

JUNIOR CLASS OFFICER APPLICATION

Junior Officers are appointed. Email this application to Allison Stamey at stameya@lisd.net by April 6, 2021.

Must be in 2nd period StuCo class all year or at least 9 weeks in Fall (if on PSAT Team) and 18 in Spring. At this time, we are unsure about Summer Camp.

Please rank each position below with 1 being your first choice, 2 second choice, etc. until you reach 10. EMAIL this form to stameya@lisd.net by April 6. Also, bring the PART II application with you to the interview. Please be present 5 minutes before your interview and look nice. INTERVIEW LINK: <http://bit.ly/OFFINTER>. SIGN UP FOR INTERVIEWS ON LINK ABOVE BY APRIL 6. Interviews are 4/12 & 4/13 in the StuCo Room at Main Campus.

NAME: _____

CELL PHONE: _____

EMAIL: _____

SEND A HEAD SHOT PHOTO OF YOURSELF TO STAMEYA@LISD.NET.

RANK 1-10	POSITION WANTED – rank with #1 being the first choice
#	Junior Class President This officer will lead the junior class meetings and oversee all activities planned by the other officers or committees for the class. Student Council should be the top priority for this officer. They must have great speaking and organization skills and be respected by everyone. The homecoming float and prom committee planning is the responsibility of this officer. Must attend all meetings and events.
#	Junior Class Vice President This officer will assist the Student Body officer in the same position with Pride and Patriotism planning. This officer will take charge in the president's absence. They must have great speaking and organization skills and be respected by everyone. They will be in charge of a homecoming committee and a prom committee. Must attend all meetings and events.
#	Junior Class Secretary This officer will keep accurate notes and minutes of meetings and make a calendar of all junior class events. They will assist the Student Body officer in the same position. They will oversee a homecoming committee and a prom committee. Must attend all meetings and events. BACK UP THE PROJECT OFFICER
#	Junior Class Treasurer This officer will be in charge of organizing all fundraisers and work closely with the advisors on deposits. They are responsible for keeping up with the hours for the juniors so this officer will have sign in sheets available with arrival times and ending times to turn into the Student Body Treasurer for points. They will oversee a homecoming committee and a prom committee. Must attend all meetings and events.

#	<p>Junior Class Parliamentarian</p> <p>This officer will assist the Energy/Environment committee and senior officer in charge. They will oversee a Prom Committee. They will be on a Prom and Homecoming Committee. Must attend all meetings and events. They will also assist with the Energy and Environment projects and help schedule around the school cleanups and adopt a spot clean ups.</p>
#	<p>Junior Class Historian</p> <p>This officer will need to have their own camera and keep a record of all events and have photographs to show participation. They will make a junior class video leading up to prom and will broadcast the prom video with information. Post to Twitter and Facebook for the class and put in all announcements. This is the PR person. They will work closely with the Senior Public Relations officer and the Student Body Historian. Must attend all meetings and events.</p>
#	<p>Junior Class School Service Officer</p> <p>This officer will work with the senior officer in the same position and assist the school with projects to help each faculty member and student. They will also volunteer time each week in the school store during class and lunch and help in design of spirit items. They will be on a Prom and Homecoming Committee. Must attend all meetings and events.</p>
#	<p>Junior Class Community Officer</p> <p>This officer will assist the Student Body Community officer on planning community events. This officer will also be in charge of finding community sponsors for Prom so we can offer prom scholarships to students. They will be on a Prom and Homecoming Committee. Must attend all meetings and events.</p>
#	<p>Junior Class LISD Liaison</p> <p>This officer will work with the senior officer on planning activities for the LISD schools and assist with the Friday night Football Farmers during home games. They will help the senior officer with field days, and other events. They will be on a Prom and Homecoming Committee. Must attend all meetings and events.</p>
#	<p>Junior Class Multicultural Officer</p> <p>This officer will oversee a Prom and Homecoming Committee and assist in multicultural activities and events with the senior officer. They will make sure each culture at LHS is represented at Junior meetings and has a voice about events the juniors are planning. Must attend all meetings and events.</p>
#	<p>Junior Class Project Officer</p> <p>This officer will oversee a Prom and Homecoming Committee and assist in Drugs, Alcohol, Safety, and Health projects and events with the senior officer. They will make projects are done and LHS is represented at Junior meetings and has a voice about events the juniors are planning. Must attend all meetings and events. HEAD OF KINDNESS AMBASSADORS</p>

QUESTIONS TO ANSWER:

Why do you want to be an officer?

Why did you select #1 position? #2? #3?, etc.

Why do you think you should be an officer?

How can you improve the junior class and LHS?

How can you improve Junior involvement in StuCo???

Are you involved in any other organizations or do you work?

Is there anything else you want to share?

