

Tacoma School of the Arts
2019-2020
Student Voice Election
Application



(And Informational Packet!)

What exactly is Student Voice?

Student Voice is looking for people who are eager to serve their community!

We work to create an engaging and collaborative community through all-school events and fundraisers and we manage SOTA Gear. We also represent SOTA at district wide meetings and leadership conferences, where we get to interact with ASBs across the district and state.

Our goal is to create the best community possible for SOTA and while it's a loft goal, we strive towards it each year.

We meet once a week for an hour after school. It is **crucial** that core members attend ALL weekly meetings and are available for occasional additional meetings. It is extremely helpful to have as many people at the meetings as possible and is greatly appreciated by everyone!

Requirements and Expectations

- Core members are allowed to miss ONE meeting a month but are strongly encouraged to attend all meetings.
- Core members are expected to notify the group and advisors before they are absent.
- Core members are required to volunteer at a minimum of 4 Student Voice/SOTA events, but encouraged to volunteer at as many as possible! (Events such as: Dances, After- school activities, Prom, Interviews, Info Nights)
- Must maintain a 2.5 GPA or higher

Activities and Events

Here is a list of some of the things we do throughout the year during Student Voice meetings:

Weekly Meetings

Plan Dances (including Prom)

Attend regional and district leadership meetings and conferences with other school

Plan Art City events

Purchase and sell SOTA Gear

Manage the Student Voice

Budget Manage Club Budgets

Pass expenditures to allow for school activities

Plan events that involve our community

Positions

Some good skills for ALL core members to have are a commitment to all meetings, an eagerness to be involved in the community, flexibility and a willingness to be delegate a broad range of tasks, able to work well in a team, and not afraid to voice opinions or concerns!

Freshman, Sophomore, Junior, Senior Representatives: It is the role of the Class Representatives to serve as a bridge between their respective class and the Student Voice Core. They will relay information regarding events and fundraisers to their classmates, and will represent the opinions and views of their classmates at the Student Voice meetings.

Skills wanted: commitment to all meetings, an eagerness to be involved in the community, flexibility and a willingness to be delegate a broad range of tasks, work well in a team, not afraid to voice opinions or concerns

Head of SOTA Gear: It is the role of the Head of SOTA Gear to manage the purchasing and selling of all SOTA Gear. They work closely with Alexa and the Treasurer to make ordering decisions on what designs, what type of clothing is purchased and how many items we buy. They also keep the inventory after each selling date.

Skills wanted: an enthusiasm for school gear, good with numbers, good with money, organized

Public Relations: It is the role of the Public Relations to consistently update the SOTA Facebook page with announcements from the previous meetings. Their job is to keep the student body up to date with all the events going on. They also make posters and are in charge of posting them throughout the school two weeks in advance of the events (of course with help from other core members).

Skills wanted: able to create, manage and maintain Facebook groups and pages, able to frequently post on Facebook, able to manage possible Twitter, Instagram accounts and the Student Voice swift site, able to make posters and post them around the school, reliable internet access via phone and computer.

Treasurer: It is the role of the Treasurer to manage and keep track of all money that goes through or is held by Student Voice. They also must keep accurate profit and loss statements following all school events and fundraisers as well as keep track of club money. The Treasurer is in charge of supervising the preparations of the annual Student Voice budget, with the help of the advisor, SOTA's bookkeeper (Ramona in the Main Office) and other Core members.

Skills wanted: good with money and numbers, able to keep track of numbers

Secretary: The role of the Secretary is to keep the minutes at every meeting. This means they listen carefully to what is being discussed and what expenditure are being voted on and write down all the occurs in any given meeting. They are then responsible for typing these minutes up, posting them on the Student Voice Facebook Group, emailing them to the core, and printing out a copy to be signed by the Secretary, President and Student Voice advisor.

