



DUTCHTOWN HIGH SCHOOL

Student Government Association (SGA) Application
and Information Packet

DUTCHTOWN HIGH SCHOOL

Student Government Association (SGA)

149 Mitchell Rd., Hampton, Ga 30228

Advisor(s): Ebonee Usher {Ebonee.usher@henry.k12.ga.us}
Jamilla Martin [Jamilla.martin@henry.k12.ga.us]

Dutchtown High **School**

2020 SGA/Class Officer Election

(for grades 9- **12)**

ALL students interested in running for Student Government Association/Class offices must complete and turn in the following:

- Applicant photo (please attach to front of application)
- Leadership Application
- 2020 General Information Form
- 2020 Code of Conduct
- Typed Essay Questions
- 2020 SGA/Class Office Letter of Intent
- Two Teacher Recommendations (only 9th graders may receive recommendations from former 8th grade teachers)

Complete and return this packet to Ms. Usher
(Ebonee.usher@henry.k12.ga.us)

August 26, 2020 at 3:30pm!

Late applications will not be accepted for any
reason.

2020 Leadership/Class Officer Application

A completed application should be returned to Ms. Usher no later than August 26, 2020 at 3:30pm! If you do not complete an application, you will not be considered for a position. Late applications will not be accepted for any reason.

Each year, the Student Leaders are composed of individuals who share the desire to develop their personal leadership skills through the creation and implementation of student activities, independent assignments, community service, and interaction with students, teachers, and administration.

The Dutchtown SGA is looking for students who are interested in being *leaders*, regardless of title and office. There are a limited number of spots available for this committee and therefore we ask that if you would like to be a member of this team, that you complete this application. The questions are designed to evaluate your ability to be a successful student leader. **All mandatory meetings will be held during the Instructional Focus period. Only sub-committee meetings will be held before or after school.**

Applications will be reviewed by a panel of teachers, administrators, and possibly the current SGA officers. Candidates will be announced September 4, 2020. Campaigning will occur August 28th – September 3rd. Voting will take place September 4th. Offices will be announced September 7th.

If accepted to the 2020-21 Student Leadership Team (and/or elected office), you are required to attend the 2020 Leadership Meeting.

In addition to regular classroom assignments, you will be expected to put in a considerable amount of time and effort outside of school. As a leader, you are a role model. You are required to conduct yourself as a responsible, positive student, as you are a representative of Dutchtown High School (Please see attached documents). If you are willing to meet these expectations, please sign below and complete the application.

Yes, I agree to the standards of the Dutchtown Leadership Application.

Student Signature

Parent Signature

Name _____

Current Grade Level _____

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**Please type or print neatly*

2020 General Information Form

Name		Grade Level	
Address		City	Zip
Phone Number – Best Number to contact you		Age	Cumulative G.P.A.
Student E-Mail Address			
Student ID Number		Counselor	

Current School Schedule*

Period	Class	Teacher	Room Number
1			
2			
3			
4			
5			
6			
7			

**Please make sure room numbers are correct before submission*

What Sport/Extracurricular Activities do you participate in? Please use a line for each activity. Do you hold any leadership positions in these organizations? Please explain as necessary.

2020 Code of Conduct

Leadership/Class Officer

The following document details the expectations and responsibilities of a Leadership student at Dutchtown High School. The guidelines provided below are considered minimum standards and students may be asked to take on additional responsibilities as their course work prescribes throughout the year.

As a member of SGA/Class Officer, it is our expectation that you are a role model to the student body at DHS. Therefore, it is your responsibility to follow the rules and policies of our school and encourage your peers to do so as well. Your role as a Leadership student will require you to attend and facilitate all SGA/Class events, speak professionally and conscientiously in front of your peers, faculty, and staff, *and* attend certain out-of-school events. This position may also require you to direct students, enforce rules, or otherwise help your Leadership teammates; a leader at DHS does so with their head held high while demonstrating an overall positive model of behavior at DHS.

Disciplinary actions taken against you throughout the year for attendance, behavior, or honesty infractions could remove you from the Leadership Team and/or office; this will be determined at the discretion of the SGA Advisor(s), your Class sponsor as appropriate, and DHS Administration. An infraction that violates our constitution and involves alcohol, drugs, and/or assault of any kind will result in an automatic dismissal from the Leadership program and any office that you may hold.

Your academic success is a critical element of being a role model. As a student leader you are expected to maintain your grades; a minimum cumulative 2.8 G.P.A. is required to continue your membership in this program.

Being a part of the DHS Student Leadership Team will require your dedication, initiative, and time. Due to the demands of this program, your ability to manage your time effectively will be important. As a Student Leadership Team member/SGA Officer/Class Officer, you will shoulder additional responsibilities on behalf of the student body. This is a part of your obligation and agreement to these roles. As such, you are expected to attend committee meetings and class as scheduled. If your ability to meet this requirement is impacted by other activities or classes, you must be an active advocate and liaison between your multiple responsibilities to ensure that your tasks are completed in a manner that does not negatively affect the progress or accomplishments of others.

As a Student Leadership Team member/Class Officer/SGA Officer, you have the primary responsibility of planning and executing Homecoming/Spirit Week. You are required to attend all Homecoming planning meetings, rehearsals, and events. You must clear your personal calendar for this week to support these activities.

