



St. Junipero Serra Catholic School
23652 Antonio Parkway
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Student Council 2023-2024

Dear parents of current 6th and 7th grade students,

St. Junipero Serra Catholic School is excited to announce that the elections for the 2023-2024 Student Council will take place on Friday, June 2nd! Student Council is a wonderful opportunity for your child to become involved as a leader and student representative in our St. Serra Catholic School community. The attached packet contains all the necessary information for candidate eligibility and includes the following:

- Student Checklist
- Schedule of Events
- Description of Job Responsibilities
- Contract & Guidelines (distributed at the Meet & Greet)

The current Student Council members will host an introductory Meet & Greet, held during lunch, on Tuesday, May 9th in classroom 8B. This is a mandatory meeting for any students considering joining the Student Council. This meeting will provide an opportunity for students to engage with current Student Council members, obtain information, and ask questions. Following the meeting, students will receive a copy of the Student Council Application packet, which is due to the facilitator by Friday, May 19th (parent signatures/initials MUST be included).

Student speeches are required for the following elected positions: President, Vice President, Secretary, Religion Officer, Sports Officer, and Spirit Officer. Please note that only current 7th grade students are eligible to run for President and Vice President positions. The non-elected positions do not require a speech or video – all candidates who apply for these positions will be accepted – pending they meet all the requirements outlined in the Student Council Contract & Guidelines.

For students interested in an elected position, typed election speeches are due to the Student Council facilitator by Tuesday, May 23rd for approval. Students must make an appointment to receive feedback and approval before they record or submit their candidate video. Once approved, all video speeches are due to the facilitator by midnight on Friday, May 26th. Please note that NO late video submissions will be accepted, and ALL videos will be reviewed by a faculty panel for approval. Following this process, the digital presentation, including the candidate speeches, will be shown to all of the current 4th-7th grade students prior to voting on Friday, June 2nd.

Student Council election campaigning will run Wednesday, May 3rd through Friday, June 2nd (see the campaign guidelines for specific information and details on submitting election posters). Student Council elections will take place on Friday, June 2nd and an announcement will be made on Monday, June 5th to congratulate our 2023-2024 St. Serra Student Council members.

Please feel free to email the Student Council Administrator directly if you have any questions or concerns: estokes@serraschool.org.

STUDENT COUNCIL ELECTIONS: 2023-2024

Do you have natural leadership qualities? Are your friends always looking to you for information or advice? Do you have a passion for service and stewardship? Are you hard-working, creative, and motivated to make positive changes for our St. Serra students?

Then, YOU should consider running for Student Council!

Checklist for Prospective Candidates:

- ☐ Must be a current St. Serra student in either 6th or 7th grade for the 2022-2023 schoolyear.
- ☐ Review the **Election Schedule of Events** (pg. 3) to be sure you are available for all upcoming dates (all are mandatory unless listed as “optional”)
- ☐ View the available positions listed in this packet (pg. 4-6). Decide if you are interested in an “elected” or “non-elected” position. Please note only current 7th grade students are eligible to run for President and Vice President positions.
- ☐ Attend the introductory Meet & Greet held during lunch, on **Tuesday, May 17th** in classroom 8B.
- ☐ Following the Meet & Greet, review and sign the **Student Council Guidelines & Contract** (pgs. 7-12) with your parents.
- ☐ Complete the application for candidacy (parent signatures/initials MUST be included) and submit ALL of the following documents to the facilitator by **Friday, May 20th (no late applications will be accepted):**
 - A letter of recommendation from a member of the community, highlighting the candidate's leadership qualities related to the position of interest.
 - Printed copy of your trimester 3 grades for all academic classes for the 2022 - 2023 school year (Canvas Dashboard> View Grades>Ctrl+P)
 - Signed and Initialed Student Council Application

***Questions? Please contact the Student Council Administrator: estokes@serraschool.org**

“And we know that in all things God works for the good of those who love him, who have been called according to his purpose.” - Romans 8:28

STUDENT COUNCIL ELECTIONS: 2023-2024

Schedule of Events Calendar

Tuesday, May 9, 2023

Lunch (12:05-12:40)

Student Council Meet & Greet (applications available)

Candidates will meet in classroom (8B) during lunch to engage with current Student Council members, obtain information, and ask questions.

