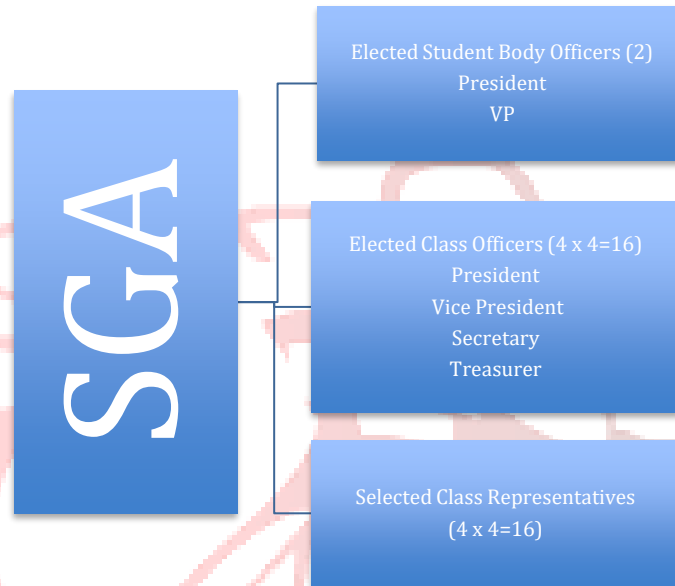


**CHS SGA  
Information Packet  
For  
Students and Parents**

**May 2021**

**APPLICATION DUE BY 05/10/2021**

## CRESTVIEW HIGH SCHOOL SGA



- To run for SBP or SBVP, a candidate must have one year in SGA and be a current sophomore or junior.
- To run for P or VP of a class, a candidate must have one year experience in a class officer position.
- SGA members will vote within the organization for a secretary, treasurer, historian, and parliamentarian of SGA once elections are over.

### **To Be Eligible to Run:**

- Completed application by due date May 10,2021
- 3.0 unweighted GPA
- No serious discipline referrals that resulted in consequences such as STP, ASD, etc.

### **Some SGA Member Requirements:**

- Maintain a 3.0 unweighted GPA
- Be enrolled in at least 5 classes at CHS both semesters
- Must have good attendance with less than 5 absences per nine weeks.
- No serious discipline record
- Positive character on social media and in public
- Attend SGA meetings, class meetings, and all other required activities
- Attend at least 1 district/state level SGA meeting

- Sign duty 1 time per month- YOU CANNOT BE TRANSPORTATED BY ANOTHER STUDENT
- Attend 1 SAC meeting per semester/ 1 city council meeting per semester

**Dear Prospective 2021-22 SGA Member,**

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

Being part of SGA is an honor and a privilege. It also requires dedication and hard work. SGA members spend countless hours at school planning homecoming and other school events, as well as working in our community and attending district and state conferences. There is also a cost involved, as there is a SGA membership, as well as trip fees to attend district and state conferences. Lastly, all SGA members must be enrolled in the SGA/leadership class. If you cannot commit yourself fully to SGA, there are tons of clubs and organizations at CHS with fewer commitments that would love your involvement. *Remember: Do a few things well instead of a lot of things just okay.*

Please read this packet (with your parents) in its entirety and complete all parts of the application. Return your completed packet via email to [Brittany.young@okaloosaschools.com](mailto:Brittany.young@okaloosaschools.com)

Email questions to [brittany.young@okaloosaschools.com](mailto:brittany.young@okaloosaschools.com).

Sincerely,  
Mrs. Young  
SGA Advisor

**Campaign Rules:**

- Those who have an approved application will campaign through an administrative approved online format. Campaigning and voting will all be done online. Campaigning will happen through CRESTVIEW HIGH SCHOOL's Facebook and Instagram. At the end of this application are questions you need to answer that will be on your online campaign poster, you also need to submit a headshot that can be attached to your poster.
- Online Posters will be on display via SCHOOL Instagram, facebook and website May 17-21,2021
- Voting will be held ONLINE May 21,2021
- You may NOT send direct messages to people on social media pressuring them to vote. You may post publically on a story or post.

