

Highland Student Government Candidates 2022-2023 School year

Thank you for your interest in running for a position as a Highland High Student Government Representative. Your consideration and effort demonstrates an amazing degree of Highland pride! As a student here at Highland, you can look forward to an awesome year making memories for everyone!

To be considered for an officer position, please decide which position you're applying for, determine whether the position is ELECTED or APPOINTED, and complete the Candidate Checklist for that office by the due dates listed on the calendar & throughout this packet.

NOTE Elected & Appointed Portfolio due dates are different. Portfolios for appointed positions are not due until after the election has taken place. Candidates who don't win an elected position may try again for an appointed position, but must notify the SGov Advisor before Tuesday, February 22. Students also have the option to apply for a Congress position. See details on the Declaration Form.

An idea about each position can be found in the Skills Writing & Work Prompts or the HHS Officer Chart in this Application Packet, or more details are available at <http://rocktherams.weebly.com>

FEBRUARY 2022

DATES & DEADLINES

S	M	T	W	T	F	S
	MONDAY 1/31 ELECTION INFORMATION WEEK STARTS	1	2	3	4	5
6	MONDAY 2/7/22 APPLICATION DEADLINE FOR ELECTED POSITIONS	8	9	10	FRIDAY 2/11/22 CAMPAIGN KIT DEADLINE FOR ELECTED POSITIONS	12
13	MONDAY 2/14 CAMPAIGNS BEGIN	15	WEDNESDAY 2/16 ELECTION ASSEMBLY & VOTING	17	FRIDAY 2/18 ELECTED WINNERS ANNOUNCED	19
20	21	TUESDAY 2/22/22 PORTFOLIO DEADLINE FOR APPOINTED POSITIONS	23	24	FRIDAY 2/25 8TH GRADE (FUTURE FRESHMAN) APPLICATIONS DUE	26
27	MONDAY 2/28 APPOINTED WINNERS ANNOUNCED	1	2	3	FRIDAY 3/4 8TH GRADE (FUTURE FRESHMAN) WINNERS ANNOUNCED	5

To Do...

1. DECIDE ON A POSITION TO APPLY FOR
2. PICK UP AN APPLICATION PACKET IN THE MAIN OFFICE
3. GET 8 TEACHER RECOMMENDATIONS & TRANSCRIPTS FROM ATTENDANCE OFFICE
4. COMPLETE THE CHECKLIST IN THE APPLICATION PORTFOLIO
5. SUBMIT COMPLETED PORTFOLIO BY THE DEADLINE

TALK TO:

Julie Davidson

Student Government Advisor
Highland, RM G006

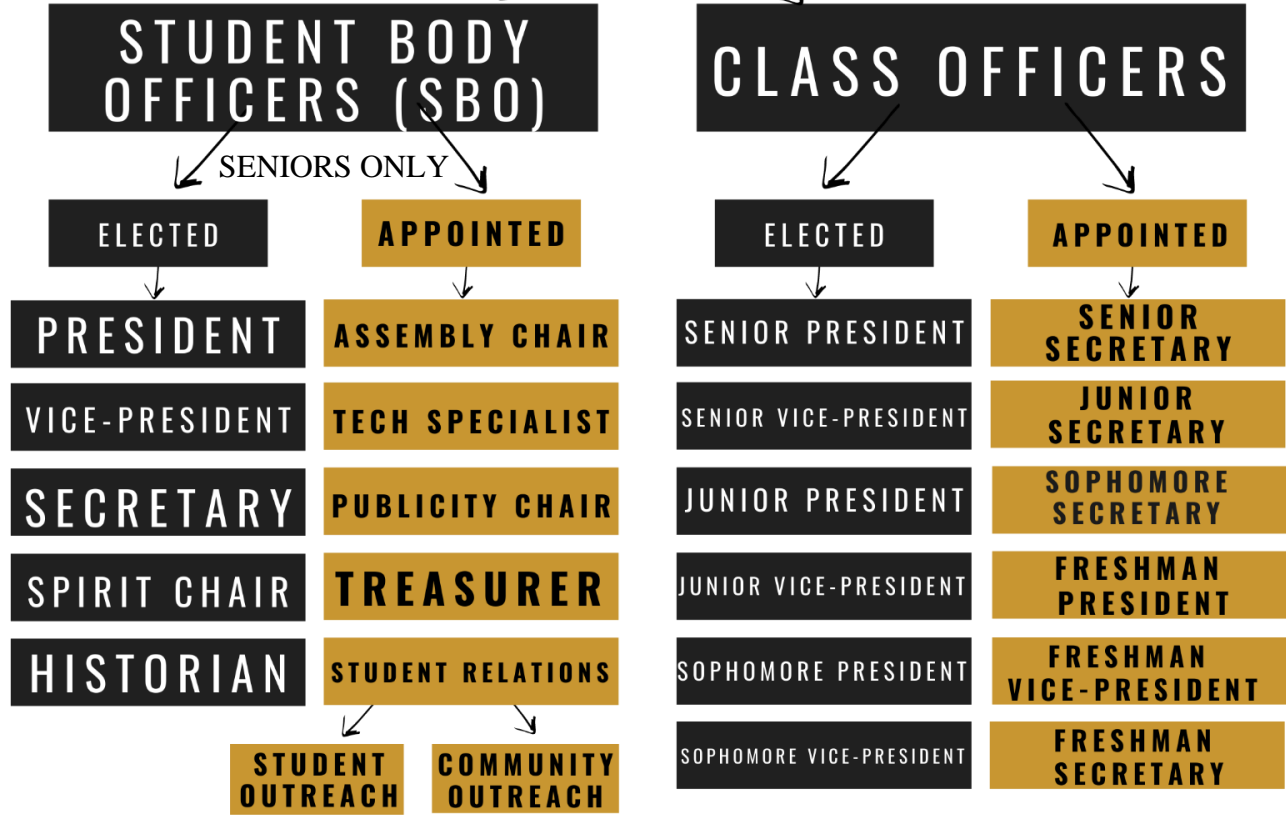
OR julie.davidson@slcschools.org

SUBJECT LINE: HHS ELECTIONS

OR VISIT www.rocktherams.weebly.com

Still have Questions?