Friday, May 19, 2023

Lunch (12:05-12:40)

Candidate Applications & Letters of Recommendation Due

Completed applications for candidacy due to the facilitator:

- A letter of recommendation from a member of the community, highlighting the candidate's leadership qualities related to the position of interest.
- Printed copy of your Trimester 3 grades for all academic classes for the 2022-2023 school year (Canvas Dashboard> View Grades>Ctrl+P)
- Signed and Initialed Student Council Application (pgs. 7-12)

Tuesday, May 23, 2023

[CLICK HERE: Appointments](#)

Submit Typed Speeches to the Facilitator for Approval

Share your typed speech via Google Doc with the facilitator: hhubert@serraschool.org. Make an appointment to receive feedback and approval to record your video.

Friday, May 26, 2023

Must be received by midnight

Submit Video Speeches for Approval (Formal Uniform Required)

Be sure to follow the video speech guidelines listed in the packet on page 11. Submit your video speech to the facilitator via a **Google Drive share link**: hhubert@serraschool.org.

Tuesday, May 30, 2023

Deliver to the Office by 2:30PM.

Submit Election Posters for Approval

All election posters must be delivered to Mrs. Stokes and Mrs. Radzai for approval.

Wednesday, May 31, 2023 -

Friday, June 2, 2023

Election Campaigning

Be sure to follow the campaign guidelines listed in the packet on page 10. Election Campaigning is permitted during recess and lunch only.

Friday, June 2, 2023

During Social Studies or Religion

Presentation & Official Student Council Election 2023-2024

All 4th-7th grade students will watch the digital presentation to showcase all the Student Council candidate speeches and an electronic voting form will be made available to all students in 4th-7th grade to vote via their Homeroom CANVAS pages.

Monday, June 5, 2023

SerraVision Announcement

SerraVision Announcement Student Council 2023-2024

An announcement will be made on SerraVision to congratulate our 2023-2024 St. Serra Student Council members.

"And we know that in all things God works for the good of those who love him, who have been called according to his purpose." - Romans 8:28

SJSC STUDENT COUNCIL POSITIONS

ELECTED STUDENT COUNCIL DESCRIPTIONS

PRESIDENT (Elected Position)

- Represents the finest example of a Serra Catholic School student to the student body
- Works to maintain of the highest possible standard of fellowship with all students
- Speaks at all designated events and assemblies
- Sees that all assignments are carried out by all members
- Interfaces with the moderator(s) and meets with the moderator(s) before official Student Council meetings to review the agenda
- Anticipates upcoming events, schedules meetings with the moderator(s) or small groups for planning purposes, and assists with the planning of all events/assemblies
- Assists the Secretary in calling/texting Student Council members to communicate emergency meetings or other important information
- Represents the SJSC student body to visitors on campus
- Assists moderator(s) in maintaining communication between moderator(s) and officers
- Keeps the Principals and Assistant Principal updated on all upcoming student and school activities

VICE PRESIDENT (Elected Position)

- Assumes all responsibilities of the President in his/her absence
- Assists with the planning of all events/assemblies
- Assists President and Secretary in calling/texting Student Council members
- Accompanies President when interfacing with moderator(s)
- Organizes Student Council members to assist with any "drives" held at SJSC
- Will assist the Student Council President in keeping the Principals and Assistant Principal updated on all upcoming student and school activities
- Writes and makes any announcements needed concerning Student Council meetings, functions, activities, etc.
- Sees that these announcements are made in the appropriate location (Serra Vision, St. Serra Sunday News, written notices, posters, CANVAS, etc.)
- Keeps track of school events, including all sports events
- Is aware of all Student Council events and initiates appropriate publicity for these events
- Reports to Student Council about upcoming events

SECRETARY (Elected Position)

- Interfaces with the moderator(s) and meets with the moderator(s) before official Student Council meetings to write and review the agenda
- Takes all minutes and notes during the meeting. Sends them to the moderator in an agreed-upon format
- Stops meetings if points are not clear, assignments are not made, or a subject is not finished
- Organizes the communication system between Student Council members and the moderator(s)

RELIGION OFFICER (Elected Position)

