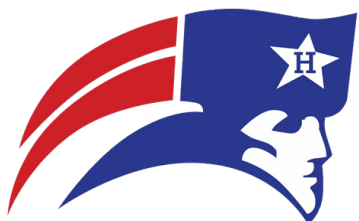


2021 - 2022 SGA Class Officer / Representative Application and Election Information



The process for selecting class officers and class representatives is detailed below. Pay close attention to all deadlines. The ability to follow directions and to abide by deadlines is a necessary characteristic of SGA members. There will be no extensions. If you have any questions, please see Mrs. Cooley in room 249 or send her an email at mcooley@homewood.k12.al.us.

SGA CLASS OFFICER / REPRESENTATIVE SELECTION PROCESS: IMPORTANT DATES		
Date	Event	Location
Tuesday, April 13 at 4:00	Interest meeting for all students running for class officer positions or applying to be class representatives *If you can not attend the meeting, you must contact Mrs. Cooley to explain your conflict BEFORE the day of the meeting.	Google Meet Code: SGA-HHS-2021
Tuesday, April 20 at 3:30 PM	Declaration of Intent form due	Link: Declaration of Intent
Saturday, April 24 by 5:00 PM	Candidates running for class officer positions post campaign videos	Post your campaign video at the FlipGrid Link: HERE
Monday, April 26 at 7:40 AM	Candidates running for class officer positions bring posters to Mrs. Cooley for approval * 8th graders - see Mrs. Stanfield for approval before 3:00 on April 23*	Room 249 *campaign materials must be approved before they are placed anywhere on campus or online
Friday, April 30 8:00 AM - 3:10 PM	Voting for Class Officers	Schoology Grade Level Courses
Friday, April 30 7:00 PM	Announcement of Class Officers	Posted in Schoology Student Resources Course
Tuesday, May 4 3:00 PM	Announcement of Class Representatives	Posted in Schoology Student Resources Course

*****Failure to meet these deadlines will result in DISQUALIFICATION of candidates*****

What are the responsibilities for Class Officers?

- **Duties for ALL officers:**
 - Work (set up, clean up, and sometimes work during) all SGA events, including pep rallies, pod decorations, school dances, the Homecoming parade, philanthropy events / drives, the talent show, and prom.
 - Sell tickets and t-shirts for SGA events
 - Attend monthly SGA meetings AND monthly class meetings.
 - Promote school spirit by dressing up, advertising events, etc.
 - Help executive officers make decisions about major events in the school and changes that affect student life.
 - Class officers should be willing and able to **use their study period** and meet **before school to plan or work** class events.

- **President**
 - Represents and serves as the spokesperson for his or her class
 - Communicates regularly with executive officers AND class officers and representatives
 - Organizes one major event per year (examples of events include dances, philanthropy month, powderpuff, talent show, etc.)
 - Schedules class officer planning meetings and runs class meetings once per month
 - Attends all class functions and SGA activities *

- **Vice President**
 - Fulfills the president's duties in his or her absence
 - Assists in the direction and execution of all class events and projects
 - Takes attendance at SGA meetings and enforcing attendance policies
 - Plans and organizes pod decorations - recommended for someone who is available Wednesday afternoons
 - Oversees the ordering and distribution of spirit items (poms, props, etc.)
 - Attends all class functions and SGA meetings *

- **Secretary**
 - Maintains the SGA Class Board and Instagram account
 - Creates weekly advertisements and posts them around the school for dress up days and major school events
 - Attends all class functions and SGA meetings *

Class Officer Selection Process - Class officers will be selected based on the following criteria:

- Student Body Vote - (33.3%)
- Teacher Recommendations - (33.3%)
- Application Evaluation - (33.3%)

Students running for an SGA Class Officer position must

- Maintain an overall GPA of a 3.0
- Have a clear disciplinary record for the current school year
- Receive recommendations from 5 adults at HHS (current 9-11 graders) / HMS (current 8th graders)
- Abide by the SGA Code of Ethics (posted on the last page of this packet)

