



2017 - 2018 FRESHMAN STUDENT COUNCIL APPLICATION

Thank you for your interest in applying for the St. Francis High School Class of 2021 Freshman Student Council. Please carefully read all instructions, and if you have questions, contact Director of Student Activities Cassy McGreevy at cmcgreevy@stfrancishs.org

Please include the following items when submitting your application:

- Petition** (page 5)
- Memorandum of Understanding** (page 6)
- Letter of Recommendation:** from your current 8th grade teacher (if more than one, you may choose one)
 - ◆ In a sealed envelope, mailed by the teacher or faxed to St. Francis High School (page 7)
- Transcript:** You must have a 2.5 GPA from 8th Grade and have a record of excellent conduct. We have this on file at St. Francis.
- Google Slide presentation:** emailed to Director of Student Activities, Cassy McGreevy at cmcgreevy@stfrancishs.org. Please include the following in your presentation:
 - ◆ Three pictures of you - 1 of these photos must be your most recent school photo
 - ◆ Why you are running for Student Class Office
 - ◆ What experience you have that will help you be an effective school leader.
 - ◆ Which clubs/sports/activities you have been involved in while at your current school and which activities you plan to participate in next year at St. Francis High School.
 - ◆ Three words or phrases that describe you and an explanation of why they make you an excellent candidate for Student Council.
 - ◆ Please include how you are a symbol of Faith.

Interview: Freshman Student Council selection will be based on interviews and group team building activities held with a panel of staff and students representing the Associated Student Body at SFHS. These interviews will take place on one of two days (your choice): June 21 or June 28, 2017 from 1:30 pm to 4:30 pm. You will be contacted to schedule your interview day upon approval of your application.

Timeline for selection 2017-18:

- **Tuesday, May 30th, 2017** - All freshman council petitions, Google Slide Presentations, and recommendations are due by 4:00 pm. Recommendations and Slide presentations may be emailed to cmcgreevy@stfrancishs.org.
- **Wednesday, June 21st, 1:30 - 4:30 pm OR Wednesday, June 28th, 1:30 - 4:30 pm:** Interviews for freshman class council candidates. You will be contacted to schedule your interview day.
- **Thursday, August 10th, 2017:** There will be an all-day mandatory retreat for all student council members.

Applications may be turned into Cassy McGreevy, Director of Student Activities, either in the Main Office of St. Francis High School or mailed to Cassy McGreevy at St. Francis High School, 5900 Elvas Ave. Sacramento, CA 95819 or scanned and emailed to cmcgreevy@stfrancishs.org

Incomplete (including missing signatures) or late petitions will not be accepted.

PART I: Qualifications for running for Student Council Officer

Student Council, comprised of Student Body Officers and Class Officers, works to promote unity among students and provide a variety of activities that enhance the development of St. Francis students and are consistent with the school’s philosophy.

Student council members act as representatives of their classmates in all student issues, including:

Leadership: Demonstrate positive attitude toward and support for other students, faculty, staff, and administration.

Dependability: Complete assignments on time; fulfill responsibilities in group projects in activities, and with adults at St. Francis; have a good attendance record.

Understanding of Student Council duties: Have knowledge of the time commitment and responsibilities of the office.

Integrity: Serve as a role model for other students by acting honestly, justly, and respectfully in all aspects of curricular, co-curricular, extracurricular, and social life.

Student Council Officers must enroll in the yearlong Leadership class.

Requirements for holding Student Council office:

Duties: Fulfill the duties of the Student council office that she holds.

Integrity: Serve as a role model for other students by acting honestly, justly, and respectfully in all aspects of curricular, co-curricular, extracurricular, and social life. A student may be removed from office without probation if she is suspended from school for any offense or she violates the honor code.

Scholarship: Maintain a 2.5 GPA or higher and receive no D’s or F’s each semester while in office.

Conduct: Must sign and abide by the Memorandum of Understanding for Student Council Officer Behavior.

Part II. Duties of the Student Council Offices

1. Each officer is expected to fulfill the duties below and extra duties required by the class moderator or Director of Student Activities, as well as being available nightly the two weeks before and the week of Spirit Week.
2. Each officer is expected to bring their own talents, interests, and ideas to improve overall class and school unity, but particularly to improve the aspect of student life her office represents.
3. Officers officially serve for one full year and must abide by the Memorandum of Understanding once elected.
4. Students enroll in the year-long Student Leadership Class:
Students in this class will develop an understanding of leadership development, personal development, communication, organization, community building, and ethics in leadership. The purpose of this class is to organize, manage, and evaluate school-wide activities and events; facilitate communication within St. Francis; and support the St. Francis student community.