- Demonstrates the finest example of Christian leadership
- Leads prayers at school assemblies and other events as designated
- Assists in planning school liturgies and prayer services
- Keeps a selection of prayers ready for Student Council meeting and activities
- Opens and closes all Student Council related activities with prayer
- Must be an active member of the SJSC Campus Ministry and acts as a liaison for the Student Council

SPORTS OFFICER (Elected Position)

- Interfaces with the Athletic Director to stay current on all sports-related events
- Gets all rosters and schedules from the Athletic Director and distributes them to all teachers
- Reports all upcoming sports events on Serra Vision or over the PA during BEARS News announcements
- Works with the Spirit Officer to promote school spirit and attendance of school sporting events
- Responsible for leading the sports announcements at all the Student Council Pep Rallies.
- Plans and facilitates the March Madness basketball campaign and activities

SPIRIT OFFICER (Elected Position)

- Promotes and leads all school-wide spirit activities at SJSC
- Assists in the planning of pep rallies and leads the spirit squad to promote Student Council events
- Researches and presents pep rally ideas to the moderator(s)
- Reports to Student Council on upcoming rallies and other spirit-related events
- Helps choose the classroom that gets the Spirit Award and presents the award
- Encourages the student body to attend school-sponsored games and activities
- Fills in as the Serra Bear Mascot when needed

NON-ELECTED STUDENT COUNCIL DESCRIPTIONS**COMMUNICATIONS OFFICER (Non-Elected Position)**

- Supports marketing by designing the flyers and announcements for all Student Council events (SerraVision, St. Serra Sunday News, written notices, posters, CANVAS, etc.)
- Collaborates with Mr. Evangelista (Director of Marketing & Communications) and Mrs. Miller (Sr. Communications Coordinator) to assist with related tasks and events
- Makes announcements over the PA for upcoming event reminders, sports news, and other related information as needed
- Organizes and implements activities to encourage school-wide student participation
- Facilitates campaigns and assists in making signage for events and fundraisers

TREASURER (Non-Elected Position)

- Assists with preparing and maintaining all financial records, collections, and reports
- Supervises the buying and selling of all items related to fundraisers
- Researches and suggests future fundraisers and/or outreach service opportunities
- Manages the budget for all Student Council activities & fundraisers

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YEARBOOK/VIDEOGRAPHER (Non-Elected Position)

- Supports the SJSC marketing team by taking photographs of all school-wide events, including all Student Council events
- Organizes all the photo and video files in the Student Council Google Drive and shares them with the moderator(s)
- Participates as an active member of the Yearbook Club by contributing content and acts as a liaison for the Student Council

TECHNOLOGY OFFICER (Non-Elected Position)

- Assists with technological support for classrooms and/or student events (i.e. audio/visual)
- Collaborates with the Serra Vision team, as needed for announcements and video content related to Student Council events
- Works with the technology team at Serra and/or the Help Desk as needed
- Creates slideshows, playlists, and other presentation media for Student Council events

SERRA BEAR MASCOT (Non-Elected Position)

- Committed to represent the school by wearing the Serra Bear costume at all events
- Arrives to school early to promote school-wide events during for morning traffic (must arrive before 7:10)
- Must be available to stay through the end of afternoon traffic to promote school-wide events (usually no later than 3:10)
- Cheerful disposition, responsible, curious, and conducts themselves responsibly at all times

CLASS REPRESENTATIVES (Non-Elected Position)

In the past, students who were not elected for their primary positions were considered class representatives. This year, a class representative will be chosen for each grade K-8th.

- Assigned a grade level to collect/deliver all materials to teachers
- Represents that grade at all activities, assemblies, and Pep Rallies
- Communicates regularly with the grade level to bring discussion points to the moderator(s)
- Visits assigned grade level to promote events, rallies, and other activities
- Helps with making posters and hangs them in the classrooms and around school
- Promotes school spirit and community by participating in event planning committees
- Assists with all Student Council activities and events

ADDITIONAL STUDENT COUNCIL POSITIONS (Non-Elected Positions)

Student Council positions are created to support the unique gifts and talents of our St. Serra community. The non-elected positions are shared responsibilities, promoting collaboration, as the Student Council members work together to grow and develop their leadership skills. These positions are subject to change, evolve, and adapt throughout the year. The Student Council is an innovative group, full of energy, and always looking to expand. If you have a passion for something that you do not see listed, please feel free to present your ideas to the facilitator and we will design the perfect position just for you!

