

Officer Application Basic Information

Thank you for applying for an officer position for the 2016-2017 school year.

We are happy to know that you too are interested in continuing traditions at Brennan.

The application can only be considered complete when ALL of the following pre-requisites have been fulfilled.

Failure to have all the listed items below will cause your name not to be placed on the ballot.

1. Complete the attached application and drop it off in E212.
2. Return the Parent/Guardian - Permission/ Acknowledgement Form attached by May 13th to E212.
3. Deadline for dropping off application **May 13th**.
4. All candidates' grades will be checked—only candidates passing each class with an average of 70 or better, for all six weeks, will be eligible.

CLASS OFFICER CAMPAIGN RULES

- Campaigning will take place from May 16th to May 24th and voting will be during lunches May 25th in the Career Center.
- You may **NOT** give out any candy or food!
- Posters must not infringe on copyrights (no symbols or phrases from business/companies). There may be NO links or hash-tags (#) to information on the web or through social media. Posters must be approved by Mr. Trimble or Mrs. Prewitt-Campbell in VPO before hanging around school. Use only Blue Painters tape to hang posters.
- Campaign buttons, stickers, or ½ sheet letter sized flyers are OK. You **MAY NOT** have anything printed professionally or purchased from a vendor. In other words your campaign materials must be homemade and inexpensive (\$25.00 limit). Everything must be approved by Mr. Trimble or Mrs. Prewitt-Campbell in VPO.
- All posters must be removed by the end of day May 25th.

Officer Application
Brennan High School

School Year: 2016-2017

Class of: **2017** **2018** **2019** **2020**

Student Information

Name: _____ (print)

ID#: _____

Cell phone #: _____

E-mail: _____

Office you wish to run for: ***CIRCLE ONE***

Class Office:

PRESIDENT
VICE PRESIDENT
SECRETARY
TREASURER
HISTORIAN

Class Officer Responsibilities

President – The president is responsible for all class activities. The president is responsible for creating agendas. The president presides over meetings. The president is also responsible for acting as a representative for the class.

Vice-President - The vice president shall be responsible for the committees within the class and assist the class president in class affairs, and serve as class liaison.

Secretary - The secretary keeps a record of the class meetings, maintains correspondence & attendance records and keeps class activity calendar/webpage.

Treasurer – The treasurer establishes budget and records all financial transactions. The treasurer inventories all fundraising items and maintains a complete record of the items.

Historian – The historian keeps a written record of the activities of the class. The historian maintains a scrapbook of the class. The historian acts as the liaison to the school newspaper and the yearbook.

Service Points

Under no circumstances will one person be allowed to hold both a class and student council office at one time, even if there is no violation of service points. Points will not be counted for being both an officer and member of a certain club.

A student may not accumulate more than 24 service points. If the office he/she seeks will place him/her above the allowed 24 points, he/she must resign an office prior to filing for the new position, which if elected would keep his/her total service points at the maximum of 24 or below. If a student is found to have more than the 24 allotted points at anytime during the school year, he/she will be asked to resign a position immediately.

See student handbook for points breakdown. <http://www.nisd.net/schools/handbooks>, select Brennan.

SIGNATURES

THE FOLLOWING SIGNATURES ARE MANDATORY:

(Please visit Registrar and VPO during your lunch and after school not during class.)

Student Name _____ **Student ID#** _____

Grade Level _____

1. I verify that the student is academically eligible. I verify the student is at the grade level for the class position for which he/she will be applying. I verify the student has a good attendance record.

Registrar: _____

2. I verify the student has a good discipline record.

Assistant Principal: _____

3. I recommend this student to serve as a class officer.

Teacher: _____

4. I recommend this student to serve as a class officer.

Teacher: _____

PARENT/GUARDIAN
PERMISSION/ACKNOWLEDGEMENT FORM
Class Officer Application

Dear Parent/Guardian,

Your son/ daughter _____ is interested in running for office for the following campus organization

Class of:	2017	2018	2019	2020	
	President	Vice President	Secretary	Treasurer	Historian

Each candidate is being asked to comply with several pre-election procedures. However, we need your agreement that in the case your son/daughter does get elected, you will support not only your son/daughter but also the organization.

The position of officer in this organization is a responsibility that your son/daughter is committing his/her time and effort immediately following the elections and to next school year.

Do you agree and understand the following: (please initial after each statement)

1. Meetings are required in order for any organization to function, these meetings can take place before school, immediately after school, or later in the evening. The times of these meeting will be set by the slate of officers elected. A calendar of meetings and events should be shared with you. _____
2. Officers and sponsors will agree to the number of unexcused absences from organizational meetings before an officer is asked to resign. _____
3. Full participation in fundraisers and activities is a necessity in order for organization to function. _____
4. All officers must maintain passing grades in all classes they are enrolled in throughout the school year. _____
5. Officers and sponsors will agree on what and when, will constitute a removal from office if duties have not been fulfilled. _____

PARENT:

I have read the above statements and agree to assist my son/daughter in fulfilling their term in office for the 2016-2017 school year. I also understand that my son/daughter could be asked to resign if he/she is not able to fulfill the necessary duties.

Parent/Guardian Signature

Date

Cell phone number