

Vanguard Academy
Student Government
7th Grade Elections Packet
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Name _____

TOC

Position Running for _____

Expected Due Date: 9/28/2023

Date Turned In : _____

Time Turned In : _____

Student Government Advisor Signature: _____

<u>✓</u>	TOC	Table of Contents
<u>✓</u>	CKL	Student Government Election Packet Master Checklist

(1) Control Section

<u>✓</u>	1.01	Open Points/Action Items
<u>✓</u>	1.02	Notes To Reviewer

(2) Election Packet

<u>✓</u>	2.01	Due Dates/Timeline
<u>✓</u>	2.02	Student Government Candidate Application
<u>✓</u>	2.03	Student Government Job Descriptions
<u>✓</u>	2.04	Campaign Rules
<u>✓</u>	2.05	Elections Policy
<u>✓</u>	2.06	Student Government Mission Statement
<u>✓</u>	2.07	Student Government Agreement
<u>✓</u>	2.08	Short Essay

Student Government Advisor	Date	Prepared by	Date	Created Model Master File Index	Packet Reference	Ln#	Instruction Detail	Budgeted Hours	Actual Hours	Review Time	Difference
					TOC	1	Get the Student Government Election Packet Table of Contents				
					TOC	2	Prepare a Student Government Election Packet Control Section				
					1.01	3	Insert the open points/Action Items form				
					1.02	4	Insert the Notes To Reviewer form				
							Prepare Election Packet				
					2.02	5	Check your GPA, it must be a 3.25 or higher, enter it into the Candidate Application.				
					2.03	6	Look at the Job Descriptions for Student Body Officers				
					2.03	7	Show your parent(s) the Job Descriptions				
					2.02	8	Select the office you would like to run for				
					2.06	9	Read through the Student Government mission statement and the Student Government agreement. Make sure you are willing to uphold and adhere to these at all times				
					2.04	10	Read through the Campaign Policies with your parent. Sign the page, stating that you agree to follow the policies if you are approved to run.				
					2.05	11	Read through the Elections Policy with your parent. Sign the page, stating that you agree to follow the policies if you are approved to run.				
					2.07	12	Read through and sign the Student Government Agreement.				
					2.08	13	Complete the short answer essay questions. Be sure to use good spelling and grammar and spelling to make a good impression.				
					2.08	14	Ask your parent to review your short answers and implement any feedback they give.				
					2.02	15	Ask at least three of your teachers to fill out the Teacher Recommendation that was sent to them, and to sign the line saying they have filled it out.				
						16	Turn the application with attachments into Mrs. Prentice no later than 9/28/23 at 4 pm - you will get a time stamp on the application - keep the rest of the packet for your reference				
						17	You will receive an approval email if you are approved to run, and you can move on to the next section				
							Approval to Run				
						18	After you receive the approval email to run, visit the Canvas course that you have been added to for Student Government Candidates				
						19	Add to the discussion which office you are running for.				
						20	If you change your mind on which office you want to run for, you must submit that change on the Canvas course before 9/29/23 .				
						21	Official list of candidates and positions running for will be posted in Canvas				
							Campaign for Office				
						22	Come to the meeting on 9/29/23 at 3:40 pm or watch the campaigning video in order to begin campaigning.				
						23	Prepare posters and display around the school (rules are in your packet)				
							Primary Election 10/9/23 & 10/10/23				
						24	Results will be announced on 10/11/23 .				
						25	If you didn't win, congratulate the winners and be a good sport!				
							Final Campaigning and Election				
						26	Prepare a video script and submit it to Mrs. Prentice no later than 10/16/23 at 11:59 pm .				
						27	Implement any feedback given from Mrs. Prentice in your video.				
						28	Record your video and submit it to Mrs. Prentice no later than 10/23/23 at 11:59 pm .				
							General Election 10/25/23 & 10/26/23				
						29	Results will be announced the following day.				
						30	If you didn't win, congratulate the winner and be a good sport!				