HIGHLAND HIGH STUDENT GOVERNMENT



STUDENT CONGRESS

APPOINTED POSITIONS, 2 OFFICERS FROM EACH DISTRICT (H,R,A,M,S) SHOULD REPRESENT 1 OF THE ZIP CODES WITHIN SELECTED DISTRICT

DISTRICT H		DISTRICT R		DISTRICT A		DISTRICT M		DISTRICT S	
1	2	3	4	5	6	7	8	9	10
84104		84103		84101		84106		84109	
84120		84108		84102				84107	
84115		84112		84105				84117	
84116		84113		84111				84121	
84123		84114						84124	
84044								84084	
								84124	
								84084	

***EACH DISTRICT SHOULD HAVE 1 REP FROM GR.11-12 & 1 REP FROM GR. 9-10

Visit [http:// rocktherams.weebly.com](http://rocktherams.weebly.com) FOR MORE INFORMATION

Student Government's Action Committees: Each Officer serves on their action Committee throughout the school year. Every Officer provides support to every committee, event & activity in SGov.

Representation	Connection
<p><u>ADMINISTRATIVE OFFICERS</u> SBO SECRETARY&TREASURER, CLASS SECRETARIES (4)</p> <ul style="list-style-type: none"> • FUNDRAISING • ELECTIONS • BUDGETS • MEETING MINUTES • H ROCK • ATTENDANCE @ ALL SCHOOL EVENTS • ATTEND & OVERSEE MEETINGS 	<p><u>OUTREACH OFFICERS</u> SBO PRESIDENT, STUDENT RELATIONS OFFICERS (STUDENT OUTREACH & COMMUNITY OUTREACH), CLASS PRESIDENTS</p> <ul style="list-style-type: none"> • RAM CAMP • HOMECOMING CARNIVAL • CLUB RUSH • CULTURE WEEK • CULTURE NIGHT • DRESS DRIVE • SGOV TEAMBUILDING
Information	Unity
<p><u>ADVERTISING OFFICERS</u> PUBLICITY CHAIR, HISTORIAN, CLASS VICE-PRESIDENTS</p> <ul style="list-style-type: none"> • HHS SGOV INSTAGRAM & SOCIAL MEDIA • HHS MARQUEE • DESIGN EVENT FLYERS, POSTERS & BANNERS • HHS STUDENT & TEAM RECOGNITION • SGOV CALENDAR • ANNOUNCEMENTS • SGOV TEAMBUILDING 	<p><u>SPIRIT OFFICERS</u> SPIRIT CHAIR, SBO VICE-PRES, TECH SPECIALIST, ASSEMBLY CHAIR</p> <ul style="list-style-type: none"> • HALF-TIME • PEP RALLIES • LUNCH ACTIVITIES • MOVIE NIGHTS • RIVAL TEAM SGOV OUTREACH • ASSEMBLIES • DANCES • SPIRIT WEEK SUPPORT • SGOV TEAMBUILDING

DECLARATION OF CANDIDACY
Highland High Elected Class Officer 2022-2023

I, _____, officially declare my candidacy for the
Highland High School 2022-2023 school year in the office of:

ELECTED OFFICERS:

DECLARATION DUE **FEB.7**, CAMPAIGN KIT DUE **FEB.11**, ASSEMBLY & VOTING **FEB.16**

STUDENT BODY OFFICERS:

CLASS OFFICERS:

(SENIORS)

- SBO PRESIDENT
- SBO VICE-PRESIDENT
- SBO SECRETARY
- SBO SPIRIT CHAIR
- SBO HISTORIAN

- SENIOR CLASS PRESIDENT
- SENIOR CLASS VICE-PRESIDENT
- JUNIOR CLASS PRESIDENT
- JUNIOR CLASS VICE-PRESIDENT
- SOPHOMORE CLASS PRESIDENT
- SOPHOMORE CLASS VICE-PRESIDENT

APPOINTED OFFICERS:

DECLARATION & PORTFOLIOS DUE **FEB.22**

STUDENT BODY OFFICERS:

CLASS OFFICERS:

(SENIORS)

- SBO ASSEMBLY CHAIR
- SBO TECH SPECIALIST
- SBO PUBLICITY CHAIR
- SBO TREASURER
- SBO STUDENT RELATIONS
- SBO COMMUNITY RELATIONS

- SENIOR CLASS SECRETARY
- JUNIOR CLASS SECRETARY
- SOPHOMORE CLASS SECRETARY

I would like to be considered for a position as a representative on Highland's Student Congress, 2022-2023:
(please see Districts & corresponding zip code on Officer Organization Chart)

Congress Officer for District (circle one) **H R A M S** - Zip Code _____

You may indicate your interest in an one each ELECTED, APPOINTED and/or Congress position in addition to, or in place of, a potential elected/appointed position depending on election outcome. By selecting this options, you will be automatically considered a candidate in the selection & review process for any position you select. Congress is the service side of Student Government. It's a full-year class run by the Student Body President, and Student Body Relations Officers. Congress meets during 3rd Period B Days all year.

As a candidate for the Highland High Student Government:

I realize that I am responsible for making certain that I am eligible for this office.

I give permission to have my transcripts checked for proper verification.

I understand that elected positions are won by both popular vote (60%) & Portfolio/Rubric scores (40%)

I understand that appointed positions are based on my Portfolio submission & Rubric score (100%)

I agree to abide by all the election rules set by the Selection & Review Committee, real or implied.

I hereby declare that I am eligible and declare my candidacy for Student Government.

I am aware of expectations, time commitment and responsibilities that I will assume if elected.

NAME OF STUDENT: _____ STUDENT ID: _____

STUDENT EMAIL: _____

PHONE #: _____

Student Signature: _____ DATE: _____

As a parent/guardian of a candidate for Highland Student Government '22-'23, I recognize and realize the responsibilities and time commitment that come with being a class officer. I am in full support of this decision and will aid my student wherever possible. I give permission to have my student's transcripts checked for eligibility, and for teachers to share information and experiences regarding my student that may affect my student's eligibility. I verify their candidacy for office. I have read the responsibilities, rules and expectations, and will help my student comply. I verify their candidacy for office.

