

Michael E. DeBakey High School for Health Professions Student Council / Class Officer Application

Student Council/ Class Officer Application Information

This application is to be completed and turned in no later than Wednesday April 13, 2022.

The purpose of the Michael E. DeBakey HS for Health Professions (DeBakey HSHP) Student Council / Class Office is to give students an opportunity to develop their leadership skills by organizing and carrying out school activities and service projects. In addition to planning events that contribute to school spirit and community welfare, the Student Council and Class Office is the voice of the student body. (resource: TASSP) All officers will serve on the Principal's Advisors Council. Students wishing to run for a Student Council or Class Office should submit their completed application with all required documents and signatures no later than 3:45 pm Wednesday April 13, 2022.

Thank you for thinking about running for a Student Council position or Class Officer for the 2022-2023 school year. Please review the information below about the process as well as the requirements for running a campaign and the structure of the Student Council and Student Government.

Please contact Ms. Adcox in room 307 or via email at Brittany.adcox@houstonisd.org if you have any questions or concerns.

Election Process:

1. Students are to complete the application form and video explaining why they want to run and what they hope to accomplish as a Student Council member or Class Officer, and submit 2 teacher evaluations. Entering 9th grade students are exempt from the teacher evaluation portion of the application.
 - a. If you have questions, concerns or comments, please speak with Ms. Adcox in room 307.
 - b. Students are to attend a mandatory candidate meeting in the Multimedia Room 148 on Wednesday April 6, 2022 during A or B lunch.
2. Approved candidates will be notified Friday, April 15th, and may begin campaigning from Monday April 18th to Thursday April 28th.
3. Students will submit a one-minute campaign speech video. This speech must be turned in on the HUB and also emailed to Mrs. Adcox before the application due date. Please email your campaign speech video to Mrs. Adcox at Brittany.adcox@houstonisd.org.
4. It is highly recommended that you rehearse your speech and perform it **before** filming.
5. Speeches will be posted on the HUB.
6. All campaign materials (posters, fliers, buttons, etc.) must be approved by Mrs. Adcox.
7. Students may not use candy, gum, or any other food as part of the campaign.
8. **All campaign material must be properly disposed of by 3:00pm on the day balloting closes.**

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9. Balloting will take place online on Thursday April 28th and will close at 3:00 on Friday April 29th. Winners will be announced that following Monday.
10. Student Council:
 - a. Six students will be elected from each grade level. The winners will be posted on DeBakeyHSHP HUB and the Student Council page, on Monday May 2nd.
 - b. Winners must attend our first Student Council meeting on Friday May 6th in room 307 during B lunch.
 - c. Student Council will elect their own leaders. Once Student Council members have been elected by the school, they will then hold their own internal election for the following Student Council officer positions: President, Vice President, Secretary, and Historian. Student Council members need to lobby for elected officer positions in front of the council.

This application is to be completed and turned in online no later than 3:45 pm on Wednesday April 13, 2022 via this link of Google Forms: <https://forms.gle/2WvQ8ptz4n1yA8QW7> . You will need to print and complete this application packet, scan the completed documents to your computer, and upload them individually.

Class Officer Responsibilities:

Class Officer President –

1. To represent their class at all official class and school meetings.
2. To maintain communication with Class sponsors and receive approval from Class sponsors regarding all Class activities and issues
3. To support all class activities including social, fundraisers, volunteer and meetings.
4. To help foster positive relations and activities within their class and among members.

Class Officer Vice President –

1. To support and assist the Class President at all times.
2. To take the place of the President when he/she is absent from duty.
3. To support and attend all class activities, including social events leadership workshops, fund raisers, and meetings.

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Student Council Officer Responsibilities:

Student Council President –

1. To represent the school at all official DeBakeyHSHP student council meetings.
2. To maintain communication with Student Council sponsors and receive approval from Class sponsors regarding all Student Council activities and issues
3. To support all DeBakeyHSHP and Student Council activities, including social events, fundraisers and meetings.
4. To help foster positive relations and activities with HISD high schools.
5. To represent his/her school at various academic, social, civic and student-related programs.

Student Council Vice President -

1. To support and assist the Student Council President at all times.
2. To take the place of the Student Council President when they are absent from duties.
3. To support and attend all DeBakeyHSHP and Student Council activities, including social events leadership workshops, fund raisers, and meetings.

Student Council Secretary -

1. To support and assist the Student Council President at all times.
2. To support and attend all DeBakeyHSHP and Student Council activities, including social events leadership workshops, fund raisers, and meetings.
3. To record and post in a timely manner minutes of any and all Student Council meetings.
4. To do all the duties normally associated with the job of secretary at a Student Council meeting.

Class Historian

1. To support and assist the Class President at all times.
2. To support and attend all DeBakeyHSHP and Student Council activities, including social events leadership workshops, fund raisers, and meetings.
3. To keep accurate records and pictures of all Student Council activities, including social events leadership workshops, fund raisers, and meetings.
4. To manage Student Council public relations and outreach by building and maintaining positive strategic communication programs

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GPA Form

Student's Name: _____

Student Council / Class Position Seeking: _____

Class of _____

ID Number: _____ **Cell Number:** _____

School Email Address: _____

GPA _____

Registrar's/Counselor's Signature _____

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Acknowledgment of Requirements and Responsibilities

Initial or sign in the designated areas

I fully understand that being a Student Council / Class officer is a serious responsibility. I am also aware of the following requirements:

____ 1. I must have and maintain at least a **3.0 G.P.A.** to qualify for election and during the term of service.

____ 2. I promise to actively support and attend all DeBakeyHSHP Student Council / Class activities, including social events, fundraisers and meetings, including both general meetings and officer meetings.

____ 3. I understand that as a Student Council / Class officer, I have a leadership role in DeBakeyHSHP Student Council / School Government and am expected to attend meetings and leadership development workshops, including meetings with my sponsor and that I may be called upon to lead my class in group activities.

____ 4. I understand that I am not eligible to run or may forfeit my position of service and leadership, if elected, should I be suspended from school, be placed on disciplinary probation or become academically ineligible, or continue to faithfully meet my obligations as an officer.

____ 5. I understand that I must be eligible to attend DeBakeyHSHP for the coming school year.

____ 6. I hereby give my permission for my campaign speech to be aired online via the DeBakeyHSHP HUB.

____ 7. **Student Council Officers: I understand that because the duties of Student Council officers are very time consuming, I may not hold major officer positions in other major organizations, especially presidential positions unless I receive written permission from a School Administrator.**

____ I understand that **Student Council / Class officers** are expected to enroll in the student leadership training class.

I have read and understood the requirements for office and hereby promise that, if elected, I will fulfill the job description of my position of leadership to the best of my ability. I also give permission to use the information provided on the other side of this form in preparing candidate information for voters.

Student Signature

Date

Parent Signature

Date

Student Council / Class Officer Teacher Evaluation

Student Name: _____

ID#: _____

Class of _____

Teacher: _____ **Subject/School:** _____

Teachers please complete this form and submit

Attends Class Regularly? Yes No Excessive Absences

Is Attentive when in class? Yes No Sometimes

Attends tutoring? Yes No Doesn't need to

Satisfactory behavior? Always Typically Rarely

Completes Assignments? Always Typically Rarely

Is missing any work? Yes No

Have you had to contact parents? Recently Previously Never

Additional Comments:

Student Council / Class Officer Teacher Evaluation

Student Name: _____

ID#: _____

Class of _____

Teacher: _____ **Subject/School:** _____

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Additional Comments:
