

Student Government Application Form (All Grades)

Senior Class Council Application Form (Seniors Only)

Dear Applicant,

Thank you for applying to the SG or the SCC. **Students applying for these positions must have an 80 GPA and no more than 2 detentions per year. To be an SG Officer, that student should be a previous class representative, SG Officer or Member-at-Large.** All students wanting to run for a position must fill out the attached application and write a paragraph.

The Topic of the Paragraph is below. It should be typed so that I can attach it as a file for your classmates to read.

**Why are you applying for a particular position in the Student Government or Senior Class Council, and what does service to the school mean to you? (200 word minimum)**

**Applications this year are due no later than midnight MAY 1.** Please, email or send as an attachment to Mrs. Pogue through Jupiter Ed or her Seton School Email at [jpogue@setonschool.net](mailto:jpogue@setonschool.net)

## **Student Government (SG) and Senior Class Council (SCC)**

## Application

**NAME:** \_\_\_\_\_

**SG OFFICE Position:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**Senior Class Council Position:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**Estimated GPA:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**TOTAL DEMERITS FOR CURRENT YEAR:** \_\_\_\_\_

**RELEVANT EXPERIENCE:** List clubs, extra-curricular activities, leadership positions, etc)

ACTIVITY	LEADERSHIP POSITION	YEARS

All the information is true and verifiable. I understand the purpose, goals, and time commitment associated with the undertaking of this office. I promise to the best of my ability to fulfill the obligations associated with this elected position.

**Signature of applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of parent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **SG and SC General Information**

Members of the **SG/SC** are expected to be leaders in the school in every aspect. Their purpose is to encourage the rest of the student body to take pride in the school and get involved. The **SC** plans and carries out various social activities which work to raise money for the Junior/Senior Prom. The **SC** is responsible for selling lunch 2 days a week in which profits go to pay for Prom and various service projects for the benefit of the school. Both groups work in cooperation with the faculty and Director of the school to uplift the student body toward the good, the beautiful and true. All proposed activities are subject to approval from the Director.

Student Officers and Representatives are responsible for attending **SG/SC** meetings and the following specific events during the year. An officer or representative of either service council may undergo review for serious category II demerits with the possibility of removal from office.

### **SG EVENTS**

1. June Graduation Reception Helpers-Newly elected officers and representatives
2. Summer SGSC Officer Planning Meeting for up-coming school year-Officers Only
3. August Leadership Conference
4. Opening Assembly Practice and the Opening Assembly
5. Back to School Dance-HS only
6. Junior High Pizza Party-HS only since JH representatives participate
7. Halloween Dance-JH reps may set up and participate in the Haunted Hallway
8. Mural Paintings/Spirit Week
9. Enthronement Dance-HS only-JH reps needed for food service

### **SC Duties**

1. Sell Lunch Snacks
2. Sell Lunches 2 Days a Week
3. Senior Jacket Orders
4. Prom
5. Attends Planning Meetings
6. Rent-a Senior Day
7. Parking Lot Decorating

## Student Government Position Responsibilities:

### **Student Government President: (Must be a previous Officer or Member-at Large)**

Communicates with Faculty Advisors and Officers about upcoming meetings and SGSC sponsored events in person and e-mail

Sets up meetings (Writes Agenda)

Sets Events/times/dates with advisors and Office and Calendar Planner

Leads SGSC meetings using the Project Planner Sheet for each event

Sets up, attends and cleans up at SG sponsored events

Closes Dances and Events with a prayer

Represents the school well during the school year and any special functions that may arise

### **SG Vice-President: (MUST be a Senior or Junior-and have helped at SG events in the previous years)**

Advises President-is hands and feet of the president

Steps up to role/duties of president if absent

Leads the Opening and Closing Prayer at the SG meetings

Sets up, attends and cleans up at SGSC sponsored events

Represents the school well during the school year and any special functions that may arise

### **SG Publicist: (MUST be a Senior or Junior)**

Designs dance/event flyers and Enthronement Dance invitations (both approved by SG Advisors)

