

## INSTRUCTIONS TO APPLICANTS FOR P.G.H.S. STUDENT COUNCIL for 2019-2020

Student Body, Class Office

### INSTRUCTIONS:

1. Complete **APPLICATION: (DEADLINE: Nomination meeting times below)**. 10<sup>th</sup> and 11<sup>th</sup> grade students are invited to apply for a position as Student Body Officer, Junior Class Officer or Senior Class Officer.
2. **MANDATORY NOMINATION MEETING:** If you cannot attend, you must have a representative in your place. Parents welcome to attend.

If you are running for President, Vice President, or Secretary, you must attend this meeting describing possible preliminary round. **Date:** \_\_\_\_\_ **In Mr. Barnard's Room (124) at** \_\_\_\_\_ **p.m.**

**SOPH/JUNIOR** Mr. Barnard's room (#124), **Date:** \_\_\_\_\_ **March 5** \_\_\_\_\_ **Time:** \_\_\_\_\_ **2:30** \_\_\_\_\_

**FRESHMAN** Mr. Barnard's room (#124), **Date:** \_\_\_\_\_ **March 5** \_\_\_\_\_ **Time:** \_\_\_\_\_ **3:30** \_\_\_\_\_

3. **INTERVIEW:** Please be prepared to answer questions from the interview team (principal, advisors) based on leadership and your application. Sign up for an interview time at the nomination meeting.
4. **CAMPAIGN:** Please refer to Campaign Rules and Guidelines handout.
5. **ELECTION DAY:** Voting will take place in class following the election assembly during 3<sup>rd</sup> period.
6. Results will be announced that Friday Evening on KPGR at a TBD time.

### NOMINATION APPLICATION TO INCLUDE:

**Incomplete or excessive nomination applications will be disqualified.**

- CANDIDATE CONTRACT:** Signed and dated by candidate and parent/guardian
- FACULTY EVALUATIONS:** One evaluation is required from each teacher on the applicant's current schedule. **Seminary teachers should not fill out an evaluation.** Total scores will be divided by the number of classes/teachers on a student's schedule. If an evaluation is not received, you will be awarded a total of zero points for that teacher. Evaluation should be returned back to the student in a **sealed, signed** envelope. Envelopes are to be provided by applicant. Candidate is not to see completed evaluations. Please turn all evaluations in at the time of your interview and include a checklist of your class schedule. The teacher must sign his/her name on the back of the sealed envelope. 10% of your total points will be deducted from your evaluation score for violations of these standards.
- GENERAL INFORMATION:**
  - Section 1: PLEASE PRINT** your name, phone number(s), home address and the name of your parent(s) or guardian(s).
  - Section 2:** Please check the box indicating which office your nomination is in. You may wish to wait until the nomination meeting to finalize your nomination.
  - Section 3:** Please print the names, titles and phone numbers of persons endorsing this nomination; being certain to include signatures. Please state if any are related to the nominee. Their signature indicates their willingness to be interviewed by phone, if necessary.

### YOU MUST ALSO INCLUDE THE FOLLOWING:

- ONE PAGE LETTER OF INTENT** (one side only, 8 ½"x11", font no smaller than 10 pt.) explaining why you are seeking student office. Be as specific as you can. Describe one or more incidents that show your leadership skills or why you would be suited for an office.
- Portfolio** - These supplementary materials might include clippings, awards, letter of recommendation etc. Feel free to be creative. Prove to us that you are qualified for the position for which you are applying.
- Résumé** - One side only, 8 ½"x11" in support of your nomination.

**INCOMPLETE NOMINATION APPLICATIONS WILL BE DISQUALIFIED.**

**APPLICATION FOR STUDENT COUNCIL  
GENERAL INFORMATION**

**SECTION 1**

Nominee's Name: \_\_\_\_\_ Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Daytime phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

**SECTION 2 OFFICE OF NOMINATION (circle one):**

Student Body Officer

SENIOR OFFICER (3)  
Class of \_\_\_\_\_

JUNIOR OFFICER (3)  
Class of \_\_\_\_\_

SOPHOMORE OFFICER (4)  
Class of \_\_\_\_\_

**Appointed position(s) may be available. Would you accept? (Circle one)**

YES, I will accept an appointed position in the event that I am not elected to desired office.

