you've exceeded at, but isn't an experience you'd like to repeat?
10. Describe the work environment in which you will most effectively be able to contribute.
11. What kind of oversight and interaction would your ideal boss provide?
12. Tell us about a time when you had to overcome a major obstacle that stood in the way of you accomplishing a goal or commitment. How did you approach it?
13. Who are you?

Do not forget to include one Teacher Recommendation Letter