

# Student Body/SENIOR Officer Application 2021-22

Election totals are: 30% Interview and 70% Student Vote

Return to Mrs. Stamey by Thursday, March 11 in Room G144

Mandatory Candidate Meeting Thursday, March 11 in Room G144 at 4:05pm

Elections are Wed. March 31 during Advisory

Campaigning may begin on March 22

You will need to submit a 1-minute video for the campaign to be posted on social media and sent for all classes to watch by Wednesday, March 24 to [aragona@go.lisd.net](mailto:aragona@go.lisd.net).

Interviews are March 23 and 25 – Sign up below under 2022 tab.

**SIGN UP FOR INTERVIEWS: <http://bit.ly/OFFINTER>**

Officers need to try to be in 2<sup>nd</sup> and 3<sup>rd</sup> Period class. See Advisors if this is not possible. You must be in the 2<sup>nd</sup> period class and depending on COVID, you might have to attend camp. You must be an active member of Student Council and have been in the class this year to be able to run for office. You must be able to be in the class next year (2<sup>nd</sup>/3<sup>rd</sup> period) and must attend the Summer Leadership camp (IF THEY HAVE IT). You must be passing all classes at the time of the election. You will also need to be interviewed by the LHS Student Council Advisors and a member of the LHS Administration.

Name: \_\_\_\_\_ ID Number \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Home phone: \_\_\_\_\_ Grade in Fall: 12

E-Mail Address: \_\_\_\_\_

Other Activities you will be involved in: \_\_\_\_\_

Will you hold a job? YES / NO You will have many days of work after school and must be present.

Will you dedicate yourself to make sure all of your goals for StuCo are accomplished? Yes/No

## • Expectations for Student Council Officers:

- Being an officer for your student body takes a lot of time, dedication, and commitment. You will have class time to plan, but you will have outside activities you will 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. You must abide by all school rules, and failure to do so will cause removal from office. You must attend the District conventions in Fall and Spring. The officers must attend a one-week leadership camp this summer, which will be at Southwestern in Georgetown, TX. You must be in the 2<sup>nd</sup> period class and the president must have time to plan with Mrs. Stamey. You must give Student Council number one priority. It's best if you can be in both periods, 2<sup>nd</sup> and 3<sup>rd</sup>. To be placed on the ballot, you must have a clean discipline record and clean social media accounts. You must be able to be available after school two days a week. Some sports have short seasons and that would be acceptable. If you are in a group that has practice every day after school all year long (groups or teams), it is best to not run.

## • Election guidelines-

- Each candidate must receive and read the Student Constitution

- Candidates must be alcohol and drug free and stay away from parties where served.
- Candidate must meet UIL eligibility requirements and be passing all classes.
- Candidate must not have a school discipline problem.
- All election posters that are questionable must be approved by Mrs. Stamey.
- Election Posters may be posted on FRIDAY, MARCH 13 AFTER SCHOOL, no sooner and CAMPAIGNING WILL START MONDAY, MARCH 23 and last for 3 full days. This includes social media campaigning. If you pass out other items, it will be within the campaign week only.
- Signs must be taken down the afternoon of the election, or you can be removed.
- You may say things about yourself on your posters, not your opponent.
- If you or any of your friends are seen taking down other opponent's posters, you will be asked to see the principal for a meeting for removal of office.
- During the election, you or any other person can do no campaigning within 20 feet of the polls. This could cause your name to be taken off the ballot.
- In the election video, introduce yourself and explain your platform. The video needs to be around 1 minute but no longer. The principal and advisor will approve the video before posting.
- All Election social media posts must tag @LewisvilleStuCo and hashtag #LHSFarmerElections

**For officer candidates- MUST BE A SENIOR. CHECK the office that you would like to hold and then list the appointed positions you would be willing to hold below. REMEMBER ALL MUST BE GOOD COMMUNICATORS THROUGH EMAIL, GROUP ME, AND SOCIAL MEDIA.**