Form ref	Line	Priority	Opened by	Date opened	Action Required	Assigned to	Date Assigned	Due Date	Disposition	Closed By	Date Closed
	1										
	2										
	3										
	4										
	5										
	6										
	7										
	8										
	9										
	10										

Reviewed By	Date	Created by	Date	Working Paper Ref	Review Points Description	Disposition

Reviewed By	Date	Reviewed By	Date	Prepared By	Date	Event/Due Dates	Date of Event
						August	
						September	
					9/11/23	Applications Open and Parents/Students Informed	
					9/28/23	Application Packet Due - turn in to Student Government Advisor	
					9/29/23	Last day to change position you are running for	
					9/29/23	Attend the Campaign meeting or watch the Campaign Guidelines video in Canvas	
						October	
					10/9 & 10/10/23	Primary Elections (A&B day)	
					10/11/23	Finalists Announced	
					10/16/23	Video Script Due	
					10/23/23	Final Election Videos Due	
					10/25 & 10/26/23	Final Elections (A&B Day)	
					10/27	Winners Announced	



Name _____ Current Grade Level _____

I. Birthday _____ Phone Number _____
Current GPA _____

II. Requirements:

3.25 GPA, Completed packet, and teacher recommendations

III. Select the position you want to run to fill next year: (detailed job descriptions are in the packet)

7th Grade
___ President
___ Vice President
___ Secretary

IV. Student Government is a commitment to serve others and our school.

- Do you understand that in order to campaign, you will need to watch a candidate training by **9/29/23** in order to campaign **YES or NO**
- Do you understand that Student Government requires dedication, responsibility, hard work and sometimes weekend and after school time? **YES or NO**
- Do you understand that you will have to provide transportation to and from all activities outside of school hours? **YES or NO**
- Do you understand that each Student Government position is expected to help raise funds for Student Government activities? **YES or NO**
- Are you willing to make these commitments? **YES or NO**
- Do you have any contacts, friends, family, business, etc., who could assist Student Government this year with various projects?

V. Teacher Recommendations

All Teachers/Staff have been sent the link to recommend students for student government. Please have 3 teachers/staff sign when they have completed the recommendation form:

Teacher 1: _____

Teacher 2: _____

Teacher 3: _____

VI. Election Process (Please see 2.01 timeline for full process)

Primary election will be held on **10/9/23 & 10/10/23** followed by a **final election** on **10/25/23 & 10/26/23**. All candidates may campaign by creating a digital flyer to be posted in the podcast the week of primary elections. All posters and flyers posted or handed out need to be approved by Mrs. Prentice before they are posted (see Campaign Policies).

FINALISTS:

If you are voted as one of the top two candidates for your desired position, you will move into the finals. At this point, you are encouraged to prepare a video for the finalist election assembly. A typed script must be submitted to Mrs. Prentice by **10/16/23** so it can be reviewed. The videos will be reviewed and candidates will receive open points. **The final draft of video (with open points addressed) is due on 10/23/23. If open points are not closed, video may or may not be shown based on the above criteria.**

Videos:

If you choose to create an election video, this video:

1. should tell who you are
2. what you are running for
3. why you are running for that position,
4. and **how you will serve Vanguard.**

Be very specific about how you will continue to benefit the students at Vanguard Academy. Video must be 60 seconds or shorter. **Videos must be submitted to Mrs. Prentice for review no later than 10/23/23 by 11:59 PM.** Videos longer than 1 minute per candidate will be cut to the acceptable length at Mrs. Prentice's discretion. Group videos are accepted and can be 120 seconds for two students and 30 seconds more for each student in the group. The final video needs to be in MP4 format.

VII. I, _____, understand that as a member of Student Government and a leader of Vanguard Academy, I must set a good example for my peers. I will abide by all school rules and policies. I must maintain an **acceptable attendance average** to Student Government events and must attend all mandatory events. I understand that failure to follow the rules and policies set by Vanguard Academy may result in my dismissal from Student Government.

Student Signature _____ Date _____

VII. I have read the application and understand the commitment my child is making to Student Government should they be voted into their position.

