

STUDENT COUNCIL OFFICERS

2020-2021

The Riverside School Student Council includes students in both the Lower School and Intermediate School. It serves as a way to build character and develop leadership skills. Along the way, students have the opportunity to improve upon their confidence, responsibility, organization, and teamwork capabilities. Throughout the year, elected students will develop, plan, organize and coordinate special activities for the school and serve as liaisons between the students and faculty. The officer positions include President, Vice President, Secretary, Treasurer, and Historian. Students in the following classes are eligible to be Officers: Mrs. Bushhouse, Mrs. Sculthorpe, & Mrs. Estes.

Application Process and Timeline:

Wednesday, Oct. 7	An assembly will be held to explain the job descriptions and qualifications of Officers and Representatives.
Friday, Oct. 9	Applications are due to Mr. Rohr.
Monday, Oct. 12	Campaign begins: Officer candidates can introduce themselves and share a one-line campaign slogan during Morning Assembly.
Tuesday, Oct. 13	Officer candidates can share a campaign poster during Morning Assembly.
Wednesday, Oct. 14	Election Day: The Officer candidates will give speeches from Mr. Waller's office during morning assembly. Parents of candidates are welcome to log on to the assembly. The results will be announced at the end of the school day.

Student Council Requirements:

You cannot run for an Officer position you have held before.

Applications for SC officers will be screened based on the following criteria:

1. Completed application and returned to Mr. Rohr by Oct. 9. Only applications returned by the due date will be considered!
2. All information must be filled in correctly, neatly and in standard English.
3. SC officers must exhibit and maintain good behavior and academic grades during the term of service, or the student will be asked to leave the office.

Service on the Student Council requires a student's time, energy and willingness to work hard. There will be times when a student needs to be at school before or after normal hours. Students may also occasionally have to miss part or all of a class to take care of Student Council tasks, and the students are responsible for making up all work they may miss.

STUDENT COUNCIL OFFICER JOB DESCRIPTIONS

Student Council meetings will take place one Wednesday per month from 3:00 pm to 3:45 pm

President: The primary responsibility of the President is to lead the Student Council and oversee all activities performed by the Student Council. Additional duties include:

- Scheduling, developing and presiding over Student Council meetings
- Supporting and guiding other officers to make sure they understand their responsibilities
- Meeting with the Student Council Coordinator each week to discuss future plans and explain student concerns.
- Raising and lowering the flags each day
- Touring visitors around the school
- Leading Morning Assembly

Vice President: The primary job of the Vice President is to assist the President in his or her duties, and support other officers. Additional duties include:

- Assisting in scheduling and developing Student Council meetings
- Coordinating duties of the Classroom Representatives
- Taking on the duties of other officers if they are not present
- Raising and lowering the flags each day
- Touring visitors around the school
- Leading Morning Assembly if President is unavailable

Secretary: The primary job of the Secretary is to take detailed minutes of each Student Council meeting and develop a calendar for the school. Additional duties include:

- Attending all Student Council functions and meetings
- Creating a flag duty list
- Raising and lowering the flags if the VP or President is unavailable
- Working with the Treasurer to document all financial transactions
- Touring visitors around the school

Treasurer: The primary job of the Treasurer is to keep a detailed report of all financial transactions of the Student Council. Additional duties include:

- Attending all Student Council functions and meetings
- Counting and documenting money before and after every fundraiser
- Working with the Student Council Coordinator and the Bookkeeper to deposit funds raised
- Organizing all fundraisers with the Secretary
- Suggesting new fundraising ideas
- Touring visitors around the school

Historian: The primary job of the Historian is to keep a detailed photographic and written report of all major school functions. Additional duties include:

- Taking pictures and uploading/printing them after each school function
- Maintaining a scrapbook of school activities
- Being a primary contact with Riverside alumni
- Touring visitors if the VP or President is unavailable
- Assisting in decorating for major school functions

2020-2021 APPLICATION FOR RIVERSIDE SCHOOL

STUDENT COUNCIL OFFICER

Name _____ Current Class _____

Office for which you are applying (circle one):

President Vice President Secretary Treasurer Historian

STUDENT COUNCIL OFFICER CAMPAIGN RULES

1. You MAY use word-of-mouth campaigning to make your intentions for officer known and you MAY have fellow students help with your campaign.
2. You MAY NOT say anything bad about your opponents. Mud-slinging and name-calling will result in immediate expulsion from candidacy.
3. You MAY NOT give out gifts, food, or candy, etc. (They are bribes).
4. You MAY create ONE campaign poster and share it with the school during Morning Assembly on Tuesday, Oct. 13. We are NOT posting campaign materials around the school this year.
5. Campaign speeches will be given live in assembly. A speech needs to be presented to the student body on Election Day, Wednesday, October 14. Speeches should be no more than three minutes long.
 - * Include reasons you want the office and your goals for Riverside School’s Student Council but do not make promises like extra recess every day or ice cream on Fridays.
 - * Include experiences you have had that will help you be a good officer. (ex. activities in and out of school, responsibilities, hobbies, etc.)
 - * Include special skills that make you suited for the job.

By signing below, the student promises to abide by the campaign rules and, if elected, to carry out the duties to the best of his or her ability. By signing below, the parent/guardian gives permission for the student to run for office. (Please return this page to Mr. Rohr)

Student Signature/Date

Parent/Guardian Signature/Date