Posts flyers of upcoming events around the school at least one week prior to the event/dance

Removes flyers the day after the event (save a copy for the SGS binder for future reference)

Writes Thank You cards to Chaperones/Guests/Speakers of SG sponsored events

Sets up, attends and cleans up at SG sponsored events

Represents the school well during the school year and any special functions that may arise

**SG Treasurer: MUST be a Senior or Junior)**

Works with president and Advisors on Budget for SG events

Sells tickets for the Enthronement Dance and keeps a record of paid attendees

Collects money event/dance and gives the money to the Faculty advisor after the money is counted

Consults with the Office concerning the budget and account balance, keeping the Council informed of expenses

Submits an annual fiscal report at the end of term to the newly elected SGSC Officers

Sets up, attends and cleans up at SG sponsored events

Represents the school well during the school year and any special functions that may arise

**SG Secretary: MUST be a Senior or Junior)**

Takes notes during SG meetings on the specific form

E-mails the Officers/Advisors a review of the weekly minutes

Provides a copy of the minutes for the SG binder

Keeps track of attendance and absences of Advisors/Officers/Representatives at each meeting

Submits in writing morning announcements to the Main Office about upcoming dances/events at least one week prior to the event

Sets up, attends and cleans up at SG sponsored events

Represents the school well during the school year and any special functions that may arise

**SG Member-at-Large: MUST be a Junior)** Be able to attend all meetings and participate in events and fill in where needed. The key is to gain experience to be an Officer Senior Year. (2 Positions open)

**SG Class Representative: One Male and One Female from each grade**

Attends all general meetings of the SG-representing their specific grade

Communicates to classmates any announcements and informs Officers/Advisors /concerns/comments from class

Sets up, attends and cleans up at HS or JH SGSC sponsored events-JH representatives not responsible for HS events

In Charge of specific functions relating to Spirit Week: **1. Design/Order/Collect money for class shirt by due date.**  
**2. Organize/ practice class song** **3. Organize/submit class picture by designated due date** **4. Organize/design class mural.**

Represents the school well during the school year and any special functions that may arise

**SENIOR CLASS COUNCIL: SENIORS ONLY.**

**Senior Council General Duties:** The Senior Council works as a **unit in selling/handling the snack sales at lunch and is in charge of selling lunches 2 days per work-Wednesday and Friday.** Members of the Council also are in charge of ordering the Senior jackets in the Fall, organizing the Prom in the Spring, assisting the Director with the Senior Banquet-specifically in charge of the Picture Slide show for the Senior Banquet, organizing/collecting money Rent-a-Senior Day and in giving a Senior Gift to the school. It is important that each member comes to the meetings with the Faculty and Parent advisor.

**Specific Council Members Duties:**

**President:** Head of the Council who works directly with the Faculty Advisor and Parent Advisor in calling meetings, organizing the snack sales and lunch sales, ordering the Senior jacket, the general details of Prom and the Senior gift to the School. The President is the primary representative of the Council to the Student Body.

**Vice-President:** Assists the President in all his/her duties dealing with lunch/snack sales, jacket sales, the general details of the prom and the Senior gift to the School. He/she will fill in for the President if he/she is absent for any specific reason.

**Secretary:** Keeps notes on the meetings. Writes down the tasks that the President and Council specifically needs to do each semester and the details concerning the prom deadlines and is in charge of Prom Ticket Sales with the Treasurer.

**Treasurer:** Keeps the books with the Faculty Advisor on the monies coming in, counts the money on a regular basis and informs the Council of the balance at each meeting. The Treasurer helps set the budget for the Prom and monies set aside for the Senior Gift. Works with the Secretary on ticket sales.

**Historian:** Takes pictures of Senior activities and is in charge of the Slide show at the Senior Banquet and works to support the general needs of the Council.

**Publicity:** Is in charge of announcements and flyers pertaining to SCC activities, specifically Prom ticket sales, special lunch/snack sales and jacket sales. He/she is the direct line of communication and information between the Senior Service Council and the Senior class.