



## **Cranbury Student Council Officer Division of Responsibilities**

### **President**

- School leader
- Leads all student council meetings
- Oversees all officers and classroom representatives
- Meets with administration before, during and after school
- Attends all designated events
- Works daily with advisor to coordinate activities

### **Vice President**

- Tracks and oversees all sub-committees
- Meets with S.O.S. leaders to ensure quality of program
- Oversees deadlines
- Meets with administration before, during and after school
- Attends all designated events
- Assumes President's job, if President is unavailable

### **Treasurer**

- Monitors all funds spent
- Counts monies from fundraisers and dances
- Meets with administration before, during and after school
- Attends all designated events

### **Secretary**

- Takes minutes on all meetings
- Takes attendance and maintains all attendance records
- Prints notes for advisor at all meetings
- Oversees all correspondence, poster making and other signage
- Meets with administration before, during and after school
- Attends all designated events

### **Historian**

- Maintains a record of the events/highlights of the year
- Photographs important events
- Gathers photos from other sources (i.e. yearbook staff, parents, etc)
- Creates scrapbook to reflect the graduating class
- Takes notes in the absence of the secretary
- Meets with administration before, during and after school
- Attends all designated events

### **S.O.S. Committee Chair**

- Recruit S.O.S classroom reps, organize committee activities, lead meetings and supervise clothing donations to charity of choice

- Supervise weekly basket collections with team of reps, create schedule for collection
- Organize cafeteria bins, coordinate with parent volunteer
- Meets with administration before, during and after school
- Attends all designated events

# **Cranbury Student Council**

*Respectful, Responsible and Ready*

Dear Students and Parents,

This notice states the academic and behavior standards for all student council officers and representatives. It also contains the attendance standards and disciplinary guidelines for inappropriate behavior. We expect our student council members to be role models at Cranbury School. Therefore, they should maintain their academic and behavioral obligations while they are members of the student council.

## **Academic Standards:**

- √ Students must earn a grade of 79 (C or higher) in all subject areas on their report card
- √ The student council advisor will review quarterly grades of all student council members and candidates

## **Attendance Standards:**

- √ Weekly meetings are required
- √ Any officer or class representative who misses more than two meetings may be removed and replaced by another student

## **Behavior Standards:**

- √ Any student council candidate receiving more than two administrative discipline referrals for inappropriate behavior prior to running for office may not qualify to run for office,
- √ any officer or representative may be removed from student council at any time during office if he/she earns two administrative discipline referrals

## **Election Rules:**

- √ Candidates must adhere to all election expectations and rules (see attached)
- √ Candidates must meet all deadlines of the election process
- √ Candidates must submit all required documents
- √ Any breach of any part of the election process will disqualify the candidate

I understand I will be disqualified from any part of the Student Council election process if I fail to follow the election rules and maintain the required academic and behavioral standards outlined above.

## Cranbury Student Council Election Rules

### Step 1: RECOMMENDATIONS REQUIRED

- Submit approval forms signed by your *teacher, administrator, parent and peer* to Ms. Grimaldi by deadline
- Submit “peer endorsement” letter (150 words) to student council advisor, staple it to the other signed forms
- Read and sign the *Student Commitment* section of the form

### Step 2: CAMPAIGNING

- Prepare and conduct a positive campaign within the school for 10 days prior to the election. **Candidates, or their friends on their behalf, may not distribute candy, stickers, or incentives of any kind during the campaign.** To do so will result in disqualification.
- Each candidate may display 4 approved posters. Posters should emphasize the candidates’ positive attributes and contain no inappropriate references. No other posters or flyers are permitted; no negative campaigning.
- Posters must be dropped off to the Student Council advisor, Mrs. Grimaldi for approval by May 13. The posters will be returned to the candidate at the end of the day. Bring your own tape so you can hang your posters on Monday afternoon.
- Posters must be taken down by 8:30 A.M. on the day of the election. Candidates are responsible to remove their own posters.