5. Time commitment:

During school (not during class)

Masses/liturgies - ushering, set-up
Homeroom - Troubie assistant
Various special event attendance
(Staff appreciation, Pax et Bonum week, etc.)
Spirit Week
Running class meetings

Outside of school hours

Leadership Retreat
Welcome Back BBQ
Freshman Overnight Mass
Back to School Night
Dances
Three weeks of Spirit Week
Various Masses/events

The week of Spirit Week and the two weeks prior, you will be required to **stay after school** to lead your classmates in working on decorations, Sports Day, Skit, Princess Procession, or other activities. Most nights work ends at 6/7 pm, with the exception of the night before the rally when work ends at 10 pm. Although the major time commitment for student council is during Homecoming, responsibilities last throughout the year.

Part III: Specific Duties for Student Council

President

- a. Is the chief executive officer and official representative of the class and handles all direct business coming within the jurisdiction of the class.
- b. Is the official liaison between class members, class officers, and the class moderators/administration.
- c. Presides at class meetings and class officers' meetings.
- d. Ensures timely planning of all class activities and events.
- e. Has the power to appoint committees with the approval of the class moderator and officers.
- f. Is responsible for and mediates problems with the class and council.
- g. Keeps council members accountable for their jobs and actions relating to Student Activities.

Vice President

- a. Assists and keeps the president accountable for all her duties.
- b. Takes over all the duties of the president in her temporary absence.
- c. In the event of the resignation or disqualification of the president, shall be designated as acting president for the remaining term in office.
- d. Is in charge of committee work in class, keeps committee productive and on task. Has priority in being in charge of a committee (K-OS, Staffuly/Students of the month, etc.).
- e. Update and manages Haiku page for their class.
- f. Creates social bonding; ie. birthdays, caring for the sick, organizing food, class parties

Secretary

- a. Attends to all official correspondence of the class.
- b. Makes powerpoint for all class meetings.
- c. Takes notes during all class meetings.
- d. Creates google docs for all class-related activities and other necessary documents.
- e. E-mails the class for activity-related notifications and other important information that needs to reach the class.
- f. Assists SBO Secretary with her duties.

Treasurer

- a. Takes care of all class funds by keeping records (spreadsheet or google document).
- b. Keeps an accurate account of receipts and expenditures for dances and homecoming week.
- c. Keeps class council updated on funds and reimbursements.
- d. Stays organized when receiving receipts and money by keeping a folder for just Class money and receipt
- e. Talks to SBO Treasurer when you need advice.
- f. Manages refunds for class activities: in charge of individual people's receipts.

Spirit Coordinator

- a. Is responsible for spirit-promoting activities for the class.
- b. Encourages class members to participate in class and school events.
- c. Organizes committees for homecoming and other activities as needed.
- d. Contributes to promotion and participation in school events and school spirit.
- e. Promote and participate in free dress days.
- f. Organize and assemble school lunch rallies and Zoo events to support major sporting events.
- g. Creates and leads class cheers.
- h. Attends extracurricular events.
- i. Organizes, promotes, and runs intramural programs.

Historian

- a. Photographs events sponsored by the class or in which the class participates.
- b. Creates online galleries including photographs (and videos) taken throughout the year, to be used at any time and passed on to the next Historian.
 - i. Distributes the link to the event's photos to the entire class shortly after the event.
 - ii. Google Drive, iCloud photo sharing, and Pixieset are examples that can be used.
- c. Ensures photo representation of all members of the class throughout the year.
- d. Prints out photos of class for Forbo board in Cafeteria and posts them for classes to see.
- e. Optional: Films Homecoming week & creates video.
- f. Emails photo links to website director/marketing team.
- g. Creates video slideshow for class Masses (Sophomore and Junior).

Ministry Coordinator

- a. Assist Campus Ministry with liturgy, prayer services, retreat support, Christian service projects, assemblies and faith community events as needed.
- b. Attends weekly Liturgy Committee meetings, assists with liturgical ministry: coordinate student council ushers, support student eucharistic ministers, helps in the set-up and breakdown of the liturgical environment
- c. Helps coordinate the Freshman Overnight Retreat, St Francis Day, Meet a parent for lunch days, Spirit week canned food drive, Spirit week prayer service, etc.
- d. Assists Campus Ministry with bringing information to Theology classes and homerooms
- e. Includes, empowers, and supports other students in assisting with Ministry Coordinator duties.
- f. Is prepared and willing to lead students in prayer at school functions.
- g. Responsible for spiritual integration at the Student Council Retreat and all student activities.
- h. Gives the opening welcome or post communion meditation at the class family mass.



Petition for Class of 2021 Student Class Officer

NAME: _____

EMAIL ADDRESS: _____

HOME ADDRESS: _____

HOME PHONE: (_____) _____ - _____

STUDENT CELL PHONE: (_____) _____ - _____

PARENT CELL PHONE: (_____) _____ - _____

Statement of Understanding

I believe I have the qualifications to be a class officer and attest to the accuracy of the information included in this application.

