



Class of 2025 - FRESHMAN STUDENT COUNCIL APPLICATION

Thank you for your interest in applying for the St. Francis High School Class of 2025 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 complete [THIS GOOGLE FORM](#) to submit your application. This form includes the following

- Check each box to indicate your understanding of council member expectations
- Submit Google Slide presentation:** Please be careful to include the following in your presentation:
 - ◆ Three pictures of you - 1 of these photos must be a clear photo of your face, from the shoulders up.
 - ◆ Why you are running for Student Class Office. What do you hope to gain from this experience? What do you hope to contribute?
 - ◆ What makes you a qualified candidate?
 - ◆ What's important for us to know about you

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 9 or June 16, 2020 from 1:30 pm to 4:30 pm. You will be contacted to schedule your interview day upon approval of your application.

Timeline of Freshmen council selection for school year 2021-2022:

- **June 2, 2021-** All freshman council applications, including Google Slide Presentations are due by 4:00 pm.
- **June 9 1:30 - 4:30 pm OR June 16, 1:30 - 4:30 pm:** Interviews for freshman class council candidates. You will be contacted to schedule your interview day.

Late applications will not be accepted.

PART I: Qualifications for running for Student Council Officer

Student Council, composed 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 - For example: 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.
 1. Has priority in being in charge of a committee (K-OS, Staffulty/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 then 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.