|  |   |  |
|--|---|--|
| <b>Student Body President</b>  | <b>Student Body Vice President<br/>APPOINTED ONLY</b><br><small>Must be able to lead Farmer Girls/in charge of spirit/posters</small> | <b>Student Body Secretary</b><br><small>(Must know Microsoft Word and know how to work on computers)</small>   |
| <b>Treasurer</b><br><small>(Know Excel and Google Sheets)</small>  | <b>Parliamentarian</b><br><small>(In Charge of Recycling, Copy Room, School Grounds and Adopt a Spot)</small>                         | <b>Historian/<br/>Public Relations –<br/>APPOINTED ONLY</b><br><small>(Computer Video and Camera Knowledge, especially PhotoShop/Illustrator/iMovie)</small> |
| <b>Community Service –<br/>APPOINTED ONLY</b><br><small>– Must have been to Tech Trainings and worked Angel Tree</small>             |   | <b>LISD Liaison –<br/>APPOINTED ONLY</b><br><small>Great Communication And Organizational Skills</small>   |
| <b>School Service Officer-<br/>APPOINTED ONLY</b><br><small>– Must be familiar with marketing and sales in our school store.</small> | <b>Multicultural Officer-<br/>APPOINTED ONLY</b><br><small>– Must be talented in events and posters</small>                           | <b>Project Officer-<br/>APPOINTED ONLY</b><br><small>– Chair of DASH Committee</small>   |

**If you do NOT win the position you checked:**

**What appointed position is your first choice? (see above) \_\_\_\_\_**

**2nd Choice: \_\_\_\_\_**

**PRINCIPAL APPROVAL TO RUN: \_\_\_\_\_**

**ADVISOR APPROVAL TO RUN: \_\_\_\_\_**

You need two teacher (not advisor) recommendations. Please have them give their recommendations on the google link below:

**<http://bit.ly/RECOMMENDATONOFFICER>**

**PARENT AND CANDIDATE Please sign below:**

I will make a commitment to Student Council and follow through with my goals and objectives for the following school year. I know I must be able to attend after school StuCo events. I am dependable and can be counted on to make sure the job gets done. I understand that I will be a role model for the entire student body and I also understand that if I break any school rules or violations in the community, I may be removed from office. I promise to be drug and alcohol free during my term in office and keep all social media clean. I understand that I must be in Student Council class the entire school year, or I will be removed from office. I also understand that I must attend Summer Leadership camp. I must put StuCo as my number one priority over work and other activities. I know I must go to camp and be available starting August 1 until school starts. I understand I must be in 2<sup>nd</sup> period all year and try to get in 3<sup>rd</sup> period as well. I understand that I must keep a positive, appropriate campaign and my video will be posted on social media platforms as well as shown in 2<sup>nd</sup> period classes.

Student's Signature: \_\_\_\_\_

I am aware that my student at LHS is requesting to run for office or be a committee chairperson. I understand that my student must keep a positive, appropriate campaign and that their video will be posted on social media platforms as well as shown in 2<sup>nd</sup> period classes. I understand that they will have a class during 2<sup>nd</sup> and possibly 3<sup>rd</sup> period to plan and work on school activities. I also understand that this may take some time outside of school. If elected to an office, I also understand that he/she MIGHT (depending on COVID) attend leadership camp. I will review with my child that they will be a leader and a role model at LHS. I also understand that my child will sign a code of conduct to stay drug and alcohol free while in office and to keep all social media clean. I understand that if they break any school rules or any illegal acts in the community, they may be removed from office. I've also gone over the duties of the officers below. I understand they must go to camp and be available Aug. 2 until school starts.

Parent's Signature: \_\_\_\_\_

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**TURN IN THE FIRST THREE SHEETS TO MRS. STAMEY BY MARCH 11 AT 4:15PM.**

**KEEP THE REMAINING PAGES 4-10 FOR YOUR REVIEW.**

**PLEASE SEE THE FOLLOWING PAGES FOR DESCRIPTIONS AND DUTIES OF EACH OFFICER.**

# Student Body 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 committees.
3. Make a schedule for StuCo table and school store. Make sure the basket has everything needed for the table each day.
4. Keep updated with treasurer and demerits.
5. Work on projects from board meetings.
6. Work with junior president and teacher him/ her more about president duties.
7. Major tradition project is the Thankful Tree around Thanksgiving.
8. Make appreciation gifts for School Board Appreciation Month.
9. Make a gift basket for Pedi Place a non-profit medical center.
10. Make Weekly agenda for StuCo Meetings Wednesday A block and Thursday B block
11. Leading the Class and making announcements to the StuCo class.
12. Meet monthly with school principal.
13. Ask for suggestions from class, student body, and membership.
14. Order supplies each month
15. Make sure room is clean each day before the period ends.

