

# ELECTIONS



Northwood High School

Student Government and Class Officer  
Election Application Packet

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Cellphone # or Email Address: \_\_\_\_\_

Position for which you are applying: \_\_\_\_\_

**Election Application Packet is due by April 3, 2019**

**Ms. Reazer – A218**

Dear Student Government Association Candidate:

Thank your expressing your sincere interest in running for a Student Government Association (SGA) office position. As you consider running for a position it is important that you be aware of the commitment that you will be accepting when you win. First, academically, the Montgomery County Board of Education requires that student involved in extracurricular activities **maintain a 2.0 grade point average (with no more than one failing grade)**. SGA officers often miss classes to attend countywide meetings, general assembly meetings, meetings with the principal, and other special training sessions. As an officer, you will be expected to make up all missing work. All SGA meetings are at lunch, so missing class most of time should not be a major issue, but when meetings are outside of school you will need to arrange for transportation (given that no activity bus is provided and you do not drive or have a car). An SGA officer is a representative leader in the school and therefore expected to exhibit model citizenship. You will be held to a higher standard of behavior by both staff and students.

Secondly, one of the hardest things for student officers to learn is to notice when you are over extending yourself. Some students who are involved and will be involved in SGA are involved in other activities as well. **I would ask that you seriously consider the time, commitment, and responsibility and to ask yourself if you are willing and able to accept.** For those considering higher Student Body positions, there are some late nights, long meetings, and much careful consideration that goes into running the government of Northwood High School.

This packet contains many items that you to read through carefully. Please email me (Brandy\_A\_Reazer@mcpsmd.org) if you have any questions or concerns about specific offices or items I have mentioned. I highly suggest that you discuss your candidacy with your parents and friends because they will be there to provide a lot of support for you. Please remember that being an SGA officer is one of the most requiring and priceless “hands-on” learning experience of your high school career.

Sincerely,

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Ms. Brandy Reazer

Student Government Association Advisor

I have read and understood the responsibilities and commitment of being a student government leader.

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*Signature*

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*Date*

**All pages in this packet should remain together and be returned as an entire application**

Candidates Name: \_\_\_\_\_ Current Grade Level: \_\_\_\_\_

**Running for SGA Executive Board (circle one):**

SGA President          SGA Vice President          SGA Secretary          SGA Treasurer

**Or Running for Class Office (circle one):**

12<sup>th</sup> Grade President          12<sup>th</sup> Grade Vice President

11<sup>th</sup> Grade President          11<sup>th</sup> Grade Vice President

10<sup>th</sup> Grade President          10<sup>th</sup> Grade Vice President

Elections will take place on April 24, 2019 during the SMOB election in English classes. Elections results will be announced as soon as the results are calculated. The actual vote count will not be released, only the winners. Candidates must win by a majority vote. In the event of a tie, the deciding vote will go to the SGA Advisor and the Principal. The SGA advisor and elections committee will count the ballots.

**Student Government Application**

**SGA Executive Board**

1. Application
  - a. Completed applications (this entire packet) must be handed to the SGA advisor (Ms. Reazer) no later than 2:30 PM on April 3, 2019. (A218)
2. Campaigning
  - a. Candidates may begin putting up posters beginning April 8, 2019.
  - b. You may campaign the 8<sup>th</sup> through the 23<sup>rd</sup> of April.
  - c. Candidates must remove posters by 2:30 PM on April 24, 2019
  - d. No stickers, magnets, or pins are permitted.
  - e. All flyers and posters must be appropriate and not slanderous to other students or candidates
  - f. Posters in unapproved areas will be taken down.
3. Speeches (optional):
  - a. Speeches will be aired on WNHS on April 23<sup>rd</sup>.
  - b. Speeches must be approved beforehand (submit **typed** transcript attached to the back of this application no longer than two minutes).
4. Eligibility
  - a. **Candidates must be academically eligible** on the report card issued after the 3<sup>rd</sup> marking period April 16, 2019.
  - b. Candidates must demonstrate a high level of behavioral ethics (model citizenship).
  - c. If elected, candidates must remain academically and behaviorally eligible for their entire term or they will forfeit their office.

Responsibilities of all Executive Board Members

- Promote a positive attitude towards the Northwood Community
- Act as a role model (model citizen) at all times
- Encourage all student involvement in school activities
- Support all student government activities
- Act as a link between the student body and staff members
- Keep an open communication with other executive board members and the SGA advisor
- Complete project planning forms concerning events for which they are responsible
- Submit all appropriate forms (publicity, officer report, class meeting report) in timely manner
- Generate agendas for General Assembly Meetings, Executive Board Meetings, Class Meetings, Committee Meetings, etc. as appropriate
- Attend all executive board and general assembly meetings
- Participate in the organizations and attend SGA sponsored activities
- Other responsibilities apply as they are outlined in the SGA constitution and Bylaws

I, \_\_\_\_\_ am applying to run for the SGA executive office of \_\_\_\_\_ I agree to mount a serious campaign and serve out my term if elected. I also agree to all of the rules posted in this packet.

I intend to serve my office in the Student Government Associations Executive Board with the utmost respect for the office I serve. I understand that as an SGA officer I will be expected to attend weekly **lunch meetings (both SGA and Class Meetings), Saturday leadership conferences as needed, at least 2 after school events.** In addition, I understand that I will be required to participate in related events during the school day both in and out of school.

