

Election Packet for 2020-2021 School Year Scholar Council Positions

- Election Form and speech videos due: **Friday, April 10th at 11:59 p.m.**

To have this completed you must have:

1. Election Google Form filled out which can be found [here](https://forms.gle/cksNmFi8ro1JmyDP8). (<https://forms.gle/cksNmFi8ro1JmyDP8>). This includes a question describing why you would be a good candidate which should be at least a paragraph or two with five full sentences. It also includes a question that asks you to upload a video of your election speech which should be one to five minutes long which will be viewed by the electors. If you have trouble uploading the video to the form, you can email it to alethea.alle@heritageacademyaz.com.
 2. An email from a parent or legal guardian to alethea.alle@heritageacademyaz.com indicating they have read the requirements to be in scholar council in this packet and you have their permission to run for a position. The permission slip they are agreeing to can be found on page 6 of this packet.
 3. An email sent to all my teachers with [this form](https://forms.gle/NBBjj5mnJVghZ1ok7) for them to fill out. (<https://forms.gle/NBBjj5mnJVghZ1ok7>).
- Candidate videos will be available to the chosen electors starting Monday, April 13th and they can ask the candidates questions via Google Hangouts on **Thursday, April 16th at 10:30 am**. Votes will be due that same Thursday at 11:59 p.m.
 - **Monday, April 20th**. Results will be announced on the Facebook announcements.

Heritage Academy Maricopa Official Scholar Council Election Packet

Scholars interested in running for *Scholar Council President, Vice President, Executive Public Relations Officer, Senior Class President, Secretary, Treasurer, Historian, Junior, Sophomore or Freshman Class Representative*, must submit a completed packet with parent and teacher signatures to **Ms. Allen** no later than 3:30 p.m. on **Thursday April 2, 2020**. (Packets will not be accepted after this time and you will be ineligible to office if turned in late).

Candidate Qualifications:

- Candidates must be in the following grade levels to run for the respective offices:

President	Graduating Senior*
Vice President	11 th grade or higher
Executive Public Relations Officer	11 th grade or higher*
Secretary	10 th grade or higher
Treasurer	10 th grade or higher
Historian	9 th grade or higher
Senior Class Representative/ Senior Class President	Graduating Senior*
Junior Class Representative	11 th grade only
Sophomore Class Representative	10 th grade only
Freshman Class Representative	9 th grade only
8 th Grade Representative	8 th grade only
7 th Grade Representative	7 th Grade only
6 th Grade Representative	7 th Grade only

- Must have at least a “B” or 3.0 GPA overall in all classes and
- Must maintain a “B” or 3.0 GPA overall during their term in office.
- Must exemplify proper school citizenship
- Must be an example of compliance to the Dress Code
- Must be supportive of the mission of the school;
- Must possess and demonstrate a high level of respect towards the administration, faculty and student body
- *Must have evidence of previous leadership experience (past experience on a Scholar Council, NHS, NJHS, or other school, church or extracurricular club leadership)

All candidates must submit the following:

- **a letter of permission** to run from the scholar’s parent or legal guardian,
- **the teacher certification form** of the above standards with signatures of approval by all current teachers. (both included in this packet and reviewed by Ms. Allen)

Additional Requirements:

- Officers are required to be enrolled in the Scholar Council class for the entire year.
- Officers time commitment is high, requiring many hours of service outside of school hours.
- Officers must honor the voice of administration, teachers and scholars as they plan and execute activities.
- All officers must assist in all scholar council events, including, but not limited to, Dollar for Duds, Homecoming, Sadie Hawkins, JH activities and Prom

- All officers will take part in daily announcements.
- All officers are expected to be outgoing in communicating with the student body and promoting activities and school spirit.

Officer Job Descriptions

President

- Presides over and conducts all scholar council meetings (or assigns someone to conduct) and ensures that the voice of administration, teachers, scholars and all council members are properly considered
- Meets regularly with the Scholar Council Advisor to review leadership and council direction
- Serves as a liaison between the administration, faculty and the student body
- Must maintain the confidence of the administration, student body and council
- Oversees the daily announcements
- Assists with Dollar for Duds and other fundraising activities
- Acts as chair of one major activity
- Coordinates with secretary on agendas
- Attends and assists with all scholar council activities

Vice President

- Works closely with and assists the President in all he/she does
- Takes over presidential duties in her/his absence
- Acts as chair for one major activity
- Attends and assists with all scholar council activities

Senior Class Representative/ Senior Class President

- Coordinates Homecoming activities with alumni
- Plans future class reunions
- Acts as chair for one major activity
- Plans all senior meetings and any additional senior events
- Gets senior shirts and other clothing by the end of the first semester
- Coordinates senior trip (optional, based on need)
- Co-chairs prom with Junior class representative
- Attends and assists with all scholar council activities

Executive Public Relations Officer

- Runs all social media including Instagram, Twitter, Snapchat, etc.
- Works to advertise council events to the school and community, including Yearbook club, PTO, etc.
- Attends at least 4 PTO meetings and makes sure that all PTO meetings are attended by a council member
- Communicates with the administrative executive assistant to include future scholar council events in the weekly newsletter
- Attends and assists with all scholar council activities

Secretary

- Keeps records of all daily announcements
- Records minutes of all scholar council meetings
- Maintains a record of all activity evaluations
- Makes weekly agenda
- Writes daily announcements and creates announcement schedule
- Attends and assists with all scholar council activities

Treasurer

- Reviews and ensures accurate accounting of funds raised and dispersed
- Works together with activity chairs to review the budgets for events
- Oversees the collection of funds for Dollar for Duds and other fundraisers
- Acts as chair for one major activity
- Totals the amount of cash in the Cash Box each council meeting
- Presents a financial report the last council meeting of every month
- Attends and assists with all scholar council activities

Historian

- Takes photographs and chronicles all scholar council promoted events
- Assembles a historical record book complete with pictures, ticket stubs and other memorabilia
- Creates scrapbook following AASC (Arizona Association of Student Councils) guidelines
- Keeps record of events with positive and negative feedback
- Attends and assists with all scholar council activities

Other Class Representatives

- Surveys and communicates with fellow class scholars to obtain ideas and participation in scholar council activities
- Represents the ideas of her/his class appropriately in scholar council meetings
- Attends and assists with all scholar council activities
- *Junior class representatives co-chairs prom with senior class President

Scholar Council Time Commitment Information

Junior High Socials, Game Nights or Movie Nights: class planning and preparation, attendance, set up, tear down and clean up.

Monthly Dollar for Duds fundraiser: Officers should be at the school by 7:00 a.m. to set up and collect money, check dress and stamp participating scholars.

Lunch activities and pep rallies: class preparation and planning, attendance and help at activity

After School concessions: All officers take turns preparing and selling concessions. Icing drinks, stocking the cart and returning inventory to the cabinet. Occasional counting of inventory required.

Events such as dances (Homecoming, Winter Formal, Sadie Hawkins, Prom etc.) class planning and preparation, reserving venues, hiring DJ's, food preparation, set up, tear down, clean up.

Other school events as scheduled by the administration and Parent Teacher Organization...ie Maricopa Parades, Helicopter Santa, Maricopa Barbecue etc. Attendance, participation, setup, tear down and clean up as required.

Early Morning Senior Sunrise: class planning and preparation, preparation of breakfast, set up, tear down and cleanup.

The Scholar Council meets twice a week like a regular class year-round to develop leadership, communications and teambuilding skills. This includes reading assignments and class activities based on current research in identifying individual strengths, communication and influencing change on a large scale. The Council works regularly on planning activities that build unity and school spirit among the student body.

Heritage Academy Scholar Council Election Parent Permission Form

Dear Parents,

We are very pleased that your scholar has expressed a desire to run for a Scholar Council office. We appreciate the hard work and effort of parents and consider it a pleasure to partner with you in helping your son or daughter to grow and develop in this capacity!

All scholars participating in the Scholar Council will learn leadership, communication and team building skills while planning and executing activities that build student body unity and school spirit. There are opportunities to attend **regional** and **state sponsored** student council events and **summer camps** that provide your scholar with networking and learning opportunities beyond the local environment.

We are confident that your scholar will have a rewarding and enjoyable experience that will prepare her/him for future leadership roles while adding a valuable entry on their resume for future jobs and educational opportunities.

Please review all of the attached qualifications and expectations with your scholar. Your scholar will be expected to devote many hours outside of school to Scholar Council activities. Significant transportation needs to and from school and other venues are required. On occasion, they will be required to set up and tear down activities requiring their help **as late as midnight**. I look forward to meeting your scholar in the interview process.

Sincerely,

Ms. Allen
Scholar Council Advisor



Please send an email to alethea.alle@heritageacademyaz.com indicating that:

My daughter/son, _____, has permission to run for the position of _____ for the Heritage Academy Maricopa Scholar Council. I have reviewed the entire election packet with my scholar and agree to support her/him in this endeavor. I agree to provide transportation to and from activities and dances that require cleanup **as late as midnight**.

Teacher Certification of Candidate Citizenship and Grades

The following scholar is running for a Scholar Council position. Please certify that this student meets the following criteria:

- Current grades in all classes must be a “B” or above.
- Supportive of the mission of the school and has pride in being a Heritage Hero
- Sets an example of Heritage standards and dress code
- High level of respect for the school administration, faculty and student body
- Strong ability to be organized and effective as a scholar and Scholar Council member

E-mail all of your teachers this form to fill out, let them know what position they are running for.

<https://forms.gle/NBBjj5mnJVghZ1ok7>