

CLASS OFFICER/ ASB SENATOR ELECTION PACKETS

For the 2020-2021 School Year

Who can run?

Classes of 2021, 2022 & 2023

**All materials are due to Mr. Thomas via
email by Thursday, April 16th @12pm**

If you have any questions email Mr. Thomas: thomassc@hsd.k12.or.us

**You do NOT have to print this, you can simply place reponses on a new
document you email or share with me.**

Please specify what position you are applying for:

CLASS OFFICER OR SENATOR

Congratulations on deciding to get involved in Century High School Student Government. Being involved is the best way to enjoy your high school years. Good luck to everyone and stay involved, we need everyone to make Century great!

Due to these unforeseen circumstances, we will be combining the class officer and senator packet to try and make the election process easier. We have removed teacher recommendations and counselor's signatures. You will still need to complete a class list and a questionnaire. When we have received all the packets, Mr. Thomas will reach out to you to set-up a time for an interview on the phone or through video call.

**Below are descriptions of both class officer and senator duties/
responsibilities**

CLASS OFFICERS' RESPONSIBILITIES

These are the responsibilities/ duties of class officers per the constitution.

President

1. Be responsible for the effective functioning of the class senate.
2. Call, run and preside over class meetings, officer meetings and class senate meetings.
3. Prepare a written agenda for each meeting and keep them in the secretary's class notebook.
4. Plan, coordinate, and supervise all class activities.
5. Work in conjunction with ASB activities.
6. Communicate with Class Advisors
7. Handle general correspondence for the class.

Vice President

1. Assume the office of President in case the presidency is vacated, is unable to serve, or when the president delegates.
2. Support the president and class in any way possible.
3. Must attend all class senate meetings.
4. Communicate with Class Advisors

Secretary/ Treasurer

1. Keep and distribute written minutes of class officers or general class meetings.
2. Take attendance at all class senate meetings.
3. Keep a notebook of attendance and meeting minutes from all class senate meetings.
4. Keep accurate financial records of class accounts.
5. Give Treasurer's report at class senate meetings.
6. Be responsible for class fundraisers.
7. Prepare and sign vouchers for class expenditures and fund-raisers.
8. Deposit class funds with Bookkeeper.
9. Must attend all class senate meetings.
10. Responsible for lettering list at end of year based on attendance and participation
11. Communicate with Class Advisors
12. Responsible for completing planning budget sheet for each class-sponsored event

ASB SENATOR RESPONSIBILITIES

Senators are appointed positions and crucial to the success of our school. A committee will evaluate and decide which candidates will best serve their class and ASB. The committee will consist of the Activities Director, elected ASB president and VP, and elected class officers.

These are the duties of senators per the constitution:

Article XI: ASB Senators

Section 1: All senators will be assigned or select jobs during work week.

Section 2: When not doing their assigned senator jobs, ASB senators will assist grade level class officers and/or ASB Executive Board members.

Section 3: ASB Senators will meet with class officers on the first class period of every month.

Section 4: ASB Senators will attend class senate meetings every month.

REGULATIONS AND REQUIREMENTS FOR CANDIDATES

1. You must have at least a 2.5 GPA.
2. You should read and understand the Student Handbook and the ASB Constitution. You can obtain copies of these from the Activities Director Mr. Thomas.
3. You **MUST** take the Leadership Class if elected to the Executive Board, ASB Senate, or Class Office. No exceptions. At this point, it is unknown when the leadership class will be during the day.
4. Applications are due as stated on the application for candidacy.
5. Failure to abide by any of the above election regulations and requirements may result in the removal of the candidate from office.

CENTURY ASB SENATOR AWARENESS AND PLEDGE SHEET

Name _____

Grade _____

GPA _____

I am currently a member of the Century High School Associated Student Body, have paid ASB dues for 2019 – 2020 and I am a full time student.

I understand that as a CHS ASB Senator I must:

Support the constitution and policies of the CHS ASB

Assume the duties of the office of Senator

Commit myself to work with others to create an effective student government

Abide by school rules and procedures

Have a 2.5 overall GPA prior to applying for office and pass all my classes while in office

Maintain at least a 2.5 GPA in current classes at midterms and semesters

Enroll in the Student Council Leadership Class

Participate in and support all leadership and CHS activities

Participate in three mandatory student government work weekends

Participate in all planned student government service projects throughout the year

Represent my school to the best of my ability

Fundraise for ASB and my class in pursuit of successful activities

Work in cooperation with the ASB Executive Board and class officers to create a strong Student Government at CHS.

I understand if for some reason I cannot meet the prior conditions I will not apply, or if appointed, resign my office. A violation of the Students’ Handbook will result in discipline from the administration and possibly removal from office.

I understand that if the rules, as specified above, are not adhered to I will not be appointed, and I will not be allowed to apply for office.

I have read the above and I agree to the conditions outlined above.

Student’s signature or initial

Date

As the parent or guardian of the student indicated on this page I have reviewed the duties and responsibilities involved in holding office. I support this decision to apply for office and if my child is appointed I will support my child in performing the duties of the office.

Parent’s signature or initial

Date

Class List

Please list all the classes you are currently enrolled in this semester and the teacher. Return the completed form to Mr. Thomas by Thursday, April 16th @12pm.

Name: _____

Street Address: _____

City, State, Zip: _____

Home Phone #: _____

Email address: _____

Grade in School: _____

Period	Class	Teacher
1		
2		
3		
4		
5		
6		
7		
8		

ASB SENATOR CANDIDATE FORM

Fill in this form and return it to Mr. Thomas' mailbox by Thursday, April 16th @12pm

Name:

Grade in school:

What are you involved in at school? Outside of school?

Qualities or abilities you bring to the office:

Why do you want to become involved in leadership for your school?

What goals do you have for your Student Government and this school?

What is one area Century could improve in and how would you better it?

When are you available to be interviewed (Day, time, can you do a video call?)