Tacoma School of the Arts
2020-2021
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 lofty 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 (With exceptions due to special circumstances. Please contact Derrick Robinson if you have any concerns.)

**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.

*S 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.

*S 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).

*S Skills wanted:* able to create, manage and maintain media groups and pages, able to frequently post online, able to manage possible Twitter, Instagram accounts and the Student Voice SWAY 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.

*S 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. Takes lead on club organization and activities. (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 at LEAST 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 by May 14th to Derrick Robinson at tsotavoice@gmail.com)

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 by the due date
- Make a campaign video (requirements below)
- You **MUST** have your mentor send a short recommendation for your participation on ASB, and send it to tsotavoice@gmail.com.
- Start campaigning until the election

Timeline

**Thursday, May 14th** – Election Application Packets DUE!!!
**Thursday, May 14th** – Campaign Video DUE!!!
**Thursday, May 14th** – Mentor Teacher Recommendation DUE!!!
**Friday, May 22nd** – Elections Open; Campaign video shown over SOTA Voice SWAY site.

Campaign and Campaign Video Requirements

- Videos must be no more than 1 minute and 30 seconds
- Videos must be sent to tsotavoice@gmail.com by the due date in .MP4 or .mov format
- Campaign posters may be posted during the campaign period, they must be appropriate and approved by Student Voice
- All campaign posters need to be removed following elections
- 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

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<tr>
<th>ITEM</th>
<th>DUE DATE</th>
<th>DUE TO…</th>
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| Application Packet  
  - Basic Info  
  - Questionnaire  
  - Mentor Teacher Recommendation | Thursday, May 14th  
  **By the end of the day** | Email to tsotavoice@gmail.com |
| Campaign Video | Thursday, May 14th  
  **By the end of the day** | Email to tsotavoice@gmail.com |
| Election!!! | Friday Oct. 18th | Over SOTA Voice SWAY site |
Tacoma School of the Arts

2019-2020 Student Voice Election Application Packet

DUE: Friday October 4th

Name:                                     Grade:

Intended Position:

Email:

Phone Number:

Student Signature:
Questions

1) What position are you running for? President, Vice President, Secretary, Treasurer, Public Relations, Senior Representative, Junior Representative, Sophomore Representative

2) Why do you want to run for this position? What skills do you have that would make you a good candidate?

3) What do you think is the most important quality of someone volunteering on Student Voice? Why is it important? (Optional)

4) What previous leadership, teamwork, and volunteer experience have you had? (Optional)

5) How will you benefit the Student Voice Core? AND how will you benefit the school community as a whole? (Optional)
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 (Contact Derrick Robinson with any concerns)

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: