



St. Francis High School Student Leadership

CLASS OF 2027 FRESHMAN COUNCIL

Thank you for your interest in applying for the St. Francis High School Class of 2027 Freshman Student Council. Please read all instructions, and if you have questions, contact Director of Student Activities, Mrs. McGreevy, at cmcgreevy@stfrancishs.org

Applications will be submitted via [THIS Google Form](#). This form will include the following ~

- ☐ Check 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 - one 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 SFHS Student Body.

Timeline of Freshmen Council selection for school year 2023-2024:

- **April 4, 2023** - Applications open and posted to SFHS Website on the Class of 2027 page
- **June 2, 2023** - Freshman Council applications are due by 9:00 am
- **June 21st or June 28th, 1:30 - 4:30 pm:** Interviews for Freshman Class Council candidates. You will select the date that works best for you when you submit your application. No alternative interview dates are available.

-Late applications will not be accepted-

What is Student Council?

Freshmen Student Council members are appointed to office and are charged with managing a wide range of events, activities, programs, policies, and initiatives for their class.

Students learn through organizing, developing, overseeing, and evaluating school-wide activities and events, fostering school spirit, participating in community activities and events, facilitating communication within St. Francis, and supporting the St. Francis student community.

Who joins Student Council?

Councils are open to students in that grade level who meets the minimum requirements. Students who get involved care about the SFHS community, are proactive, and want to participate in student life. Student Leadership requires a variety of personalities, skill, and talents with the common goal of dedicating themselves and their time to working collaboratively to serve the SFHS community. **This class is not for students simply looking for recognition, or to build a resume.**

What are the requirements for student involvement?

- Maintain a 2.5 GPA or higher each semester in office
- Cannot receive a D or F on a Semester Report card while in office
- Attend school functions to demonstrate being a community leader)
- Complete activities and assignments on time
- Attend summer workshops and/or retreats as scheduled
- Attend class retreats and family masses
- Complete Christian Service Hours on time

How do Students get involved in Student Council?

Students submit an application. Once applications are submitted, students will be vetted by their Counselor, Dean, and Principal and candidacy is contingent upon their approval. Approved candidates will participate in a group interview and those appointed into office are registered for the Student Leadership Class held during B block.

Duties of the Student Council Offices

1. Each officer is expected to fulfill the duties below and extra duties required by the Director of Student Activities.
2. Each officer is expected to bring their own talents, interests, and ideas to improve overall school unity, but particularly to improve the aspect of student life their 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.

In addition to working on their grade level council, students are expected to join various committees working to address community needs throughout the year. Committees are

made up of students from all grade levels. Active participation in committees is integral to the operation of Student Activities.

5. The week of Spirit Week and the two weeks prior, you will be required to **stay after school** to support the class council with Homecoming preparations. Most days work ends at 6/7 pm, with the exception of the night before the Spirit Rally when work ends at 8 pm. Although the major time commitment is during Homecoming, responsibilities last throughout the year.

Self Evaluation questions helpful to figure out if Student Council is a good fit for you ~

- Do I care about serving my class, school, and community?
- Do I value diversity and make conscious and deliberate efforts to honor the dignity of all?
- Am I flexible and eager to work in a variety of roles with a variety of people?
- Am I comfortable in expressing my ideas to others?
- Am I curious and open to new ideas?
- Do I manage my time well?
- Do I take control of my own life and responsibility for my actions?
- Am I trustworthy, empathetic, and honest?
- Do I learn from my mistakes?
- Do I get people excited to participate in events and activities?
- Do I have strong listening skills?
- Have I successfully maintained a balance between my personal, social, and academic pursuits in the past?
- Am I willing and able to dedicate my time and energy to working outside of normal class hours, including during late starts, lunch time, and after school?

Specific Position Duties

President

1. The official representative of the class and handles all direct business coming within the jurisdiction of the class.
2. The official liaison between class members, class officers, and the class moderators/administration.
3. Presides at class meetings and class officers' meetings.
4. Ensures timely planning of all class activities and events.
5. Responsible for and mediates problems with the class and council.
6. Keeps council accountable for their jobs and actions relating to Student Activities.

Vice President

1. Assists and keeps the president accountable for all her duties.
2. Takes over all the duties of the president in her temporary absence.
3. In the event of the resignation or disqualification of the president, shall be designated as acting President for the remaining term in office.
4. Update and manage the Schoology page for their class.
5. Creates social bonding; ie. birthdays, caring for the sick, organizing food, class parties

Secretary

1. Attend to all official correspondence of the class.
2. Makes slide presentations for all class meetings.
3. Takes notes during all class meetings.
4. Creates Google Docs for all class-related activities and other needed documents.
5. E-mails the class for activity-related notifications
6. Assists SBO Secretary with her duties.

Treasurer

1. Take care of all class funds by keeping records (spreadsheet or google document).
2. Keeps an accurate account of receipts and expenditures for class
3. Keeps Class Council updated on funds and reimbursements
4. Keeps receipts and money organized
5. Collaborate with SBO Treasurer
6. Manages refunds for class activities: in charge of individual people's receipts.

Spirit Coordinator

1. Responsible for spirit-promoting activities for the class.
2. Organizes committees for Homecoming and other activities as needed.
3. Contributes to promotion and participation in school events and school spirit.
4. Promote and participate in free dress days.
5. Organize school lunch rallies and Zoo events to support major sporting events.
6. Creates and leads class cheers.

Historian

1. Photographs events sponsored by the class or in which the class participates.
2. Creates online galleries including photographs (and videos) taken throughout the year, to be used at any time and passed on to the next Historian.
3. Ensures photo representation of all members of the class throughout the year.
4. Prints out photos of class for Forbo board in Cafeteria
5. Films Homecoming week & creates video.
6. Emails photo links to the website director/ marketing team.
7. Creates a video slideshow for class masses.

Ministry Coordinator

1. Assist Campus Ministry with liturgy, prayer services, retreat support, Christian service projects, assemblies and faith community events as needed.
2. Assists with liturgical ministry: coordinate student council ushers, support student eucharistic ministers, helps in the set-up and breakdown of the liturgical environment
3. Helps coordinate the Freshman Overnight Retreat, St Francis Day, Spirit week Canned Food Drive, etc.
4. Assists Campus Ministry with bringing information to Theology classes and homerooms
5. Is prepared and willing to lead students in prayer at school functions.
6. Gives the opening welcome or post communion meditation at the class family mass.