

Guidelines for Elections 2009-2010

If you misplace this form or want to encourage others to run who could not attend the intent-to-run meeting, please access this packet on the Student Council website linked through the Arapahoe home page under the activities' link.

1. Please be sure you understand the position responsibilities and our code of conduct before you run for a class officer position. The description of each position is attached as is the contract we ask all officers to sign.
2. Complete the intent to run application and turn it in to **Mrs. Lee in the Language Arts Department no later than Wednesday, August 26th at 2:16 p.m. (the end of the school day). No late applications will be accepted.**
3. Campaigning will take place between Monday, August 31st and Thursday, September 3rd. *All posters and fliers must be pre-approved and stamped in the activities office (attendance office) by Mrs. Gottlieb or Mrs. Scoglio PRIOR TO distribution and/ or posting.*
 - You may have 1 large poster in the cafeteria and one 1 large poster in the trophy hallway on the brick wall.
 - 8 ½ x 11 size fliers can be placed on the green bulletin boards and over drinking fountains. Please do not put any signs in bathrooms or locker rooms.
You may also ask your classroom teachers to post a flier in their classroom and pass out fliers to students to post on their locker *with their permission*. Please be sure to only pass out fliers during off hours, passing periods, lunch, or with the permission of your teacher.
 - Name tags and pins may be distributed for students to wear, but they are only to be worn on clothing and not put on walls, ceilings, or floors.
 - Campaigning must be done on an individual basis.
 - You are responsible for taking down all campaign materials before leaving school the day of the election.
4. (OPTIONAL) Prepare a **2-3 minute video taped speech/presentation** that will be shown during lunch hours during campaign week. The following information must be included in the video speech:
 - i. Name and background information
 - ii. Position applying for and why
 - iii. Goals for student council

DVD's of your speech are due with your application and will not be shown to the student body without prior review.
5. Elections will take place ALL DAY on Thursday, September 3rd. An electronic voting system will be used. Encourage your classmates to vote.
6. If you are not elected, please stay involved in Student Council as a member. To run a successful student government, we require the voices of all Arapahoe students, not just those in elected offices. We have meetings every Tuesday morning at 6:45 a.m. in the forum and hope to see you there. Your class also has meetings organized by class sponsors if you wish to be involved with those as well.
7. Please address questions to Mr. Brandberg in the World Languages Department (jbrandberg@lps.k12.co.us) or Mrs. Lee in the Language Arts Department (lhlee@lps.k12.co.us).

GOOD LUCK AND THANK YOU FOR YOUR INTEREST IN STUDENT COUNCIL!

Class Officer Responsibilities:

1. **President**

- a. Preside over all class meetings.
- b. Will set class council, at least 1 per month, and agendas (works together with Class Sponsors)
- c. Will facilitate or chair all class related activities
- d. Is in charge of class related activities related to Homecoming
- e. Gives short oral report updates at General STUCO meetings.
- f. Assists the Executive Board and STUCO Advisors on all related activities.
- g. Will attend at least one leadership conference throughout the year.
- h. Will serve on at least 2 event committees throughout the year.

2. **Vice President**

- a. Assume the responsibilities of the President in his or her absence.
- b. Will assist the Class President with all class related activities.
- c. Assists the Executive Board and STUCO Advisors on all related activities.
- d. Will attend at least one leadership conference throughout the year.
- e. Will serve on at least 2 event committees throughout the year.

3. **Secretary**

- a. Record minutes of all Class meetings
- b. Record attendance and maintain attendance records on Class Officers and Members. (meetings and events)
- c. Will assist the Class President with all class related activities.
- d. Assists the Executive Board and STUCO Advisors on all related activities.
- e. Will attend at least one leadership conference throughout the year.
- f. Will serve on at least 2 event committees throughout the year.

4. **Treasurer**

- a. Communicates with Class Sponsors on budget items.
- b. Will chair or facilitate all class fundraisers.
- c. Will assist the Class President with all class related activities.
- d. Assists the Executive Board and STUCO Advisors on all related activities.
- e. Will attend at least one leadership conference throughout the year.
- f. Will serve on at least 2 event committees throughout the year.

5. **Publicity Officer**

- a. Oversee the publicizing of events and meetings of Class Council.
- b. Puts all class announcements into the daily announcements, on bulletin boards, and around the school as needed.
- c. Assists the Executive Board Publicity Officer with all related STUCO events and activities.
- d. Be responsible for the organization, supervision, and regulation of all Class Council publicity and correspondence.
- e. Assists the Executive Board and STUCO Advisors on all related activities.
- f. Will attend at least one leadership conference throughout the year.
- g. Will serve on at least 2 event committees throughout the year.