Parent Signature _____ Date _____

Parent Email _____ Parent Cell # for texting _____



Job Descriptions

7th Grade Class President

Raise and lower the flag each day
Assist on chosen committee
Complete 15 service hours quarterly
Complete and turn in MRP to committee head weekly

7th Grade Vice President

Assist in raising and lowering the flag each day
Assist on chosen committee
Complete 15 service hours quarterly
Complete and turn in MRP to committee head weekly

7th Grade Class Secretary

Assist in raising and lowering the flag each day
Assist on chosen committee
Complete 15 service hours quarterly
Complete and turn in MRP to committee head weekly



CAMPAIGNING POLICIES

Students must have at least a 3.25 GPA to run. This can either be the cumulative GPA or the GPA from the most recent semester.

Once your election packet has been approved by the candidate manager and you have attended the campaign meeting, students may campaign in the following ways during the campaigning period:

POSTERS

Students may hang up to 4 posters. Anything posted on the wall qualifies as a poster. Posters must not exceed 2'x3'. 3D posters should not stick out more than 2 inches from the wall.

Posters should not have blood, violent, or vulgar phrases/images. Posters should not have any type of food, candy or gum attached.

All posters must be taken down within 24 hours after voting for that candidate has occurred.

FLYERS

Students may pass out paper flyers. Flyers should not have any type of gift attached, or be handed out with any type of gift. (See bribing and gifts policy below.) Flyers should not have blood, violent, or vulgar phrases/images. If a flyer is put on a locker by someone other than the owner of the locker, it will be considered a poster. (See Poster policy above.)

ENDORSEMENTS

Students should not seek the endorsement of any Vanguard teachers, staff, or administrators. Do not ask teachers to tell students who to vote for. Campaigning should not happen in the classrooms. Do not write or post campaign messages in classrooms.

NO BRIBING OR GIFTS

Candidates must not pass out gifts of any kind to students during the campaigning period. This includes money, food, treats, candy, gum, etc. Even if a candidate is not "bribing," with gifts, they should refrain from giving gifts/treats for the duration of the campaigning period. If you have any questions on what is acceptable and what is not, ask the Student Government advisor.

FINALISTS:

If you move on from primary elections, you will have the option to create a video for final elections.

Campaign Videos

If you are voted as one of the top two candidates for your desired position, you will move into the finals and prepare a campaign video for the final elections. A typed script must be submitted to the advisor/candidate manager by **10/16/23** so it can be reviewed before you film the video. The videos will be reviewed and candidates will receive open points. **The final draft of video (with open points addressed) is due on 10/23/23. If open points are not closed, video may or may not be shown based on the below criteria.**

Video Criteria:

If you choose to create an election video, this video/presentation:

1. should tell who you are
2. what you are running for
3. why you are running for that position,
4. and **how you will serve Vanguard.**

Be very specific about how you will continue to benefit the students at Vanguard Academy, and make reasonable and achievable promises. The video should exemplify the school and the student running for a position. Video must be 60 seconds or shorter.

Videos cannot include or suggest violence, gore, or vulgarity. Students should be exhibiting exemplary behavior throughout the video. All messages must be in line with school policies and procedures.

Individual videos must be **60 seconds or shorter.**

Group videos can have up to 60 seconds per candidate up to 180 seconds. For each additional person can add up to 30 seconds per candidate. Any video, either individual or group, that goes past the time limit will be sent back for editing or be edited at the reviewer's discretion.

Submit the video in Canvas as a file or as a google drive link. Videos submitted after the deadline may not be presented with the other campaign videos. **Videos MUST BE IN MP4 format!!!**

DURING VOTING

While students are voting, candidates must not influence votes by soliciting/persuading students to potentially change their vote.

I understand and agree to follow all campaigning rules. I understand that I may be disqualified from the race if any of the above rules are broken.

Student Signature: _____ Date: _____



Student Government Elections Policy

Student Government elections will have a Primary Election and a General Election.

Primary Election:

A primary election will be held to narrow the field of candidates down to two students for each given position in advance of the general election.

The two candidates with the highest number of votes will move on from the primary election to the general election.

Exact Tie - Runoff Election

In the event there is an exact tie, a runoff election will be held during the primary elections. If a second exact tie occurs in the primary runoff election, both candidates will be listed on the ballot in the general election.

General Election:

The candidate who receives the highest actual number of votes will be declared the winner. If there is an exact tie in the general election, both candidates will share the position.

Preliminary Election Process

Students must have at least a 3.25 GPA to run. This can either be the cumulative GPA or the GPA from the most recent semester.

The Student Government Advisor will be responsible for collecting, organizing, and preserving all campaign materials during the preliminary election period. The Student Government Advisor will keep all materials (student applications, election videos, etc.) confidential during the preliminary election process. They may not release any candidate's campaign information other than the student name and position they are running for before the cutoff date.

If the Student Government Advisor has a child running in the elections, they must recuse themselves from participating in the preliminary election process. In this event, the Director will approve an alternative individual to collect and handle preliminary election materials.

The Student Government Advisor will create a schedule for each of the due dates in the election cycle. They must approve this schedule with the Director and may not make changes without Director approval. After obtaining approval, the Student Government Advisor must send the schedule to ALL students and parents. In the event a change is made to the schedule, the Student Government Advisor must notify parents and students.

For each deadline, the Student Government Advisor must notify ALL students and parents at the following dates:

- The date the applications open
- Two weeks before each due date
- One week before each due date
- Two days before each due date

Late materials will not be accepted by the Student Government Advisor unless the student is involved in an extenuating circumstance.

The following qualify as an extenuating circumstance:

- Death of an immediate family member
- A serious illness

The Director may modify what constitutes an extenuating circumstance at any time in the election cycle.

Once a student has been approved to run for student government, the Student Government Advisor will add each student to a Canvas course where they will submit their materials. They will also add both parents (if applicable) of each candidate to a group where they can efficiently send notifications and answer parent questions. The Student Government Advisor must address all pertinent questions of elections within 24 hours of receiving them.

No Vanguard employee may endorse a specific candidate during the election cycle. If asked who they would vote for, the employee must respond with "Vote for the candidate that you feel is best for the position." This will be emailed to employees as a reminder prior to election packets being passed out.

Ballot Preparation:

Ballots will be printed. Electronic voting will not be used.

Ballots will be prepared by the Student Government Advisor, and certified as accurate by the school Director. This will be done by matching the names on the ballots to the registration forms submitted by students.

Once ballots are printed, they must remain locked up until the election has begun. No students may participate in preparing ballots.

Sign-In Sheets

Students must sign their name next to their printed name on a class roster for their grade before receiving their ballot to vote.

New sign-in-sheets must be printed for each election, the primary, runoff, and general election.

Sign-in sheets will be maintained until two weeks after the general election.

The % of each grade that voted in each election will be calculated using these sheets, and reported on at the end of the election cycle.

Voting location

Students will cast their votes at a location in the school designated by the Director. A student may not vote at an alternative location without prior approval of the Director.

Voting Period

Voting must remain open for at least one full A day and one full B day. At the end of the second day, the Student Government Advisor will check the student rosters to determine the number of students that have not voted. If the number does not exceed 10% of the student population, the Director may close the voting period. No student may cast their vote once the voting period has closed.

Ballot Counting:

Ballot counting may not occur before the voting period has closed. Ballots will be counted three times by three separate people. Counting will take place in the Director's office with a video recording the counting process. Any person counting ballots must keep all information confidential. This includes, but is not limited to, the number of votes any candidate received, which grades voted for which candidate, etc. Official results will be certified by the school Director before announcing them to students/parents.

All ballots will be compared to each grade roster to ensure the number of ballots cast per grade level is not higher than the number of students in that grade. This must be verified before calling a race. If there are more votes than students in that grade, the voting will be invalid and another election will be held.

Any extra or unused ballots must be destroyed (shredded) once the voting period has closed.

The Director will appoint ballot counters. Any person with a child running for student government will not be allowed to act as a ballot counter in the election group that includes their student.

Announcement of Results

Once ballots are counted, the Student Government Advisor will contact the parents of ALL candidates and inform them of the winning candidate. The Student Government Advisor will not provide any additional information pertaining to the number of votes, ballot counting, etc. The winners cannot be announced to the general public until ALL parents have been notified.

