FRESHMEN CLASS OFFICERS' ELECTION PACKET

What is a class officer, and what are the responsibilities?

Class Officers represent their class or grade level and will be supervised by two Class Advisors (teachers). The class advisors will work in conjunction with two PTSA Advisors (parents). Class Officer Meetings are held twice a month after school in the Class Advisor's room. Additional meeting times will be scheduled as needed.

All Officers must attend Student Council meetings; they are held on the first and third Thursdays of every month in room 152-A (Senior Health Room).

Each class officer is responsible for fundraising for their class and helping PTSA fundraise for their class project graduation account. These activities or events either raise funds for that class or provide students with unity and spirit. Fundraisers are subject to change.

FRESHMEN: (help with a minimum of 1 PTSA fundraising event as agreed upon by Class Advisors and PTSA)

- Class Fundraising
- Spirit Wear Sales
- PTSA Fundraising

SOPHOMORES: (help with a minimum of 2 PTSA fundraising events as agreed upon by Class Advisors and PTSA)

- Class Fundraising
- Spirit Wear Sales
- PTSA Fundraising
- Semi-formal Dance
- No Shave November
- Matchomatics

JUNIORS: (help with a minimum of 2 PTSA fundraising events as agreed upon by Class Advisors and PTSA)

- Class Fundraising
- Junior Prom
- Officers must attend the senior banquet
- PTSA Fundraising
- Spring Clothing Drive
- Spirit Wear Sales

SENIORS: (help with a minimum of 3 PTSA fundraising events as agreed upon by Class Advisors and PTSA)

- Class Fundraising
- Senior Prom
- Project Graduation
- PTSA Fundraising: Pasta Dinner
- Senior Banquet
- Spirit Wear Sales

What are the various officer roles?

The class officers consist of the President, Vice-President, Secretary, Treasurer, and Historian. Students will run for CLASS EXECUTIVE BOARD, not individual positions. Positions are decided by popular vote, winning executive board and class advisors. Below are descriptions of the responsibilities for each position.

The President
- prepares meeting agenda
- series as a liaison to the administration
- facilitates meetings
- informs class members of the happenings at school

The Vice-President
- assumes all the duties of the President in the President's absence
- keeps a running calendar of all class activities and meeting dates
- informs class members of the happenings at school

The Secretary
- keeps a written record of all meetings and those in attendance through the use of minutes
- is responsible for typing and distributing minutes following each meeting to respective class officers, advisors, and administration
- keeps track of all documents and paperwork and passes it along to the next advisor at the end of the year.

The Treasurer
- Keeps an updated record of all deposits and debits from the student activity class account and the PTSA class account
- provides a monthly balance update to officers and advisors
- liaison for the student activity account secretary

The Historian
- documents major events and happenings of class each year
- holds on to records for graduation speeches and reunion memorabilia

Freshmen Class Officer Election Process

Check the boxes as you complete each category

☐ 1. Fill in the information below.

Name: _____ Email: _____

ID#: _____ Current Grade: _____

Day A, Block 1 Teacher: _____ Block 1 Room #: _____

☐ 2. I will be running for one of the 5 positions on the executive board

YOU DO NOT SELECT YOUR POSITION, IT IS DECIDED BY THE EXECUTIVE BOARD AND ADVISORS BASED ON POPULAR VOTE. We follow NJASC procedures for state elections.

The Executive Board includes the President, Vice President, Secretary, Treasurer, and Historian. The two people with the highest votes will be eligible* for the position of President and Vice President. The remaining highest three candidates will then be slated for the historian, treasurer, and secretary. This will be decided at the first executive meeting after the election. *The president or VP may choose a different position with the approval of the advising committee.

☐ 3. Obtain three signatures from different teachers at North who have known your character well since September. (He or she does not necessarily have to be an academic teacher. He or she may be a coach, club advisor, etc.)

Printed Name   **Signature**

_____   _____

_____   _____

_____   _____

☐ 4. Obtain the signatures of the following people to show eligibility.

_____   _____
Signature of Grade-level vice principal   **Signature of Director of Student Activities**
(Mr. C. Maslonka, Office in Counseling Department)   (Mr. A. Petraglia, Office in Athletics)

☐ 5. Obtain the signature from a parent/guardian.

_____   _____
printed parent name   parent signature

☐ 6. Obtain 15 signatures and student ID numbers from your class peers who support your candidacy. These will be students who may be called upon to vouch for your character if needed.