Required steps in the selection process

- **REQUIRED Interest Meeting (Tuesday, April 13 at 4:00 PM)** - Contact Mrs. Cooley ASAP if you have a legitimate conflict.
 - Google Meet Code: **SGA-HHS-2021**
- Complete the **Declaration of Intent** form by **April 20 at 3:30 PM**: [LINK](#)
- **Teacher Recommendations**: You do not need to do anything other than let your teachers know that they will be receiving the recommendation forms from SGA. SGA will get the forms to the teachers you name on your declaration of intent form.
- **Election week (April 26-30)** - All current 8th graders, freshmen, sophomores, and juniors will have the opportunity to vote for their own grade level officers through their specific grade level course on **Friday, April 30**. Results will be posted on the HHS Website.
- Abide by all of the campaign rules below!

Campaign Rules

***** Any violation of these campaign rules by the candidate or anyone campaigning on his or her behalf will result in the candidate's immediate disqualification.*****

POSTERS / FLYERS / BANNERS

Grades 9-11: Approval of all materials will take place in Mrs. Cooley's room (249 in English pod) on the morning of April 26 at 7:40 AM.

8th grade: See Mrs. Stanfield's room (7th grade hall) for approval before 3:00 PM on April 23.

There will be no negative campaigning and off-color / inappropriate slogans or images will not be allowed. **NO ONE MAY HANG / POST POSTERS THAT HAVE NOT BEEN APPROVED.**

- Each candidate may use **1 banner, 6 posters (standard size), and 15 fliers** in his or her campaign in the school building.
- **NO OTHER IN-PERSON CAMPAIGN MATERIALS MAY BE USED** (this includes, but is not limited to, stickers, candy, food, t-shirts, small posters, buttons).
- Any flyers, posters, banners, videos posted on social media must be the **EXACT SAME** as the ones approved by Mrs. Cooley for use in the school building. This applies to the candidates' social media accounts as well as the social media accounts of friends / family members.
- Candidates must conduct a positive campaign based upon their assets and potential contributions to the Student Government Association. Negative, irrelevant campaigning will not be allowed.
- All campaign materials must be removed from the walls by 3:30 PM on Friday, April 30.

VIDEOS

Videos must be posted to the SGA Class Officer Flipgrid ([LINK](#)) by the end of the day on Saturday, April 24. Videos will be approved **BEFORE** they are shared with the student body. If your video is inappropriate in any way, it will NOT be shown. Make good choices!

***** Anyone running for a class office who does not win the election will be considered for the position of representative. Running for a class officer position does NOT guarantee that one will be selected as a representative.*****

SGA CLASS REPRESENTATIVES SELECTION PROCESS

What is an SGA class representative?

- SGA class representatives are students who enjoy **participating in school-wide events**, have **creative ideas** about new activities, exhibit **school spirit** and **exemplary conduct, communicate well** with their classmates, and are willing to **work hard to improve** Homewood High School.
- **Serving as Leadership Models:** SGA Class Representatives are **student leaders** and should be **excellent role models** for the student body. They should treat all **teachers with respect**, should adhere to the **dress code**, should **not be tardy** to classes, and should **not have excessive absences** from school. As a student leader, they should have **exemplary behavior** and abide by the SGA Code of Ethics.

Students applying to be an SGA Class Representative must

- Maintain an overall GPA of a 3.0
- Have a clear disciplinary record for the current school year
- Receive recommendations from 5 adults at HHS (grades 9-11) / HMS (8th graders)
- Abide by the SGA Code of Ethics (posted on the last page of this packet)

Required steps in the selection process for Class Representatives

- **REQUIRED Interest Meeting (Tuesday, April 13 at 4:00 PM)** - Contact Mrs. Cooley ASAP if you have a legitimate conflict.
 - Google Meet Code: **SGA-HHS-2021**
- Complete the **Declaration of Intent** form by **April 20 at 3:30 PM**: [LINK](#)
- **Teacher Recommendations:** You do not need to do anything other than let your teachers know that they will be receiving the recommendation forms from SGA. SGA will get the forms to the teachers you name on your declaration of intent form. The forms will be returned directly to Mrs. Cooley or Mrs. Stanfield (HMS).
- A maximum of 18 class representatives per grade will be chosen based on the following criteria:
 - Application Evaluation - (50%)
 - Teacher Recommendations - (50%)
- Results will be posted in the Schoology Student Resources Course.