Skills wanted: good listener, can keep track of discussions and write down notes, reliable access to internet and can send minutes to all necessary recipients,

Vice-President: It is the role of the Vice-President to support the President in any and every way possible. This means they are in charge of also knowing all the information and being able to answer anyone's question as well as the President. They are responsible for taking over the meetings if the President is not there. (Events such as: Dances, After-school activities, Prom, Interviews, Info Nights)

Skills wanted: can act as a good support, highly organized, high level of commitment that matches that of the president, good at keeping track of everything, ability to keep the president on task

President: It is the role of the President to lead and oversee all the Student Voice Core meetings. The president creates agendas and during the meeting manages the time and delegates tasks. It is important for them to be able to prioritize tasks and keep the Core focused during the meetings. The President must also keep track of all the events and fundraisers and manage a timely calendar. They are also in charge of communicating between the advisors and the Core members, and must insure that everyone is kept up with information, dates and details

It is required of the President to make attending every single ASB meeting a priority!!! NOT because the President is 'most important', but because it is the President's job to support all of the other core members and the best support is one's presence.

*applicant must have one year of experience on ASB

Skills wanted: highly organized, high level of commitment, able to attend ALL or nearly all meetings, good at delegating tasks, unafraid to deal with delicate situations, a good sense of priorities, time management skills, willingness to lead a group of peers, good communication skills

Student Voice Election Application 2019-20

(Please turn in on May 13th to Derrick Robinson in Ted Brown)

In order to apply to be able to run for any of the positions on Student Voice for the following year we would like you to complete a few tasks.

- Fill out this application and turn it in Monday May 13th
- Make a campaign video (requirements below)
- Start campaigning until Thursday May 30th

Timeline

Tuesday May 7th, Wednesday May 8th– Student Voice Info Meeting @ 4pm
(MANDATORY if you want to join Student Voice)

Monday May 13th – Election Application Packets DUE!!! (Please turn into Derrick Robinson at Ted Brown)

Monday May 20th – Campaign Video DUE!!!

Friday May 24th – Elections Open; Campaign video shown in MPG

Thursday May 30th – Elections and Campaigning Close

Friday May 31st - Announcements of Elected Officials Announced

Campaign and Campaign Video Requirements

- Videos must be no more than 1 minute and 30 seconds!
- Video's must be sent to tsotavoice@gmail.com by the due date and no later in MP4 format! (They will not be accepted in any other format)
- Campaign posters may be posted during the campaign period, they must be appropriate and approved by Student Voice
- Please send ALL campaign materials (videos and posters) to tsotavoice@gmail.com with your name in the email!

NOTE: If you have ANY questions about requirements, due dates or conflicts PLEASE contact tsotavoice@gmail.com ☺

DATES/CHECKLIST

	ITEM	DUE DATE	DUE TO...
	Application Packet <ul style="list-style-type: none">○ Basic Info○ Teacher Signatures○ Questionnaire	Monday May 13th By the end of the day	Derrick Robinson's room in Ted Brown
	Campaign Video	Monday May 20th By the end of the day	Email to tsotavoice@gmail.com
	Results!!!	Friday May 31st	Emailed to elected applicants that evening.

Tacoma School of the Arts

2019-2020 Student Voice Election Application Packet

DUE: Monday May 13th

Name:

Grade:

Intended Position:

Email:

Phone Number:

Student Signature:

Teacher Signatures: Please have your mentor, your humanities teacher and one additional teacher to sign in your support.

TEACHERS in signing below you are confirming that this student is hardworking, has initiative, shows leadership skills in the classroom and has good attendance. Most importantly, you are saying you support he or she in running for a position on Student Voice Core.

Mentor Teacher:

Signature:

Humanities Teacher:

Signature:

Additional Teacher:

Signature:

Student Voice 2019-2020

Applicant Commitment Agreement

If I am elected onto SOTA Student Voice/ASB office:

- I am committing to participating in all weekly meetings (except those with excused absences) and a minimum of 4 Student Voice organized events
- As an officer, I will represent myself and my school in the best possible way
- I will serve as a liaison between the student body and the Student Voice Core in order to make our school better
- I will follow the rules that SOTA has provided
- I will maintain a 2.5 GPA or higher

STUDENT:

I commit to participating in all of the activities listed as well as those listed in my job description, unless there are extenuating circumstances that prevent me from doing so (in which case I will communicate them to my advisors and work it out with Student Voice).

I realize that failing to participate and complete my job may result in removal from core.

Name:

Signature:

Date: