



2022 - 2023
Sachse High School
Freshmen Class Officer
Election Packet

Revised July 2022

CLASS OFFICER ELECTION INFORMATION

- This application is due by **3:00pm on Thursday, August 18th**.
 - Please see p. 5 (Officer Candidate Checklist) of this application packet for all the required parts in order to have a complete application.
 - Late applications will not be accepted.
 - You will turn your application in to Ms. Ellis (Student Activities Director) in Room 294C inside the library.
- Campaigns may begin on **Monday, August 22nd**.
 - Do not hang any posters or distribute materials until this date.
 - Make sure to read the specifics about posters and campaign materials listed below.
 - Always be respectful of your fellow candidates.
- **Elections will be held Friday, August 26th**. Voting is online and students can vote anytime during the day on their devices. The official voting period will be during the advisory period where students will be given time to vote if they have not already. Voting link will stay active until 1:30pm on Friday, August 26th.
- Posters and campaign materials must be stamped/approved by Ms. Ellis in Room 294C inside the library before they are displayed or distributed.
 - You are running for class officer in general...do NOT say "Vote for me for President". Instead, say "Vote for me for class officer".
 - You are only allowed to hang 3 posters/banners and 10 flyers.
 - NO GLITTER on your posters and flyers.
 - NO COLORED DUCT TAPE when hanging your posters. Clear tape is what you should use.
 - Do not hang your campaign materials over other candidate's materials...being respectful of other candidates is very important!
 - To save time, it would be a good idea to have these ready when you turn in your application. You can start getting items approved early but nothing can be hung up or distributed until Monday, August 22nd. If you want to email Ms. Ellis at lbellis@garlandisd.net to ask questions about campaign materials, please feel free.
 - All students running can campaign through social media just be aware that any issues that arise with this could have school consequences. Be smart with what you do online!
 - It is your responsibility to hang and take down your own posters. All posters/flyers need to be taken down by Monday, Aug. 29th.
- **Speeches must be turned into Ms. Ellis by Thursday, August 18th at 3pm as part of your class officer packet** so that they can be approved and if needed changes can be made. **Please take picture or make a copy of your speech. The copy you had over to Ms. Ellis is your final speech and she will be keeping it in her files.**
 - You are running for class officer in general...do NOT say "Vote for me for President".
 - Speeches will be no longer than 1 minute long.
 - Make your speech positive. Do not criticize any other school, organization, or person.
 - It usually helps to have the speech written out to make sure you say exactly what you wish to say in as clear and concise manner as possible.
 - Practice your delivery and only use your notes as a back-up.
 - Humor is always a good attribute in any speech.
- You will record your speech to show to the student body.
 - Your speech will be recorded by you at home and uploaded to Ms. Ellis.
 - Your speech can be NO longer than a minute in length.
 - Ms. Ellis will email instructions to your school email on how to upload your speech after applications have been turned in on Thursday, August 18th.
 - You have until Sunday, Aug. 21st at 10pm to upload your speech for Ms. Ellis.
 - If you do not submit your speech in time, then your name will only appear on the online ballot.

Requirements for Sachse High School Class Officer:

- All class officers should maintain at least a 2.5 GPA.
- Class Officer need to maintain eligibility throughout the year. Being ineligible, puts a strain on the other class officers. Therefore, students will be put on probation the first time they are ineligible. If the incident occurs again, then the officer will need to meet with campus administration to determine if being an officer is too much of a commitment for them. It may be determined that the officer may need to be removed.
- Attendance at all meetings and class events is required. If unable to be there, then enough prior notice needs to be given to make the absence an excused one. Officers may be expected to work harder before or after a class event to makeup the time missed. Please understand that work and transportation issues are not guaranteed excuses.
- Must not have an N or a U in citizenship in any year serving as class officer.
- We will be looking at your middle school discipline record. Certain issues with school discipline could cause a candidate to be ineligible to run for class officer. This is up to school administration on whether the discipline issue is severe enough to cause a candidate to be ineligible to run.
- We will also be looking at your overall school attendance in middle school. Excessive attendance issues could cause a candidate to be ineligible to run for class officer.
- Must be enrolled at Sachse HS for the full year of serving term.
- A desire to be a leader and a willingness to put forth the extra effort and time is a must. Running simply to have the title of class officer is not what we are expecting here at Sachse HS. We encourage you to carefully consider the requirements and time involved in being elected a Sachse HS Class Officer. It is a big job and we do expect a lot out of all our officers.
- As a class officer, you will be an ambassador for Sachse HS in our school as well as in the local community. You need to set a good example and be a respectable young adult at school and local events. Any inappropriate behavior or inappropriate online activity can cause a student to be removed from their class officer duties. This includes YouTube, Facebook, Snapchat, Twitter, Instagram, etc. Removal based on inappropriate online activity will be and SHS administration-based decision.

Officer Positions:

- Each class will elect 7 officers:
 - President, Vice-President, Secretary, Historian, Treasurer, Parliamentarian, and PTSA Representative.
 - All candidates will run for class officer in general. The seven candidates who receive the most votes will be the class officers and the two candidates with the most votes will be President and Vice-President respectively. The other five offices will be decided by the class sponsors and class officers themselves after the election.

