

Clark Advanced Learning Center

Student Government Election Guidelines

Student Government is run *by* students *for* students. The purpose is to represent students' views and provide a variety of services within our school. Students attend meetings and become involved in school activities and events.

Complete all forms A – E (Form E requires 2 references in sealed envelopes-if you are a returning student, one of those should be from Clark/IRSC faculty/staff members). Staple the forms in order and submit to Ms. Hutcheson by the deadline. Candidates must receive SGA sponsor approval before campaigning.

Timeline

Event	Deadline
Application: Candidates are responsible for submitting a complete application and references by deadline date/time	10/9/20 at 3 p.m. *Only apply if you intend to meet the expectations for attendance and participation.
Candidate eligibility notification to students by Clark email	Within 48 hours of material submission
Speeches/Powerpoint slides submitted for approval	No later than Friday, 10/16
Speech videos presented	Via YouTube
Voting	10/19, 10/20, and 10/21
New officers announced	10/22 (via email or at meeting) *Be prepared for meeting at lunch on 10/29*

Form A

SGA Intent to Run

Available Positions: Secretary, treasurer, social media/historian, senior class representative, junior class representative, and sophomore class representative

Student Name (Print please) _____ -

1. Which position are you seeking? _____

2. Why are you seeking this position?

3. List all past high school extracurricular activities.

4. How do your skills qualify you for this position?

5. What other obligations might interfere with your ability to fulfill your officer duties?

Form B

SGA Officer Responsibilities

- o I promise to uphold my SGA responsibilities and duties beginning with election results until the last day of school.
- I understand I must make every effort to attend all meetings and events. A valid excuse email for any absence must be sent to the SGA sponsor. Whenever possible I will provide advance notice of any absence.
- o I must have no more than 2 unexcused absences per semester.
- I must maintain a GPA of at least 2.5
- o I will respect my fellow SGA members.
- o I will exhibit a positive "team player" attitude.
- e I must maintain good discipline with no referrals and less than 2 detentions per semester.
- o I agree to fulfill all duties of my SGA elected position.
- During non-academic time, SGA members are expected to be visible and accessible to the student body in the Clark Building.
- Each candidate's reference must total an average score of 3 or higher.
- Candidates must have no disciplinary action for unexcused absences during the current school year.
- o I understand that my application must be approved before campaigning.

By my signature below, I acknowledge that I have read, understood, and agreed to follow the above SGA responsibilities. Failure to meet these rules during my elected term may result in removal from office.

Print Name

Date _____

Sign Name

I understand that my child will be responsible for attending all SGA meetings, events, and activities. These may occur during lunch, before or after school, and/or on weekends.

Date _____

Parent Signature

ParelltSigllature_____

Date_____

Form C SGA Candidate Rules

1. A candidate must receive an overall 3.0 or higher on each teacher recommendation.
2. You are permitted a maximum of ONE regular-sized poster. Before hanging up any posters, they must be approved and signed by Ms. Hutcheson and administration. Posters may **ONLY** be hung on glass or wood. They may not be hung on walls.
3. You are permitted a maximum of FIVE letter-sized flyers, pre-approved by Ms. Hutcheson and administration. If the teacher grants permission, a flyer is permitted to be posted in the classroom. Flyers are permitted in the Knowledge Room and restrooms but are not to be placed outside the classroom or on cars in either parking lot.
4. Defacing or tearing down another candidate's poster or flyer will disqualify you from the election. Please give consideration to others when hanging up posters; others have the right to their own space.
5. Do NOT distribute any commercially produced food, candy, or other items to entice voters. Also, baked goods are never allowed to be distributed per student handbook rules.
6. Candidates may use one Avelin PowerPoint slide pre-approved by Ms. Hutcheson and administration.
7. All campaign materials must be removed by the timeline deadline.
8. Any deviation from Candidate/Speech rules may result in candidate disqualification.
9. No candidate can slander another candidate. This will disqualify you from the election.
10. No candidates can campaign as teams or pairs. Everyone runs as individuals.

By my signature below, I have read, understood, and agreed to follow the above SGA campaign rules.

Print Student Name: _____ . Date: _____

Student Signature: _____

Form D
SGA Speech Rules

- You must state your name, position for election and platform .
- Treat other candidates with respect. No mudslinging, slamming, bashing, racism, or inappropriate behavior.
- Follow the student code of conduct.
- Limit to videotaped verbal speeches only. No props or other activities are allowed.
- Videotaped speeches will be no longer than one (1) minute. This speech will be played on the public view Clark website
- All speeches must be submitted to Ms. Hutcheson and administration (Ms. Judd) for approval
- Candidates may use one (1) PowerPoint slide that must be emailed and pre-approved by administration
- Dress should be business attire.

By signing below, I acknowledge that I have read, understood, and agreed to follow the above SGA speech rules.

Print your name:

Student Signature :

Date:

Form E
Clark Advanced Learning Center
SGA Recommendation

Student Instructions: Two recommendations are required. One must be completed by Clark teachers for a returning student (if no Clark teachers, then current IRSC teachers may complete). One must be completed by a community member, former guidance counselor, or former school administrator. ALL outside recommendations must be faxed/scanned & emailed or included with application in a sealed envelope.

Clark Teacher Instructions: Please complete and submit to Ms. Hutcheson (not student) by the deadline.

Outside Recommendation: Please complete and return to the student in a sealed envelope, scan and email to ahutches@irsc.edu, or fax 772 419 5760 directly to Clark Advanced Learning Center by the deadline.

Student Name: _____

Length of time you have known student: _____

How do you know this student: _____

Student Trait	(1) Poor	(2) Below Average	(3) Average	(4) Above Average	(5) Excellent
Responsibility					
Dependability/Attendance					
Perseverance					
Self-Discipline					
Personal Maturity					
Completes Tasks on time					
Works Well with Peers					
Works Well with Adults					
Willing to Explore New Ideas					
Able to Plan/Organize					

Additional comments (optional): _____

Print Name _____ Signature _____

Form E
Clark Advanced Learning Center
SGA Recommendation

Student Instructions: Two recommendations are required. One must be completed by Clark teachers for a returning student (if no Clark teachers, then current IRSC teachers may complete). One must be completed by a community member, former guidance counselor, or former school administrator. ALL outside recommendations must be faxed/scanned & emailed or included with application in a sealed envelope.

Clark Teacher Instructions: Please complete and submit to Ms. Hutcheson (not student) by the deadline.

Outside Recommendation: Please complete and return to the student in a sealed envelope, scan and email to ahutches@irsc.edu, or fax 772 419 5760 directly to Clark Advanced Learning Center by the deadline.

Student Name : _____

Length of time you have known student: _____

How do you know this student: _____

Student Trait	(1) Poor	(2) Below Average	(3) Average	(4) Above Average	(5) Excellent
Responsibility					
Dependability/Attendance					
Perseverance					
Self-Discipline					
Personal Maturity					
Completes Tasks on time					
Works Well with Peers					
Works Well with Adults					
Willing to Explore New Ideas					
Able to Plan/Organize					

Additional comments (optional): _____

Print Name _____ Signature _____