

Freshman Class Council Officer Application

Applications are due by March 18th (to RCHS Student Activities)

Name: _____

Class of: 20_____

Position running for (circle one)

PRESIDENT

VICE PRESIDENT

SECRETARY

TREASURER

Counselor Signature _____ (Verification of 2.5 GPA or higher)

Assistant Principal Signature _____ (Verification of good discipline)

Middle School Leadership Advisor Signature _____ (Verification of student's motivation and effort to improve school culture)

**** TO BE ELIGIBLE TO APPLY YOU MUST HAVE A 2.5 GPA WITH NO'S F'S FALL SEMESTER AND MAINTAIN A 2.5 GPA WITH NO F'S THROUGH THE YEAR****

Teacher Name _____ Passing Grade _____ Teacher Signature _____

- 1.
- 2.
- 3.
- 4.

Candidate Signature _____

Date _____

Parent/Guardian signature _____

Date _____

Candidate cell phone number (____) _____

Please tell us in a paragraph of 100 words or more explaining why you would be a good choice for this position, and tell us about your goals for Rancho Cotate High School. Share your qualifications that will help you in leading our school. Please note: This paragraph will only be seen by some of the Associated Student Body Members and will be kept confidential

*****IF ELECTED, YOU MUST ENROLL IN THE LEADERSHIP CLASS*****

Application for Freshman Representative

Name: _____ School: _____ Class of
20____

Counselor Signature _____ (Verification of 2.5 GPA or higher)

Assistant Signature _____ (Verification of good discipline)

**** TO BE ELIGIBLE TO APPLY YOU MUST HAVE A 2.5 GPA WITH NO'S F'S FALL SEMESTER AND MAINTAIN A 2.5 GPA WITH NO F'S THROUGH THE YEAR****

Teacher Name _____ Passing Grade _____ Teacher Signature _____

- 1.`
- 2.
- 3.
- 4.
- 5.
- 6.

Candidate Signature _____ Date _____

Parent/Guardian signature _____ Date _____

Candidate cell phone number (____) _____

Please tell us in a paragraph of 100 words or more explaining why you would be a good choice for this position, and tell us about your goals for Rancho Cotate High School. Share your qualifications that will help you in leading our school. Please note: This paragraph will only be seen by some of the Associated Student Body Members and will be kept confidential

Interviews will be held in early April. All applicants will be notified of their status by the end of the year. The executive powers and duties of the Freshman Class Council ASB Representative(s) will be as followed:

- To Transact all appropriate business, sponsor, coordinate and execute all student activities and events related to the Freshman Class, such as the Freshman Class Homecoming Float
- The official spokesperson for Class Council and Class Representative of the Class Council in meetings with administration, faculty, ASB Council, and other students

Job descriptions for each position

Class President

- Calls meeting of the Class Council when necessary
- Prepares an agenda for the Class Council meetings
- Presides over all meetings of the Class Council
- Ensures other class officers function properly and hold them accountable
- Conducts business on behalf of the Council
- Delegates responsibilities among Class Council members

Class Vice-President

- Performs the duties of the President in their absence or at request
- Responsible for clear communication with the class advisors

Class Secretary

- Prepares and record the minutes of all Class Council meetings
- Has copies of all the minutes from the previous meetings at each meeting of the Class Council and maintain a file of all the minutes for the school year

Class Treasurer

- Keeps a record of all monetary transactions and submit regularly to the Class Secretary, which shall be included in the minutes of the Class Council Meetings
- Assesses recommendations for proposed expenditures and (if necessary) submit for approval
- Responsible to prepare all requisitions for checks to be issued
- Responsible to prepare pre-deposit forms for deposits to be made