Specifically, you will attend the following activities:

- Movie Night**
- Bonfire**
- Homecoming Pep Rally during school hours**
- Homecoming Parade**
- Homecoming Football Game and Half-time Show**
- Other Homecoming events as planned by the SGA Team**

In addition to attending the events, if you are a committee member planning one of these activities, you are required to be available for set-up prior to your event. Time needed for set-up will vary by activity.

The ONLY EXCEPTION to the Homecoming attendance requirements is for individuals who must attend varsity sports practice and/or games the week of Homecoming. You must document your absence prior to the event set-up and have it approved by your SGA advisor(s). Any other commitments that week should be rescheduled. Your advisors will work with the DHS faculty, staff, and coaches to ensure that they understand this is a required part of your commitment and necessary in order to conduct the activities required of this group during the Homecoming week. If you are missing set-up for a legitimate, pre-approved purpose, you are still responsible for finding a substitute to take you place. This must be arranged with your advisor(s) prior to the event day.

All Student Leadership Team members are expected to attend the 2019 Leadership Retreat during the summer. At this event, we will be planning the next details of the SGA/Leadership year including Homecoming. We will have additional meetings in August 2019 to plan our involvement in the Homecoming 2019 plan. I would strongly encourage all Leadership Team members to attend.

If you are willing to meet these expectations, please sign below to complete your application.

I have read the policies of the Dutchtown SGA Code of Conduct. I understand and accept the rules and expectations for this program.

Print Student Name

Student Signature

Date

Print Parent/Guardian Name

Parent/Guardian Signature

Date

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Please answer the following questions in brief essay form on a typed, separate sheet of paper. Please number each answer. Applications are evaluated on honesty, sincerity, and depth.

1. Why do you want to be a part of the 2020-2021 Dutchtown High School Leadership team?
2. What is your perception of the Leadership Team? How do you expect to be held accountable for your performance in this program?
3. What is the most important value that you live by? Explain how it affects your life.
4. Have you ever run for an elected office (SGA, or Class) at Dutchtown? Please explain why or why not.
5. Give one example of a person you consider a leader, past or present, and a brief description why.
6. If you were admitted to the Leadership Team, what would you do differently than past students and why?
7. Explain one specific idea you have for a future Leadership activity AND detail what specific steps you would need to achieve this goal.
8. Is there anything that we should know about you or that you would like to add about yourself that you feel was not covered in this application?

Duties and Qualities of SGA/Class Officers

President

Chief officer of the organization; an officer who presides over a meeting or assembly;
Entrusted with the direction and administration of policies;
Be able to take initiative and have enthusiasm for class functions and fundraisers;
Plan and delegate class meetings;
Have the desire to work with other class officers and members;
Demonstrate positive student behavior;
Have time management and organizational skills;
Take responsibility for class actions;
Act as the Chairperson of the Executive Committee and President's Committee
Maintain a GPA of 2.8 or better.

Vice President

This officer will be responsible for organizing class events;
Oversee committees as related to events;
Work with other class officers to ensure a successful event;
Help the President with duties listed above;
Act as the Chairperson of the Special Events Committee
Maintain a GPA of 2.8 or better.

Secretary

This officer will be responsible for documenting business at all meetings;
Write correspondence while working with the Vice President;
Write and distribute announcements;
Maintain the Annual Report;
This officer will be responsible for promoting class activities to the WHS community;
Will ensure that all promotional materials are approved;
Act as the Chairperson of the Public Relations Committee
Maintain a GPA of 2.8 or better.

Treasurer

This officer will be responsible for the financial health of the budget;
Work with the President to develop budget;
Allocate funds to Vice President for activities;
Will maintain and balance books, accounts receivable, and accounts payable;
Will ensure appropriate signatures are obtained to purchase materials;
Organize fundraisers;
Assist in all class activities;
Act as the Chairperson to the Finance Committee
Maintain a GPA of 2.8 or better.

Student Leadership Team (SGA) Representative

Attend every meeting, once a month
Report back to school and staff on important information;
Work with the student leadership team to provide input for SGA meetings;
Maintain a GPA of 2.5 or better.

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SGA/Class Office Letter of Intent

Name (please print clearly): _____

Desired Office (circle one):

President Vice President Secretary Treasurer SGA Representative
Special office _____

Graduation Date: 20__ **Running for (circle one):** Class Office Overall SGA

I _____, wish to run for the office of _____.

As a candidate, I understand that I must abide by the following rules and regulations to remain in office. I must maintain a GPA of 2.8 or higher at all times. If at any time during my term in office, I fail to maintain a 2.8 GPA, I understand that I will receive a warning. If my grades do not improve by the next quarter, then I understand that I will be removed from office, based on the recommendation of the class advisor(s) and class administrator. I understand that the office I am running for must become top priority in school activities at all times. In other words, I will regard my office in higher esteem than any other sport, club, job, or any other school activity

during the term of my office. **My failure to understand the importance of this position to my class**

and the class advisor(s) will be grounds for removal from office. I am aware that I must attend ALL class meetings during the year, unless I have a valid prearranged engagement, which has been excused by the class advisor(s). By signing this form, I understand the terms of the office

for the upcoming year and I will abide by them. _____

Student Signature

Parent Signature

Date 10

REVISED 4/2018