
STUDENT GOVERNMENT ASSOCIATION

Officer Application: 2019-2020

The LHS Student Government Association (SGA) is an organization of students serving as representatives of the student body at LHS. These student leaders act as liaisons to the faculty and administration at LHS. They are responsible for providing valuable input for the governance and success of our school. Serving as the governing body of the students is the primary function of the SGA. Additionally, the SGA plans social and service events for the students and community of LHS including blood drives, dances, charity/service drives, homecoming and other community events. The Linganore SGA is a member of the Frederick County Association of Student Councils (FCASC) and the Maryland Association of Student Councils (MASC). Officers are expected to take an active role in the work of these organizations by attending meetings and participating in their activities.

The SGA is made up of two components:

- the **LHS SGA** (responsible for school-wide initiatives) and
- the **class councils** (responsible for class specific activities and projects such as: prom, fundraising, dances, homecoming activities, and graduation).

LHS students may participate as an elected officer, appointed committee chair, or grade-level representative to the SGA.

The **SGA Executive Board** is comprised of the following elected positions: President, Vice President, Second Vice President, Secretary, & Treasurer. (see descriptions)

Each **Class Council** is comprised of the following elected positions: President, Vice President, Secretary, Treasurer, and Historian. (see descriptions)

All candidate applications must be completed in full to be included on the ballot for voting. For additional information about specific offices or concerns please contact Mr. Brown

Applications due to Mr. Brown by 2:30 PM on WEDNESDAY, APRIL 10.

All candidates should plan to attend two meetings:

#1- Candidate Procedure/Guidelines- Thursday, April 11th - 2:30-3:00 PM

#2- Leadership Training- TBD, Week of April 29th

Meeting Expectations

Officers are expected to attend all regular meetings of their class council and the SGA, participate in FCASC meetings and MASC convention, and take part in all sponsored events. Obligations to other groups, including sports teams, should be considered. Student leadership is a serious responsibility. Student leaders unable to follow-through on time commitment to the position may be removed.

Position Descriptions- SGA

President- Officer is responsible for setting agenda and running all meetings of the group. Works closely with the advisor to set the agenda for meetings and to be sure that all activities are successfully planned and executed. Responsible for the coordination of all SGA activities. Represents the student body of LHS and serves on the School Leadership Team. Expected to participate in FCASC and MASC meetings & events.

First Vice President- must be a junior or senior (next year). Officer is responsible for organizing and coordinating committee meetings and keeping accurate records collected from the committee chairs. Responsible for planning the homecoming parade and coordinating details with each class council. Represents the student body and is expected to participate in FCASC and MASC meetings & events. Additional duties as assigned by the advisor.

Second Vice President- must be a sophomore (next year). Officer is responsible for assisting in the coordination of all committee meetings and service activities. Responsible for coordinating the annual winter spirit week and planning the winter pep rally. Represents the student body and is expected to participate in FCASC and MASC meetings & events. Additional duties as assigned by the advisor.

Secretary- Officer is responsible for keeping accurate minutes of all meetings and reporting them at each meeting. Responsible for maintaining club social media and creating a bi-monthly newsletter. Additional duties as assigned by the advisor.

Treasurer- Officer is responsible for keeping an accurate record of monies earned and spent. Responsible for monthly finance reports. Additional duties as assigned by the advisor.

Position Descriptions- Class Council

President- Officer serves as the leader of that graduating class year, responsible for coordinating any and all class events and supporting LHS SGA events. Officer may be asked to represent the class or speak on its behalf. Will serve on the student leadership council. Additional duties as assigned by advisors.

Vice President- Officer serves as the support to the president in completing the duties of that office. Serves as the liaison between class council and the LHS SGA. Attends all SGA and class council meetings. Additional duties as assigned by the advisors.

Secretary- Officer is responsible for maintaining accurate records of all class meetings, reporting the minutes at each meeting and creating class notes for the monthly SGA newsletter. Responsible for the maintenance and up-keep of the class bulletin board. Additional duties as assigned by the advisors.