NAME OF PARENT/GUARDIAN _____

PARENT/GUARDIAN EMAIL: _____

PARENT/GUARDIAN PHONE#: _____

Parent/Guardian Signature: _____ DATE: _____

This Declaration must be signed and submitted according to the position you're applying for:

ELECTED Declaration & Transcript must be submitted on or before

MONDAY, FEBRUARY 7, 2022 in the **Highland High Main Office**. The rest of the Elected Portfolio & Campaign Kit is due no later than **FRIDAY, FEBRUARY 11** in the Highland Main Office.

APPOINTED-This Declaration must accompany your completed Candidate Portfolio. Your portfolio must be submitted on or before **TUESDAY, FEBRUARY 22, 2022** in the **Highland Main Office**

Please contact Julie Davidson, HHS Advisor, with any questions: julie.davidson@slcschools.org

ALL CANDIDATE PORTFOLIO CHECKLIST

(additional Step 2 on back is for ELECTED positions only)

STEP 1:

CANDIDATE PORTFOLIO:

Complete the following checklist. Place your completed Portfolio items in the large envelope. Write your Name, Grade, Officer Position & 'Appointed' or 'Elected' on the front of the Envelope. Place the Envelope in the box labeled "CANDIDATE PORTFOLIOS" in the Main Office by the due date listed.

ELECTED CANDIDATES: due MONDAY, FEB. 7 in the MAIN OFFICE

APPOINTED CANDIDATES: due TUESDAY, FEB. 22 in the MAIN OFFICE

- DECLARATION OF CANDIDACY:** *(included in this packet)* complete and sign
- INFORMAL TRANSCRIPT:** from the HHS Attendance Office (in the main hall next door to Athletics Office)
- WRITTEN & WORK SKILLS SAMPLES:** *ONLY complete the written & work skill samples for the respective position(s) you wish to be considered for*
- CANDIDATE Q&A FORM:** 4 Responses, 3-5 sentences each, completed by you.
- 8 TEACHER RECOMMENDATION FORMS:** *(included in this packet)*
Before giving the forms & envelopes to your teachers, make sure you write your **Name, Grade, Candidate Officer Position & Appointed or Elected** on the FRONT OF EACH FORM & ENVELOPE. Recommendation forms must be completed by 8 teachers you've completed a full semester with at Highland. Teachers may return completed, sealed forms directly to the office. If a teacher returns the envelope to you, it **MUST REMAIN SEALED**...unsealed envelopes will disqualify the recommendation. (For Elected positions, forms may be submitted on or before Friday, February 11. For Appointed, forms must be submitted by Tuesday, Feb.22)
- 5x7 PHOTO**
Your photo is not used during the selection or election process but will be posted to announce the winners in the halls. Include your name, grade and officer position you're running for on the back of the photo. Photos must not include other people in them and must be school-appropriate

STEP 2—This Page is for **ELECTED POSITIONS ONLY**:

***Elected Candidates** are awarded a position based on a combination of total student votes (60%) and a rubric-based scoring process based on the Candidate's Eligibility & Portfolio (40%). Candidate Selection & Review committees are made up of administration, faculty, the Student Government Advisor, & current Student Government Officers. Student names remain confidential to review committee members and portfolios are scored based on a standardized rubric. Total is combined with the results from the schoolwide Student vote to determine our future elected officers. It is important that you consider this and spend time working through your portfolio with thought & intention towards the position you wish to hold next year.

ELECTED POSITIONS CAMPAIGN KIT

ALL MATERIALS DUE FRIDAY, FEBRUARY 11 in the MAIN OFFICE

3 CAMPAIGN POSTERS

You will need to drop off your posters for review on Friday, Feb.11 & pick them up in the office before school on Monday, February 14 when you will be able to hang them in the following locations: One in the Main Entry Hall (Center Doors), one on the Cafeteria windows, and one on the windows in the Vending Machine Hall. Tape will be available when you pick up your posters.

The Election Assembly will take place during 2nd Period on **WEDNESDAY, FEB.16, 2022**. Please contact Jed Smith, SBO Assembly Chair to coordinate details, and work with your teachers to be excused for the rehearsal & assembly.

ELECTION ASSEMBLY MATERIALS for ELECTED SBO & CLASS OFFICERS

STUDENT BODY OFFICER ELECTED CANDIDATES: You will be planning and performing a live skit (3-minutes or less) during the election assembly and **MUST** submit the script for approval. Please include your name, grade and officer position you're running for on the front of the script.*If a candidate's script is not submitted for approval prior to the assembly, or if it is changed after approval, the candidate will be disqualified. (You may opt to create a 1-minute recorded video instead of a live skit with the exception of SBO President, Vice-President & Spirit Chair)

CLASS OFFICER ELECTED CANDIDATES: You will need to submit a 1-minute recorded video skit for approval that will be played during the election assembly. (Video can be shorter than 1-minute, but any video that exceeds 1-minute will be disqualified)

→ email your video to julie.davidson@slcschools.org ; **Subject line:** "Election Video" + your name; **Text in email:** your name, grade and officer position you're applying for

Written & Work Skill Samples

*ONLY complete the written & work skill samples for the respective position(s) you wish
to be considered for*

Skills: Written & Work Samples for ALL POSITIONS

Complete samples ONLY for your selected Candidate position

STUDENT BODY PRESIDENT:

- ❑ **WRITTEN SAMPLE:** (150-250 Words) Compose a message to the Highland student body that introduces your goals and focus as the Student Body President to the Highland Student Body. Include details about what you specifically have to offer to Highland students, and how you will make sure every student feels valued and included in the Highland community. Discuss how you might manage situations and represent students if there is discord or disagreement with Student Government or the Administration/Office/Teachers at Highland. Include communication strategies and how you would work between all groups at Highland High.
- ❑ **WORK SAMPLE:** Design or detail a teambuilding activity that you would use to bring the 27 Student Body and Class Officers together. Add a second activity that you might plan outside of school hours to boost team morale. Plans must include all students in the group, and must detail how it is effective in connecting and encouraging teamwork.