### Step 3: SPEECHES

- Candidates must compose and type a speech of no more than 2 minutes to be delivered to grades 5-7 in an assembly program. Speeches must not include any negative comments about other candidates. Speeches may not involve friends or props. **You must deliver your speech exactly as it is written.**
- Speeches are to be submitted for approval to the Student Council advisor, Mrs. Grimaldi, by the deadline. Submit your speech via email prior to the deadline, to [egrimaldi@cranburyschool.org](mailto:egrimaldi@cranburyschool.org). Write "**Student Council Speech**" in the subject line of the email. Your speech will be reviewed, and if approved you will be notified via email. Print the approval email and staple to your hard copy. No speech will be delivered without **prior** approval. In addition, deliver a hard copy of the speech to the advisor before the deadline, too.

## **SPRING ELECTION TIMELINE FOR STUDENT COUNCIL**

**8th GRADE OFFICERS**

**2012-2013**

### **May 2**

Student Council seventh grade assembly program

**Application forms will be distributed and procedures for student council elections will be reviewed.**

### **May 4**

Submit all completed forms to Student Council advisor (Rm. 64)

### **May 13**

Posters and speeches submitted for approval (Rm. 64)

**May 13-23**

Campaigning (hang approved posters)

**May 23**

Remove all posters

**May 24**

Elections: speeches will be given during A/A at 8:35 a.m.

Ballots will be distributed during first period

**Winners will be announced at the end of the day!**



**Cranbury Student Council**

Name of candidate \_\_\_\_\_

Desired Position \_\_\_\_\_

Email address\* \_\_\_\_\_

Homeroom # and teacher \_\_\_\_\_

**Teacher Approval Form**

**I strongly recommend this candidate for a student council office. I understand the student must meet the following criteria to remain on the council.** Those agreeing to sign this petition are acknowledging their belief that this candidate is an honorable person who will work hard at the desired office position.

- √ No grades below a 79 (C) on any quarterly report cards
- √ No more than two administrative discipline referrals
- √ Willing and able to attend all meetings before, during and after school

I realize, if elected, he/she will have more responsibilities. However, academic progress must continue to be his/her top priority. I must recommend removal from the student council if he/she does not meet the above criteria.

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

Teacher Signature \_\_\_\_\_

Date \_\_\_\_\_

Administrator's Signature \_\_\_\_\_

Date \_\_\_\_\_



## **Cranbury Student Council Parent Approval**

I approve of and support my student's candidacy in the Cranbury School Student Council election. I understand my student will have more responsibilities requiring additional time at Cranbury School. I understand I may need to provide transportation before school and after school activities. I am confident my student will maintain the required academic/behavioral standards, but am aware of the removal process if any of the standards are violated.

Parent/Guardian

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Peer Endorsement

I endorse this candidate to run for Student Council. I recommend he/she because I am confident that he/she will represent the needs of the student body in a **responsible** manner, and be **ready and respectful** to others throughout their term in office. I understand my responsibility to write a 150 word letter to support my endorsement of this candidate, describing the personal qualities he/she possesses. This letter will be submitted to the student council advisor by the deadline. Staple the "Peer Endorsement" letter to this page.

Peer

Signature \_\_\_\_\_ Date \_\_\_\_\_

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## Student Commitment

I would like to run for the student council office of

\_\_\_\_\_.

I understand all of the qualifications and procedures. If I should violate any of the designated criteria, I may be removed from the student council. I am running for a student council office to be of service to my school, and community. Should I be elected to an office, I will be **respectful, responsible and ready** at all times.

Student Signature

\_\_\_\_\_ Date \_\_\_\_\_



Your Name  
Printed \_\_\_\_\_



## **Cranbury School Student Council Peer Endorsement Letter**

Name of  
Candidate \_\_\_\_\_

Your  
Name \_\_\_\_\_

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Write a 150 word (or more) letter to support your endorsement of this candidate, describing the personal qualities he/she possesses that make him/her a capable candidate for the student council. (Candidate must attach this letter to additional required forms)

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