Treasurer- Officer is responsible for keeping an accurate record of monies earned and spent. Serves as the primary coordinator of class fundraising activities and provides monthly finance reports. Additional duties as assigned by the advisors.

Historian- Officer is responsible for documenting the activities of the class. Responsible for creating a “scrapbook” of the year to be presented to the school. Additional duties as assigned by the advisors

SGA OFFICER CANDIDATE APPLICATION FORM

NAME: _____

GRADUATION YEAR: 20

Position you plan to run for in the election:

SGA

President

Vice President

2nd Vice President

Secretary

Treasurer

Class Council

President

Vice President

Secretary

Treasurer

Historian

In order to be placed on the ballot for officer elections, you need the following:

1. to be academically eligible, according to FCPS guidelines;
2. approval signature from a LHS administrator;
3. recommendations from 2 Linganore faculty members;
4. parental approval; and
5. completed candidate information at the online link.

This is an important responsibility- running for office should be taken seriously

Packet must be returned to Mr. Brown by 2:30 pm on WEDNESDAY, APRIL 10th

Current Grade Point Average: _____ (This will be verified with guidance)

Parent/Guardian Signature: _____ Date: _____

LHS Administrative Signature: _____ Date: _____

Candidate Expectation:

I understand the importance and responsibility of being elected to represent the students of Linganore High School and will to the best of my abilities serve all those I represent. I additionally understand the additional time beyond the school day necessary to complete my elected responsibilities and am willing and able to serve. I understand that officers are expected to attend all regular meetings of their class council and the SGA, participate in FCASC meetings and MASC convention, and take part in all sponsored events. I understand student leadership is a serious responsibility and that if I am unable to follow-through on time commitment to the position I may be removed.

Candidate Signature: _____ Date: _____

CANDIDATE PLANNING SHEET

Choosing to serve as an elected student leader at LHS is an important decision. Students elected to positions will be expected to fully participate in the duties of the office AND the commitments of the organization. Candidates should consider other commitments when choosing to run for office. You will need to be able to balance your time with other clubs, teams, or activities. The following check list should help you as we approach Election Day.

Candidate checklist:

Completed Candidate Application Form returned to Mr. Brown- **due 4/10/19**

Teacher Recommendation

Given to two teachers- *teachers return to Mr. Brown by 4/11/19*

Online Candidate Link info complete- **due 4/10/19**

Campaign Window- **4/29/19-5/3/19**

Election Day- **5/3/19**

Elections will be held on Friday. Students may cast ballots all day. Polling stations will be available during all lunch shifts.

First Executive Meeting- **5/8/19**

All candidates will be invited to our executive board meeting on Wednesday, May 8th. New officers will learn about the transition process. Candidates not winning the election will learn about other ways to be involved in leading our SGA.

SGA ELECTION * TEACHER RECOMMENDATION

Please take a brief moment to complete this form on behalf of the candidate.

Candidate Name: _____

Desired Position: _____

Please rank the candidate 1-5 in each of the following categories:

- 1- characteristic not demonstrated by this candidate
- 2- characteristic rarely demonstrated by this candidate
- 3- characteristic sometimes demonstrated by this candidate
- 4- characteristic often demonstrated by this candidate
- 5- characteristic always demonstrated by this candidate

- | | | | |
|---|-----------------------------------|------------------------------------|-----------------------------------|
| <input type="checkbox"/> Responsibility | <input type="checkbox"/> Honesty | <input type="checkbox"/> Respect | <input type="checkbox"/> Fairness |
| <input type="checkbox"/> Independence | <input type="checkbox"/> Kindness | <input type="checkbox"/> Hard work | <input type="checkbox"/> Trust |

Please share any comments you feel may be useful in determining this student's eligibility as a candidate:

- I recommend this candidate without any reservations
- I recommend this candidate but with some reservation
- I do not recommend this candidate

Faculty name: _____

Signature: _____

Date: _____

Thank you for taking the time to complete this recommendation.

Please return to Mr. Brown's mailbox by Thursday, April 11, 2019.

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