STUDENT BODY VICE-PRESIDENT:

- ❑ **WRITTEN SAMPLE:** (150-250 Words) The Vice-President sits on the Spirit Team in Student Government. Discuss some ideas you have for engaging students at Highland in Student Government-sponsored events (dances, assemblies, pep rallies, etc) What are some specific ideas you have to make sure you reach students who may not usually attend events outside of school. Reflect on some of the limitations that may prevent students from attending events outside of school and discuss some possible solutions.
- ❑ **WORK SAMPLE:** Design a fun lunchtime or half-time activity that includes as many students as possible. The activity must remain structured enough to maintain some level of student organization. How would you manage this activity? How would you include the rest of the Student Government team in helping and carrying out the activity? How will you encourage students and get them excited to participate in the activity?

STUDENT BODY SECRETARY:

- ❑ **WRITTEN SAMPLE:** (150-250 Words) The Student Body Secretary has one of the most important jobs in Student Government. As chair of the Administrative Team, the SBO Secretary organizes and keeps track of all class meetings, schedules, event timelines, attendance by SGOV in class and at Highland events. Discuss the importance of keeping good records and communicating information clearly to the class. How would you make sure students are receiving the information they need to follow through on their responsibilities in Student Government?
- ❑ **WORK SAMPLE:** When teams are working on planning dances and other events, what ideas do you have for a system to make sure they know how to submit information, dates, supply orders, etc. on time? What are some ideas for keeping track of information in class meetings, for getting information from the different teams, and for communicating the information from the different teams to the class as a whole?

STUDENT BODY SPIRIT CHAIR

- ❑ **WRITTEN SAMPLE:** (150-250 Words) As the SBO Spirit Chair, you work with the SBO Vice-President to lead a Spirit Team in Student Government. The Spirit Team plans the major events at Highland. When planning an event, how will you make sure each of your team members has a job to do? Discuss what you think effective delegation looks like. Why is it important for a leader to distribute responsibilities amongst team members instead of taking it all on? How does equitable distribution of tasks benefit a team leader, and each team member?
- ❑ **WORK SAMPLE:** Create a plan for a school-wide activity, assembly activity, lunchtime activity, or halftime activity that will motivate school spirit and encourage students to participate. What strategies could you use to encourage students to participate? How will you inform students about the activity and work with other student groups to get students excited about attending and participating?

STUDENT BODY HISTORIAN

- ❑ **WRITTEN SAMPLE:** (150-250 Words) As the SBO Historian, you will be documenting all of the Highland events & activities attended or sponsored by Student Government. Discuss some fun and unique ideas for how you will document a year of memories for Student Government. Discuss the experience and knowledge you have in photography. At the end of the year, how will you present the year to your class of fellow Student Government Officers? You will also work with the SBO Tech Specialist to create the Homecoming and Senior sendoff/Graduation videos. Discuss some fun ideas for these videos that go beyond a gallery of pictures on a screen. How will you tell a story to and about the students of Highland High?
- ❑ **WORK SAMPLE:** Please include samples of photographs you've taken of friends and other people. Create a page layout/design that shows off your images.

STUDENT BODY TREASURER

- ❑ **WRITTEN SAMPLE: This job is ideal for a student who excels in Finance/Business classes** (150-250 Words) As the Student Body Treasurer, you will serve on the Administrative Team in Student Government. You will learn everything about how money works in Student Government and need to be able to relay what you know to your fellow SGOV Officers and teams. You will gain an incredible amount of experience in finance, fundraising & budgeting. You will help in booking venues, dj's, etc. for dances and other events throughout the year. Discuss your experience with organization. When you collaborate on a project with others, how would you make sure everyone has the information they need to reach team goals on time? Discuss your skills in time management and meeting deadlines.
- ❑ **WORK SAMPLE:** 1 visual chart or organized document to demonstrate this idea. The Spirit Team is planning the details for an upcoming event. Detail an organization method/chart that would help you keep track of their dates & deadlines, information about the DJ, Venue, Budget, Supplies Needed, etc.) Any information you think might go into planning an event. How will you keep this organized to help the team?

STUDENT BODY ASSEMBLY CHAIR

- ❑ **WRITTEN SAMPLE:** (150-250 Words) The SBO Assembly Chair leads the team that plans assemblies and other Student Government Sponsored events at Highland. Discuss innovative ways to make Highland assemblies more inclusive for all students at Highland? What are some ways you would get the word out to students at Highland who might want to participate in assemblies but don't know how? How will you make sure the audience at the assemblies remains engaged in the assembly? Discuss your skills in organization, communication, planning.
- ❑ **WORK SAMPLE:** Imagine you've been asked to plan the Cultural Assembly at Highland, where Highland's cultural diversity is celebrated in the student population and Highland community. How would you find a diverse range of student performers/talent in our student population at Highland? How would you get the word out to students about opportunities to participate in the assembly? How will you ensure representation of the many cultures we celebrate in our Highland Community?

STUDENT BODY PUBLICITY CHAIR

- ❑ **WRITTEN SAMPLE:** (150-250 Words) The SBO Publicity Chair has an incredibly important job in Student Government. The PC is in charge of the Advertising Team in Student Government. You would be responsible for assigning creative tasks to your team in order to inform Highland students about events & activities. Discuss your experience with Advertising, Marketing, Design, or other Creative Talent that will contribute to your Publicity efforts in SGov. Talk about some innovative or creative ideas for advertising a Highland event or activity and building student hype around it. What details are important in developing an advertising campaign? Why is it important to understand how to direct & delegate responsibilities amongst a team instead of managing everything by yourself?
- ❑ **WORK SAMPLE:** Include at least 2 visuals. (1 should be a poster or banner that goes along with the ad concept & theme, the second visual should be a social media post that is unique but compliments the overall theme) Design a campaign to advertise an upcoming Highland event that has been planned by another team (dance, Spook Alley, Drive-in Movie, Elections, etc. etc.) You're responsible for taking the team's Event, date, time & location and getting the information out to the Highland student body. Include all of the important elements & details of a successful campaign. Include where you would place your advertising for best visibility, strategies for extending your reach to the most students possible, ideas that could resonate and grab attention from students, and how each task will be delegated to a team of 6 officers.

