

Xavier Catholic School

Student Council Application Packet

This packet contains information for students wishing to become involved as Xavier Catholic School Student Council Representatives for the 2017-2018 school year. Students **MUST** read all portions of this document carefully and complete all necessary pages, obtain all required documents, **AND** meet all deadlines contained in this packet. Do **NOT** submit individual pages/documents – submit the entire packet at one time!

Completed packets and speech are due by 8:10 a.m., Thursday, September 7th. Please give your packet to Mrs. Holcomb if you are in grades 5-8. If you are in grades 3-4, please give your packet to your classroom teacher.

Application Packets Must Include the Following . . .

- ➡ **Student Council Questionnaire:** This is your chance to demonstrate quality writing and thinking skills. The Student Council Questionnaire will provide the advisor with valuable information concerning your skills as a student leader.
- ➡ **Student Council Parent Permission Slip:** Each candidate must submit a signed permission slip.
- ➡ **ALL** paperwork must be submitted, fully completed in order to be reviewed by the Student Council Sponsors.

Partially completed or late packets will **NOT** be reviewed and those students will not be eligible for Student Council.

Student Council Parent Permission Slip

Student Name: _____ Current Grade _____

We are aware that our daughter/son is a candidate for Student Council membership at Xavier Catholic School. We have gone over member responsibilities and understand that these positions require effort, diligence and Council qualities. We also understand that failure to perform the specific duties that have been outlined may result in our son's/daughter's dismissal.

We further acknowledge the fact that parents are an integral part of Student Council's success and whenever the need arises, we will be willing to provide transportation for our daughter's/son's meetings and special events.

Parent/Guardian Signature

Date

Student Council Questionnaire

Directions: Please answer the following questions utilizing your best writing and thinking skills. Give the questions serious thought before answering. You must write your answers in ink, or you may “type” them. Answers which are not legible will be considered incomplete. Only completed questionnaires will be accepted. You may use the back of this sheet to finish answers or you may use a separate sheet of paper.

1. Please explain why you would like to be a Student Council representative this year. How would you personally contribute to the Council?

2. Tell about yourself. What schools have you attended? What type of Council experiences have you had both in school and in the community?

3. If you could make ONE improvement at Xavier Catholic School, what would it be and why?

4. How do you respond when people don't agree with your ideas?

5. Student Council will raise money this year to benefit our school and community. Please explain how you think this money should be used and why.

Roles & Responsibilities of Student Council Members

President (Open to 7th & 8th Grade)

- Provide Council among the officers
- Present recommendations from Student Council to the principal and obtain approval for all Student Council actions
- Organize Student Council sponsored activities
- Support and participate in Student Council sponsored activities

Vice-President (Open to 7th & 8th Grade)

- Assist the President in all necessary duties
- Assume the Presidency in the event of removal, resignation, or absence of the President
- Write and/or make announcements
- Support and participate in Student Council sponsored activities

Secretary (Open to 6th – 8th Grade)

- Keep records of attendance at meetings
- Keep records of participation at Student Council sponsored events
- Write letters, thank you cards, and other correspondence
- Support and participate in Student Council sponsored activities

Treasurer (Open to 6th – 8th Grade)

- Provide totals for group's financial transactions
- Take responsibility for the publicity of the organization
- Support and participate in Student Council sponsored activities

Spirit Rep (Open to 5th – 8th Grade)

- Show enthusiasm and excitement for Xavier Elementary
- Promote the school mission statement
- Plan, organize, and promote spirit and faith assemblies
- Support and participate in Student Council sponsored activities

Class Representative (Open to 3rd – 8th Grade)

- Provide Council among your class
- Communicate class suggestions/ideas
- Support and participate in Student Council sponsored activities
- Positions: two representatives from grade 3, two representatives from grade 4, two representatives from grade 5, and one representative from each class in grades 6-8

Responsibilities Contract

- Attend **ALL** scheduled meetings. Three unexcused absences will result in dismissal from the Council. **Additional meetings may be added if necessary for a specific project.