STUDENT COUNCIL CONTRACT & GUIDELINES

RULES AND AGREEMENT CONTRACT & STUDENT COUNCIL QUALIFICATIONS

1. Candidates must attend the mandatory **introductory Meet & Greet held during lunch, on Tuesday, May 9th** in classroom 8B. Candidates will have the opportunity to engage with current Student Council members, obtain information, and ask questions. The Student Council Contract & Guidelines containing the rules and agreement contract along with the student council qualifications will be distributed at this meeting.
2. Completed **Candidate Applications and Letters of Recommendation** are due to the facilitator on **Friday, May 19, 2023**, by lunch (12:05-12:40). Please make sure to include all the following documents:
 - a. A letter of recommendation from a member of the St. Serra community, highlighting the candidate's leadership qualities related to the position of interest.
 - b. Printed copy of your Trimester 3 grades for all academic classes for the 2022-2023 school year (Canvas Dashboard> View Grades>Ctrl+P)
 - c. Signed and Initialed Student Council Application (pgs. 7-12)
3. Candidates must be a current St. Serra student in either 6th or 7th grade for the 2022-2023 school year. Please note only current 7th grade students are eligible to run for President and Vice President positions and all candidates must exhibit responsible behavior and work habits as a member of the Student Council (this refers to both conduct and accountability).
4. Candidates must maintain a grade percentage average of **80% or higher** in all their academic classes for the 2022-2023 school year. All students must provide a printed copy of their Trimester 3 grades, which can be accessed on Canvas.
5. Candidates should have a good attendance record and be in good academic standing in all classes. Candidates must agree to abide by and uphold all code of conduct standards as stated in the SJSC Handbook.
6. Candidates must exemplify the SJSC student in all aspects of school, including dress, speech, academics, and personal conduct. As a Student Council member or elected officer, you are a role-model and an ambassador of the school, serving the entire SJSC community. One of the qualifications of a leader is to recognize others for their strengths, while being respectful and inclusive of everyone. Failure to comply with the rules and regulations outlined in the Student Handbook may result in a suspension or the permanent removal from Student Council. This decision will be made on a case-by-case basis by the moderator(s) and administration.

_____ (initials of student)

_____ (initials of parent)

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REMOVAL FROM OFFICE

Student Council Officers may be removed from office for failure to meet the qualifications, failure to fulfill the duties of the office, unexcused absences (no-show to committed obligations), or behavior inappropriate of a SJSC leader. The Student Council moderator(s) and administration will make the decision for removal on a case-by-case basis. The principal will ultimately make the final decision and the student's parents will be notified.

_____ (initials of student)

_____ (initials of parent)

GENERAL RESPONSIBILITIES

1. Attend all meetings and events unless previously excused by the moderator(s).
2. Understand that all meetings are called by the moderator(s) with the times to be determined and communicated in advance. The Student Council regularly meets once a week during lunch, in the facilitator's room. Student Council meetings are held at school **every Tuesday (12:05-12:40)**. This schedule is subject to change and will be communicated accordingly.
3. The President, Vice President, and Secretary have additional meetings on Mondays during lunch to prepare the Student Council Meeting Agenda and to coordinate school-wide events or activities.
4. There are also small group/committee meetings that gather on additional days when needed. Please note that there are several times a year when the number of mandatory meetings may increase in preparation for Student Council sponsored events (see pg. 9).
5. The moderator(s) and administration have the authority to determine the chosen officers for any of the school-wide events. The moderator(s) and the administration set priority on academics and accountability over the attendance of Student Council activities.
6. All students are responsible for any missed class/assignments and must communicate with their teachers in advance when participating in Student Council activities.
7. The specific description of each office is described in detail in this handout (pgs. 4-6). There can be no additions to responsibilities of each office without approval of the moderator(s).

_____ (initials of student)

_____ (initials of parent)

STUDENT COUNCIL MANDATORY MEETINGS & EVENTS

There are several times a year when the number of mandatory meetings may increase. Please note that communication will be sent to all Student Council members and their parents to notify them of any special schedules, rehearsals, or practices in preparation for school-wide events. The events listed below are subject to change given the current school calendar, regulations, and/or protocols.

