

Hampton High School

Sophomore Class Officer Application

**THIS PACKET CONTAINS ELECTION FORMS
FOR
SOPHOMORE CLASS OFFICERS**

2016 – 2017

Candidate forms must be submitted in a complete packet by:

Monday, September 26, 2016

by

3:20 P.M.

to

Mrs. Cooper – Sophomore Class Sponsor, Room 124S Science Department

In order to be considered, the packet must include the following:

1. Class Officer Candidate Application Form- Including Parent permission signature
2. Three (3)-Recommendation Forms- placed in Mrs. Cooper mailbox
3. Sophomore Class Officer Application Form
4. Responsibility/Candidate Agreement Form

****Packets, which are incomplete or unreadable, will not be considered.****

Responsibility/Candidate Agreement Form
2016 - 2017 School Year
Job Description

Sophomore CLASS PRESIDENT
--

I understand that as Sophomore Class President, it will be my responsibility to:

- Represent the Hampton High student body at all school and civic meetings and events.
- Attend all class meetings
- Encourage, teach, and guide students of the class so that the goals of the class are met.
- Help with the distribution of the Sophomore class t-shirts and the selling of fund raising material.
- Maintain regular contact with the executive body and the advisor.
- Establish regular contact with committees to be sure they are completing tasks in a timely manner.
- Follow guidelines of the Sophomore class officers' contract.
- Act as an ex-officio member of all committees.
- Be a liaison with administration, staff, and the community.
- Maintain close and regular communications with the class advisor.
- Stay current on all Sophomore class business.
- Vote in all matters.
- In consultation with advisor:
 1. Appoint members to various committees
 2. Prepare for all meetings that the Sophomore class officers chair

Any infraction, of Hampton City Schools Student Rights and Responsibility guidelines or any actions that do not reflect the integrity, honor and dignity of a Hampton High School class officer, will result in the immediate removal of the student from the position of a Sophomore class officer.

I have read and understand the duties of this office. If elected, and I find myself unable to carry out the above duties as best as I can, I agree to resign my position.

Candidate's Name _____

Candidate's Signature _____

Advisor's Signature _____

Responsibility/Candidate Agreement Form
2016 - 2017 School Year
Job Description

Sophomore CLASS VICE PRESIDENT - T-SHIRTS
--

I understand that as Sophomore Class Vice President- T-shirts, it will be my responsibility to:

- Act as chairperson for the design, count, and distribution of the Sophomore class t-shirts.
- Attend all class meetings
- Fill in for the president in his/her absence.
- Assist in all of the president's duties, as required.
- Help with the distribution of Sophomore class t-shirts and the selling of fund raising material.
- Act as "ex officio" members of all committees.
- Help in suggesting members for committees and evaluating how efficiently members perform their assignments.
- Follow guidelines of the Sophomore class officers' contract.
- Meet with the president and advisor on a regular basis.
- Provide additional leadership and direction for the Sophomore class and student body.
- Stay current on all Sophomore class business.
- Vote in all matters.

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I have read and understand the duties of this office. If elected, and I find myself unable to carry out the above duties as best as I can, I agree to resign my position.

Candidate's Name _____

Candidate's Signature _____

Advisor's Signature _____

Responsibility/Candidate Agreement Form
2016 - 2017 School Year
Job Description

Sophomore CLASS VICE PRESIDENT - HOMECOMING
--

I understand that as Sophomore Class Vice President- Homecoming, it will be my responsibility to:

- Act as chairperson for the homecoming: assist with design, organization of class members for hall decorations, and secure float and members to decorate float.
- Attend all class meetings
- Fill in for the president in his/her absence.
- Assist in all of the president's duties, as required.
- Help with the distribution of the Sophomore class t-shirts and the selling of fund raising material.
- Act as "ex officio" members of all committees.
- Help in suggesting members for committees and evaluating how efficiently members perform their assignments.
- Follow guidelines of the Sophomore class officers' contract.
- Act as chairperson for several major activities.
- Meet with the president and advisor on a regular basis.
- Provide additional leadership and direction for the Junior class and student body.
- Stay current on all Sophomore class business.
- Vote in all matters.

