**ELHS SGA Officer Commitment Letter**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current Grade\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Office desired \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Offices held in the past and activities participated in (including sports):

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**Teacher Recommendation:** You must obtain ELHS teacher recommendations. A sponsor or coach may vouch for you if they are also an ELHS teacher. If you are new to ELHS, you may have teachers from your previous school listed below. Please collect the appropriate number of email addresses based on your current grade level: rising sophomores need 10 references, rising juniors need 11, and rising seniors need 12. One recommendation must be from your current Class Sponsor: rising sophomores ([popeal@pcsb.org](mailto:popeal@pcsb.org)), rising juniors ([serpal@pcsb.org](mailto:serpal@pcsb.org)), and rising seniors ([dorriera@pcsb.org](mailto:dorriera@pcsb.org)).

**DO NOT ASK YOUR REFERENCES TO EMAIL ME ABOUT YOU. I WILL EMAIL THEM. THANK YOU.**

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| **Teacher’s Name** | **Teacher’s Email Address** |
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**Commitment:** If elected to an SGA Board or class officer, I agree that I will fulfill the responsibilities, duties and obligations of my position. This includes but is not limited to:

* Attendance at two weekly meetings **in their entirety**-Class (or Board) and General SGA.
* Attendance at monthly SAC meetings (SGA and Sr. Class President only).
* Additional time or meeting as required (for example: Homecoming, Prom, Graduation, Banquet and other events).
* Participation in all SGA sponsored events.
* Planned absences from meeting and/or SGA sponsored events due to extenuating circumstances must be in writing from a parent and given to my appropriate sponsor **in advance** of the absence.
* Absences due to illness, require that a parent must contact my appropriate sponsored **by email** **on the day** of the absence.
* Maintaining a clean discipline record.
* Maintaining a minimum of a 3.0 GPA.
* Conducting myself in the manner of a student leader at all times.

I understand that if I do not fulfill my responsibilities that I may be put on probation and/or removed from office.

**Duties of Class Officer**

**All Officers** are expected to attend and lead all committees, meetings and events. Below are the additional duties of each officer.

**President:** To call and conduct all meetings of the class; He or she will form and start all class committees. To attend all SAC meetings (second Tuesday of the month). Class and SGA Board Presidents must be on ELHS campus for a minimum of 4 periods a day. They shall serve as the official spokesperson for the SGA and represent it in all matters affecting its interests. The SGA president shall have the power to take executive action. In addition, the following is expected:

SGA Board President: TA for board sponsor first semester.

Senior Class President: TA for class sponsor first or second semester.

Junior Class President: TA for class sponsor second semester.

**Vice-President:** Shall make all committee assignments. Shall assume duties of the SGA President in his/her absence. Shall be responsible for other SGA duties that the President deem necessary.

**Secretary:** Shall keep accurate records of all SGA meetings. Shall prepare agendas for all SGA meetings. Shall post minutes of all SGA meetings **the day after the meeting** in order to keep the student body informed. Shall be responsible for other SGA duties that the President deem necessary.

**Treasurer:** To keep record of all receipts (income) and expenses of the class. Shall be responsible for other SGA duties that the President deem necessary.

**Representative (4):** To act as a liaison between the faculty and the class. Shall be responsible for other SGA duties that the President deem necessary.

**Historian:** To keep track of all class activities, take pictures and put together a scrapbook of the year’s activities. Shall be responsible for other SGA duties that the President deem necessary. This is an appointed position.

**Qualifications and Expectations**

* All candidates must have a minimum of a 3.0 grade point average to run for office.
* Officers must maintain a 3.0 grade point average while in office. GPA’s will be verified at the end of every nine week quarter. Officers who fail to meet this requirement will be placed on a nine week probation. Failure to receive a 3.0 the following nine weeks will result in removal of office.
* Officers must maintain a clean disciplinary record.
* Officers are **required** to attend every Tuesday class meeting **and** every Thursday general meeting. All excuses must be submitted **in writing** to the sponsor.
* After two unexcused absences students will be placed on probation. Any subsequent absences will cause for removal of office.
* Excessive absences (excused **or** unexcused) may be caused for removal at the sponsor’s discretion.

**All Positions Except Presidents, Vice President, and SGA Board**

**PETITIONS FOR SGA OFFICE**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current Grade\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Office desired \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Due to the COVID-19 health crisis, we are omitting the student petition portion of the Application and Student Commitment Letter for the 2021-2022 school year. Should you have any questions, please direct them to Mrs. Hess, SGA Sponsor ([hessk@pcsb.org](mailto:hessk@pcsb.org)).

Classes and grade averages of previous semester:

CLASS GRADE

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_
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6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_
7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

**Required Signatures:**

Officer Candidate Signature Date

**Parent/Guardian Approval-** Students, have your parents or guardians email Mrs. Hess ([hessk@pcsb.org](mailto:hessk@pcsb.org)) with the following information by Thursday, May 6th. Their email indicates approval of your participation in the SGA election. Include your name, student’s name, and office for which the student would like to run.