

**Richard O. Jacobson  
Technical High School**

**2021 - 2022  
Class  
Officer  
Election  
Packet**

**Return to  
Mrs. Lavoie  
Rm. 1-140**

## Due Dates and General Information:

- This application is due by 2:00pm on Friday, August 27<sup>th</sup>.
  - o Please see p. (Officer Candidate Checklist) of this application packet for all the required parts in order to have a complete application.
  - o Late applications will not be accepted. Incomplete applications will not be accepted.
  - o You may turn your completed application in to Mrs. Lavoie – Rm 1-140.
  
- Campaigns will begin on Monday, August 30<sup>th</sup> and run through Thursday, September 2<sup>nd</sup>. Do not hang any posters or distribute materials until this date (Monday, August 30<sup>th</sup>).
  - o Make sure to read the specifics about posters and campaign materials listed on p. 2-3 of this application.
  - o Always be respectful of your fellow candidates.
  
- Elections (Class Voting) will be held Friday, September 3<sup>rd</sup>. Voting is online, and students can vote anytime during the day on their devices. Voting link will stay active until 1:30pm on Friday, September 3<sup>rd</sup>. Winners will be announced Tuesday, September 7<sup>th</sup>.

### GPA Requirements \*Unweighted\*

Junior – 2.5

### Posters

- Posters and campaign materials must be approved by Mrs. Lavoie in Room 1-140 before they are displayed or distributed.
  - o You are only allowed to hang 2 posters and 5 flyers in this election. We have 4 grade levels running so we need to limit the number of campaign materials hanging in our halls.
  - o NO GLITTER on your posters or flyers.
  - o Only clear tape or painters' tape is to be used when hanging your posters and flyers. No colored duct tape, duct tape in general, double sided, or permanent tape is to be used on any walls in the school. It is your responsibility to provide the tape to hang your campaign materials.
  - o Do not hang your campaign materials over other candidate's materials. Be respectful of other candidates is very important!
  - o 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 30<sup>th</sup>. If you want to email Mrs. Lavoie at [lavoieca@pcsb.org](mailto:lavoieca@pcsb.org) to ask questions about campaign materials, please feel free.

### Teacher Recommendation Forms

- o The 2 teacher recommendation forms are in your officer packet. You will distribute these 2 forms to the teachers of your choice.
- o These two forms will be turned in directly to Mrs. Lavoie by the teachers you give them to. **Do not ask for them back.**
- o Officer candidates will NOT be given access to these completed recommendation forms. We want the teachers to be as accurate as possible.
- o It is common courtesy to give your teachers a week's notice. Do not expect your teachers to have something done in a day.

## Campaigning

- o 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! If a smear campaign does ensue an investigation will take place and candidates could be disqualified. Please keep your friends in check, this is to choose the best candidate not a popularity contest.
- o It is the candidate's responsibility to hang and take down your own posters. If posters are damaged by another candidate, it could lead to disqualification of a candidate. Be respectful.
- o All posters and flyers need to be taken down by end of day on **Friday, September 3<sup>rd</sup>**.

## Speeches

- There will be no speeches.

## Candidate Check List

Please make sure you have completed the following items as part of your application:

- Petition for Class Officer
  - Candidate Agreement
  - Two Different Teacher Recommendation Forms
- o The 2 teacher recommendation forms are in your officer packet. You will distribute these 2 forms to the teachers of your choice.
  - o These two forms will be turned in directly to Mrs. Lavoie by the teachers.
  - o Officer candidates will NOT be given access to these completed recommendation forms. We want the teachers to be as accurate as possible.
  - o Do not expect your teachers to have something done in a day.

## Important Dates

Application Turn In	Friday, August 27 <sup>th</sup>
Teacher Recommendations Due	Friday, August 27 <sup>th</sup>
Notification of Acceptance to Run	Friday, August 27 <sup>th</sup>
Campaigning	Monday August 30 <sup>th</sup> – Thursday September 2 <sup>nd</sup>
Voting	Friday, September 3 <sup>rd</sup>
Announcement of Class Officers	Tuesday, September 7 <sup>th</sup>

# PETITION FOR CLASS OFFICER

Due: August 27, 2021

Candidate's Name: \_\_\_\_\_  
Student ID: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Current GPA: \_\_\_\_\_ Position Running For: \_\_\_\_\_  
Cell Phone #: \_\_\_\_\_ Alt Phone #: \_\_\_\_\_

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

Two different teachers you have given your "Teacher Recommendation Forms" to:

Briefly describe why you are running for Class Officer:

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

# Senior Class Candidate Agreement

Due: August 27, 2021

This application is to be completed and turned in to your class sponsors  
no later than **2pm, Friday, August 27, 2021**

Print Student Name: \_\_\_\_\_ Office Seeking: \_\_\_\_\_

ID Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Class President – The job description for Class President is:

1. To represent their class at all official ROJHS student council and class meetings.
2. To support all ROJHS and Student Council activities, including social events, fund raisers and meetings.
3. To help foster positive relations and class activities with other local high schools.
4. To represent his class at various academic, social, civic and student-related programs.

Class Vice President - The job description for Class Vice President is:

1. To support and assist the Class President at all times.
2. To take the place of the Class President when they are absent from their duties.
3. To support and attend all ROJHS and Student Council activities and Student Council, including social events leadership workshops, fund raisers, and meetings.

Class Secretary - The job description for Class Secretary is:

1. To support and assist the Class President at all times.
2. To support and attend all ROJHS and Student Council activities and Student Council, including social events leadership workshops, fund raisers, and meetings.
3. To record and post in a timely manner minutes of any and all class meetings.
4. To do all the duties normally associated with the job of secretary at a class meeting.

Class Treasurer - The job description for Class Treasurer is:

1. To support and assist the Class President at all times.
2. To support and attend all ROJHS and Student Council activities and Student Council, including social events leadership workshops, fund raisers, and meetings.
3. To keep accurate records of all class financial accounts.
4. To present timely financial reports at any and all class meetings.
5. To appoint and supervise reliable students to collect funds at class sponsored events.

**I fully understand that being a class officer is a serious responsibility. I am also aware of the following requirements:**

\_\_\_\_ 1. I must have and maintain at least a **2.5 G.P.A \*Unweighted\***. to qualify for election and during the term of service.

\_\_\_\_ 2. I promise to actively support and attend all ROJHS Student Council activities, including social events, fund raisers and meetings.

\_\_\_\_ 3. I understand that as a class officer, I have a leadership role in Student Council and am expected to attend meetings and leadership development workshops, including meetings with my sponsor. \*Meetings will primarily happen during lunch however, meetings after school may be required virtually.

\_\_\_\_\_ 4. I understand that I am not eligible to run or may forfeit my position of service and leadership, if elected, should I be suspended from school, be placed on disciplinary probation, academic probation or become academically ineligible.

\_\_\_\_\_ 5. I understand that I must be registered to attend ROJHS for the 2021-2022 school year and will return as a ROJHS student for the coming school year.

\_\_\_\_\_ 6. **Senior Class Officers: I understand that because the duties of Senior Class officers are very time consuming, I may not hold major officer positions in other organizations, especially presidential positions.**

I have read, certify and understand the requirements and promise, if elected, to fulfill the job description of the position of leadership and service I am seeking to the best of my ability. I also give permission to use the information provided on the other side of this form in preparing candidate information for voters.

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Student Signature

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Date

# Class Officer Guardian Consent Form

\_\_\_\_\_ I support my student's application to be elected to the above position of leadership and service to ROJHS as a Class Officer for 2020-2021.

\_\_\_\_\_ I understand that the position of class officer is one of great honor and the duties associated with it are very time-consuming. I am prepared to support my child if needed.

\_\_\_\_\_ I understand that my child has a leadership role in Student Council and will be expected to attend meetings and leadership development workshops.

\_\_\_\_\_ **Senior Class Officers: I understand that because the duties of Senior Class officers are very time consuming. I am willing to support my child in fulfilling their responsibilities, if needed.**

\_\_\_\_\_ I am aware that my student and I are responsible for the clean-up of all campaign materials as well as any damage my student's campaigning may cause.

Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_

Signature of Guardian

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Student

\_\_\_\_\_

Date

# Teacher Recommendation Form for Class Officer Candidate

Due: August 27, 2021

Student Name: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Recommending Teacher: \_\_\_\_\_ Subject: \_\_\_\_\_

Please rate the above named student on the following skills or qualities.  The student will <b>NOT</b> be given access to this recommendation, so please be as accurate as possible.  <b>Skill/Quality:</b>	Outstanding (5)	Good (4)	Average (3)	Developing (2)	Poor (1)
<b>ANALYTICAL SKILLS</b> Ability to problem solve, correlate and process information, and to think critically					
<b>COMMUNICATION SKILLS</b> Verbal skills, clarity of expression, articulateness					
<b>MOTIVATION</b> Genuineness and depth of commitment to the task at hand					
<b>RELIABILITY</b> Dependability, sense of responsibility, promptness, conscientiousness					
<b>LEADERSHIP</b> Ability to initiate, lead and/or supervise others					
<b>INTEGRITY</b> Honesty, trustworthy, probity					
<b>MATURITY</b> Personal development, ability to cope with life frustrations					
<b>JUDGEMENT</b> Ability to evaluate a problem involving others, common sense, decisiveness					
<b>RESOURCEFULNESS</b> Ability to discover new resources and manage new/already present resources skillfully					
<b>INTERPERSONAL RELATIONS</b> Ability to get along with others, rapport, cooperation, attitude toward supervision					
<b>PERSERVERANCE</b> Endurance, physical and mental capability to see a task/project through to completion					
<b>CREATIVITY</b> Ability to generate new and novel ideas, or approaches to problems					
<b>GROWTH POTENTIAL</b> For this student in the year to come					
<b>SCHOOL PRIDE</b> Student enjoys being a student at Sachse High School					

**Please Check One:**

- I would ...  *Highly recommend*     *Recommend*     *Recommend with reservation*  
 *Not recommend* this student to be considered as a Class Officer Candidate for 2020-2021.

Please feel free to include any additional comments, opinions, or special considerations on the back of this form.  
*Thank you for your time!*

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN TO Candi Lavoie's MAILBOX OR CONTACT TO COLLECT NO LATER THAN END OF DAY Friday, August 27, 2021.**

# Teacher Recommendation Form for Class Officer Candidate

Due: August 27, 2021

Student Name: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Recommending Teacher: \_\_\_\_\_ Subject: \_\_\_\_\_

Please rate the above named student on the following skills or qualities.  The student will <b>NOT</b> be given access to this recommendation, so please be as accurate as possible.  <b>Skill/Quality:</b>	Outstanding (5)	Good (4)	Average (3)	Developing (2)	Poor (1)
<b>ANALYTICAL SKILLS</b> Ability to problem solve, correlate and process information, and to think critically					
<b>COMMUNICATION SKILLS</b> Verbal skills, clarity of expression, articulateness					
<b>MOTIVATION</b> Genuineness and depth of commitment to the task at hand					
<b>RELIABILITY</b> Dependability, sense of responsibility, promptness, conscientiousness					
<b>LEADERSHIP</b> Ability to initiate, lead and/or supervise others					
<b>INTEGRITY</b> Honesty, trustworthy, probity					
<b>MATURITY</b> Personal development, ability to cope with life frustrations					
<b>JUDGEMENT</b> Ability to evaluate a problem involving others, common sense, decisiveness					
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<b>INTERPERSONAL RELATIONS</b> Ability to get along with others, rapport, cooperation, attitude toward supervision					
<b>PERSERVERANCE</b> Endurance, physical and mental capability to see a task/project through to completion					
<b>CREATIVITY</b> Ability to generate new and novel ideas, or approaches to problems					
<b>GROWTH POTENTIAL</b> For this student in the year to come					
<b>SCHOOL PRIDE</b> Student enjoys being a student at Sachse High School					

**Please Check One:**

- I would ...  *Highly recommend*     *Recommend*     *Recommend with reservation*  
 *Not recommend* this student to be considered as a Class Officer Candidate for 2020-2021.

Please feel free to include any additional comments, opinions, or special considerations on the back of this form.  
 Thank you for your time!

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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