ARAPAHOE HIGH SCHOOL
STUDENT COUNCIL APPLICATION 2009-2010

Students wishing to run must complete all parts of this application by the due date as well as be partake in a brief interview with the sponsors. These interviews will take place the week applications are due. **Please stop by Mrs. Lee's desk no later than Wednesday, August 26th to sign up for an interview slot.**

I. Contact Information

Name _____ Cell Phone Number _____

Home Phone Number _____ Email _____

II. Position for which you are running

Please circle *only one* of the offices below.

President Vice President Secretary Treasurer Publicity Officer

III. G.P.A. Student Council asks that students maintain a minimum 2.0 G.P.A. Do you fulfill that requirement? Yes No

IV. Statement of Intent and Personal Essays

- Type, DO NOT HANDWRITE, your responses to the first eight questions as well as two others of your choosing.
 - In each response, indicate the question to which you are responding.
 - Be sure to include your name and the position for which you are running at the top of your responses.
 - Additionally, please attach a picture of yourself
1. Have you participated in Student Council at Arapahoe before?
 2. When? Indicate school years and/ or periods of those years.
 3. To what capacity did you participate? i.e. as a class treasurer? as a committee head? Etc.
 4. Have you ever run for a student council office at Arapahoe before?
 5. Were you elected to those positions?
 6. What commitments, interests, and activities could affect the time you devote to Student Council?
 7. How much time do you think is necessary for one to spend to be an effective student council officer for the position for which you are running?
 8. Your statement of intent. Why are you running for this office? What unique skills and qualities would you bring to Student Council? What are your goals while in office? Etc.
 9. Describe something you would like to add or change within our school community that you would be willing to work toward accomplishing. We encourage you to be creative, but be sure to be realistic.
 10. Explain the importance of attitude toward leadership and effective team building. Give two examples from our own experience to support your response.
 11. Explain the importance of planning to both personal effectiveness and the effectiveness of a team. Support your response with two examples from personal experience, one of which demonstrates how your planning made a situation more effective, and one in which you honestly address how your lack of planning was detrimental.
 12. What is your greatest strength? Why?
 13. Your greatest weakness? Why?
 14. Having fun, adding creativity, and promoting school and community spirit are important facets of a successful Student Council. Specifically, how would your presence contribute to each of these three categories?

V. Agreement to Make Questions Public

I consent to have my answers to the above questions published for the purpose of Student Council elections.

Your signature _____

VI. Code of Conduct

A) Attendance and Position Requirements

1. I agree to attend, and punctual at all required meetings including general council meetings on Tuesdays at 6:45 a.m. in the forum as well as meetings as arranged by class sponsors, if applicable. I also agree to attend required events as determined by sponsors in the evenings and on the weekends.
In the event I am not able to fulfill those attendance requirements, I will notify the sponsors of student council or of my class at least 24 hours in advance.
2. I also agree to fulfill the requirements of my position, should I be elected, as outlined in the attached pages.

B) Behavior

1. I understand that, if I choose to use, consume or possess a substance, I may be suspended for up to 50 percent of the year from all Student Council related activities. "Substance" is defined as alcoholic beverages or tobacco products or illegal drugs.
2. I understand that if I consume/ use or possess a substance I may be removed from my office at the discretion of my sponsors and/ or the Activity's Director.
3. I understand that if I distribute or prove a substance to others or a location where a substance is consumed, I may be removed from Student Council. Moreover, according to school policy, I may be subject to further disciplinary action from the Attendance/Discipline Office.
4. I understand that I need to act in a way becoming of an Arapahoe student and school, school district, and local/federal laws. These may include but are not limited to theft, fighting, verbal abuse of fellow students, teachers, authority figures, etc. The consequences for such behaviors will be determined on a case-by-case basis by the Activities Director/Student Council Advisors.

Consequences may include, but are not limited to:

- * Suspension from Student Council related activities for a designated period of time
- * Removal from office (applying to officers only)
- * Suspension from all Student Council activities for one calendar year

5. I understand these provisions of this code serve to maintain the integrity of the individual and our program. These consequences serve as a minimum standard. If school officials determine that a particular code violation is severe enough to warrant more than the minimum discipline that is required in the code, additional sanctions may be imposed at the discretion of the administrative team of Arapahoe High School. In such case, the principal's decision is final.

C) Academic expectations

1. I understand that I must have and maintain at least a 2.0 G.P.A., with no failures, to qualify for election and maintain a minimum 2.0 G.P.A. and no failures throughout the term of service.
2. I understand I'm expected to maintain a record of good citizenship in my classes including attending and being on time on a regular basis.

I, (PRINT your name) _____, understand and accept the responsibility that comes with being a Student Council officer and, thereby, role model for Arapahoe High School.

STUDENT SIGNATURE _____

The parents' role and responsibility are to help the student adhere to the letter and spirit of the code. Although the decision of school officials is final, parents must be involved when a violation occurs so the problem is resolved with input from all stakeholders. I understand and accept the application of this Student Council Code of Conduct.

PARENT/GUARDIAN SIGNATURE _____