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Candidate's Signature _____

Advisor's Signature _____

Responsibility/Candidate Agreement Form
2016 - 2017 School Year
Job Description

Sophomore CLASS VICE PRESIDENT – Fund Raising
--

I understand that as Sophomore Class Vice President – Fund Raising, it will be my responsibility to:

- Act as chairperson for the Fund Raising: assist with the Fund Raising material, securing of items for fund raising, organizing bag “stuffing” and meetings with decorator
- Attend all class meetings
- Fill in for the president in his/her absence
- Assist in all of the president’s duties, as required.
- Help with the distribution of the Sophomore class t-shirts and the selling of fund raising material.
- Act as “ex officio” members of all committees.
- Help in suggesting members for committees and evaluating how efficiently members perform their assignments.
- Follow guidelines of the Sophomore class officers’ contract.
- Meet with the president and advisor on a regular basis.
- Provide additional leadership and direction for the Sophomore class and student body.
- Stay current on all Sophomore class business.
- Vote in all matters.

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I have read and understand the duties of this office. If elected, and I find myself unable to carry out the above duties as best as I can, I agree to resign my position.

Candidate’s Name _____

Candidate’s Signature _____

Advisor’s Signature _____

Responsibility/Candidate Agreement Form
2016 - 2017 School Year
Job Description

Sophomore CLASS SECRETARY

I understand that as Sophomore Class Secretary, it will be my responsibility to:

- Keep all records of the executive and general meetings for the class.
- Submitting a copy of the attendance and minutes to Mr. Davis.
- Attend all meetings.
- Record all votes, and compile all committee reports for inclusion in the minutes.
- Help with the distribution of the Sophomore class t-shirts participating in fund raising.
- See that correspondence authorized by the president of the class and advisor are done.
- Read the minutes from the last meeting.
- Follow guidelines of the Sophomore class officers' contract.
- Keep records of attendance of all meetings of officers and class members. Submit this information via e-mail to Mr. Pearson and class advisor.
- Stay current on all Sophomore class business.
- Vote in all matters.

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Candidate's Signature _____

Advisor's Signature _____

Responsibility/Candidate Agreement Form
2016 - 2017 School Year
Job Description

Sophomore CLASS
TREASURER

I understand that as Sophomore Class Treasurer, it will be my responsibility to:

- Serve as a chairperson of the budget committee and work under the supervision of the class advisor.
- Write receipts (under the guidance of the class sponsor) for class dues and fund raising.
- Attend all class meetings.
- Keep accurate records of Sophomore class dues payments and fund raising payments.
- Help with the distribution of the Sophomore class t-shirts and the selling of fund raising material.
- Keep an accurate account of all income and expenditures and submit a copy to the class advisor.
- Record and report to class executive board and class members monthly.
- Follow guidelines of the Sophomore class officers' contract.
- Stay current on all Sophomore class business.
- Vote in all matters.

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Candidate's Signature _____

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Responsibility/Candidate Agreement Form
2016 - 2017 School Year
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Sophomore CLASS PUBLIC RELATIONS OFFICER

I understand that as Sophomore Class PR officer, it will be my responsibility to:

- Make flyers and posters, write morning and afternoon announcements, and maintain the Sophomore class bulletin board as information pertaining to the Sophomore class posted around the building.
- Make contact with all Sophomore teachers in the distribution of any Sophomore correspondence.
- See that correspondence authorized by the president of the class and advisor are done.
- Assist with Sophomore dues rosters.
- Attend all class meetings.
- Help with the distribution of the Sophomore class t-shirts and the selling of fund raising material.
- Follow guidelines of the Sophomore class officers' contract.
- Stay current on all Sophomore class business.
- Vote in all matters.

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Candidate's Signature _____

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2016 - 2017 School Year
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Sophomore CLASS PBIS Student Representative
--

I understand that as Sophomore Class PBIS officer, it will be my responsibility to:

- Represent the sophomore class at all Leadership Team Meetings (the time will be announced).
- Distribute and collect student nominations forms for Teacher of the Month.
- Soliciting feedback from class officers and representatives on incentives/ideas/initiatives or programs to get students involved.
- Work the Crabber Buck store at least once a month.
- Attend all class meetings.
- Help with the distribution of the Sophomore class t-shirts and the selling of fund raising material.
- Follow guidelines of the Sophomore class officers' contract.
- Stay current on all Sophomore class business.
- Vote in all matters.

