

## ***Things to Consider Before Submitting Officer Application***

## ***Officers' Requirements***

### **Requirements:**

- COF officers must be clear of disciplinary infractions
- COF officers must maintain an average of 70 in all classes
- COF officers must attend all meetings and all officer meetings
- Candidate for President must have been an active member of COF for at least two school years.
- All other candidates must have been an active member for the previous school year.\*

### **Important Dates:**

Date: \_\_\_\_\_ Pick up officer applications

Date: \_\_\_\_\_ Officer applications due in room \_\_\_\_\_ no later than 4:15

Date: \_\_\_\_\_ One or two minute speeches given by candidates at 8:15 and 4:15 meetings. It is recommended that you speak at both meetings. Voting will begin after the first meeting and will end at 4:45.

Date: \_\_\_\_\_ COF officers for SY \_\_\_\_\_ will be shared during the morning announcements.

**\*These two items after the first two years of COF being in place. Prior to that, officer candidates may be selected by a campus selected criterion. Adapt a form as necessary to reflect campus/student needs.**

***CIRCLE OF FRIENDS***  
***OFFICER APPLICATION***

**Name:** \_\_\_\_\_ **ID#:** \_\_\_\_\_

I am running for the office of: \_\_\_\_\_

Class schedule:

Fall Semester		Spring Semester	
Course	Teacher	Course	Teacher
1 <sup>st</sup> _____	_____	5 <sup>th</sup> _____	_____
2 <sup>nd</sup> _____	_____	6 <sup>th</sup> _____	_____
3 <sup>rd</sup> _____	_____	7 <sup>th</sup> _____	_____
4 <sup>th</sup> _____	_____	8 <sup>th</sup> _____	_____

I understand this is an application to run for *Circle of Friends* officer. I understand that *Circle of Friends* sponsors will verify that I was passing all my classes at the last 3-week grading period; that they will verify that I have not had any serious disciplinary infractions; and that I have been an active member of *Circle of Friends* for the \_\_\_\_\_ school year. If I fail to meet any of these requirements, I will not appear on the ballot.

I understand the requirements of the office that I am running for. I understand that as an officer, I am at all times a representative of \_\_\_\_\_ (school name) and will be required to exhibit leadership in all areas of my life. I am willing to give the time necessary to attend all *Circle of Friends* activities and perform the duties required of me by my specific office.

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date

I understand that my child \_\_\_\_\_ is seeking the above listed *Circle of Friends* office. My child and I understand the rules and responsibilities of being a *Circle of Friends* officer. I am aware of the dates for turning in the forms for my child's name to be placed on the ballot.

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

## **Officer Responsibilities**

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## Candidate Profile

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