



Pace High School

2011-2012

SGA Information and Election Packet

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THINGS TO TURN IN:

-Application with photo attached

-Required Signatures Form

March 29, 2011

Dear Prospective 2011-2012 SGA Candidate,

We are so glad that you are considering being a part of Pace High School Student Government. We appreciate the fact that you want to get involved, serve, and connect with your fellow students, staff, and community.

Being a part of SGA is an honor and a privilege. We are in charge of many important activities throughout the school year. Be prepared to spend numerous hours at school during pre-planning week and Homecoming week. In addition, each SGA member is required to attend at least one district meeting held at various locations across our district. Beyond the required SGA activities, there will be a multitude of projects/activities/conferences which will be optional and may require personal funds to attend.

Please complete the Application and Required Signatures form and return them with a current photo to Mrs. Sessions or her box in the Teacher Mail Room (do not enter – ask at window) no later than 4 p.m. on Friday, April 1.

Please read the Information and Election packet in its entirety. Please do not hesitate to ask if you have any questions. You can reach Mrs. Sessions at sessionsc@mail.santarosa.k12.fl.us or in room 163 or at 995-3600 ext. 1164 or 1125. Or, you can contact Mrs. Cassevah at cassevahc@mail.santarosa.k12.fl.us or in room 34. Andrew Edge is the student Election/Selection Chairperson, and he is in the SGA room 4th block each day.

Sincerely,

Celene Sessions
SGA Advisor

Claudia Cassevah
SGA Advisor

SGA Election Information

SGA President & Vice President

*Requirements: Application and Forms, Live Speech (ITV), Must have a minimum GPA of 2.5

* Election Point Division (On a 100 point scale)

- 15 – Faculty/Staff Vote
- 40 – SGA Vote
- 15 – Interviews
- 30 – Student Body Vote

Class Presidents

*Requirements: Application and Forms, Live Speech (ITV), Must have a minimum GPA of 2.5

*Election Point Division (On a 100 point scale)

- 15 – Class Sponsor Vote
- 30 – SGA Vote
- 15 – Interviews
- 40 – Student Body Vote

Class Vice President/ Secretary/Treasurer

*Requirements: Application and Forms, Must have a minimum GPA of 2.5

*Election Point Division same as Class Presidents

Representative Selection

*Requirements : Application and Forms, Must have a minimum GPA of 2.5, Interview

Election/Selection Schedule

March 29th: Tuesday	Information Meeting
April 1st: Friday	SGA Pres/VP and Class Officer Applications Due
April 4th: Monday	Campaigning begins (9:00 a.m. – 4:00 p.m.)
April 5th: Tuesday	SGA President& Vice President Speeches
April 6th: Wednesday	Class President Speeches and Interviews
April 7th: Thursday	Class President Speeches and Interviews Voting begins after ITV
April 8th: Friday	Interviews and Voting
April 9th-10th: Sat & Sun	Voting (Voting ends midnight Sunday)
April 19th: Tuesday	Representative Information Meeting
April 26th: Tuesday	Representative Applications Due
April 28th-May 2nd Thu-Mon	Representative Interviews

Pace High SGA Application

**Please type on your own paper.*

Name _____

Grade Fall 2011 _____

I am applying for the position of (grade) _____ class (office) _____

Current Schedule:

1st: _____

2nd: _____

3rd: _____

4th: _____

1. List all sports, clubs, and other extra curricular activities in which you are involved and any leadership positions held.
2. List any community volunteer activities that you are in or have been involved in, other than SGA.
3. Tell of a situation where you have been a successful leader. Relate this situation, along with your personal traits and abilities with how they would be beneficial as a PHS SGA member.
4. What is a new idea that you have for the following areas? (PICK UP TO FIVE TO WRITE ABOUT)
School Spirit, Fundraising, Marketing of SGA events, Assemblies, Club Involvement, Alcohol and Drug Prevention, Sportsmanship, Elections, Homecoming, Community Service, Staff Appreciation, Student Appreciation, Arts Recognition (band, chorus, NAHS, etc), Environmental Concerns, Bullying, Other (please explain)
5. If you could send a message back in time to yourself, when would you send it, and what would it say?
6. If you were being interviewed, what question(s) would you like the interviewers to ask you?
7. What do you want to happen when you are elected or selected as a PHS SGA member? What will you do to make these happen? How will your ideas change PHS students and/or staff (or the school)?
8. What would your **Passion Project** be? No barriers, no financial limit. It could help one person or large groups of people. You could dream big or just make a small difference. With no limits and no boundaries, what would you do with all your passion and energy?

***Attach a current photo of yourself!**

Required Signatures Form

Candidate Name _____

Grade Level in Fall 2011 (next year) _____

GPA

My current GPA is _____ Guidance signature/verification _____

ATTENDANCE

I have missed _____ days this school year*.

Student Affairs signature/verification _____

*If more than one week, please explain _____.

DISCIPLINE

I have _____ discipline referrals*.

Student Affairs signature/verification _____

*If one or more, please explain _____.

