



**CANDIDATE & ELECTION
PACKET
2020-2021**

ELECTION/CANDIDATE RULES AND REGULATIONS:

1. Application and candidate signature sheet must be emailed to Connie Martin no later than 12:00 noon on Monday, June 1st. You can take a picture of this completed form and send it to sharonhamilton@cusd.com.
2. You must write a single paragraph no longer than 5 sentences about why your classmates should vote for you for BHS Student Body Office. Your paragraph must be turned into Connie Martin no later than Monday, June 1st at 12 noon to this email sharonhamilton@cusd.com. Please use your student email so that it is sure to arrive.
3. Candidates pictures are required. A good quality head shot from the shoulders up is required. You must be dressed appropriately and in dress code. **No costumes, animals or props are allowed.** Your pictures must be turned into Connie Martin no later than Monday, June 1st at 12 noon to this email sharonhamilton@cusd.com. Please use your student email so that it is sure to arrive.
4. A completed and signed Application and Candidates Signature sheet. Must be turned into Connie Martin no later than Monday, June 1st at 12 noon. You may take a picture of this completed form and use you student email to send it to sharonhamilton@cusd.com . Please use your student email so that it is sure to arrive.
5. You must sign up for the BHS Election REMIND by June 1st. Make sure to check it regularly. For text messages, in the recipient or TO enter this number 81010 and in the message please put @k7b6a4. Parents are welcome to be a part of this system as well.
6. Student should read the duties and responsibilities section before selecting an office option.
7. You need to have maintained a minimum 2.5 grade point average (grade reports will be printed out by Polar cluster office.) You **MUST have been constant and steadfast in your assignments during the second semester of online school.**
8. Teacher recommendations will be completed on all students to determine if candidates meet the qualifications to run for office. *The Activities Director and School Administration have the right to evaluate past performance and can prevent a candidate from running.*
9. No profanity, negative remarks, slanderous statements will be allowed (including those posted on websites or social media) If you post profanity, negative remarks, or slanderous statements you will not be allowed to run for office.
10. Elections will be held on June 4th beginning at 9:00 am and voting will close at 6:00 pm. Winners will be announced on June 5th. ASI students will be sent a link to vote on June 3rd.
11. Student Body Offices include:

**PRESIDENT
VICE PRESIDENT**

**TREASURER
RALLY COMMISSIONER**

**HISTORIAN
SECRETARY**

If you have any questions about the rules, please ask Mrs. Martin, the Activities Director, for clarification. Any violation of election procedures and regulations could result in your removal as a candidate. ConnieMartin@cusd.com

Name: _____ Current Grade: _____

APPLICATION AND CANDIDATE SIGNATURE SHEET

I _____ have read through the duties and obligations of the office I am running for and I understand that an elected office takes a lot of time and is a big commitment. I will follow the guidelines of the office and will do everything that is asked of me. I also realize that I will be representing Buchanan High School at all times both on and off campus. I will follow and support all rules and regulations that are prescribed by Buchanan High School and the Clovis Unified School District, including the code of ethics. If I fail to follow rules or do not perform the duties that are asked of me, I know that I will be removed from the office.

Office you are officially running for: _____

PRESIDENT

TREASURER

VICE PRESIDENT

HISTORIAN

SECRETARY

RALLY COMMISSIONER

Name printed _____

Name signed _____

Date _____

Parents,

I have read through the packet and understand the election procedure.
I approve of my son/daughter running for an elected office.

Parent/Guardian Signature

_____ Date _____

Teachers, Administrators and the Activities Director reserve the right to revoke your application for office if they deem you unfit to run for your desired office.

DUTIES AND RESPONSIBILITIES BUCHANAN HIGH SCHOOL CLASS OFFICER DUTIES AND RESPONSIBILITIES

All Class Officers must:

1. Be an active and responsible member of the rally club. This includes mandatory attendance at all Rally Club Meetings, Rally Preparation Meetings and all official class meetings.
2. Have and maintain a 2.5 grade point average.
3. Be active and positive in all school activities throughout the year.
4. Complete Contract with Class Advisors regarding responsibilities and duties related to elected office. *If contract is not upheld, officer can be removed and replaced at any time by class advisor.*
5. Help in set-up and tear down of all class participation events such as rallies, homecoming, dances and class fundraisers.
6. **Attend summer Leadership Camp in Sonora August 3-5 (This is Mandatory)**
7. Attend all class meetings and mandated activities. If an elected student misses two meetings or events, the officer may be removed from their office.
8. All class officers will assist with Freshman Class activities including but not limited to:
 - a. Freshman Dance
 - b. Homecoming Skit
 - c. Rallies
 - d. etc.
9. Elected BHS Student Body officers are expected to work as a team to serve the Freshman Class.

Additional duties may be added to any office by the school administration, Activities Director or Class Advisors.

CLASS PRESIDENT

1. In charge of class fund raisers. Plans, develops and organizes all areas of the class fundraisers.

Freshman	Back-to-School Dance
Sophomores	Winter Formal
Juniors	Prom
Senior	Graduation, Bacc., Senior Activities, Fundraising
2. President and leader of Freshman Class Rally Club. Must meet with Class Advisors and develop agendas and run all Freshman club meetings.
3. Spokesperson at class meetings and student representative at all school and public events.
4. If removed from office, class advisor will appoint replacement.

VICE PRESIDENT

1. In charge of organization and development of class theme for Homecoming parade. Supplies, design, and committees are all arranged by the Vice President.
2. If President is absent or not available, the Vice President fills in.

TREASURER

1. Responsible for class budget and finances.
2. Reports to rally club on financial balance.
3. Reports monthly to Buchanan High School's Financial Secretary and signs check invoices pertaining to their class.

RECORDER/SECRETARY

1. Keeps accurate records of all meetings dealing with the class. This also includes class rally club.
2. All notes are typed up after a meeting and one copy is kept for the class records and one copy is given to the Class Advisors. (All minutes need to be typed up and returned within a one-week period.)

HISTORIAN

1. Keeps scrapbook and picture portfolio of all class events, activities, sports and awards.
2. Must research and keep all articles in the local papers that deal with Buchanan High School.
3. Must use personal camera or have access to one in order to record all school events. Digital photos must be shared or sent to the Activities Director. **(Class Historian must attend all events where their classmates are involved with camera in hand.)**

RALLY COMMISSIONER

1. In charge of all aspects of organizing and preparation for school rallies.
2. Organizes committees that create decorations, set-up and tear down and participates in rallies.
3. In charge of creation and presentation of class cheer.