1. Red Ribbon Week (October 2023)
2. Fall Sports Pep Rally (November 2023)
3. SJSC Christmas Festivities (December 2023)
4. Catholic Schools Week and CSW Mass (January 2024)
5. Winter Sports Pep Rally (February 2024)
6. TACSC Leadership Conference (March 2024)
7. Spring Sports Pep Rally (April 2024)
8. Marian Mass (May 2024)
9. New Family Orientation Night (May 2024)
10. Siempre Adelante Celebration (June 2024)

_____ (initials of student)

_____ (initials of parent)

STUDENT COUNCIL ATTENDANCE POLICY

Students will be excused from TWO MEETINGS ONLY for a SJSC related event or any other outside activity during the 2023-2024 school year (unless there is an excused absence due to illness). Any student who misses meetings for reasons other than illness may be removed from Student Council.

_____ (initials of student)

_____ (initials of parent)

STUDENT COUNCIL COMMUNICATION

Student school emails, Google Calendar, and shared Student Council Meeting Minutes will be the primary means of communication with Student Council members. Students are expected to check and respond to all communication within 24–48 hours. Additional methods may be agreed upon for student reminders/updates and to facilitate direct communication between Student Council members. Parents will always be included in all formal communications regarding special events, rehearsal schedules, and/or changes to schedules.

_____ (initials of student)

_____ (initials of parent)

“And we know that in all things God works for the good of those who love him, who have been called according to his purpose.” - Romans 8:28

STUDENT COUNCIL ELECTIONS: 2023-2024

CAMPAIGNING & VIDEO SPEECH REQUIREMENTS

ELECTION CAMPAIGNING REQUIREMENTS

Student Council election campaign posters are to be delivered to the school office by **2:30pm on Tuesday, May 30, 2023**. All election posters must be approved by Mrs. Stokes and Mrs. Radzai prior to hanging or displaying them on campus. Campaign materials are not to be displayed on the walls of classrooms or buildings. All posters must be hung **prior to the start of school on Wednesday, May 31st**, or as directed by the principal. Posters must be taken down by the end of the day on **Friday, June 2, 2023**. Any delay in the removal of campaign materials could result in possible disqualification from office.

CRITERIA: Each student is only allowed TWO standard-size election campaign posters (approx. 22" X 28"). The posters must have holes punched in each of the four corners to secure them to the fence with zip ties. The posters **MUST** be covered in clear contact paper or clear packing tape to preserve their integrity while on display. ALL posters must be taken down by the students before the end of the day on **Friday, June 2nd**.

CONDUCT: Anyone caught defacing another candidate's posters or campaign materials will have their posters removed and will be immediately disqualified from the election. Candidates must avoid any ploys or dishonest means of swaying the student voting process (e.g., students should not make promises that they cannot uphold, they should not tell stories to invoke pity or pressure on voters, and they should not attempt to manipulate or sway students from voting for other candidates). This is NOT a popularity contest – Student Council is a collaborative, inclusive environment meant to promote leadership and stewardship. Please keep these principles in mind when conducting yourself during the campaigning process.

SWAG: The students cannot distribute any food or candy to other students during the campaigning process. Small novelty toys or school related items are acceptable and may include pencils, erasers, buttons, badges, stickers, or small freebies approved by the facilitator. If you have specific questions regarding campaigning materials, please contact the facilitator or the Student Council Administrator directly.

Campaigning may **ONLY** occur on the St. Serra school grounds during the Middle School recess and lunch between the dates provided: **Wednesday, May 31, 2023 - Friday, June 2, 2023**.

_____ (initials of student)

_____ (initials of parent)

STUDENT COUNCIL VIDEO SPEECH REQUIREMENTS

Student speeches are required for the following elected positions: President, Vice President, Secretary, Religion Officer, Sports Officer, and Spirit Officer. Candidates for all elected positions are required to make a 1-minute video speech. Video speeches are due to the facilitator by **midnight on Friday, May 26, 2023**. Please note that NO late video submissions will be accepted, and ALL videos will be reviewed prior to approval.

The purpose of the video speech is to introduce all the candidates to the voters and to give the candidates an opportunity to present their qualifications for a particular Student Council position. Speeches should demonstrate the leadership qualities of the candidate and should reflect the serious nature of the election. If a video is deemed inappropriate, it will be removed, and that candidate will be disqualified from running for Student Council. Please note, this is NOT a popularity contest – Student Council is a year-long commitment and a wonderful opportunity to become involved as a leader in our St. Serra Catholic School community.

TYPED SPEECHES: All candidates must submit their typed speech to the facilitator for approval and make an appointment to receive feedback prior to recording their video ([CLICK HERE to make your appointment](#)). Typed speeches are due to the facilitator by **Tuesday, May 23, 2023**, and appointments for feedback are available during nutrition break or lunch the week of **Monday, May 22nd through Friday, May 26th**. Candidates must share their typed speech with the facilitator, via a Google link, prior to their scheduled meeting.

VIDEO SPEECHES: Once approved, candidates are permitted to create their video speech. All video speeches are due to the facilitator by **midnight on Friday, May 26th**. Please note that NO late video submissions will be accepted, and ALL videos will be reviewed by a faculty panel for approval. Candidates must submit their video speech to the facilitator by email with a Google Drive link – do not send a video file attachment.

CRITERIA: Candidates must **wear their formal school uniform** for their video speech, just as if they were to present them live and in-person. Remember, be professional and be yourself; let your personality shine through in your video.

Candidate video speeches should be approximately **1-minute in length**. Videos that exceed the time-limit will be cut when 1-minute is reached, regardless of where they are in their speech. The **video picture and audio must be of excellent quality** (use proper lighting and eliminate any background noise). The video recording must be in the **horizontal (landscape) format** – do not send a video link in portrait mode, as this will not be accepted.

_____ (initials of student)

_____ (initials of parent)

PRESENTATION: On **Friday, June 2, 2023**, all 4th-7th grade students will watch the St. Serra Student Council Election presentation video, which will showcase each of the Student Council candidate speeches. Following the viewing, an electronic voting form will be made available to the 4th-7th grade students to cast their vote via CANVAS. An announcement will be made on SerraVision on **Monday, June 5th** to congratulate our new 2023-2024 St. Serra Student Council members.

A BIT OF ADVICE: Practice your speech and speak SLOWLY. Relax. Every candidate is nervous. We are aware that it takes courage and character to put yourself out there in the service of your classmates and your school.

Candidates May Not:

- Speak for longer than the time allotted (1-minute maximum).
- Make promises that are not theirs to keep, such as: no homework, longer recess/lunch, more free dress days, etc.
- Speeches must be positive in nature and not derogatory toward the school or any student, staff member, activity, event, etc.
- Skits and small props may be used during a speech, if necessary (keep in mind the time limit). Props should not inhibit the view or voice of the candidate. Other students, siblings or parents may not participate in the speech. Props must have a purpose and not cause a distraction.

_____ (initials of student)

_____ (initials of parent)

PLEASE READ AND SIGN THE STUDENT COUNCIL AGREEMENT 2023-2024 LOCATED ON THE NEXT PAGE.

STUDENT COUNCIL AGREEMENT 2023-2024

STUDENT COUNCIL MEMBERSHIP FEES/DUES

The participation fee for Student Council is \$275 for the 2023-2024 school year. The fee covers the following expenses: Student Council shirt, pep rallies, and event supplies, materials for school-wide activities, and charitable outreach opportunities. An electronic payment will be collected via FACTS after accepting and confirming the position.

_____ (initials of student)

_____ (initials of parent)

I have read the above guidelines, and I accept their provisions. I recognize that Student Council is a privilege and a responsibility focused on LEADERSHIP, SERVICE, and STEWARDSHIP – it is not about POPULARITY or GLORY. I acknowledge that Student Council is a yearlong commitment, and I am prepared to dedicate my time, my talents, and my energy towards facilitating school-wide activities and events that benefit our St. Serra students. My parent(s) and I have initialed the items that are emphasized, and I understand the level of responsibility that is involved in participating in the Student Council at St Junipero Serra Catholic School.

Student Name: _____

Date: _____

Student Signature: _____

Parent Signature: _____

To be completed by Ms. Hubert:

☐ Payment Received _____