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Candidate's Name _____

Candidate's Signature _____

Advisor's Signature _____

Sophomore Class Officer Application

Student's name: _____

Office Desired: _____

* You may interview for one class office, but may be selected for another position. The class sponsor will select class officers and committee members base on where I feel you will be the strongest asset to the Sophomore class.*

Please answer the following questions in no more than 250 words (at least 3 paragraphs) typed:

- Why do you want to hold this class officer position?
- What experience do you have that will help you hold this office?
- What are your goals **and** how do you plan to get the Sophomore class involved in more school activities?
- State your ideas or plans to involve your classmates **and** explain why you consider yourself a strong candidate for this position.

**Class Officer Candidate Application
2016 - 2017 School Year**

All sections of the application must be completed. Incomplete or unreadable applications will be returned.

Name: _____

Address: _____

City/State/Zip: _____

Telephone (home): _____

Cell phone: _____

E-mail address: _____

Desired Sophomore Class Officer Position: _____

Application for class officer positions will be screened based on your essay and three (3) teacher recommendations. Those students that meet the requirements will be considered as potential candidates. Interviews for potential candidates will take place the week after applications are due.

Your application must be returned to the Sophomore class advisor by: **Monday, September 26, 2016 by 3:20 P.M. to Room 124S Science Department**

Parent/Guardian Form

I am aware that my child is running for a position as a Sophomore class officer for the 2016 – 2017 school year. I realize that I *may* need to provide support and transportation to and from Sophomore class meetings and activities.

Parent/Guardian Signature

Date

**Candidate Application for Sophomore Class Officer
Teacher Recommendation Form
2016 - 2017 School Year**

Dear Colleague,

Your assistance is needed in the selection process for Sophomore Class Officers for the 2016 – 2017 school year. Please take a few minutes to evaluate the student named below based on the category list. Please return the completed form to my mailbox as soon as possible (**due Monday September 26, 2016**). **Please do not give this form back to the candidate.** This information is confidential and will be seen only by the election committee. Thank you for your time and consideration.

Sincerely,

Mrs. Cooper
Sophomore Class Advisor

Mark one of the following as an overall summary:

Recommend _____

Recommend with reservation _____

Do not recommend _____

Candidate Name: _____ Position Desired: _____
Teacher's Name: _____ Block _____

Please use the following point system to evaluate the candidate:

5 – superior, 4 – very good, 3 – good, 2 – fair, 1 – poor, 0 – lacking

- _____ 1.) Ability to get along with others.
- _____ 2.) Ability to follow directions without complaints.
- _____ 3.) Ability to complete assignments on time without complaints.
- _____ 4.) Respect for teacher's authority.
- _____ 5.) Respect for the rights and opinions of others in the class.
- _____ 6.) Willingness to help teachers and or peers.
- _____ 7.) Conduct and cooperation.
- _____ 8.) Punctuality and reliability.
- _____ 9.) Shows initiative and accepts responsibility.
- _____ 10.) Ability to project positive enthusiasm.
- _____ 11.) Ability to be a good representative of Hampton High School.
- _____ 12.) Had and currently maintains at least a "C" average grade. (yes/no)

Comments: _____

Teacher's Signature: _____

Thank you again, for taking the time to help us with the selection process for Sophomore class officers. Please be as honest as possible. I rely heavily on your comments. You may use the back of this recommendation form for extra comments. Be assured that your comments will be kept completely confidential.

**Candidate Application for Sophomore Class Officer
Teacher Recommendation Form
2016 - 2017 School Year**

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Sincerely,

Mrs. Cooper
Sophomore Class Advisor

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- _____ 5.) Respect for the rights and opinions of others in the class.
- _____ 6.) Willingness to help teachers and or peers.
- _____ 7.) Conduct and cooperation.
- _____ 8.) Punctuality and reliability.
- _____ 9.) Shows initiative and accepts responsibility.
- _____ 10.) Ability to project positive enthusiasm.
- _____ 11.) Ability to be a good representative of Hampton High School.
- _____ 12.) Had and currently maintains at least a "C" average grade. (yes/no)

Comments: _____

Teacher's Signature: _____

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Comments: _____

Teacher's Signature: _____

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