## ***Duties Outside of Class***

1. Attend all PTSA meetings once a month and give updates from Lewisville High School
2. Attend LISD Student Advisory Board meetings once a month with Flower Mound, Hebron, Marcus and The Colony and give updates on each school we also work on a community project together.
3. Make sure all officers send Plan Of Work in on time every Sunday.
4. Keep all officers in the loop and update them when a meeting is missed.
5. Check in with other officers and send reminders making sure they meet deadlines.
6. Send out remind Messages Via Remind 101
7. Post accomplishments, reminders, and promote on StuCo Twitter.
8. Run Presidents club meetings with Secretary
9. Morning Announcements over the intercom with Mrs. Wells

## ***Other responsibilities***

1. Attend all functions for school, community representing LHS.
  2. Plan a lunch in for officers with Stamey and Moser
  3. In charge of Senior Rosecutting ceremony with Historian.
  4. In charge of Senior Breakfasts at Elementary schools. I make signup sheets and send students names to elementary schools.
  5. In charge of planning Christmas Party with Harmon and Killough Freshman and Sophomore officers.
  6. In charge of planning and hosting our Elementary school tour at LHS.
  7. Privilege- The Pledge of allegiance at Academic Decathlon
  8. Plan a Middle School night and Host with Officers.
  9. Speak at graduation and assemblies
  10. Ordering thank you gifts for officer and you and Moser
  11. Speak at Veterans Day Ceremony
  12. Speak at 9/11 Ceremony and be prepared to speak in a moment's notice on interviews for media.
  13. Responsible for OUTSTANDING STUDENT COUNCIL REPORT and checking other reports.
  14. Plan StuCo Middle School Night
  15. Plan Elementary Tour
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## **Student Body Vice President – APPOINTED – INTERVIEW/TEST ONLY**

### ***Duties in class:***

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

### ***Duties Outside of Class***

1. Veterans Day Ceremony
2. 9/11 Remembrance Ceremony
3. Whatever doesn't get done in class gets done after school
4. Plan of work weekly on Sunday
5. Make sure you promote things on social media
6. Plan things out for committee to do in class
7. Keep up with farmer girl letters and bring them to all the games
8. Assign Farmer girls for each pep rally, game, and Thursday night yell and send them reminders
9. Represent Student Council in a positive way at all events
10. Take suggestions from the student body
11. Be the voice for the students

### ***Other responsibilities***

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

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## **Student Body Secretary**

### ***Duties in class:***

1. Responsible for the monthly calendar. Complete by the last meeting the month before. Make 500 copies of different colors each month.
2. You need to have all sign in sheets for all student council meetings and events.
3. Collect all class forms for each period and make a spreadsheet of items turned in.
4. Organize the Halloween Carnival. We printed over 5,000 flyers and made 14,000 small flyers for our elementary and middle schools. You will also make a floor plan of where the games will be set up to make it easier.
5. You are responsible for running President's Club meetings. In the beginning of the year you'll receive all the Team Captains and a President of every club in the building to keep track of all events. This meeting will be helping you to complete your monthly calendar. You provide them snacks and talk about what all events are coming up and each person has suggestions and has a chance to speak out. It's your job to be writing this down on order to make announcements and spread the word. A week before the meeting will be held, you send each Team Captain and President a reminder of when the meeting will be at and where it'll be taking place. You also attach to the reminder a calendar of the following month (For example today is October you send them a blank calendar of November for them to fill it out with their events). These calendars will be turned in at the meeting and that will be your key for your Student Council Calendar.
6. Responsible for Senior Picnic. Make sure people have turned in their money and handing out T-Shirts to everyone that has paid. During this project Moser will be helping writing receipts and help Stamey do the bus list and prepare chaperone list.
7. Write thank you notes or any other correspondence.
8. Work with Junior 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. So you make sure things are done after you've had taken care of your responsibilities and help each other. For example: Homecoming, Angel Tree, Pasta for Pennies, Operation Beautiful, Goody Bags for all teams and organizations and others.

### ***Other responsibilities***

1. 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 Senior Year and also make it fun for others.