**Crestview High School SGA Responsibilities Contract:**

1. I have read and understand the honor cord agreement.
2. I will be an exemplary student and citizen in my conduct, academic studies, including my social media activity and posts and my actions in public.
3. I understand that a discipline referral is cause for my immediate dismissal from SGA.
4. I understand that I must maintain a 3.0 unweighted GPA.
5. I understand that I must take at least 5 classes at CHS during the year that I am in SGA.
6. I understand that I cannot miss more than four days of school per nine weeks unless there are extenuating circumstances.

7. I will be in attendance for all required SGA activities, and I understand that I will receive demerits for missing part or all of an SGA function.
8. I agree to be available for after school activities, as well as non-school days at times.
9. I understand that I will be working with equipment and supplies and will be held responsible for any damage that I cause.
10. I understand that I will be involved in fund raising and that I am responsible for turning in all monies in a timely fashion.
11. I understand that SGA involves personal expenses with membership and trip fees, and I agree to have my membership dues of \$30 turned in by August 14, 2021.

## **CHS SGA RESPONSIBILITIES**

### **SIGN DUTY, MEETINGS, and DEMERITS**

Membership in SGA is not intended to be just another activity to list on your resume. Members of SGA should have a passion for change, unity, and citizenship- within the school and the community. Members should be responsible and self-disciplined, show leadership qualities, and have a desire for personal growth.

### **CHS Sign Duty:**

The Hwy 85/90 sign is a DUTY of SGA members, and you are required to participate monthly in this activity. Change of announcements will occur on **Fridays**, and members will be required to do ONE duty per month. **2:15 pm** is the designated time to meet at CVS. This will ensure that this obligation does not interfere with other extracurricular meetings and activities. *If you miss your sign duty, you will receive a demerit.* Please make sure that the day you sign up for does not conflict with other events. If you get sick or have an emergency arise, you will need to contact another SGA member to switch days. You will also need to contact the sponsor so that the appropriate changes can be made on the calendar.

#### **Procedure for Sign Duty:**

1. Officers should pick up/return sign messages from Mrs. Young.
2. Officers are responsible for taking/returning letters and pole.
3. Place message on board, centering the words on each line. Make it neat!
4. Officers should send a picture of all messages for approval to Kimbrough before leaving.

### **Meetings:**

Meetings are MANDATORY and on MONDAYS. Although the length of meetings will vary, 1:40-2:15 is our designated meeting time. Please make appointments and other plans around this time.

- If you show up later than or leave before 1:45 pm, you will be counted absent – and you will receive 1 demerit.

- If you show up tardy (1:41-1:44pm), you will receive a ½ demerit, unless you have made arrangements with the sponsor before the meeting day to be late due to another commitment.
- If Monday is a holiday or other unforeseen circumstances occur and items on the agenda need immediate attention, the meeting will be held on Wednesday; otherwise, it will be cancelled. You will receive a Remind text either way.
- If you play sports, please get a copy of your practice schedule and games to sponsor as soon as tryouts are over. Monday away games that have travel times which conflict with our meeting time will be the only excused absences not requiring a note. Otherwise, you are expected to share your time between activities.

**Procedure for Excusing your Absence:**

- If you know prior to meeting that you will be absent, the following steps are needed: (1) a parent must email the sponsor before the day of the meeting @ [Brittany.young@okaloosaschools.com](mailto:Brittany.young@okaloosaschools.com) with an excuse and (2) you must see the advisor prior to the meeting to get any meeting information needed.
- If you have an illness or an unforeseen emergency, a parent email within 24 hours of the absence is required, and the SGA member must meet with the advisor after school to be informed of items discussed at the meeting.

\*If a member is habitually absent from meetings and abusing the system, the advisor has the discretion not to accept notes for absences. You cannot write yourself an excuse note.