Expectations for Officers

- ◆ Being an officer for your class takes time, dedication, and commitment and you will be your class council representative on Student Council. BE AWARE THAT THESE DUTIES COME BEFORE ANY OTHER CLUB'S DUTIES!
- ◆ You must remain drug and alcohol free during your term in office and stay away from parties where these items are present. Also you must keep all social media clean and respectful.
- ◆ You must meet all Student Council required points or you will be placed on probation for a month, and then removed from office the next month if points are not made.
- ◆ You must make sure you abide by all school rules. Breaking any school rules will result in removal of office without warning!
- ◆ You will be required to meet with your advisors and other officers to set the goals for the following school year. During Prom planning, officers must attend all meetings and must set up prom.
- ◆ As a class officer, you will have activities that you and the other officers will be responsible for planning and be required to attend.
- ◆ Please be sure you can be a leader for the entire school year.
- ◆ If your name appears on the ballot, you must be willing to work and stay committed until the last day of school in June.

REQUIRED RECOMMENDATIONS:

Your Principal, Your Advisor, and two teachers need to recommend you on the link below.

<http://bit.ly/RECOMMENDATONOFFICER>

STUDENTS/PARENTS – Please read and sign below:

I will make a commitment to my class council and follow through with my goals and objectives for the following school year. I understand that I will serve as a role model for my class and I am dependable and can be counted on to make sure the job gets done. I am aware that breaking any school rules can remove me from office at any time. I will remain drug and alcohol free during my term in office and keep all social media clean.

Student's Signature: _____

I am aware that my student at LHS is requesting to run for JUNIOR class office. I understand that this may take some time outside of school. I will review with him/her that being an officer will take dedication and time and that they need to be a proper role model for their class and the entire school. I understand my student must remain drug and alcohol free and keep social media respectful during their term as a leader/officer.

Parent's Signature: _____

OFFICER TITLES AND DUTIES:

Junior Class President

Duties in class:

1. Check daily emails on duties of other officers and mark on my calendar to check on each activity.
2. Oversee and check on junior committees.
3. Make a schedule for junior officer's to sign up for StuCo table at lunch. Make sure the basket has everything needed for the table each day.
4. Keep updated with officer attendance at meetings and StuCo meetings.
5. Work on projects with senior president
6. Work with senior president.
7. Major tradition project is the Thankful Tree around Thanksgiving assisting.
8. Make appreciation gifts for School Board Appreciation Month in January.
9. Make Weekly agenda for StuCo Meetings
10. Working with Junior Advisor to make an agenda for officer meetings and class meetings.
11. Ask for suggestions from class

Duties Outside of Class

1. Keep all officers in the loop and update them when a meeting is missed.
2. Check in with other officers and send reminders making sure they meet deadlines.
3. Send out remind Messages Via Remind 101
4. Post accomplishments, reminders, and promote on StuCo Twitter.
5. E-mail Plan of Work (POW) every Sunday night with duties for junior class.

Other responsibilities

1. Attend all functions for school, community representing LHS.
 2. Plan a lunch in for officers with Stamey and Moser
 3. Making sure officers get dates for senior activities.
 4. Help Sr. President with Senior Breakfasts at Elementary schools.
 5. Help Sr. Pre. with planning Christmas Party with Harmon/Killough Freshman and Sophomore officers.
 6. Help Sr. Pres. Plan a Middle School night and Host with Officers.
 7. Speak at assemblies
-

Junior Class Vice President

Duties in class:

1. Assist Senior VP with Patriotism, Pride, Spirit, Teacher Appreciation, and Multicultural committees
2. When The President is not present you will take over duties
3. Assist Senior VP - Teacher Appreciation
4. Assist Senior VP -Make Goodie Bags for all sports throughout the year
5. Assist Senior VP -Make spirit signs for all events at LHS
6. Assist Senior VP -Make order for supplies with all officers and president
7. Assist Senior VP -Take down old signs and put up new signs
8. Assist Senior VP -Make sure room is clean at end of every period
9. Assist Senior VP -Make gift exchange gift boxes
10. Assist Senior VP -Decorate megaphones for pep-rallies
11. Assist Senior VP -Put up put-in cups for special games
12. Assist Senior VP -Make run through signs for important games
13. Assist Senior VP -Make sure every in season sport is receiving support
14. Assist Senior VP -Keep up with committee members at all times
15. Promote all dress up days and school spirit
16. Assist Senior VP -Responsible for PRIDE AND PATRIOTISM REPORT.
17. Work with Senior VP all year.