2017-2018 Council Meeting Dates
Thursday, September 21 st at 7:25 AM
Thursday, October 5 th at 7:25 AM
Thursday, October 26 th at 7:25 AM
Thursday, November 9 th at 7:25 AM
Thursday, November 30 th at 7:25 AM
Thursday, December 14 th at 7:25 AM
Thursday, January 11 th at 7:25 AM
Thursday, January 25 th at 7:25 AM
Thursday, February 8 th at 7:25 AM
Thursday, February 22 nd at 7:25 AM
Thursday, March 8 th at 7:25 AM
Thursday, April 5 th at 7:25 AM
Thursday, April 19 th at 7:25 AM
Thursday, May 10 th at 7:25 AM

- Act responsibly at all meetings, activities, and events and lead students in a Christ-like way.
- Begin each meeting with a prayer.
- Good citizenship is a must. Student Council is a team. Three formal office referrals will result in dismissal from Student Council.
- Attend all committee meetings and perform all assigned responsibilities at activities/events.
- The sports eligibility procedure, located in the school handbook, will be enforced. Academic Council is a must. If you become ineligible, you will not be able to attend the meeting that week.

I agree to follow the rules and responsibilities explained above. I understand that if I do not comply with the responsibilities of Student Council that I may be dismissed from the Council.

Signature

Date

Campaigning and Election Information

Congratulations! You are ready to begin campaigning for office! Good luck to all candidates!

Class representatives will deliver their speech to their individual classroom, with their class voting on the candidates. Students running President, Vice President, Secretary, Treasurer, and Spirit Rep will deliver their speech to the entire school. The entire study body will participate in voting.

Event	Start
Turn in packet <u>AND</u> speech to appropriate teacher	Thursday, September 7 th
Begin campaigning	Thursday, September 7 th
Deliver your speech	Tuesday, September 12 th
Voting	Tuesday, September 12 th
Announcement of Officers	Wednesday, September 13th (at the end of the school day)
Remove all campaign propaganda	Friday, September 15th

****3rd – 5th grade representative candidates will only campaign in their individual classroom.**

Campaigning Guidelines

Make sure to carefully read the campaigning guidelines. A candidate will be disqualified for not following the campaign guidelines.

DO:

- Display posters with appropriate content
- Make stickers or buttons
- Create and distribute flyers
- Have campaign propaganda authorized by Mrs. Holcomb or Mrs. Meyer **BEFORE** displaying or distributing.

DON'T:

- Bring special treats – no food or drink
- Post signs on lockers without permission
- Post signs on classroom doors without teacher permission

Speech Information

We will have an assembly for K-8th grade students to hear campaign speeches. Speeches should be no longer than 2 minutes in length, and should include your name, what office you are running, and why you think you should be elected. Be creative! Use your persuasive writing skills! Class representatives will deliver their speeches to their individual classes the same day and should follow the same requirements.

Sample Outline for Student Council Speeches

Use the following outline as a guide for writing your speech. Be sure to use many *details and examples* to support your reasons for running. This format is only a suggested guide to assist you when writing your speech. Be creative and show your God-given talents! Good Luck!

- I. Introduction (1 paragraph)
 - a. Introduce yourself
 - b. Tell what office you are running for
 - c. Grade level
 - d. Why you are interested in running for S.C.
 - e. Tell how you are going to help serve the Student Council

- II. Body (3 paragraphs)
 - a. Skill number **one** and 2 examples of how you can use those skills for the job.
 - i. Ex.” I am good at math and have an A average in class. I plan to use my math skills to make sure that the fund in the treasury is kept accurately. I will keep neat and careful records of all transactions.”
 - b. Skill number **two** and some examples of how you can use those skills for the job.
 - c. Skill number **three** and some examples of how you can use those skills for the job.

- III. Conclusion (1 paragraph)
 - a. Restate why you are a good candidate for the job.
 - b. Restate your three skills.
 - c. Restate how you are going to help serve the Student Council.