NO, I will not accept an appointed position in the event that I am not elected to desired office.

**SECTION 3**

Please include TWO endorsements representing more than one sector of your life (i.e., community, work, etc.) which have a direct knowledge of your activities and achievements. Please state if any person listed below is a relative of the nominee.

**1. ENDORSEMENT**

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

Title/Position: \_\_\_\_\_

Relative to nominee

Phone: (home/work): \_\_\_\_\_

Signature: \_\_\_\_\_

**2. ENDORSEMENT**

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

Title/Position: \_\_\_\_\_

Relative to nominee

Phone: (home/work): \_\_\_\_\_

Signature: \_\_\_\_\_

**CANDIDATE CONTRACT**  
**Associated Students of Pleasant Grove High School** revised 1/2019

Name of Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

\*I, \_\_\_\_\_, understand that my son/daughter is applying for a  
(PARENT NAME)  
"Student Body Officer" or "Class Officer" position at Pleasant Grove High School for the **2019-20** school-year.

I understand the **TIME/COMMITMENT** required of Student Body/Class Officers.

- Elected Officers are required to donate many hours to the establishment of Pleasant Grove High School during the **school day, before and after school, some weekends, and during summer.**
- Having a job while serving as a Student Body/Class Officer may be difficult. Students' grades in the class will be based on a minimum of 10 hours of "outside-of-school-time" service per month. Including attending extracurricular activities, planning for events, or other approved projects.
- Members of student council may not hold executive offices of other clubs. Membership however, is highly encouraged.
- Enrollment and outstanding attendance in the B3 student council class is required.
- All elected officers should make arrangements to attend the Student Government Workshops and meetings listed below.
- It is expected as a member of the Student Council to hike the "G" for certain events; ie: Homecoming, Graduation, and State Championships, as well as Strawberry Days during the summer.

Uniform Fitting with Coleman is on TBA Date: \_\_\_\_\_ Time: \_\_\_\_\_ in Mr. Barnard's room.

**UASC** (Utah Association of Student Councils) Spring Conference: May 2019, exact date TBA

**Freedom Academy:** New Presidency should attend Freedom Academy in August

**UASC's LEADERSHIP CAMP** TBA Date: June \_\_\_\_\_, 2019 (St. George or Logan, Utah)

**Summer Meetings:** TBA and **STRAWBERRY DAYS PARADE:** TBA

I understand the **ELIGIBILITY** requirements of Student Body/Class Officers.

- Must hold and maintain an ongoing grade point average of **3.0**, and maintain this standard each term while in office.
- Must be enrolled 3/4 time at Pleasant Grove High School, on campus.
- Must get approval from Mr. Barnard for college/concurrent enrollment class that overlaps any portion of B-3
- Must not have earned "NC" (no credit) in any class due to poor attendance during year of candidacy and while in office
- Any instances of bullying, cheating, or any other serious infraction brought to the attention of the Student Council Advisor and/or administration will be investigated and if found to be true will be cause for dismissal from Student Council.

I understand the **FINANCIAL OBLIGATIONS** of being a Student Body/Class Officer.

- All elected officers are expected to pay for "student leadership training." (Est. \$275)
- All elected officers are expected to purchase a (sweater) uniform (Est. \$200.00) \*officers re-elected must purchase new office patch, est. \$15
- All elected officers are expected to pay for miscellaneous uniform items as voted by the council (hoodies, t-shirts, pre-game parties/socials, state event tickets, etc.)  
A \$50.00 deposit for sweater will be due upon election. Please make checks payable to P.G.H.S. (memo: student ID# / student council)

**I give my SUPPORT and PERMISSION for my student to run for a Student Office at Pleasant Grove High School. If elected, I give my SUPPORT and PERMISSION for my student to participate on PGHS Student Council.**

I understand the **TIME/COMMITMENT** and the **FINANCIAL EXPECTATIONS** required of  
PGHS Student Body and Class Officers.