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## Student Body Treasurer

### *Duties in class:*

1. In charge of point system, putting them into a spreadsheet on excel.
2. Post points and demerits on Tuesday of each week.
3. In charge of demerits, making sure they sign them and then file. They go on a spreadsheet as well.
4. In charge of fundraising committee. I have my committee constantly looking for fundraising projects.
5. In charge of 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 ✓)
6. Work with Junior 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.
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## Student Body Parliamentarian

### *Duties in Class*

1. In charge of Energy & Environment committee.
2. Make a recycle schedule and recycle daily. Especially offices and copy rooms.
3. Make sure officers and class members are properly recycling.
4. Provide and fulfill student council class with Energy & Environment projects year round.
5. Complete state packet for the Energy & Environment committee.
6. Recycle ink cartridges

### *Duties outside of Class*

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

### *Other Responsibilities*

1. Plan, organize, and run Senior Honors Night.
2. Work Student Council table once a week.
3. Help lead our Student Council class.

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## **Student Body Historian - APPOINTED POSITION – INTERVIEW ONLY**

### ***Duties in class:***

1. You are in charge of all Public Relations and Promotions of events.
2. Run a committee of 3-5 kids everyday
3. Make sure slideshows are updated on all the TV's around the school
4. Come up with new projects (community service) or national holidays to keep members active
5. Update StuCo, senior class & presidents club website
6. Help other officers with any big projects they might have
7. Be in constant contact with the nursing home. – should be community so we will move this!
8. Stay organized with calendar.
9. Work with Junior Class Historian all year.

### ***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.
4. Be in charge of senior citizen prom at the end of the year.

### ***Other responsibilities***

1. Helping other officers with their constant duties. Ex. Having pictures for them to use for their reports
2. I am in charge of Mavericks Leadership Day & Rosecutting Presentation.
3. Provide 15 minute slide show for the StuCo Banquet.
4. Will be put in charge of small projects that Moser & Mrs. Stamey need to be completed.

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## **Student Body LISD Liaison – APPOINTED POSITION – INTERVIEW ONLY**

### ***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***

1. Creating permission slips
2. Creating absent forms
3. Communicating with elementary schools if we are not able to attend an event
4. Working with contact officers at Harmon and Killough.



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## **Student Body Community Service - APPOINTED POSITION – INTERVIEW ONLY**

### ***Duties in class:***

1. Responsible for every Community event that is not an LISD or LHS event.
2. Create sign-ups and collect volunteers, proceed to create absence form(s) and permission slips to participate in the designated activity.
3. 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 said junior officer 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.
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## **School Service Officer - APPOINTED POSITION – INTERVIEW ONLY**

### ***Duties in class***

1. Order merchandise with Stamey in June of each year.
2. Daily deposits with Moser
3. Organize and restock school store and make price list
4. Make sure school store is kept clean
5. 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. 2<sup>nd</sup> period, set up store with register, 3<sup>rd</sup> period take up everything.

### ***Duties outside of class***

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

### ***Other Responsibilities***

1. Make schedule for senior and junior officers to work school store & student council table during lunch
2. Oversee organizing and delivering Homecoming shirts
3. Oversee organizing and selling of PowderPuff, Senior Picnic, and Operation Beautiful

4. Sell Homecoming Dance tickets and make deposits
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## **Student Body Multicultural Officer - APPOINTED POSITION – INTERVIEW ONLY**

### ***Duties in class:***

1. Make daily announcements over upcoming cultural holidays/events
3. Update the weekly calendar with all holidays of the world plus a description
4. Check this site for fun days to recognize - <http://www.holidayinsights.com/>
5. 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***

1. Run Open House babysitting and Grand Ball babysitting
  2. Run school supply drive
  3. Run International Week
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## **Student Body Project Officer - APPOINTED POSITION – INTERVIEW ONLY**

### ***Duties in class:***

1. 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***

4. Assist with Open House babysitting and Grand Ball babysitting
  5. Work with Big National groups such as Teens In the Drivers Seat, AT&T It Can Wait, All the Cancer Awareness and safety groups.
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**ALL OFFICERS REQUIRED TO PURCHASE A TWO OR THREE YEAR MONTHLY PLANNER (Jostens has them available to purchase), HAVE AN EMAIL ACCOUNT SET UP THAT WILL NEED TO BE CHECKED MANY TIMES EACH DAY, HAVE A MOBILE PHONE WITH CAPABILITY TO TEXT AND RECEIVE PHONE CALLS. Must have Twitter and Facebook accounts to promote. You will be responsible for fundraising to attend summer camp, Mo Ranch, State Convention, and purchase officer shirts.**