



**St. Stephen Student Cabinet 2018-2019
Nomination Package
Due by June 4, 2018 by 2:30PM**



A few things you should know about being on Student Cabinet:

- You need to be a role model to other students. That means that you follow the school’s code of conduct and uniform policy. You also attend all school functions that take place within the school day, i.e. Mass and other assemblies.
- We will choose one day a week to have meetings after school. Your attendance is expected at ALL meetings and events.
- You will be required to come to school events (pep rallies, dances, arts night, etc.) and help run the events. You also need to be upbeat and full of school spirit.
- You need to keep your marks up (minimum 70% average and no marks below 50%)
- You need to be an organized individual – you will need to keep track of dates/times for event. You will need to organize all of your commitments and prioritize so that all tasks (family, academic, student cabinet, part-time job, sports, etc.) get done.

What you need to do:

- Fill in the attached forms completely
- Get your completed forms to the **Main Office June 4, 2018 by 2:30PM EST**. No exceptions! Your VP will sign them when they are returned to the office.
- If you don’t get your forms in on time you won’t be able to run for student cabinet. This is where the punctuality and organizational abilities of a member of student cabinet begins.
- If more than 2 people submit their forms on time, we will have speeches and then an election. Campaigning will be June 5-7, speeches will occur during this same time period, Elections will be open online on June 12 from 10:45 AM until 2:30 PM (EST). Students will be invited to vote using their devices in class or on iPads at lunch.

If you have any questions you should come and see Ms. Driscoll

Available Cabinet Positions for Spring Elections:

- | | |
|---|---------------------------------------|
| Co-Prime Ministers (2) | Ministers of Sports and Athletics (2) |
| Minister of Records | Minister of the Environment |
| Minister of Finance | Minister of Graduate Affairs (Prom) |
| Ministers of Social Affairs (2) | Minister of the Arts |
| Minister of Communications | Ministers (2) of Grade 10 Affairs |
| Minister of Social Justice & Multiculturalism | |

Complete Nomination Package due: June 4 by 2:30 PM. No extensions!

The following is taken directly from the Student Council Constitution which has been available in PDF format at <http://www.sscss.ca/studentcouncil.html>

A. Eligibility

1. All candidates for Student Cabinet must fulfill the requirements listed in Article III, Section B, and be familiar with the Constitution.
2. a) **Both candidates for the office of co-Prime Minister must:**
 - i) have been a member of Student Council
or
 - ii) demonstrated exemplary leadership at St. Stephen's Secondary School (taken GPP30 – Leadership and Peer Support, involved in extra-curricular activities)
- b) Candidates for the office of Minister of Finance must have exemplary marks in mathematics, and/or accounting and be knowledgeable with computer software used for tracking finances (Microsoft Excel)
- c) Candidates for the office of **Athletic Affairs must run with a partner of the opposite sex**. This will result in having a female and male athletic representatives in Cabinet.
- d) Candidates for the office of Social Affairs must run with a partner.

B. Date of Elections

1. Student council elections will take place towards the end of the school year
2. Elections for the Minister of Grade 9 Affairs will take place before Thanksgiving.

C. Nomination Procedure

1. A person officially become a candidate when:
 - a. He/she submits a signed eligibility form with the nomination form.
 - b. He/she is approved by the staff advisor(s) and the members of the current Cabinet in an interview prior to the election.
 - c. He/she submits to the staff advisor(s) a copy of his/her speech for approval by a specified date.
 - d. He/she passes the requirements of the school's eligibility policy.

D. Campaign Rules

1. The campaign may begin on the designated date prior to election. No campaigning is allowed on Election Day.
2. Current Student Cabinet members should not endorse or speak against any candidate during the entire election time in any way.
3. Candidates are limited to a maximum of seventy-five (75) photocopies supplied by the school for all campaign materials.
4. All posters must be approved and signed by the staff advisor(s).
5. Distribution of campaign materials shall not interfere with the educational atmosphere of classes.
6. Candidates are responsible for the removal of their own posters the day before the election.
7. Candidates shall not interfere with the campaigns of fellow candidates.

E. Rules for Speeches

1. All candidates shall make their own speeches.
2. No introductory speeches are allowed.
3. Speeches shall not exceed 3 minutes.

St. Stephen's Student Cabinet Elections - Nomination Form
DUE June 4

Name: _____

Current Grade: _____

1. Check off the position that you are seeking.
2. Complete the questions on the reverse side.
3. Complete the school's Eligibility Form
4. If you have questions see Ms. Driscoll

- Co-Prime Ministers : Running mate _____ *

 - Chair weekly meetings of student cabinet
 - Meet with administration to seek approval for events
 - Speak at school events

- Minister of Records
 - Keep detailed notes of meetings
 - Run Student Cabinet Social Media Accounts
 - Remind members of upcoming events
- Minister of Finance
 - Keep detailed notes of financial matters
 - Count all monies collected at events
- Ministers of Social Affairs: Running mate _____ *

 - May be asked to form a social committee that will meet separately from student cabinet to plan and run events like dances, coffee house, etc.