I understand that the **ELECTION RESULTS**  
(faculty/staff recommendations, interview scores) are sealed.

\_\_\_\_\_  
(PARENT SIGNATURE)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(APPLICANT SIGNATURE)

## STUDENT ELECTION CALENDAR

Feb. 4	Applications Available online and in the front office pghs.alpineschools.org
Feb 11 @ 1:30	Mandatory Meeting if Running for President, Vice President Or Secretary. @ 1:30-2:30 in Mr. Barnard's room (#124)
Feb. 5 – March 19 or March 20	Copy and Distribute Faculty Recommendation Forms to your teachers Provide envelope and ask faculty to submit back to you
March 5 @ 2:30 For Juniors and sophomores, 3:30 for freshmen	REQUIRED Candidate Meeting, Parents are welcome Mr. Barnard's Room (#124) or Media Center Check eligibility via Skyward Interview Appointments made
March 19 and 20	<b>All Applications and teacher evaluations</b> are due at time of interview
March 25 @ 7:00	Doors open for hanging of posters*
March 26 @ 3:00 PM	Assembly Outlines Due to Student Council Advisor Excused List Due Mandatory Assembly Rehearsal
	B1 Tech Crew prepares audio, video, curtains, lights, etc. for assembly
March 25 – March 29	CAMPAIGNING WEEK during lunch MEET THE CANDIDATES @ lunch in Student Center Team Lunchtime Activities
March 29	Assembly Practice: 6:15-7:30 am Report to Auditorium 8:55 Team Lunchtime activities (during campaign week)
March 29- Vote March 29- Results	Voting by ballot in B-3 class Results will be posted on School's Website and announced on KPGR.
TBD	Uniform Fitting, Mr. Barnard's Room (124) \$50 uniform payment due
TBD	Oath of Office for 2018-2019 PGHS Student Council Photos at 10:30 (best dressed) Program at 11:00, Parents invited to attend

# 2019-2020 PGHS STUDENT COUNCIL CAMPAIGN RULES

## GENERAL

Revised  
1/2019

1. All questions concerning campaign rules will be resolved by the Election Committee, which consists of Student Council Advisors. This includes penalties, grievances, explanation of rules and disqualification of candidates.
2. No campaigning shall disrupt classes and/or class attendance. Campaigning at the school shall not begin prior to March 25, 2019 @ 7:00 AM. Candidates are allowed to begin using social media after attending nomination meeting.

## CAMPAIGN FINANCES

3. A limit of **\$40 per candidate** can be used during the CAMPAIGN.
4. Donated money or items/supplies may be contributed to a person's campaign and will be considered at fair market price and will apply towards the candidate's spending limit. Value of the donated items should be listed on the campaign expense sheet.
5. All candidates must submit financial records by Thursday, March 30 at 3:00 PM to Mr. Barnard. Candidates who exceed the \$40 limit will be penalized one overall percentage point for each dollar overspent. The finance record sheet in this packet must be completed with receipts attached by the above time. Failure to meet the above deadline will result in a five point deduction on a person's overall score and further investigation into finances.

## SIGNS/BANNERS

6. A limit of 2 (22 x 28 inch) poster boards is allowed. Photographs / printed images of the candidate may not exceed 8 x 11 inch.
7. FIVE -8½ X 11" signs on tack-strips or in other appropriate places will be allowed during the election. Student council poster supplies can be used by candidates and parties during election week at no cost. Supplies must be properly put away after usage. Signs may not be put up prior to the beginning of the campaign.
8. Absolutely NO GLITTER or CREPE PAPER may be used on campus (inside or out).
9. Signs/banners in the Student Center may not be placed on any doors. Students must provide their own tape (blue painters tape) to hang posters throughout the school.
10. No signs or banners may be put up in the new portion of the school.
11. No signs may be placed on any other area of the school besides pre-approved walkways, tack strips, and the glass of the student center. Signs placed in other areas will be thrown away and cannot be replaced.
12. Signs may not be attached to or cover up existing school signs or tack strips. Fines for damages will be issued for neglect. Violation of the sign/banner rules will result in loss of sign privileges.