STUDENT BODY TECH SPECIALIST

- ❑ **WRITTEN SAMPLE:** (150-250 Words) As the SBO Tech Specialist, you will be using video to document all of the Highland events & activities attended or sponsored by Student Government. You will work with the SBO Historian to create the Homecoming and Senior Sendoff/graduation videos, as well as the Student Government Introduction and end-of-year video. Discuss your experience with Film and technology. How will you take video clips beyond the basics and tell a story to and about the students of Highland High?
- ❑ **WORK SAMPLE:** Please include a brief, 1-3 minute clip that samples your knowledge & skill in film. Tell a story.

CLASS PRESIDENTS (Sophomore, Junior, Senior): & SBO Outreach Officers

- **WRITTEN SAMPLE:** (150-250 Words) As a Class President, you serve on the Student Outreach Team in Student Government. Discuss some new or innovative ideas for reaching more students at Highland. How will you make sure Student Government is representing all students at Highland, and providing equitable access to activities & events?
- **WORK SAMPLE:** (include at least 1 visual to illustrate your idea) Design an engaging teambuilding activity that you can do with the Student Government class. The activity can be focused on getting to know each other or learning how to collaborate/work together as a team. Your plan should include a specific purpose or focus, detailed steps for carrying it out, a list of materials needed, and needs to involve all 27 students. The activity should also allow officers from different grades to work together towards the same end point or goal.

CLASS VICE-PRESIDENTS (Sophomore, Junior, Senior)

- **WRITTEN SAMPLE:** (150-250 Words) The Class Vice-Presidents serve on the Advertising Team in Student Government. Discuss some ideas you have for making sure all students at Highland know about upcoming events. What are some creative or innovative ideas for promoting an event? What are some ways you might reach students who don't usually attend events outside of school? How would you make sure all students have access to the information they need to participate?
- **WORK SAMPLE:** The Student Government Advertising Team = SBO Publicity Chair, SBO Historian, and all 4 Class VP's. Create an advertising plan that promotes an upcoming SGOV-sponsored event (dance, spook alley, drive-in movie, elections, Carnival, etc. etc). Develop a consistent theme or idea for the campaign, and ensure each officer has a job to do in this campaign. This could be a campaign to promote any SGOV-sponsored activity...dance, Spook Alley, drive-in movie, Carnival, etc. etc. What resources at Highland could you use to get the word out? You should provide at least 1 visual that clearly demonstrates your idea.

CLASS SECRETARIES (Sophomore, Junior, Senior)

- **WRITTEN SAMPLE:** (150-250 Words) The Class Secretaries serve together on the Administrative Team in Student Government. Discuss your idea of what it means to be organized and maintain the information that is important to all of the officers in Student Government. What type of system would you use to make sure you keep information current for your Class-level team, and how you would get the information you need from other teams to place orders for supplies and materials for upcoming events (dances, etc). Why is it important to keep records of meetings that involve your Class-level team?
- **WORK SAMPLE:** One of the projects taken on by the Administrative team is Royalty nominations and elections. Develop a timeline to organize and promote the Royalty nomination & election process to students at Highland. How will you make Royalty nominations inclusive and equitable to all students? What are some ideas you have for reaching students who may not know how to participate in the elections? Include at least 1 visual (your timeline), and include notes reflecting on the ideas here.

Highland High School Student Government
Getting to know our Candidate Q&A

Name _____

Grade: _____

Candidate position you're applying for: _____

Please select 4 of the prompts to discuss thoughtfully and thoroughly. Each response should contain at least 3-5 sentences and be typed (approx. 1 paragraph or 100 words). Begin each response with the candidate position you're applying for. ie: "As the SBO President, I...."

1. What is your overall impression or experience with Highland High School so far?
2. If you could, what would you improve about Highland? What needs do you see that could be addressed on a more effective level? What do you think is working well at Highland?
3. Discuss the personal qualities, characteristics, skills or experience you have that would contribute to the specific Officer position you've decided to apply for. (please review the responsibilities for the position before providing an answer)
4. Talk about a book or movie character you relate to in some way. What unique or interesting characteristic(s) do you share with this character?
5. Talk about an experience you've had that has helped to shape the things you care most about.
6. Where do you recognize need and opportunity for change in the world outside of Highland High?
7. Talk about personal qualities you possess that can challenge you. How have you dealt with challenges?
8. What unique talents or hobbies are you especially passionate about, or skilled at? How did you discover these things?
9. What are your greatest personal strengths or qualities? How have these qualities helped you in different situations?

DATES & DEADLINES

For ELECTED & APPOINTED Officer Candidates

(If you are elected, the events marked with * are mandatory)

WHAT: ELECTED OFFICER DECLARATION & TRANSCRIPTS DUE

WHEN: Monday, February 7 @3:30

WHERE: HIGHLAND HIGH MAIN OFFICE

WHAT: ELECTED OFFICER PORTFOLIOS & CAMPAIGN KITS DUE

WHEN: Friday, February 11 @ 3:30

WHERE: HIGHLAND HIGH MAIN OFFICE

WHAT: ELECTED OFFICER ELECTION ASSEMBLY & VOTING

WHEN: Wednesday, February 16

WHERE: Highland High Auditorium

WHAT: ELECTED OFFICER WINNERS POSTED

WHEN: Friday, February 18 at 8:00 AM

WHERE: Highland Main Entrance Hall, Student Government Instagram, 2nd Period Announcements

WHAT: APPOINTED OFFICER PORTFOLIOS DUE

WHEN: Tuesday, February 22

WHERE: HIGHLAND HIGH MAIN OFFICE

WHAT: APPOINTED OFFICER WINNERS POSTED

WHEN: Monday, February 28

WHERE: Highland Main Entrance Hall, Student Government Instagram, 2nd Period Announcements

MANDATORY ATTENDANCE FOR NEW 2022-2023 OFFICERS

***WHAT: SPIRIT WEEK HALL DECORATION**

(MANDATORY ATTENDANCE FOR NEW WINNERS)

***WHEN:** SATURDAY, March 19 7am-5pm

***WHERE:** Highland High Commons and Halls

***WHAT: USU Leadership Retreat**

***WHEN:** June 6-8, 2022 OR June 13-15, 2022 (TBA)

***WHERE:** Utah State University

Good luck! We look forward to getting to know you!