Changes to Policy

Any changes to these policies must be made before the election cycle begins and notice given. Changes to the policy will not be incorporated until the following election cycle.

Preservation of Cast Ballots

Ballots from the election cycle will be preserved for two weeks after the general election. Any candidate requesting a recount must request it before the two week deadline has passed. Cast ballots must be locked up until they are destroyed.

Ballot Collecting

Student Body Officers and the Student Government Advisor will oversee the collection of the ballots.

Any person who helps collect ballots must read this portion of the policy and sign that they agree to follow it.

Before voting begins, each ballot collector will inspect the ballot boxes to ensure that they are empty.

Ballot boxes will remain locked for the entirety of ballot collecting. The keys to the ballot box will remain with the Student Government Advisor or the school Director.

Students may only vote once.

When a student requests a ballot, they must first sign their name next to their name on the class roster.

If the ballot collector doesn't personally know students, they need to ask the student for verification so they can know the student is signing next to the correct name. Once the student has signed, they will be given a ballot.

Students should not write their own name on the ballot.

Once a student has marked the ballot, they put it in the ballot box (don't fold the ballot).

There is no campaigning at the polls, students can't tell other students who to vote for.

Once all students have been accounted for, return the locked ballot boxes to the school Director. The school Director will not open the ballot boxes until the counting process is initiated. The school Director will possess the only key to the ballot boxes.

I have read and agree to follow these policies.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Non-disclosure agreement, no one is certified to announce results or other voting information, including ties, except the Senior Student Gov Advisor or the school director.



Student Government Mission Statement:

As the student representatives of Vanguard Academy, our mission is to gain and perfect the skills of teamwork, leadership, organization, and project planning. As a team we will work to build and strengthen Vanguard together. We will lead all students of Vanguard in a way that will prepare them to become tomorrow's leaders.

We take initiative and always do more than expected as we organize, prepare, and evaluate school activities for the benefit of Vanguard students. We put forth time and effort in service to others working together to apply our knowledge and better the community around us.

We will represent the Student Government and Vanguard in a positive way in order to touch the hearts of our students, encouraging them to do the same.

We are Vanguard. We are tomorrow's leaders.

Vanguard Academy
Elections Packet
Student Government Contract

2.07

The Student Government at Vanguard Academy is a year-long commitment to improve the school community and the community at large through many forms of service. The members represent the student body and work together on all projects that Student Government is in charge of. When you join Student Government, you are no longer an average student. You now represent the school, and that what you do in public and on social media will reflect on Vanguard Academy.

The expectations of all Student Government members are that: members will have a genuine interest in striving to improve the quality of student life at Vanguard Academy, taking a proactive approach in their endeavors, and displaying positive, professional, respectful and mature conduct at all times. Members must maintain good grades on their progress reports. Members must exhibit academic integrity. Members are expected to read the Vanguard Code of Conduct and stand by the guidelines.

Student Government members have a responsibility to represent and meet the needs of the entire school population, meaning that individual members recognize the necessity to put individual bias aside in order for the good of the entire school. Members shall work cooperatively to create meetings that combine such elements as: the freedom to express ideas; the efficient and timely proceedings of business on the agenda; the ability to both listen and speak, and respect for the person speaking; appreciation for differences that arise from intelligent debate; willingness to accept different ideas and different people; ability to remain objective and the responsibility to understand, accept, support and effectively communicate group decisions, especially if such decisions conflict with personal opinions.

Student Government members agree to take on projects and committee appointments, and to follow through, fulfilling all responsibilities associated with said commitments. Members, in agreeing to join Student Government and accepting individual responsibilities, do so with the understanding that it is acceptable and encouraged to ask for help when necessary. People who join Student Government do so with the understanding that members support each other and remain flexible in order to create a friendly and cooperative relationship among members.

The term of office for Student Government shall be one academic calendar year. In signing this contract, I indicate my understanding, willingness and readiness to fulfill the expectations and duties of the position I am running for, as outlined in this nomination packet.

I fully accept the duties of my elected office. I promise to fulfill the responsibilities of my office.

POSITION RUNNING FOR: _____ DATE: _____

NAME: _____ SIGNATURE: _____

1 of 1