- Minister of Communications
 - Write/read announcements
 - Write newsletter/webpage updates
- Minister of Social Justice & Multiculturalism
 - Attend social justice & multicultural meetings (these are separate from student cabinet)
- Minister of the Arts
 - Ensure the voice of the Arts is heard at Student Cabinet meetings.
- Ministers of Sports and Athletics: Running mate _____
 - Your running mate must be of the opposite sex (i.e. we want a boy and girl)
 - You will form and chair meetings of an athletic committee that will meet separately from student cabinet and will run athletic events.
- Minister of the Environment
 - Be a member of the E-Team (separate from student cabinet)
- Minister of Grade 10 Affairs (2 available positions)
 - You must be a Grade 10 student next year
- Minister of Graduate Affairs (Prom)
 - Chair Prom Committee meetings (separate from student cabinet)

***Note: That when running with a partner BOTH partners must submit a full set of forms and BOTH partners must be approved by their VP. If one partner is not approved then both will not be permitted to run for the position.**

Please place a check mark in the appropriate column:

	Yes	No
I have read the information on the first page of the application package and understand the role of Student Cabinet Members.		
I have read the detailed job description for the position I am seeking.		
Are you in good standing according to the Student Code of Conduct? You can find the Code of Conduct on the next page, in your agenda book or online at www.sscss.ca		
Are you willing to abide by the Student Code of Conduct?		
Have you read the Student Council Constitution? It is available on the Student Cabinet portion of the school's website.		
Do you agree to abide by the expectations in the Student Council Constitution?		
Do you meet the academic requirements? Minimum average of 70% and no failing marks on your last report card.		

Skills:

What skills and/or talents do you have that will make you the right person for the position you've chosen? **Attach your response on a separate page.** You may also submit your response in the form of a video, poster, etc...whatever shows your skills and talents!

Declaration: I have completed this form truthfully and I have reviewed it with my parent(s)/guardian(s). I have also completed the St. Stephen Participant Eligibility Screening form (next page). I understand that the Administration team will verify all information on these forms to determine my eligibility for the Student Cabinet. I also understand that I can be removed from my position at any time if there are issues with my academic progress or behaviour.

Student Signature: _____

Parent/Guardian Signature: _____

Date: _____



St. Stephen Catholic Secondary School
Student Participant Eligibility Screening
Due June 4, 2018



Student: In order to confirm your eligibility to participate in extra-curricular activities at St. Stephen's you are required to provide evidence of your good standing. Complete the reverse of this form and submit it to the staff advisor or coach prior to try-outs/auditions/start-up of the desired extra-curricular activity. Be sure to plan enough time to meet with your teachers and your vice-principal in order to meet your screening deadline.

Parents/Guardians: All student participation in extra-curricular activities is dependant on the student's current standing. Any student in good standing is eligible to try-out/audition/begin an extra-curricular activity. Students who are not able to or do not provide proof of good standing will not be permitted to participate.

Teachers: Before a student may try-out/audition/begin any extra-curricular activity, they must provide proof of their status as a student in good standing. Your input in determining a participant's eligibility is invaluable. Please complete the information requested: indicating any concerns you may have at this time should result in fewer disappointments later. Our goal is to avoid having to remove a student once the season/activity has begun.

Good Standing: A student is deemed to be in good standing when they:

- *demonstrate regular, punctual attendance to all classes*
- *are polite and respectful to all staff and other students*
- *complete and submit all assigned work on time and to the best of her/his ability (no specific level of achievement is required)*
- *seek assistance and attends extra help sessions offered/available when required*
- *serve any assigned detentions or consequences promptly*
- *worksco-operatively to uphold the positive reputation of St. Stephen's in the community*
- *have paid all applicable fees and returned any outstanding materials*

Teams, clubs, activities and events can only be successful when all members can be counted on to uphold their responsibility to the group; it is for this reason that this screening process has been put in place.

STEP 1: Student Commitment

I, _____, understand that my first priority at St. Stephen's is to put forth my best effort in order to be successful in my academic classes. I agree to work to that end and acknowledge that my participation in any extra-curricular activities depends on meeting my academic commitment.

Signature Date

STEP 2: Teacher Consultation

Please forward any specific concerns to the teacher supervisor and appropriate v-p by email.

	Teacher Signature	Subject	Good Standing? (Yes/No)
Period 1	_____	_____	_____
Period 2	_____	_____	_____
Period 3/4	_____	_____	_____
Period 5	_____	_____	_____

STEP 3: Parent/Guardian Consultation

I the parent/guardian of _____, in supporting my child's academic success, recognize that their eligibility to participate in extra-curricular activities depends on meeting their academic commitment. I understand and support the requirement to maintain a status of "Student in Good Standing".

Signature Date

STEP 4: Vice-Principal Decision

Student Commitment..... Teacher Consultation.....
Parent/Guardian Consultation..... Office Clearance (Behaviour/Attendance/Fees/Materials).....

- This student **is ELIGIBLE** to participate.
- This student is **NOT ELIGIBLE** to participate.

Signature Date