Duties Outside of Class

1. Make sure you promote things on social media
2. Assist Senior VP -Plan things out for committee to do in class
3. Take suggestions from junior class

Other responsibilities

1. Keep up with calendar, and dates Keeping up with emails, group me and calendar!
 2. Make sure you take off work ahead of time for activities
 3. Assist Senior VP - Make sure Patriotic projects/events are held during the school year
 4. Assist Senior VP -Hold student confidence building projects
-

Junior Class Secretary

Duties in class:

1. Work with Senior Secretary on monthly calendar. Complete by the last meeting the month before. Make 500 copies of different colors each month.
2. Assist Senior Secretary - You need to have all sign in sheets for all student council meetings and events.
3. Assist Senior Secretary - Collect all class forms for each period and make a spreadsheet of items.
4. Assist Senior Secretary with D.A.S.H. committee
5. Assist Senior Secretary - Organize the Halloween Carnival.
6. Assist Senior Secretary - You are responsible helping with President's Club meetings.
7. Write thank you notes or any other correspondence.
8. Assist Senior Secretary - Responsible for DASH STATE REPORT.
9. Work with Senior class secretary all year.

Duties Outside of Class:

1. You have to be willing to stay after school for Homecoming Week and other events, because we are the people that organize most of the events in our school.
 2. You stay after school to finalize the calendar and before printing you email each and every officer the calendar to make sure you have not missed something.
 3. Even if Angel Tree or other events aren't yours, be prepared to stay and help each officer. ***Other responsibilities***
 1. Assist Senior Secretary - You are responsible to make sure room is organized and help others clean.
 2. You are responsible to keep the Farmer Pride going and make sure to have fun your Junior Year and also make it fun for others.
 3. Keeping up with emails, group me and calendar!
-

Junior Class Treasurer

Duties in class:

1. Assist Senior VP with point and demerits putting them into a spreadsheet on excel.
2. Assist Senior VP Post points and demerits on Tuesday of each week.
3. In charge of junior fundraising committee, constantly looking for fundraising projects.
4. Assist Senior VP with Memberships and recording paid members for the point sheet. Make sure they get a shirt once they've paid and have 2 Manila folders ready, one for membership and the other for completed (Receipts and Shirt ✓)
5. Work with Senior Class Treasurer all year.

Duties Outside of Class:

1. Be available after school for officer meeting.
2. Staying after school in case someone needs help.
3. If not finished with points, demerits, or memberships I stay after school and finish them.

Other responsibilities:

1. In charge of signing people in at the meetings.
 2. Making sure people have their 500 points for cords and are attending meetings.
 3. Keeping up with emails, group me and calendar!
-

Junior Class Parliamentarian

Duties in Class

1. Assist Senior Class Parliamentarian with Energy & Environment committee.
2. Assist Senior Class Parliamentarian with make a recycle schedule and recycle daily
3. Make sure class members are properly recycling.
4. Provide and fulfill student council class with Energy & Environment projects year round.
5. Assist Senior Class Parliamentarian with state packet for the Energy & Environment committee.
6. Recycle ink cartridges
7. Assist daily with outside clean up.

Duties outside of Class

1. Assist Senior Class Parliamentarian- Make a Plan of work for each up coming week.
2. Assist Senior Class Parliamentarian - Have a recycling schedule for each week/semester.
3. Assist Senior Class Parliamentarian -Rebuild and reuse broken equipment from the stuco room.
4. Provide student council meetings with Energy & Environment facts.

Other Responsibilities

1. Assist Senior Class Parliamentarian Plan, organize, and run Senior Honors Night.
 2. Work Student Council table once a week.
-

Junior Class Historian

Duties in class:

1. Work with Senior Historian daily.
2. You are in charge of all Public Relations and Promotions of all junior class events.
3. Assist Senior Historian - Run a committee of 3-5 kids everyday
4. Assist Senior Historian - Make sure slideshows are updated on all the TV's around the school
5. Update Junior class social media and web pages.
6. Help other officers with any big projects they might have
7. Stay organized with calendar.

Duties Outside of Class

1. Promote events on social media
2. Send in announcements for morning announcements to indicated people.
3. Take pictures of events in order to keep a history of everything we've done.

Other responsibilities

1. ALWAYS HAVE YOUR CAMERA!
2. Helping other officers with their constant duties. Ex. Having pictures for them to use for their reports
3. Assist Senior Historian - with Mavericks Leadership Day & Rosecutting Presentation.
4. Assist Senior Historian with slide show for the StuCo Banquet.
5. Will be put in charge of small projects that Moser & Mrs. Stamey need to be completed.
6. Keeping up with emails, group me and calendar!