General Information about Student Government

As a Highland High Student Government Officer, you serve as a representative of Highland at all times. You are expected to behave in a way that sheds a positive light on the officers and the school no matter where, no matter when. You are committing to the time & effort it takes to support Highland students and events through the year.

THE BASICS

- * be in charge of planning and executing all student activities (listed below)
- * be present supporting all lunchtime activities and helping out in any way
- * attend all Highland events: athletics, fine arts performances, debate tournaments, and any other Highland sanctioned event
- * activities such as stomps and dances are at night. You are to come early, be there during, stay after, and clean up. Don't expect someone else to do it for you.
- * decorate, decorate, decorate
- * be there and on time to the frequent meetings with and without administrators
- * be the student voice to administration & community on Highland issues
- * be up to date on everything that is happening, people will always be inquiring things about the school
- * ask others what you can do for them and always follow through on an assignment given no matter how large or small
- * get close as a Student Government Team - learn to work together in order to run things with ease
- * have fun and give it your all - the more you give the more you will receive

COST - All amounts are approximate and depend on decisions made as a group.

Sweater	-\$ 275
Highland Leadership Retreats	-\$ 275
Rugby Shirt	-\$50

****Please don't let fees be a reason not to apply. There may be financial options for students.** Students may qualify for fee waivers, and Scholarships may be available for those who are not covered by the waivers. See Julie Davidson with questions or concerns.

TIME- It is required for officers to be enrolled in the YEARLONG Student Government class, 3rd period on A Days. Make sure this elective does not interfere with your graduation requirements. The STUDENT BODY PRESIDENT & 2 STUDENT RELATIONS OFFICERS are enrolled in BOTH YEARLONG Government classes (Student Body Officers & Congress Officers) Both are during 3rd period on A & B Days for the entire year. Officers meet frequently on their own time. This begins immediately after elections are over, continues through the summer, and doesn't end until the school year ends. You will get out what you put into this job!

Student Government Sponsored Events & Activities: (including decorating & clean-up)

- AUGUST: Hello Week (First week of school activities) & Hello Assembly
- SEPTEMBER: Homecoming Week, Drive-in Movie, Assembly, Game & Dance
- OCTOBER: Haunted Halls Week, Spook Alley & Masquerade Dance
- NOVEMBER: Gratitude Week
- DECEMBER: Winter Week, Winterfest, Winter's Dance
- JANUARY: Bleak Week
- FEBRUARY: Election month, Sweetheart's Dance
- MARCH: Spirit Week
- APRIL: Culture Week, Talent Assembly, Culture Night
- MAY: Prom, Drive-in Movie
- JUNE: Graduation

Congress Sponsored Events & Activities – Support

- Homecoming Carnival
- Monthly Themes Aug-June
- Fundraisers
- Service Projects

School-sponsored Student Outreach and Support

- Registration
- Ram Camp (Freshman Orientation in August)
- 8th Grade CTE Tours
- New student welcome & tours
- Representation at Highland athletic events, concerts, performances, etc. etc.

Activities & events may be added or changed. Please plan on attendance & participation at any Student Government event or activity deemed necessary by your Advisor and the Student Body President

We are a group of elected students who represent our classmates and all of Highland High School. It is our responsibility to coordinate and organize all school activities, legislate and amend the constitution, promote spirit, pride and traditions, and represent Highland well at all times. We work for the good of the entire school.

Course Topics/Objectives:

Team Leadership
Ethics in leadership
Organization and Delegation
Planning & Productivity
Communication Skills
Human Relations
Leadership Styles

Service in leadership
Goal Setting
Time & Stress Management
Fundraising & Finance
Speech Writing & Presentation
Interviews & Applications
Conflict Resolution

Attitude – Positive support of all student government members

Representation and support of school rules & expectations

Demonstrate a positive attitude and communicate disagreements appropriately

Demonstrate best effort in class, at activities, & with all decision-making efforts

Commitment to the success of all student government goals

Conduct – Each officer is expected to display dignity, courtesy, integrity, and personal responsibility as others look to you both inside and out of the school. You must be a positive example to be a powerful leader.

HONOR CODE

As an officer I promise to conduct myself at all times in a manner that reflects positively on Highland High.

I will:

Be honest with officers, advisor, peers, educators, and family

Respect my Advisor and other members of Student Government

Keep all trust and confidences

Respect & maintain the confidentiality of all Highland students represented in meetings or discussions

Fulfill all responsibilities of being an officer

Serve as an example to peers

Maintain integrity and practice high ethical standards

Promote positive interactions & collaborations with rival schools...keep the rivalry on the field

Continually behave in a manner that promotes the spirit, pride, tradition, and high class of Highland

Student Agreements:

I agree to work hard at leaving a legacy for Highland

I agree to respect all others in Student Government

I agree to think of those I am serving when making decisions

I agree to accept responsibility for my own actions

I agree to practice random acts of kindness

I agree to always behave in a manner that promotes a positive image of Highland

I agree to follow and live up to the Student Government Honor Code

I agree to respect the Student Government workspaces and to keep Highland clean

Teacher Recommendation Forms

- Write your **Name, Grade, Candidate Position, ‘Appointed’ or ‘Elected’, & due date** on the **FRONT OF EACH ENVELOPE**, and on the top of each form.
- Provide a form, envelope and sticker seal to each teacher. Recommendation forms should be completed by 8 teachers you’ve spent at least 1 semester with at Highland.
- Teachers should return completed, sealed forms directly to the office. If a teacher returns the envelope to you, it **MUST REMAIN SEALED** with the label provided...unsealed envelopes will disqualify the recommendation.

*For Elected positions, forms may be submitted anytime on or before your campaign packet is submitted on Friday, February 11.

*For Appointed positions, forms must be submitted by Tuesday, Feb.22

Your portfolio will be assigned a number to allow your name to remain confidential to the review board, and the recommendations will be scored based on the rubric in the back of this packet.

