

# Application for Class President & Class Vice President

DUE: FEBRUARY 11, 2016

SUBMIT TO: MR. V IN THE LEADERSHIP OFFICE

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CANDIDATE INFO: Full name: \_\_\_\_\_

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

Current Grade: 9 10 11 (circle one) ID# \_\_\_\_\_ SLC \_\_\_\_\_

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Office for which you are applying (circle only one):

President

OR

Vice President

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WHAT COMMITMENTS MUST YOU BE ABLE TO MAKE IF YOU ARE ELECTED?

1. Participate in a leadership retreat, conference, or workshop with students from other schools - totally inspiring, totally cool. AWESOME.
  2. Maintain at least a 2.5 GPA throughout your term of office.
  3. Monday morning/lunch meetings, weekly committee meetings. IT STARTS WITH YOU.
  4. Enroll and complete assignments for Leadership study and practice. This class will meet once a week and other days will be about TAKING ACTION. Occasionally, special meetings will require your attendance. You will receive five credits per semester. More importantly: YOUR LIFE WILL BE CHANGED.
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Task #1: HOW CAN YOU SERVE BERKELEY HIGH? WHAT QUALIFIES YOU?

Instructions: Please answer the following questions and submit them electronically to the Director of Student Activities.

1. What methods will you use to successfully lead your class leadership team and plan activities?
  2. What life, service, or leadership experience do you bring that will help you to excel in the role?
  3. What do you believe should be the main two-three goals for the ASB Leadership team this upcoming school year?
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Task #2: WHAT PRAISES DO BERKELEY HIGH STAFF MEMBERS SING OF YOU?

Instructions: Have up to three adults who work at the school email or hand a signed message to Mr. V by February 11 with one sentence and one sentence ONLY describing why she or he thinks you are a strong candidate for the office to which you are applying.

The staff members will be quoted anonymously in the pamphlet of information about candidates.

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\*\*\* MORE INFO AND SIGNATURE REQUIRED ON BACK \*\*\*

### Task #3: SEND US A HEADSHOT PICTURE

Instructions: We need a picture of your head and shoulders to use in the pamphlet of information about candidates. Send your picture electronically by February 11 to the Director of Student Activities, Mr. V: johnvillavicencio@berkeley.net. Your school picture will be used by default.

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#### JOB DESCRIPTION

CLASS PRESIDENT (Apply by application and going through Election Convention process)

5. Facilitates and maintains order of weekly meetings of class officers, deputies and other attendees.
6. Creates committees and assigns a reliable committee chairperson to plan major events or projects.
7. Holds other officers and deputies accountable to their duties.
8. Ensures that all major class tasks and personal responsibilities are taken care of in a timely manner and in accordance with budgets.
9. Attends and participates in weekly Executive Team and class meetings at lunch, and completes assignments for the leadership class.
10. Commits to continual growth as a leader by completing assignments assigned by the Director of Student Activities and participating in leadership development seminars and conferences when possible.
11. Serves as an exemplar of respectful, responsible and reliable leadership to other students.

CLASS VICE PRESIDENT (Apply by application and going through Election Convention process)

1. Supports the president in duties #1-4 or assume them in his/her absence.
2. Attends and participates in weekly Executive Team and class meetings at lunch, and completes assignments for the leadership class.
3. Serves as primary recorder of any information within meetings that should be written for the viewing of all attendees.
4. Serves as primary vote counter for any votes taken within meetings of class officers, deputies and other attendees.
5. Commits to continual growth as a leader by completing assignments assigned by the Director of Student Activities and participating in leadership development seminars and conferences when possible.
6. Serves as an exemplar of respectful, responsible and reliable leadership to other students.

#### **\*\* SIGNATURE REQUIRED \*\***

- *I ensure the above tasks are complete, honest, and are my own work.*
- *I submit this document as a representation of my official candidacy for office.*
- *I understand this means I MUST attend the informational meeting for elected candidates about campaigning to be held at lunch in the College Career Center at a date to be decided.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_