**Demerits:**

As per the constitution, failure to fulfill prescribed duties, tasks, and other assigned responsibilities will result in the accrual of demerits, and members can be removed after receiving three (3) demerits.

**Demerits include, but are not limited to, the following:**

- Missed SGA meeting/class meeting- 1 demerit
- Tardiness to a meeting or event- ½ demerit (missing more than half is considered absent)
- Missed District/State Meetings - 1-3 demerits
- Failure to complete a duty - 1-3 demerits depending on the duration and importance of task.

*Remember that grades, attendance, and discipline are also factors in remaining a member of this organization. I will check attendance and discipline records every nine weeks, and GPA at the end of each semester.*

**Important phone number:**

1. Young 758-7595

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*I have read and agree to all information in this SGA application packet and this responsibility contract.*

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

(By signing this, you are acknowledging your child's intent to run for office and that you understand and agree to the rules and responsibilities of SGA.)

### **Crestview High School Student Government Honors Cord Policy**

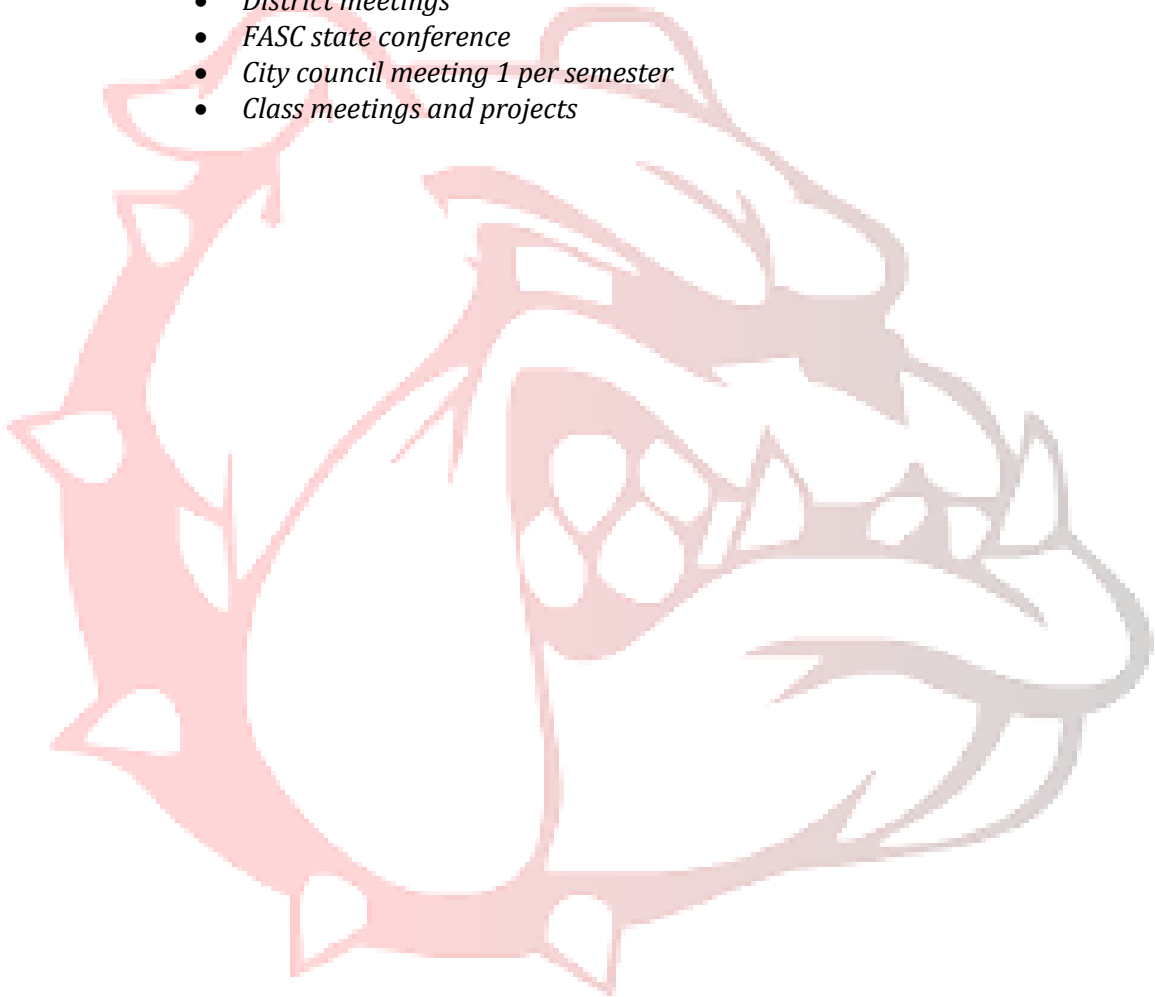
The purpose of this program is to create an incentive for SGA members to actively participate and to be recognized for their hard work and dedication to their school and community. Being in SGA does not guarantee an honor cord to wear for graduation.

In order to be eligible to receive an honor cord for participation in CHS SGA, a member must meet all of the following requirements:

- 1. be in good standing as a member of SGA.*
- 2. has been an SGA member for at least two years. (Seniors with only one year will be evaluated by advisors for outstanding service.)*
- 3. has no excessive absences (no more than 2 per 9 weeks) from SGA meetings and activities.*
- 4. has maintained a 3.0 unweighted GPA.*
- 5. has no discipline referrals resulting in consequences, such as STP, ASD or suspension.*

6. *has fully participated in the planning and implementation of SGA school activities, fundraisers, and community events. SGA members are expected to participate in activities include but are not limited to*

- *Homecoming week activities*
- *Freshmen orientation*
- *Open House*
- *Sign duty once a month*
- *SGA service projects*
- *SAC meeting 1 per semester*
- *District meetings*
- *FASC state conference*
- *City council meeting 1 per semester*
- *Class meetings and projects*



## CHS SGA Application:

Name: \_\_\_\_\_ current grade: \_\_\_\_\_

Email: \_\_\_\_\_

Phone \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent email: \_\_\_\_\_

Parent contact number: \_\_\_\_\_

List extra curricular activities (sports and clubs) that you are involved in this year:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you were an SGA member for the 2020-2021 school year, briefly explain your role in SGA and the impact you had on the organization, school, and community:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Briefly discuss why you want to be a part of SGA and what your goal is for the upcoming school year as an SGA member:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



|                                       |                             |
|---------------------------------------|-----------------------------|
| <u>Highlight 2020-21 grade level:</u> | <u>Highlight Position:</u>  |
| 10                                    | class: Pres VP Sec Tres Rep |
| 11                                    |                             |
| 12                                    | student body: Pres VP       |

CAMPAIGN information:

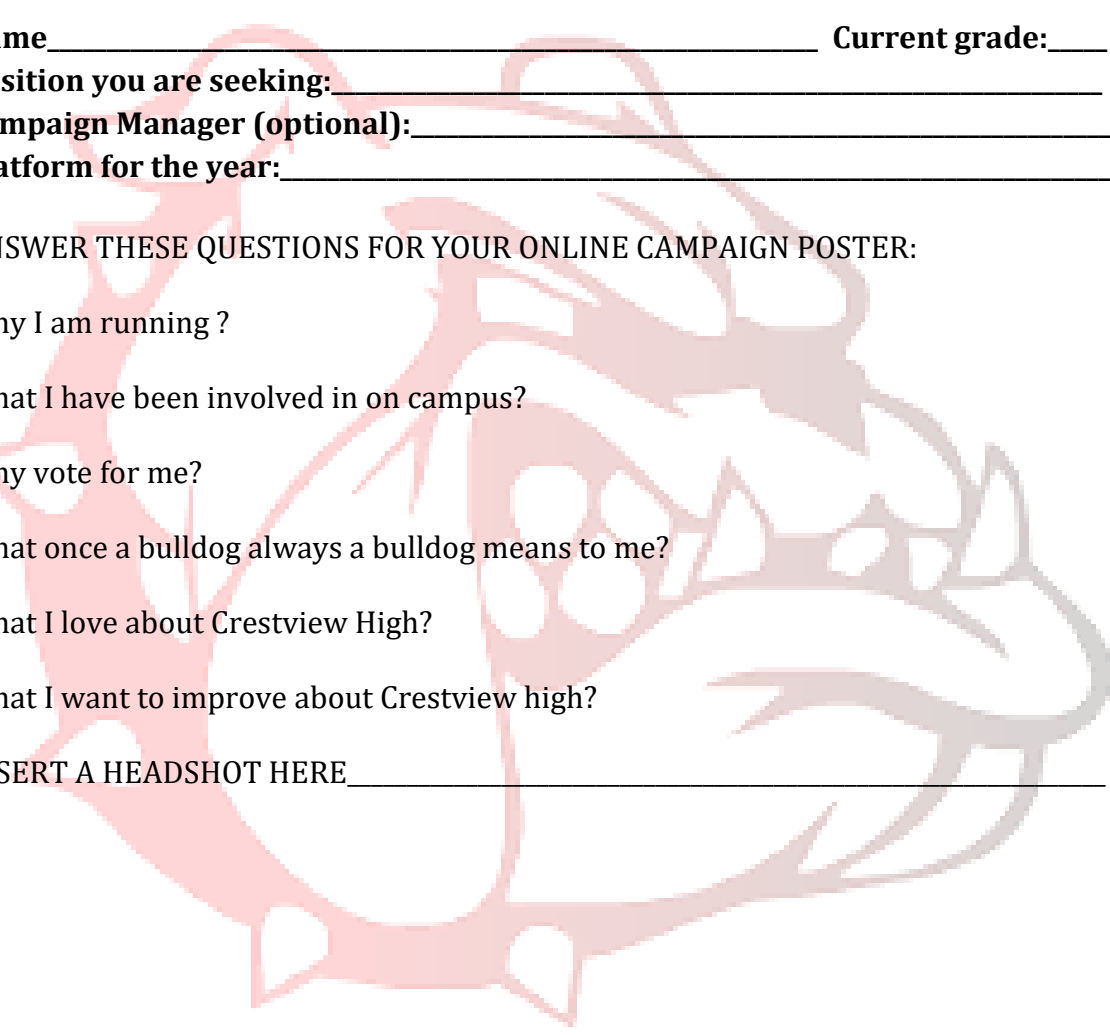
**THE BELOW INFORMATION NEEDS TO BE TYPED INTO THIS DOCUMENT. THE IMAGE NEEDS TO BE IN APPROPRIATE ORIENTATION ON THE PAGE. SCANNED and HAND WRITTEN applications will be returned.**

Name \_\_\_\_\_ Current grade: \_\_\_\_\_  
**Position you are seeking:** \_\_\_\_\_  
**Campaign Manager (optional):** \_\_\_\_\_  
**Platform for the year:** \_\_\_\_\_

ANSWER THESE QUESTIONS FOR YOUR ONLINE CAMPAIGN POSTER:

- Why I am running ?
- What I have been involved in on campus?
- Why vote for me?
- What once a bulldog always a bulldog means to me?
- What I love about Crestview High?
- What I want to improve about Crestview high?

INSERT A HEADSHOT HERE \_\_\_\_\_



Dear Parents,

Your child is a potential candidate the class/student council office. The students who are elected to office will have responsibility of planning and conducting student affairs. In order to fulfill their responsibilities, they will be required to spend extra time after school on many occasions and periodically they could be required to attend night functions. Transportation is the responsibility of the student.

Your student must be available to attend SGA meetings, ICC meetings, and class meetings, all of which take place after school. We appreciate students who are involved in many events, but we also need the students to give priority to each event they are involved in. The meetings that we have are essential to keep things running smoothly and also to make sure information is disseminated equally to everyone.