The form can be found at the end of this packet. <mark>Also due on October 16, 2025</mark>

☐ 7. Prepare a speech. The speech should be 1 page, double-spaced, addressing why you are running for election. Once your speech has been approved, you will video record it on your own, so make sure you are thinking about your target audience (your class peers) as you write your speech.

More information about recording your video is below.

☐ 8. Make 2 copies of the speech; one copy for yourself and one for the advisor.

<mark>Turn in your application and written speech by Thursday, October 16, 2025</mark>, in person, to Ms. Allora (in special services) or Mr. Franzyshen (room 238) for your speech to be approved.

<mark>Early completed applications and speeches are accepted, but applications or partially completed applications submitted after 3:10 on October 16, 2025, will be discarded.</mark>

If your speech does not get approved, make any necessary changes within 2 school days and re-submit for re-approval.

☐ 9. Once your speech has been approved, you must record your speech on your own. Your peers will be watching this video so think about your target audience and how you present yourself on screen.

UNAPPROVED SPEECHES WILL NOT BE SHARED. You may only recite the speech you wrote in your video. If you deliver an unapproved speech, you will be disqualified and unable to run until the following year.

<mark>Recorded speeches must be uploaded to the class officer folder by Tuesday, October 21, 2025</mark>. This folder will be shared with those who submitted completed applications.

☐   10. Make campaign signs.

Before posting signs around the school, your signs must be approved by Mr. Petraglia. Any signs without an approval signature will be removed and possibly discarded.

Signs/posters may only be placed in Café A and B. Signs will be taken down if found in other areas of the school. You may only use painter's tape (blue tape) to hang posters on the wall.

Hanging posters can start on Monday, October 27, 2025, and must be taken down by the candidate who is running by Friday, November 17, 2025.

There is no campaigning outside of NHHS. The use of campaign websites, social media, and election videos. This includes, not limited to, Facebook, Instagram, X, Pinterest, Google+, ELLO, SnapChat, and TikTok.

The use of food and the promise of goods or services is strictly forbidden while campaigning. There is to be no smear campaigning.

If any advisors find campaigning outside of NHHS you will be disqualified and unable to run until the following year.

Election videos will be watched and voting will take place during the Social Studies classes on Wednesday, November 12, and Thursday, November 13, 2025.

Primary Elections will not be held. Elections will be done electronically on *Monday, November 10, and Tuesday, November 11,* during all Social Studies classes.

New officers will be announced when all ballots have been counted.

Student Council Member

By completing this application, you are also enrolling to be a member of the NHHS Student Council. You are agreeing to uphold the standards of excellence that North Hunterdon High School is known for at all times. As a representative of both North Hunterdon High School and its Student Council, your behavior must be above reproach.

This can be defined as:

- Abiding by all North Hunterdon rules such as the code of conduct and the drug/alcohol policies
- Upholding all NHHS rules and regulations regarding grades and behavior.
- Attending all required Student Council events and showing up on time.
- Honoring your word once it is given.

Social Media:

Your participation in social media is an asset to our program as you can use it to help build interest in our events and provide a positive image of the NHHS Student Council in a very real way. That being said, BE CAREFUL what you post! Once you become a member of the Student Council, people associate you with the program no matter where you are or what you are doing.

Behavior unbecoming a member/officer of Student Council is defined as, but not limited to:

- Inability to fulfill your job description as depicted in the Constitution
- Any public misrepresentation of the Student Council or North Hunterdon High School
- Posting status updates, comments, pictures, etc. of an inappropriate nature on a social media site.
- Smoking/Using Drugs/Alcohol
- Academic Dishonesty including cheating/plagiarism
- Failing to maintain a passing GPA in all of your courses
- Lack of timeliness; failure to work on Student Council events

By signing below, you are stating that you understand and agree to adhere to the highest behavioral standards. Your signature also indicates you understand that failure to do so will mean you are subject to disciplinary action and possible removal from the program.

_____   _____   _____
Printed Student Name   **Student Signature**   **Date**

Name: _____

The office I am Running for: ☐ Class Office   ☐ Student Council

Obtain 15 signatures of people in your class who think you are a valid candidate for the office you wish to run for.

	Student Name	Student ID Number
1.		
2.		
3.		
4.		
5.		
6.		
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10		
11.		
12.		
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14.		
15.		