I understand that I must remain academically eligible and demonstrate a high level of behavior ethic (model citizenship) for my entire term or I will forfeit my office.

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Student ID Number*

**The following signatures are REQUIRED. With each signature, aspects of your office will be discussed.**

**COUNSELOR:**

This candidate has met the Board of Education required 2.0 grade point average to participate in extracurricular activities. We have discussed the priorities of school work, academic honesty, and education as a priority.

Recommendation (3-5 Sentences):

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\_\_\_\_\_  
*Counselor Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name*

**GRADE LEVEL ADMINISTRATOR:**

This candidate has demonstrated a high level of behavioral ethics this year. This student understand that he/she will be representing our school as a model citizen at all time and is prepared to do so.

Optional Recommendation (3-5 Sentences)

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\_\_\_\_\_  
*Grade Level Administrator Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name*

**Goal and Action Plan**

My Goal:

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How I will obtain my goal (ACTION Plan);

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

My goal is: (Check all that apply)

- Realistic and Attainable
- Challenging
- Has a target date for completion
- Has Measureable Results
- Clear, Specific, and Understandable
- Meaningful and Desirable
- Beneficial
- Has at least two methods to help attainment of goal

Comments that support you're checking of each statement above:

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## Definitions of Duties

President: To serve as main representative of SGA

- 1) Make all necessary appointments to the Executive Board
- 2) Prepare agendas for General Assembly and Executive Board Meetings
- 3) Preside over all Executive Board and General Assembly Meetings
- 4) Attend Faculty meetings upon invitation
- 5) Represent the SGA to the school and community
- 6) Handle any other responsibilities that come before the Executive Board
- 7) Perform all other functions involving upon the office

Vice President: To perform all duties and responsibilities of the President in his/her absence, resignation or removal and to assist the acting President.

- 1) Maintain a relationship with all class presidents and other class officers
- 2) Serve as the SGA representative to the PTSA
- 3) Perform all other functions involving upon the office

Secretary: To keep and maintain accurate records of the Executive Board business

- 1) Ensure all memos, correspondence, etc. are properly filed
- 2) Record the minutes of all Executive Board, Administrative, and General Assembly meetings
- 3) Control and maintain two master calendars for the Executive Board including finalization and due dates
- 4) Ensure that files remain updated on a yearly basis
- 5) Perform all other functions involving upon the office

Treasurer: To administer the finances of the SGA.

- 1) Implement and follow through on all student government fundraisers
- 2) Supervise the withdrawal and deposit of all funds in the SGA account.
- 3) Be responsible for tickets and ticket sales for SGA sponsored activities.
- 4) Maintain a stable balance in the SGA account, incorporating advisor an administration standards.
- 5) Maintain close relations with the school business manager.
- 6) Prepare an expected budget for the school year.
- 7) Perform all other functions involving the office.

Class Officers: (Class Presidents and Vice Presidents) To govern their individual classes, and voice their concerns and plans to the Executive Board





**Speech (optional):**

- Speeches will be on WNHS on April 23rd
- Speech must be approved beforehand
- Your Speech must be no longer than 2 minutes
- Submit a typed Speech attached to this application

## Tips for writing a persuasive Speech:

**EXACT PURPOSE:** To convince the audience that . . . (complete this statement)

(Although it is the first part of your outline, **DO NOT** begin your speech delivery by stating your exact purpose. The first thing you say should be your attention grabber.)

### **I. INTRODUCTION**

- A. Attention Grabber:** (Statement to wake the audience up / make sure they are listening!)
  
- B. Thesis:** (Tell listeners what action you want them to take - OR - how you want them to think.)
  
- C. Qualification:** (Tell listeners your personal experience with your topic, making you qualified to affect their opinions about it.)

### **II. BODY**

- A. Reason 1:** (Tell one reason why listeners should act or think the way your thesis suggests.)
  - i. **EXAMPLE 1** - Support for reason given above.
  - ii. **EXAMPLE 2**- Support for reason given above.
  - iii. **EXAMPLE 3** - Support for reason given above.

**TRANSITION SENTENCE:** (Smoothly connect Reason 1 with Reason 2.)

- B. Reason 2:** (Give listeners a second reason why they should act or think as you want them to.)
  - i. **EXAMPLE 1** - Support for reason given above.
  - ii. **EXAMPLE 2**- Support for reason given above.
  - iii. **EXAMPLE 3** - Support for reason given above.

**TRANSITION SENTENCE:** (Smoothly connect Reason 2 with Reason 3.)

- C. Reason 3:** (This should be your **STRONGEST** argument. Tell listeners the most important reason why they should act or think the way you want them to.)
  - i. **EXAMPLE 1** - Support for reason given above.
  - ii. **EXAMPLE 2**- Support for reason given above.
  - iii. **EXAMPLE 3** - Support for reason given above.

**SIGNAL THE WRAP UP!** (Move smoothly from Reason 3 to the conclusion of your speech.)

### **III. CONCLUSION**

- A. Summary:** (Briefly remind listeners why they should agree with your position.)
  
- B. Memorable Ending/Audience Challenge:** (End with a powerful closing thought or recommended course of action.)
  
- C. Thank Audience for Listening**

<http://www.myteacherpages.com/webpages/LDecker/files/persuasive%20outline%20explantion.pdf>