

WALTER JOHNSON HIGH SCHOOL SENIOR CLASS OFFICER JOB DESCRIPTION 2019-2020

Being a Senior Class Officer requires dedication and a significant time commitment outside of the school day. It is important that you understand all the duties and responsibilities that go with representing the Class of 2020. The President, Vice President, Secretary, and Treasurer for the Class of 2020 will be expected to:

1. Appropriately represent Walter Johnson High School and the members of the Class of 2020 at all events and in all settings.
2. Follow all applicable school and County rules for MCPS students and for Senior Class Officers at Walter Johnson High School.
3. Attend 2019 Graduation on June 6th and distribute graduation programs.
4. Meet with Senior Class sponsors before end of 2018-2019 school year to do initial planning for following year.
5. Meet with Senior Class sponsors over the summer to plan Senior Class picnic for Class of 2020 and to write, and stuff into envelopes, senior class letter.
6. Organize and buy supplies for Senior Class picnic, which takes place before school starts.
7. Attend Back to School Night in the Fall Semester.
8. Attend the Senior Parents' Meetings both in the Fall and Spring Semesters.
9. Organize and plan Homecoming Hall Decorations for Senior Class, with help of Student Leadership Class.
10. Organize, plan, and run the annual Talent Show, which usually takes place in late February to late April. This includes acting as Masters of Ceremonies for the event, unless an officer is a contestant.
11. As a member of the Student Leadership Class, participate in all activities planned by that class, as directed by the teacher, including planning Homecoming, all pep rallies, blood drives, and Pennies for Patients or other charitable activity planning.
12. Attend meetings of the After Prom Party Committee in the evenings, throughout the year.
13. Attend meetings of the Graduation Committee after school, throughout the year.
14. Meet regularly with Senior Class sponsors during 4th period to plan all events.
15. Organize and plan 2020 Prom, including venue selection, DJ, food, ticket design, ticket sales, Prom Breakfast Tshirt Design Contest, and ticket sales.
16. Organize and plan 2020 Graduation, including stole design, graduation rehearsal and name cards.
17. Write and deliver a speech at 2020 Graduation.
18. Perform other duties as assigned by the Class Sponsors or WJ Administration.

****Note: Failure to fulfill these duties, or failure to follow Walter Johnson and MCPS policies, may result in removal from office.**

I understand the nature of the responsibilities of being a Senior Class Officer, and, should I be elected, I agree to fulfill the responsibilities of the officer. I also understand that failure to do so, or failure to follow MCPS and Walter Johnson rules and regulations, may result in my removal from office.

Name (printed): _____

Signature: _____ Date: _____

Election Campaign Guidelines

ELECTION DATE: WEDNESDAY, MAY 29th

1. **ALL CAMPAIGN MATERIALS ARE DUE BY FRIDAY, MAY 3rd. YOU MUST TURN IN YOUR MATERIALS IN ORDER TO BE AN APPROVED CANDIDATE.**
2. Speeches will be videotaped between May 6th and 17th. When you turn in your election materials you may schedule your speech. If you miss your appointment for filming your speech you will not likely be able to reschedule due to the large number of candidates.
3. Your speech should be:
 - **Positive, no negative campaigning**
 - **No props or costumes**
 - **Highlight your strengths as a candidate and for the position you are seeking**
 - **Any inappropriate comments in a speech may result in the speech not being aired.**
4. Advertising that is not conducted at school must also be appropriate and positive.
5. You can create up to 10 large posters (no larger than the standard 22" X 28"). They must be positive in nature (no negative campaigning) and have no inappropriate wording or graphics.
Any material(s) used to support your campaign must be approved by the SGA advisor and an Assistant Principal.
6. You can make and post up to 50 8.5" X 11" flyers with the same guidelines as the posters.
7. All approved posters and flyers can be posted on or after Monday, May 20th. They must be taken down by the end of the day on Friday, May 31st.
8. Flyers, stickers, and/or buttons may be distributed on Election Day but only before school, between classes, and during lunch. No distributing these materials during classes.

If you have any questions about the election or campaigning that is not including in the information above, please see Ms. Schwed (room 148) before doing anything without approval.

I agree to follow each of the election guidelines and recognize that not following the guidelines may result in speeches and other campaign materials from being used and/or may ultimately lead to me being removed as an official candidate.

Student Signature: _____

Date: _____

Candidate Petition

You need fifty students **FROM YOUR GRADE** to sign this candidate petition in order for you to participate in the election.

Print	Signature	Grade
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