TEACHER RECOMMENDATIONS:

Secure two teacher signatures who support your candidacy for SGA.

Teachers – By signing below you are endorsing the above student to run for Pace High SGA. If you have any concerns, please let Mrs. Sessions know in writing or in person by Friday, April 8.

Teacher: _____
Name Signature

Teacher: _____
Name Signature

CANDIDATE/PARENT SIGNATURE

I, _____, am interested in holding a PHS SGA position. I am announcing my candidacy for (class) _____ (position) _____. I have read the Campaign Integrity Contract and the PHS SGA Responsibilities Contract, and I agree to comply with the standards set in both documents.

Candidate Signature _____ Date _____
Parent/Guardian Signature _____ Date _____

Campaign Integrity Contract

During my campaign I will abide by the following guidelines:

- I will not use obscenities in any form during my campaign.
- I will not deface or remove any other candidate's campaign materials.
- I will conduct myself with maturity and honesty throughout my campaign.
- I understand that I am responsible for the actions of my personal supporters and campaign helpers.
- I will accept the results of the election with maturity and respect.

I understand that if I do not abide by these guidelines that my candidacy may be subject to review.

Campaign Rules

General Criteria

- Appropriate language, free of putdowns, negative innuendos, and profanity, is to be used on all of your campaign materials.
- Posters and Banners must be taken down, at the LATEST, by YOU, by Monday, April 11th at 9:00 A.M. We are serious; take them down!
- Materials may be hung in the Gym Hallway, Cafeteria (Brick Walls Only!), and in Teacher Classrooms with their permission.
- Handouts including, but not limited to, candy, fliers (no larger than regular paper size 8.5 x 11), pamphlets, stickers, and buttons may be used with the understanding that any object that damages school property must be cleaned/removed at the expense of the candidate.

Poster Criteria:

- No more than 5 posters.
- Each poster must be no larger than 2' x 3' – a combined total of this size may be used for 1 or 2 large posters of combined measurements.

Banner Criteria:

- No more than 1 banner.
- Banners must be no larger than 3' x 7'

Speeches

- Live speeches will be on ITV and cannot be longer than one minute.

**** Failure to follow these guidelines may result in one's candidacy being reviewed.***

Pace High School SGA Responsibilities Contract

1. I will be an exemplary student and citizen through my conduct and academic studies. **This is a full time commitment for the entire term of office.**
2. I understand that any suspension from school will cause for my immediate dismissal from my SGA position, unless an administrator overrules this.
3. I will enroll in and attend the SGA class for the entire year I am in office. If I am unable to be a member of the class, I will forfeit my position.
4. I will be in attendance for required SGA activities, and understand that I will receive demerits if I am unable to attend.
5. I will maintain a GPA of 2.5 or above, and I will have a guidance staff member verify my GPA on my Required Signatures Form.
6. I will need, at times, to be available before and after school, and on non-school days.
7. I will show and have respect for myself and others at all times. I will remember who I am and who I represent – Pace High School and Student Government.
8. I understand and accept that PHS faculty members shall monitor the election results and those decisions will be final.
9. I have read and understand the PHS SGA Constitution.
10. I understand that in addition to outside of class time to complete SGA related tasks, that I am required to earn a minimum of 10 duty hours each nine weeks. These duty hours may be earned by supporting a PHS event (that I am not a part of), doing community service, helping a teacher, etc.
11. I further understand that during each nine week grading period, I will receive a duty hour grade. Each duty hour earned is worth 10 points out of a 100 point grade.
12. I understand that if elected/selected, I may receive demerits for various reasons (failure to turn in money in a timely manner, inappropriate behavior, failure to attend SGA functions, etc) and that earning 16 demerits will result in probation; 18 results in removal from the organization.
13. I further understand that during each nine week grading period, I will receive a demerit grade. Each demerit earned during that nine week grading period is a loss of 5 points of the 100 point demerit grade.
14. I understand that I may be asked to leave campus on SGA-related errands or field trips, and pledge to behave responsibly, reflecting the best of myself, SGA and school.
15. I understand that I will be working with equipment and supplies and will be held responsible for any damage and/or waste due to negligence.
16. I understand that if I am going to be absent, I need to call the advisor **prior to the beginning of class** and failure to do so may result in demerits.
17. I understand that I will be responsible for participating in various fundraising activities and that I am responsible for turning in all monies in a timely manner.
18. I understand that I will be expected to pay SGA dues in the amount of \$100 by the end of the first term of the school year. I understand that I will be given ample opportunities to raise these funds.

As the advisers, we understand that an SGA member has other obligations and responsibilities. Therefore, we will work individually with each member to make sure that he/she fully understands the commitment that is being made prior to assuming a responsibility. We want an open line of communication between members, officers, parents and us. We understand that it is my responsibility to provide an opportunity for all members to have hands on experiences that will teach time management skill, planning skills, organizational skill, conflict management, communication skill, personal development, leadership skills and much, much more.

Celene Sessions

Claudia Cassevah