We request your consent and support of your student's candidacy by signing the responsibilities contract in the application packet. By signing it, you are agreeing that your child will actively take part in the activities of the student government and that he/she will be responsible for necessary transportation and financial requirements. You are also agreeing that you have read and understand the requirements for your student to be an officer. We appreciate your support. If you have any questions about our election process, please email us at [brittany.young@okaloosaschools.com](mailto:brittany.young@okaloosaschools.com).

Sincerely  
Brittany Young  
SGA Advisor

### **CLASS OFFICER RESPONSIBILITIES:**

To run for P or VP of a class, a candidate must have one year experience in a class officer position.

#### **President (elected by class)-**

- to direct/coordinate class activities and projects
- to be present at all ICC meetings
- preside at all class meetings, prepare agendas
- to assume all other duties not covered by other officers
- to meet all requirements involved in being a member of SGA.

#### **Vice President (elected by class)-**

- to perform the duties of the president in his/her absence
- to assist with class projects
- to be present at all SAC meetings (1 per month)
- to meet all requirements involved in being a member of SGA.

#### **Secretary (elected by class)-**

- to be responsible for attendance, correspondence, maintenance of a school calendar, and minutes of all meetings
- to meet all requirements involved in being a member of SGA.

#### **Treasurer (elected by class)-**

- to keep an accurate record of all transactions and funds of the class
- to prepare a financial report
- to meet all requirements involved in being a member of SGA.

#### **Representative (Selected by a SBP, Advisors, Class Sponsors, and Admin)**

- to participate in all SGA and class meetings, as well as class activities
- to meet all requirements involved in being a member of SGA

### **STUDENT BODY OFFICER RESPONSIBILITIES**

To hold run for SBP or SBVP, a candidate must have been active one year in SGA and be a current sophomore or junior.

#### **SBP (elected by student body):**

- Help oversee committee Chairpersons and SGA operations
- Build/maintain the Medallion Council book with the SGA secretary
- Schedule and hold SGA meetings, posting the date/time with adequate advance notice, and prepare Agendas for SGA meetings and publish in advance to all SGA members

- Meet weekly with the Principal or other administrator to discuss proposed SGA ideas and projects
- Schedule and hold cabinet meetings 2x per month, posting date/time in advance, and prepare agendas for Cabinet meetings

**SBVP (elected by student body):**

- Oversee and keep track of ICC clubs/organizations
- To attend SAC meetings (1 per month)
- Help organize multi-club events (e.g. – club fairs, homecoming events, charity drives, fall/spring fests, etc.) in conjunction with SGA and other clubs

**Secretary (elected by SGA):**

- Maintain accurate minutes of all meetings and publish to all members within one week of each mtg.
- Coordinate Marquee messages and assign marquee responsibilities
- Assist President with preparation of Medallion Council book
- Maintain communication/PR outlets (PTO Newsletter Submissions, Press Releases, Twitter/Facebook/Instagram)
- Assist the SBP and Advisor with letters and communiqués
- Assist Advisor with maintenance of membership records

**Treasurer (elected by SGA):**

- Keep track of all financial records for SGA and ICC
- Act as liaison between finance office and SGA/ICC
- Request and report account information to SGA monthly

**Historian (Elected by SGA):**

- Chronicle the year's activities and prepare video/slideshow of year for SGA members by the time of the end-of-year banquet; CDRoms or DVDs will be provided by SGA once original is completed to burn for each member.
- Maintain a press portfolio of all published or public announcements/coverage of SGA events, activities, and accomplishments.

**Committee Chairs (Assigned by Advisor and President):**

- Direct and oversee committee responsibilities
- Maintain a Committee Binder with all committee work and forms
- Supervise, support, and provide accountability for committee Members
- Compiling a lesson plan calendar of all major committee events PLUS committee members' individual project proposed dates and keeping it their folder.