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Attitude –Positive outlook, empathy towards others, inclusive & accepting	5-Outstanding	4- Excellent	3-Above Average	2-Average	1-Below Average	0-Weak
Maturity – able to see more than one point of view, sees themselves realistically.	5-Outstanding	4- Excellent	3-Above Average	2-Average	1-Below Average	0-Weak
Organization – budgets time well, makes up missed work.	5-Outstanding	4- Excellent	3-Above Average	2-Average	1-Below Average	0-Weak
Responsibility – attends class, does not make excuses.	5-Outstanding	4- Excellent	3-Above Average	2-Average	1-Below Average	0-Weak
Trustworthiness – does own work, keeps confidences.	5-Outstanding	4- Excellent	3-Above Average	2-Average	1-Below Average	0-Weak
Communication – expresses thoughts, feelings and opinions clearly, honestly and respectfully.	5-Outstanding	4- Excellent	3-Above Average	2-Average	1-Below Average	0-Weak

Continued on back →

For Review Board use only ____/50

Is there anything outstanding or notable you could share about this student that would help the student stand out as an exceptional candidate for Student Government next year?

Does this student have specific talents and abilities you're aware of that may add to their leadership role? (ie: fine arts, writing, public speaking, performance, etc)

Are there any concerns you have that may indicate potential issues with this student in a leadership role at Highland next year? (your name, and the student's name, is kept confidential, and is not provided to the review board at any time throughout the selection and review process. Any information you provide will be used only in consideration of the student as a candidate for Student Government. These forms are shredded at the end of the election process and only numbered scores are used to determine winners)

Thank you for taking the time to complete this evaluation for your student! Feel free to contact Julie Davidson, HHS SGOV Advisor with any questions: julie.davidson@slcschools.org

For Review Committee Use Only _____/50

Scoring Rubrics

- RUBRIC for ELECTED position
- RUBRIC for APPOINTED position

The following rubrics will help you understand what the expectations are for your Portfolio submission and can help you reflect on your efforts. They are the same rubrics that will be used during the Selection & Review process. You do not need to do anything with the rubrics. They're included for your own reference, and to help clarify any questions about expectations.

ELECTED CANDIDATE PORTFOLIO RUBRIC Page 1

Candidate Number _____

	OUTSTANDING 100 pts – 71 pts	WELL DONE 70 pts – 41 pts	SHOWS EFFORT 40 pts – 11 pts	MINIMAL EFFORT 10-0 pts
<p>Candidate Q&A</p> <p>Review Board Score _____/100</p>	<p>--> 4 of more of the prompts have been answered.</p> <p>--> Each response is around 1- paragraph in length. 3-5 sentences (75-100 words)</p> <p>--> Candidate presents clear, articulate ideas and experiences that demonstrate strong character, thoughtfulness & insight.</p> <p>--> Candidate demonstrates sincere intention, effort & self-awareness in their responses.</p> <p>--> Includes specific personal examples that are unique to the candidate.</p>	<p>--> 3 or more prompts have been answered.</p> <p>--> Each response is 3-5 sentences in length (50-75 words)</p> <p>--> Candidate presents clear ideas that demonstrate character, self-awareness & sincerity.</p> <p>--> Includes some examples that are specific to the candidate.</p>	<p>--> 3 or less prompts have been answered.</p> <p>--> Each response is less than a paragraph (2-3 sentences, 25-50 words)</p> <p>--> Surface-level reflections that demonstrate a basic understanding of the prompt and ideas.</p> <p>--> Missing examples that are specific to the candidate but may cite generic examples.</p>	<p>--> 1-2 prompts have been answered.</p> <p>--> Responses are brief. Less than 25 words (1-2 sentences).</p> <p>--> Shows minimal effort to understand the prompt.</p>
<p>Teacher Recommendations</p> <p>Review Board Score _____/100</p>	<p>--> All Teacher recommendations are completed.</p> <p>--> Recommendations provide a clear understanding of candidate.</p> <p>--> At least 3-4 outstanding recommendations OR all 8 very positive recommendations.</p> <p>--> Detail positive contributions the candidate has already made and includes specific examples.</p> <p>-> All 4-5's on the rubric.</p> <p>-> No teacher concerns have been expressed.</p>	<p>--> At least 6 Teacher Recommendations are completed.</p> <p>--> Provide a good understanding of the candidate.</p> <p>--> At least 2-3 outstanding recommendations or 6 very positive recommendations that include some examples.</p> <p>-> All rubric scores are minimum 3-5.</p> <p>-> No teacher concerns are expressed.</p>	<p>--> At least 4 Teacher recommendations are completed</p> <p>--> All recommendations provide some specific examples of positive contributions the student has made in class, or other activities.</p> <p>--> Most rubric scores are 3-5. If a score is lower than 3, an explanation is provided by teacher.</p> <p>--> No significant teacher concerns are expressed.</p>	<p>--> Less than 4 recommendations have been received.</p> <p>-->Includes a few random, generic responses</p> <p>--> Provide a vague idea of what candidate might contribute or accomplish as an officer.</p> <p>-->More than 1-2 rubric scores fall below a 3.</p> <p>--> 1 or more significant concerns are expressed</p>

	OUTSTANDING 100 pts – 71 pts	WELL DONE 70 pts – 41 pts	SHOWS EFFORT 40 pts – 11 pts	MINIMAL EFFORT 10-0 pts
<p>Written & Work Samples</p> <p>Review Board Score _____/100</p>	<p>--> Written response is at least 150 words or 5-8 sentences and conveys an authentic sense of commitment to being a quality officer and making thoughtful contributions.</p> <p>--> Work Sample conveys a clear plan for school and/or team improvement in a leadership role.</p>	<p>--> Written response is at least 100 words (or 5 + sentences) and demonstrates some knowledge of responsibilities of an officer. ---> Work Sample demonstrates a thoughtful plan that contributes to a leadership role.</p>	<p>-->Written response is under 100 words (3-4 sentences) and presents a vague idea of officer responsibilities.</p> <p>-->Work Sample conveys a basic sense of officer responsibilities or contributions to Highland students. There is a basic idea for school and/or team improvement.</p>	<p>-->Written response is brief, under 50 words (1-2 sentences) and does not convey a clear idea of officer responsibilities, or school needs.</p> <p>-->Work Sample does not convey a clear idea of team or school needs</p>
<p>Campaign Kit</p> <p>Review Board Score _____/100</p>	<p>--> Provides clear representation of who the candidate is.</p> <p>--> Presents a clear vision. Identifies clear leadership qualities.</p> <p>--> Demonstrates insight when it comes to engaging students.</p> <p>--> Messaging is creative, articulate, interesting, and engaging.</p>	<p>--> Provides a good idea of what the candidate will contribute in a leadership role.</p> <p>--> Demonstrates insight when it comes to engaging students.</p> <p>--> Messaging is articulate, interesting and engaging.</p>	<p>--> Provides some idea of what the candidate may contribute in a leadership role.</p> <p>--> Demonstrates some idea of how the candidate might engage students.</p> <p>--> Messaging is creative & interesting.</p>	<p>--> Gives information about general ideas. Includes.</p> <p>-->Shows some desire to engage students. Shows some creativity.</p>
<p>Popular Vote (Schoolwide Student Voting Score)</p> <p>Score _____/600</p>	<p>Candidate received the most votes in the popular vote (600 pts)</p>	<p>Candidate received the second-highest # of votes in the popular vote (500 pts)</p>	<p>Candidate received the third highest # of votes in the popular vote (350 pts)</p>	<p>Candidate placed 4th for # of votes in the popular vote (200 pts)</p>