General Duties Associated with Being a Class Officer:

- Presidential Duties: He or she shall preside over all meetings, appoint all committees, be aware of the duties of all officers and require updates from them, make announcements, attempt to maintain unity and harmony within the student body on all occasions.
- VP Duties: He or she shall assume duties of the President during any absence, instruct committees in their duties, assist the President as needed, and serve as President if the office is vacated. The VP is also in charge of any correspondence and will also serve as chairman of the telephone committee.
- Secretarial Duties: He or she shall keep an accurate record of minutes at each meeting, check attendance, keep records of service hours, keep files in order, and keep activities on the school calendar.
- Historian Duties: He or she shall be responsible for preparing a picture collage/scrapbook of class activities. They must also supervise all publicity of class activities. They are ultimately responsible for preserving the complete pictorial record of our year.
- Parliamentarian: He or she shall advise the President in all matters pertaining to parliamentary procedure, educate our class on parliamentary procedure, and review all changes of the parliamentary procedure. The Parliamentarian is ultimately responsible for keeping all class meetings in order and running smoothly.
- PTSA Representative: He or she shall meet regularly with our PTSA on campus to help keep the parent community informed of our class activities. The PTSA Rep will serve as a vital link between our school's activities/involvement and the parents working with this school.
- Treasurer: He or she shall keep an accurate account of all income and expenditures, be in charge of all fundraising, be responsible for reporting current balances; and to regularly count money and get it ready to be deposited.

Officer Candidate Checklist

Sachse High School Class Officer:

- ❑ Petition for Class Officer (p. 6 of this packet)
- ❑ Candidate Agreement (p. 7 of this packet)
- ❑ Video, Image, and Audio Release Form (p. 8 of this packet)
- ❑ Candidate Speech (p. 9 of this packet)

All materials in this application are due by **3:00pm on Thursday, August 18th**. Late applications will not be accepted. You may turn in your application in to Ms. Ellis in Room 294C inside the library.

Remember it is your responsibility to turn in a complete application. Hard copies of all of the required elements must be turned in to Ms. Ellis for this to be a complete application!

PETITION FOR CLASS OFFICER

Candidate's Name: _____

Student ID: _____ Email Address: _____

Cell Phone #: _____ Home Phone #: _____

Middle School Attended: _____

If you are elected to an officer position, do you commit to meet all of the requirements of an SHS Class Officer? (Yes or No) _____

Briefly describe why you are running for Class Officer:

Briefly describe what kind of qualities you would bring as one of our Class Officers:

Class Officer Candidate Agreement

Name: _____

Position Desired: _____

I meet each of the qualifications necessary for holding the position I am seeking.

I understand and agree to abide by the campaign rules specified for this election. I will conduct my campaign honestly and fairly.

I understand that more than three unexcused absences from class activities can result in my dismissal as class officer. All absences must be cleared through the sponsor prior to the event or activity. I understand that work, other meetings, or practices are not always acceptable excuses for being absent from Class Officer Activities.

If elected, I will work to earn the respect and confidence of the Sachse High School faculty and student body. I will maintain high standards of scholarship, receiving no failing grade for any six weeks or term. I will also uphold the high standards of citizenship with integrity. Any disciplinary consequences I receive at school or in the community will possibly be grounds for termination. Each offense is up to school administration as to whether I should remain a class officer. I understand that I represent Sachse High School both during school hours and at all after school events and will strive to be a good example at all times.

If elected, I will maintain a positive working relationship with my fellow officers and sponsor. I will respect the privileges of my position and cheerfully perform any and all duties required of me.

I understand that failure to abide by this agreement can result in my probation, suspension, or dismissal as class officer. Service as a class officer is a privilege that can be lost. Any final decision regarding my status will be up to the school administration.

I understand that failure to abide by this agreement can result in my dismissal from my position as Class Officer.

Candidate's Signature

I have read and agree to the above statements regarding my child's candidacy for the Class Officer position above.

Parent/Guardian Signature

Class Officer Election Speech Video, Image, and Audio Release Form

Dear Parent,

It is time to elect our 2022-2023 Freshmen Class Officers. We will be taping your student's speech and showing the speeches to the student body. In order to do this, we need your permission to tape and show your child's speech to the student body.

Neither Garland ISD nor any of its authorized webmasters, photographers, videographers or officers receives monetary rewards resulting from the use of such materials.

Your signature below indicates your permission for your student's speech to be videotaped and shown to the student body. **Please return this form to Ms. Ellis (Student Activities Director) by Thursday, August 18.**

If your child does not return this form by the above stated date, then he or she will not be able to tape their speech and only their name will appear on the ballot.

I hereby affirm that I am the parent/guardian of the student named below. I hereby give my consent for his/her image and the voice of my student to be videotaped and shown to the student body.

Student Name: _____

Student ID #: _____

Parent/Guardian Name (Print): _____

Signature: _____ Date: _____

Please return to Ms. Ellis by Thursday, August 18th along with your Class Officer Application.
Student Activities Office (Room 294C inside the library)
Email: lbellis@garlandisd.net

Freshmen Class Officer Candidate Speech

Candidate Name: _____

General Guidelines...

- **Speeches must be turned into Ms. Ellis by Thursday, August 18th at 3pm** so that they can be approved and if needed changes can be made.
 - You are running for class officer in general...do NOT say "Vote for me for President"
 - Speeches will be no longer than 1 minute long.
 - Make your speech positive.
 - Do not criticize any other school, organization, or person.
 - It usually helps to have the speech written out to make sure you say exactly what you wish to say in as clear and concise manner as possible.
 - Practice your delivery in front of a mirror and only use your notes as a back-up.
 - Humor is always a good attribute in any speech.

Ms. Ellis will need to keep a copy of your speech on file. Please write down here what you are going to say and turn this in with your application. Any changes to your speech will need to be resubmitted to Ms. Ellis before the speeches are taped. Ms. Ellis is keeping this copy so please make sure you take a picture or keep a copy for yourself so you know what you turned in as your final speech.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.