

# 2020-2021 Scholar Council Election Packet

Students interested in running for Scholar Council offices for the 2020-2021 academic year must carefully read the following and email required information by **April 24th**.

## Candidate Qualifications:

All candidates shall be eligible only after submitting an email granting permission to run from the student's parent or legal guardian. Grades will be evaluated and the following criteria must be met. All officers shall have at least a "B" or 3.0 GPA overall in all classes to qualify and must maintain this average during their term of office. While serving, a semester grade below a "C" in any class may require an officer to forfeit his/her office.

Candidates need to email a 1-2 minute video introducing themselves and listing goals to: [hamesaannouncements@gmail.com](mailto:hamesaannouncements@gmail.com). Candidates should be in uniform with the video filmed in landscape format. This will be viewed by the electors.

Parental permission emails and grades will be reviewed by Mrs. Mecham and the administration, who will certify each candidate's qualifications.

Candidates running for Scholar Council must be in the following grades or higher for the 2020-2021 school year to qualify to run for the respective offices:

President.....	Graduating Senior
Vice President.....	Graduating Senior
Senior Class President.....	Graduating Senior
Secretary/Treasurer.....	10 <sup>th</sup> through 12 <sup>th</sup> Grade
Public Relations Officer.....	10 <sup>th</sup> through 12 <sup>th</sup> Grade
Junior Class President.....	11 <sup>th</sup> Grade only
Sophomore Class President.....	10 <sup>th</sup> Grade only
Freshman Class President.....	9 <sup>th</sup> Grade only
8 <sup>th</sup> Grade Officers.....	8 <sup>th</sup> Grade only

## Some additional requirements to consider before running....

- Officers will be required to enroll in the Student Government class for the entire year. Seniors must also **complete the American Government course at Heritage** and must be enrolled in a min. 3/4 time (6 classes) on Heritage campus for the entire school year. .
- Officers will be expected to devote many hours of service outside of school hours, including decorating, attending all planned events and cleaning up afterwards
- Officers must maintain exemplary behavior both in and out of the school setting, including **strictly adhering to the dress code**
- Officers are responsible to listen to students and teachers and strive to plan and calendar all activities with these ideas in mind
- All officers will be expected to take turns helping with morning announcements

# Officer Job Descriptions

## President

- Preside and conduct all Scholar Council meetings
- Ensure that Scholar Council considers proposals of students and faculty members
- Serve as a liaison between the faculty, student body and administration
- Responsible for all spirit activities
- Ensure that officers are ready to assist with morning announcements each day
- Act as chairman for one formal dance

## Vice

### President

- Assist the president and take over duties in his/her absence
- Act as chairman for one formal or semi-formal dance
- Oversee all campus clubs
- Prepare all song lists for approval

## Public Relations

### Officer

- Prepare weekly video announcements and take responsibility for all publicity
- Direct, film and edit weekly videos to be shown during Citizenship class  
(Filming will take place during class, but editing is done outside of class)
- Must have excellent filming and video editing skills

## Secretary/Treasurer

- Record, print and review minutes from each council meeting
- Ensure that details from evaluating each event are recorded and filed
- Review and ensure accurate accounting of funds raised and dispersed
- Help advisor establish budget guidelines for events
- Take responsibility for cash boxes and wristbands
- Act as chairman for one after school social

### **Senior Class President**

- Plan and carry out all senior class activities including Senior Trip and Senior BBQ's
- Update Alumni social media and contact list and plan future class reunions
- Act as chairman for one formal or semi-formal dance

### **Junior Class President**

- Listen to the Junior class and relay opinions, ideas, and concerns
- Act as chairman for one formal or semi-formal dance

### **Sophomore Class President**

- Listen to the Sophomore class and relay opinions, ideas, and concerns
- Act as co-chairman for the 9<sup>th</sup> and 10<sup>th</sup> Grade activity

### **Freshman Class President**

- Listen to the Freshman class and relay opinions, ideas, and concerns
- Act as co-chairman for the 9<sup>th</sup> and 10<sup>th</sup> Grade activity
- Assist with teacher appreciation gifts each month

### **8<sup>th</sup> Grade Officers**

- Listen to Junior High students and relay opinions, ideas and concerns
- Take responsibility for teacher appreciation gifts each month
- Assist with and attend all activities (take tickets at dances, help clean up etc.)
- Act as chairmen for the junior high field day

## Heritage Academy Scholar Council Parent Permission

Dear Parents,

Your student has expressed a desire to run for a Scholar Council office. Please review **all** of the qualifications and expectations with your child. Your student will be expected to devote many hours outside of school to Scholar Council activities. Significant transportation needs to and from the school and other venues will be required, with **clean-up lasting as late as midnight after our four evening dances.**

Please send an email directly to Mrs. Mecham at [cmecham@heritageacademy.az](mailto:cmecham@heritageacademy.az) copying and pasting the following:

My son/daughter, \_\_\_\_\_, has my permission to run for the position of \_\_\_\_\_ in the Heritage Academy Scholar Council. I have reviewed the entire Election Packet with my child and agree to support him/her in this endeavor. I agree to provide transportation to and from activities and dances and will **make sure my child is available for clean-up until as late as midnight** as needed.

## Heritage Academy Scholar Council Candidate Agreement

**Candidates:** Please send an email directly to Mrs. Mecham at [cmecham@heritageacademy.az](mailto:cmecham@heritageacademy.az) copying and pasting the following:

I, \_\_\_\_\_, desire to run for the position of \_\_\_\_\_ in the Heritage Academy Scholar Council. I have reviewed the entire Election Packet and meet the qualifications and agree to all of the terms.