What will I do if I become a class representative?

Class representatives will play an active part in planning, promoting, and attending school activities (dances, pep rallies, pod decorations, parade, talent show, carnival, prom, and more). For specific responsibilities, please see the list below.

1. Help communicate SGA and class activities to the student body
2. Communicate ideas from the student body to SGA and class officers
3. Help keep class bulletin boards up to date
4. Attend summer registration and help with tours, selling homecoming t-shirts, and collecting class dues
5. Work with SGA officers to plan and execute the Homecoming dance, parade, and pep rallies
6. Work with SGA officers to sell Homecoming t-shirts and dance tickets
7. Work with SGA officers to plan and execute service activities (blood drive, canned food drive, etc.)
8. Work with SGA officers to plan and execute school-wide events
9. Work with SGA officers to plan and execute pep rally skits
10. Work with SGA officers to decorate the pods for pep rallies
11. Work with class officers to plan and attend class "spirit" events
12. Demonstrate school spirit by attending school events, participating in pep rallies, and dressing up for theme days

If you have any questions about SGA elections and / or representative selections, please email Mrs. Cooley - mcooley@homewood.k12.al.us

HOMEWOOD HIGH SCHOOL SGA CODE OF ETHICS

This Code of Ethics is not a complete list of any and all regulations and expectations concerning the members of the Student Government Association (SGA); therefore, it is the prerogative and responsibility of the sponsor(s) to use common sense in dictating rules that cannot be written.

With any honor comes a certain degree of responsibility. The honor of representing the school, the students, and the community requires that a member of the SGA maintain a conscientious attitude at all times, both in extracurricular and academic activities. Jobs or other after school activities should not interfere with SGA responsibilities. The rules and regulations of this code will serve as a guideline to help you successfully meet the responsibilities of being a member of the SGA.

RESPONSIBILITIES:

All Executive Officers, Class Officers, and Representatives will

1. Serve as an elected official for the school and grade.
2. Obtain the required number of points each month and remain in good standing.
3. Attend SGA activities including, but not limited to, monthly meetings, t-shirt and/or ticket sales, and Homecoming activities.

BEHAVIOR:

As representatives and leaders of Homewood High School, SGA members shall conduct themselves in a responsible and dignified manner at all times. They should continually exemplify strong character and leadership qualities.

1. No violating the Homewood High School honor code.
2. No use of drugs on or off campus.
3. No breaking of any school rule that will result in in-school suspension, out-of-school suspension, Saturday school, or an alternative school placement.

CONSEQUENCES:

If a member of the SGA fails to abide by these rules, the following disciplinary actions will take place:

1. Failure to fulfill duties as an SGA member (i.e. – failure to meet requirements, failure to attend SGA activities, derelict of duty)
 - a. First Offense – Warning
 - b. Second Offense – Semester Long Probation*
 - c. Any Subsequent Offense – Dismissal from SGA
2. Violation of Homewood Code of Conduct or Homewood Honor Code resulting in-school suspension or Saturday School.
 - a. First Offense – Probation for the remainder of the school year*
 - b. Second Offense – Dismissal from SGA
3. Flagrant Violation of the Homewood Code of Conduct resulting in out-of-school suspension or an alternative school placement.
 - a. First Offense – Dismissal from SGA

*Probation is a time period in which the SGA member is required to demonstrate exemplary conduct and meet all reasonable expectations. Failure to meet these requirements or any further violation of the SGA Code of Ethics or the Homewood High School Code of Conduct will result in dismissal.

SPONSOR(S):

Because not every situation can be foreseen, it is the right and responsibility of the sponsor(s) to handle these situations with common sense and act in the best interest of the HHS SGA.