

2020-2021 Heritage High School ASB Officer Elections



Class Officer Application **INFORMATION**

Due: February 5, 2021

***Must attend lunch meeting on 1/26 or 1/27 at lunch for
application***

<https://luhsd.zoom.us/j/85655165677?pwd=MFppYjNxa0FzT0JWaFhTU0VGSUhmMUT09>

Meeting ID: 856 5516 5677

Passcode: 07233

CLASS OFFICER RESPONSIBILITIES

From dances to fundraising to class t-shirts to proms and graduation, the responsibilities of class officers are many and are integral to the success of every graduating class here at Heritage High School. Charged with leading their class to success, the job of class officer is both challenging and rewarding.

Several key responsibilities of class officers include:» organizing and planning class dances (including proms and balls)
» fundraising money for the class/ including designing and selling class t-shirts
» Hosting class meetings to get input from stakeholders.
» building the class float for Homecoming
» organizing class-wide events and activities virtually and in person when we return
» meeting with class advisors plan and implement ideas

In closing, please consider this as you decide whether to run for class office:

Leadership is not about what perks and privileges you can get out of Heritage, but what you can give back to your school to make it the very best that it can be. If you are not ready to dedicate yourself to this cause, then please do not run for class office. But if you are a dedicated, hard worker with good follow through and a desire to make Heritage the best it can be, then take the challenge and complete this application.

CLASS OFFICER ELIGIBILITY

All applicants must meet and follow all of the eligibility requirements below to become and remain eligible to run for Class Office.

1. Attain a Grade Point Average of 2.50 or higher on the 2020 1st semester grade report, and maintain this throughout your term.
2. Not have any failing grades (a letter grade “F” or a fail in a pass/fail class) on any quarter progress report or semester report card..
3. Maintain a positive record of behavior, attendance, and citizenship as determined by the HHS Activities Director.
4. Attend one of the mandatory elections meetings (lunchtime) on zoom.
5. Turn in a completed Class Officer Application to the form link (listed below) by 2/5/21 at 11:59 pm.
6. Film a Flipgrid speech and submit by 2/11/21 at 11:59 pm.

OFFICE DESCRIPTIONS

PRESIDENT

The Class President is the motivating force behind the graduating class. In addition to the responsibilities listed at the beginning of the application, the President must organize class meetings, report on the class’s activities to the ASB Officers and Leadership Class, coordinate with the Class Advisor(s), and manage all class events. Prospective Class Presidents must have a variety of leadership skills including the ability to communicate, delegate, and manage effectively.

VICE-PRESIDENT

The Class Vice-President must assist the President in effectively managing the graduating class. In addition to the responsibilities listed at the beginning of the application, the Vice-President must be able to assume the duties of the President at any time, work effectively with the other class officers, and work hard to organize and execute all class activities and events. Prospective Class Vice-Presidents must be hardworking, dedicated, and able to communicate effectively.

SECRETARY

The Class Secretary is a valuable member of the Class Office team. In addition to the responsibilities listed at the beginning of the application, the Secretary must take meeting minutes at all class meetings, is in charge of all official class correspondence, and must assist in the organization and execution of all class events and activities. Prospective Class Secretaries should be good writers and feature effective communication skills.

TREASURER

The Class Treasurer is responsible for managing the class's funds. In addition to the responsibilities listed at the beginning of the application, the Treasurer must keep an accurate account ledger, become well versed in the HHS financial process, and is responsible for all financial decisions of the class officers. Prospective Class Treasurers should have a general knowledge of finances and mathematics, as well as good problem solving and group management skills.

HISTORIAN

The Class Historian writes a narrative of activities and events; maintains a scrapbook of documents & memorabilia; coordinates activities with newspaper and yearbook teams; and publicizes activities. Prospective Historians should be organized and able to communicate using different methods such as email and social media. They will be expected to be at all class events to take pictures as well as get pictures of as many members of the class as possible throughout the year.

Class Office Campaigning Rules

1. Only candidates whose paperwork has been received on time and approved may campaign.
2. Campaigning may only occur during the specified campaign weeks beginning on **February 22nd and ending February 25th at midnight. Results will be given during lunch on 2/26/21 on a zoom meeting. Voting begins 2/22/21 at midnight and ends at midnight on 2/25/21.**
3. Candidates will campaign virtually using their personal social media sites. Candidates wishing to employ any unusual or original campaign methods are encouraged to contact Ms. Banchieri to verify that their campaign methods conform to the campaign rules.
4. Social media will be used to campaign, with the understanding that anything posted on your site, or in your name (regardless of who posts it) is considered part of your campaign and if something is negative towards another candidate or inappropriate, you may be removed from the election.
5. All campaign content (videos, tiktoks, promos, messages) that will be used in your campaign must be approved by 2/18/21 by emailing to Ms. Banchieri at banchierij@luhsd.net.
6. The Heritage High School Administration, current ASB officers and the HHS Activities Director shall judge and have the final say as to the appropriateness of all campaign methods and materials.

Class Office Speech Rules

1. All candidates will record a video through the flipgrid <https://flipgrid.com/e65b6b4c>
2. Speeches **must not exceed 30 seconds in length.**
3. Speeches must stay on topic and relate to your candidacy answering the question "why are you running for class office and why should your peers vote for you"?
4. Candidates should connect with the audience by looking into the camera and speaking clearly and loudly when delivering the campaign speech.
5. Originality is encouraged, however **the tone of the speech must remain serious.**
6. All videos must be school appropriate. If the video is judged to be inappropriate, the candidate will be removed from the election.

How does the actual election work?

During the campaign week of the Class office Elections candidates will campaign for votes using social media.

All Heritage freshmen, sophomores, and juniors will be allowed to vote once online for members of their own class at

www.voting4schools.com/heritage

All candidates are expected to submit a picture and text of the speech that is submitted to flipgrid to Ms. Banchieri (banchierij@luhsd.net) by February 11th by midnight. The picture will be posted on the voting website, if no picture is submitted the school picture will be used. Picture must be of candidate only and speeches will be copied and pasted into the voting site so make sure to proof it.

Important Application Reminders

Be sure to read all of the information contained in this application carefully and thoroughly.

Contact the Mrs. Banchieri with any and all questions.

Fill out the application as carefully and professionally as possible.

Don't forget to attend the mandatory election meeting on February 9th at lunch

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Understand that in addition to the rules in this application, the Heritage High School Elections By-Laws also govern all Heritage elections. .

The Heritage High ASB would like to extend its sincere gratitude for your willingness to run for ASB office. Being an ASB officer is a huge and very rewarding responsibility, and we promise you a fair, accurate, and transparent election.

Thanks again and good luck!