Student Signature: _____ Date: _____

I give my support, permission, and endorsement to my child to seek election for a class office. My signature also acknowledges that I have read the office job descriptions, viewed my daughter's Google Slide Presentation, and I understand the time commitment involved in being a class officer.

Note: Attendance at the all-day Student Council Retreat on August 10, 2017 is a requirement for all class council officers.

My child will be available to attend the Student Council Retreat on August 10, 2017 _____
(Please Initial)

Parent's Name: _____

Parent's Signature: _____ Date: _____

All candidates and their parents/guardians must sign the Memorandum of Understanding for Student Council Officer Behavior, which outlines the expectations of a Student Council Officer and Officer-elect.



Memorandum of Understanding for Student Council Officer Behavior

All Student Council Members are expected to be positive role models for the St. Francis community, and as such their standards of behavior must be exemplary. Student Council Members are expected to abide by all three categories of standards—academic, activities, and behavior—as outlined in this contract and in the Student Handbook.

Academic Expectations:

- Maintain a 2.5 GPA or higher each semester while in office; Receive no D or F on semester report card

Activities Expectations:

- Attend school functions as required by the Director of Student Activities or other administrator; Complete activities assignments on time;
- Fulfill responsibilities in group projects and activities.
- Attend summer workshops and retreats as scheduled by the Director of Student Activities.
- Attend class retreats and family masses.

Behavior Expectations:

- Abide by the uniform policy;
- Be on time to all school events, whether on or off campus;
- Stay current of Christian Service requirement;
- Comply with school policies regarding dress and behavior whenever representing the school;
- Refrain from drinking alcohol or using drugs at all times;
- Abide by the St. Francis Honor Code—as stated in the Student Handbook—at all times;
- Demonstrate a positive attitude toward and support for other students, faculty, staff, and administration;
- Serve as a role model for other students by acting honestly and justly in all aspects of curricular, co-curricular, and extracurricular life.

Officers and officers-elect may be removed from office, without probation, for the following reasons:

- Failing to fulfill the duties of office as stated in the Constitution or as assigned by the Director of Student Activities;
- Failing to fulfill Academic Expectations as outlined in the Memorandum of Understanding.
- Suspension from school;
- Violating school policies;
- Violating the Honor Code;
- Failing to fulfill the expectations listed in the Student Council Behavior Contract.

If a Student Council Member is becoming a concern, the Director of Student Activities will take the following actions:

- The Director should speak informally with the student to relay the complaint and warn her of the consequences of continuing her actions. This informal meeting should be documented;
- If the problem persists, the Director should arrange a conference with the student, Dean of Students, and Class Moderator (if appropriate) to discuss the student’s probation. The details of this conference should be documented and signed by each attending person, and a copy should be sent home to the student’s parents;
- If the problem is not resolved, the Director reserves the right to remove the student from office.

The Director of Student Activities reserves the right to remove a student from office for a gross violation of school policies and the terms of this agreement.

Student’s Name: _____

Student’s Signature: _____ Date: _____

Parent’s Signature: _____ Date: _____



Class of 2021 Student Council Recommendation Form

Student Name: _____ Date: _____

This student has expressed interest in serving as a Student Class Officer at St. Francis High School. **Please return this form by 4:00 pm on May 30, 2017** by placing it in a sealed envelope and mailing it to St. Francis High School, % Cassy McGreevy, 5900 Elvas Ave., Sacramento CA 95819. Alternatively, you may scan and email this document to cmcgreevy@stfrancishs.org, or fax it to (916) 452-1591. Thank you for your effort and assistance. Your input is invaluable.

Teacher Name: _____

Please rate this student in regards to the following categories: (1 low, 5 high; please make additional comments)

- 1. Model of Spiritual Leadership: 1 2 3 4 5 _____
- 2. Positive Attitude: 1 2 3 4 5 _____
- 4. Communication: 1 2 3 4 5 _____
- 5. Time management: 1 2 3 4 5 _____
- 6. Articulation: 1 2 3 4 5 _____
- 7. Reliability: 1 2 3 4 5 _____
- 8. Flexibility: 1 2 3 4 5 _____
- 9. Maturity: 1 2 3 4 5 _____
- 10. Relatability: 1 2 3 4 5 _____
- Overall: 1 2 3 4 5 _____

I recommend that she serve as a member of Student Council: Yes No Unsure

How have you experienced this student as a leader?

I believe this candidate would be a good leader representative for St. Francis High School.
Principal or Vice Principal Signature: _____ Date: _____

Please feel free to write further comments on the reverse side.