



2020-2021 School Year

## *Class Officer Application Packet*

c/o 2021 ~ c/o 2022 ~ c/o 2023

\*DATES FOR ELECTION WEEK AND APPLICATION DUE DATE WILL BE FINALIZED ONCE SCHOOL IS IN SESSION. STUDENTS ARE UNDER NO OBLIGATION TO COMPLETE THIS PACKET PRIOR TO THE RETURN TO D.B.H.S.

Currently scheduled dates for Election Week and Application due date will be pushed back to accommodate candidates as we return from the school closure and spring break. We will communicate the updates to students as they are determined.

Thank you for your flexibility.

***Thank you for taking interest in being a class officer! Please take this application process seriously. You may be disqualified from running if it is not complete.***

✓ Text "@c764hgg" to the number **81010** for reminders and information from the election chairperson, Clarissa Ta

### Campaign Week Information

- The due date for the completed application will be determined after the return to school.
- Election Week date will be determined upon return to school.
- There will be a mandatory lunch meeting prior to election week to review Campaign Regulations. No campaigning is allowed until the official start of campaign week. This includes all on-campus campaigning and any digital Campaigning (online, social media, etc.).
- Bring your original flyer(s) to the Candidate meeting that you wish to post up so it can be signed by Mrs. Van Horn (Get this signed before making any copies). All flyers on campus for campaign week will need to be copied with the signature.
- All Candidates will be present a 1 minute speech at lunch during Campaign week.



**Your application for Class Officer must include all of the following:**

- ✓ Candidate transcript (Parent Portal)
- ✓ A Staff or GLC recommendation (Forms available in the USB room upon return to school).  
Staff may also send an e-mail to Mrs. Van Horn on your behalf at [JVanhorn@wvusd.k12.ca.us](mailto:JVanhorn@wvusd.k12.ca.us)
- ✓ A personal profile that includes:
  - A List of extracurricular activities, community service, any clubs that you are involved in. Tell us about your character. What type of person are you?
  - A Statement of Intention if elected as a class officer. What are your goals? What do you hope to accomplish as an officer for your class?
- ✓ Video Submission of Speech:
  - Video of speech must be under 1 minute.
  - Introduce yourself and the position you are running for.
  - Discuss why you should you be elected for this position!?
  - This video must abide by all school rules and campaign regulations. (No slates, no slandering opponents, no inappropriate language, references or memes. If music is used it should be school appropriate. )
  - Once the video is created please email it to [JVanhorn@wvusd.k12.ca.us](mailto:JVanhorn@wvusd.k12.ca.us) . You may also submit the video on a flash drive. A link to the videos will be shared on the ballot. Videos will not be edited once approved and posted.

The results will be posted in the USB **ONLY** after all the voting results are verified and when all posters are taken down and placed in the trash. Make sure you follow all of the poster rules and regulations. If your posters are in the wrong place, or on the wrong surfaces, they will be removed immediately.

Elections Chairperson Contact:

Clarissa Ta, Vice President

**Please abide by the rules set forth in this packet, and be aware of all the dates and times.**

Best of luck to all the candidates!



## OFFICER POSITIONS

The positions and duties of a class officer include the following:

It shall be the duty of the **CLASS PRESIDENT** to:

1. Preside at all meetings of the class council and to assume the duties generally assigned to the office of the President. This includes poster paintings, food sales, class rally games, forming committees, **bingo**.
2. Be exempt from holding more than one office if chosen for the Chairperson of the Inter-Organizational Council.
3. Be a member of the IOC.
4. Be enrolled in the 4<sup>th</sup> period Leadership class.
5. Be in constant communication with the class advisors.
6. Senior Class President will assist class advisors with the planning of graduations activities.
7. Senior Class President will present the President's Closing Speech at graduation.
8. Junior Class President will assist class advisors in planning the Junior/Senior Prom.

It shall be the duty of the Class **VICE PRESIDENT** to:

1. Assume the office of President in the absence of the president, thereby being responsible for fulfilling the duties of the President.
2. Takeover in the absence of the President or the Social Chairperson at the IOC scheduled meeting.
3. Be responsible for maintaining an up-to-date file of Class Council Minutes.
4. Be in constant communication with the president and class advisors.
5. Participate in officer meetings and committee meetings.

It shall be the duty of the Class **SECRETARY/TREASURER** to:

1. Keep a record of all meetings and attend to the correspondence of the class as a whole.
2. Keep accurate attendance records of regular and standing members of the Class Council.
3. Handle class funds in accordance with USB policies and regulations.
4. Be in constant communication with class advisors.

It shall be the duty of the Class **SOCIAL CHAIRPERSON** to:

1. Represent class as a voting member of the Inter-Organizational Council along with the Class President.
2. Report to class council the business and activities of the IOC.
3. Be responsible for turning Activity Requests for any activity to the Executive Board, namely the Commissioner of Social Activities.
4. Be chairperson for all committees for class activities.

It shall be the duty of the class **HISTORIAN** to:

1. Keep an accurate Record of all class activities in scrapbook which will be passed on from year to year.
2. Help to create slide show for Senior year. Be in constant communication with class advisors.