Junior Class LISD Liaison

Duties in class:

1. In charge of any LISD events needing student volunteers.
2. Handle mentors and make sure they all have rides to schools
3. Make school signs for first two weeks of mentoring
4. Announce and promote all sign ups I have for feeder school events
5. Get attendance forms out one week before all events.
6. Get permission forms ready three weeks before events.
7. Keep track of students that have a school that does not mentor each day

Duties Outside of Class

1. Constantly keep track of emails
2. Find volunteers for every event
3. Send out reminders before the day of the event

Other responsibilities

5. Creating permission slips
6. Creating absent forms
7. Communicating with elementary schools if we are not able to attend an event
8. Working with contact officers at Harmon and Killough.
9. Keeping up with emails, group me and calendar!

Junior Class Community Service

Duties in class:

1. Assist Senior CS Officer - Responsible for every Community event that is not an LISD or LHS event.
2. Assist Senior CS Officer - Create sign-ups and collect volunteers, proceed to create absence form(s) and permission slips to participate in the designated activity.
3. Assist Senior CS Officer - Monitor and work with committee to produce new community service ideas, get ideas approved, start working towards that particular project or activity daily until it's over.
2. All year, mentor and teach younger officers at the 9/10 on the ins-and-outs of the position and what all responsibilities are included in the title.
2. Work with fellow officers maturely, promptly taking over their committees if needed, have honest communication, and help with any of their committee's projects after completing the current community service project and vice versa.

Duties outside of class:

1. Staying after school lets out to take over current project (some projects require doing things on your own outside of your daily committee).
2. Must produce some projects that aren't during school, such as: volunteer walks, a day of animal shelter volunteering, etc.
3. Must show up to any appearances outside of school hours in required dress and attitude for the occasion.

Other responsibilities:

1. Constant updating of communication is a necessity. (Emails, calls and group texts from teachers/advisors/other officers).
 2. Keeping up with planner on correct dates and having a clean cabinet between you and other officer.
-

Junior Class School Service Officer

Duties in class

1. Assist in ordering school store merchandise with Stamey in June of each year.
2. Assist Senior Officer in Daily deposits with Moser
3. Assist Senior Officer in Organize and restock school store and make price list
4. Make sure school store is kept clean
5. Assist Senior Officer in Promote store sales and make a PowerPoint of all inventory for web page
6. Close school store
7. Check in new inventory when it comes in
8. Write receipts when needed
9. 2nd period, set up store with register, 3rd period take up everything.

Duties outside of class

1. Assist Senior Officer in Run Open House babysitting and Grand Ball babysitting
2. Take inventory of all school store merchandise
3. Work at least one shift in store every day during block lunch
4. Assist Senior Officer in open house babysitting
5. Travel to feeder schools and sell merchandise there
6. Other responsibilities
7. Assist Senior Officer in Senior Revue
8. Assist Senior Officer in Male sale

Other Responsibilities

1. Assist Senior Officer in Make schedule for senior and junior officers to work school store and student council table during lunch
2. Assist Senior Officer in Oversee organizing and delivering Homecoming shirts
3. Assist Senior Officer in Oversee organizing and selling of all shirts
4. Assist Senior Officer in Sell Homecoming Dance tickets and make deposits

Junior Class Multicultural Officer -

Duties in class:

1. Assist Senior Class Multicultural Officer - Make daily announcements over upcoming cultural holidays/events
4. Update the weekly calendar with all holidays of the world plus a description
5. Check this site for fun days to recognize - <http://www.holidayinsights.com/>
6. Recognize all cultures and religions
4. Make signs with upcoming dates of holidays for the student body to gain worldly knowledge

Duties Outside of Class

1. Research facts and history of cultures and religions
2. Have a calendar with all international holidays made every month
3. Create projects for the holidays that will spread knowledge within the student body

Other responsibilities

Junior Class Project Officer

Duties in class:

1. Assist the Senior Class Officer over the Drugs, Alcohol, Safety and Health Committee.
2. The D.A.S.H. committee will need to have a plan each day for your committee in order to maintain awareness around the school. You make poster and flyers about cancer awareness and drug/ alcohol awareness.
3. Update the weekly calendar with all DASH projects
4. Check internet and TASC, NASC for projects
5. Responsible for DASH STATE REPORT.

Duties Outside of Class

4. Research facts and statistics of all DASH areas
5. Create projects for the holidays that will spread knowledge within the student body

Other responsibilities

1. Assist with Open House babysitting and Grand Ball babysitting
2. Work with Big National groups such as Teens In the Drivers Seat, AT&T It Can Wait, All the Cancer Awareness and safety groups.

ALL OFFICERS REQUIRED TO PURCHASE A TWO OR THREE YEAR MONTHLY PLANNER, HAVE AN EMAIL ACCOUNT SET UP THAT WILL NEED TO BE CHECKED MANY TIMES EACH DAY, HAVE CAPABILITY TO TAKE PHONE CALLS AND TEXT. Must have Twitter and Facebook accounts to promote. We communicate through the Group Me App.