## CANDIDATE CONDUCT

13. All candidates are expected to remain ethical and honest throughout the campaign. This includes refraining from tampering with posters, or otherwise interfering with another campaign. School rules contained in the student handbook will be strictly enforced. Rule violation will result in disqualification. This also applies to any websites, including social networking sites. Students may campaign via social media after they have officially declared their candidacy for a specific office held in the election meeting held by the student council advisor.

## HAND-BILLS/FOOD/CANDY

14. No hand-bills shall be distributed in the parking lots.
15. No adhesive backed signs, handouts or stickers are allowed on campus (in buildings or on school grounds).
16. Candidates that distribute candy/food must clean up following. Campaign must not distract from the school or classroom environments. Only food/candy that is pre-packaged may be distributed. You cannot distribute food/candy that you have made.
17. Absolutely NO FOOD/DRINK in the auditorium. Candidates may NOT throw candy to the crowd.  
\*\* Presidential Speeches must be pre-approved by Student Council Advisors at least 24 hours before the election assembly.

## IMPARTIALITY

19. Current members of the student council are not allowed to promote/campaign for a candidate. This also means they cannot wear or accept anything supporting a candidate, nor can they use Social Media to promote a candidate.
20. PGHS Administration, Faculty, and Staff may not promote/campaign for a candidate.

**VOTING**

21. Voting rights are extended to all enrolled STUDENTS who will be attending the following year at PG High School.
22. Voting will be available during 3<sup>rd</sup> period on Election Day. Results will be tallied and reported later that same day.

**CAMPAIGN PARTY SYSTEM**

23. Party designation shall be assigned randomly at the application meeting
24. Each party is allowed equal opportunities to promote party platforms at the assembly and on campus.
25. Election financial disclosure is required.
26. Candidates may not "run together" meaning two candidates cannot campaign together, support one another financially, place each other's name on their posters or any related activities.

**WEIGHTS AND CATEGORIES**

28. Student Body or Class Officers will be determined based on the following: 40% popular vote, 40% Faculty Recommendation, 20% interview
29. Sophomore Officers will be selected following an interview (50%) and faculty recommendations (50%) and will not be elected by popular vote.

**THE ELECTION COMMITTEE RESERVES THE RIGHT AND THE RESPONSIBILITY TO  
DISQUALIFY OR IMPOSE PENALTIES ON ANY CANDIDATE WHO VIOLATES THE RULES OF THE ELECTION.**

TEACHERS/STAFF: PLEASE RETURN TO STUDENT IN A SEALED ENVELOPE PROVIDED BY THE STUDENT

## FACULTY RECOMMENDATION

### Pleasant Grove High School Student Council Elections

DEADLINE:

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

Teacher: \_\_\_\_\_ Period: \_\_\_\_

Class Title:

NC? Yes No

5= Top 5%	4= Top 10%	3= Top 25%	2= Top 50%	1= Lowest 50%	0= Lowest 10%
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As compared to all students, how does this applicant demonstrate each of the following VALUES?	0-5	COMMENTS
<b>Dependability:</b> Tasks are completed within the deadline. Student goes above and beyond in order to not only finish the task, but to do so skillfully and without flaw.		
<b>Productivity:</b> Does this student produce top quality work? Do they use their time wisely and help others to do so also?		
<b>Optimism:</b> enthusiastic, cheerful, encouraging, adaptable...		
<b>Honesty:</b> ethical, sincere, fair, scrupulous		
<b>Sociability, Cooperation, and Civility:</b> extrovert, neighborly, agreeable, takes part, "team-player," compassionate, polite, respectful, courteous, cordial, tactful..... Is NOT a distraction to other students in the class. Shows the teacher respect.		
<b>Commitment:</b> Do they show constant effort to succeed in your class? Do they show up on time? Do they strive ALWAYS for the best grade or do they accept mediocrity?		
<b>Organization:</b> Do they manage their time well? Do they work on getting work done in class as opposed to at home? Are they clean, neat, and articulate in their work?		

Total Score: \_\_\_\_\_ / (35)

Signed : \_\_\_\_\_ (Teacher)

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