<p>Total Score</p> <p>_____ /1000</p>	<p>NOTES:</p>
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	OUTSTANDING 100 pts – 71 pts	WELL DONE 70 pts – 41 pts	SHOWS EFFORT 40 pts – 11 pts	MINIMAL EFFORT 10-0 pts
<p>Candidate Q&A</p> <p>Review Board Score _____/100</p>	<p>--> 4 of more of the prompts have been answered. --> Each response is around 1- paragraph in length. 3-5 sentences (75-100 words) --> Candidate presents clear, articulate ideas and experiences that demonstrate strong character, thoughtfulness & insight. --> Candidate demonstrates sincere intention, effort & self-awareness in their responses. --> Includes specific personal examples that are unique to the candidate.</p>	<p>--> 3 or more prompts have been answered. --> Each response is 3-5 sentences in length (50-75 words) --> Candidate presents clear ideas that demonstrate character, self-awareness & sincerity. --> Includes some examples that are specific to the candidate.</p>	<p>--> 3 or less prompts have been answered. --> Each response is less than a paragraph (2-3 sentences, 25-50 words) --> Surface-level reflections that demonstrate a basic understanding of the prompt and ideas. --> Missing examples that are specific to the candidate but may cite generic examples.</p>	<p>--> 1-2 prompts have been answered. --> Responses are brief. Less than 25 words (1-2 sentences). --> Shows minimal effort to understand the prompt.</p>
<p>Teacher Recommendations</p> <p>Review Board Score _____/100</p>	<p>--> All Teacher recommendations are completed. --> Recommendations provide a clear understanding of candidate. --> At least 3-4 outstanding recommendations OR all 8 very positive recommendations. --> Detail positive contributions the candidate has already made and includes specific examples. -> All 4-5's on the rubric. -> No teacher concerns have been expressed.</p>	<p>--> At least 6 Teacher Recommendations are completed. --> Provide a good understanding of the candidate. --> At least 2-3 outstanding recommendations or 6 very positive recommendations that include some examples. -> All rubric scores are minimum 3-5. -> No teacher concerns are expressed.</p>	<p>--> At least 4 Teacher recommendations are completed --> All recommendations provide some specific examples of positive contributions the student has made in class, or other activities. --> Most rubric scores are 3-5. If a score is lower than 3, an explanation is provided by teacher. --> No significant teacher concerns are expressed.</p>	<p>--> Less than 4 recommendations have been received. -->Includes a few random, generic responses --> Provide a vague idea of what candidate might contribute or accomplish as an officer. -->More than 1-2 rubric scores fall below a 3. --> 1 or more significant concerns is expressed</p>

	OUTSTANDING 100 pts – 71 pts	WELL DONE 70 pts – 41 pts	SHOWS EFFORT 40 pts – 11 pts	MINIMAL EFFORT 10-0 pts
<p>Written Sample</p> <p>Review Board Score _____/100</p>	<p>--> Written response is at least 150 words or 5-8 sentences and conveys an authentic sense of commitment to being a quality officer and making thoughtful contributions. --> conveys a clear plan for school and/or team improvement in a leadership role.</p>	<p>--> Written response is at least 100 words (or 5 + sentences) and demonstrates some knowledge of responsibilities of an officer. ---> demonstrates a thoughtful plan that contributes to a leadership role.</p>	<p>--> Written response is under 100 words (3-4 sentences) and presents a vague idea of officer responsibilities. --> conveys a basic sense of officer responsibilities or contributions to Highland students. There is a basic idea for school and/or team improvement.</p>	<p>--> Written response is brief, under 50 words (1-2 sentences) and does not convey a clear idea of officer responsibilities, or school needs. --> does not convey a clear idea of team or school needs</p>
<p>Work Sample (Activity or visual)</p> <p>Review Board Score _____/100</p>	<p>--> Provides detailed information about ideas. --> Includes examples, including at least one visual example if requested, that provide a clear vision of an activity that will engage students. --> Demonstrates clear leadership qualities. --> Demonstrates insight & knowledge when it comes to engaging students. --> Descriptions and/or visuals are articulate, interesting, and engaging.</p>	<p>--> Provides detailed information about ideas. --> Demonstrates the ability to organize and engage students. -> Ideas are creative and engaging.</p>	<p>--> Provides a few generic examples of ideas. --> Demonstrates some effort to organize and engage students -->Ideas are creative</p>	<p>--> Provides minimal information or understanding of the prompt. --> Demonstrates a minimal effort to engage students -> Ideas lack creativity or the potential to engage a group of students</p>
<p>Review & Selection Committee</p> <p>Review Board Score _____/600</p>	<p>Candidate received the most total points from the Selection Committee (600 pts)</p>	<p>Candidate received the second highest # points from the Selection Committee (500 pts)</p>	<p>Candidate received the third highest # of points from the Selection Committee (350 pts)</p>	<p>Candidate placed 4th for # of points from the Selection Committee (200 pts)</p>

<p>Total Score _____/1000</p>	<p>NOTES:</p>
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