



ASB/Class/Commissioner Elections/Appointment Checklist

March 22 Recruitment Seminar—4th period and lunch, March 29 Petitions, speeches, essays due,
April 9 ASB Elections, May 7th Class Elections, May 12 Commissioner Interviews

- ___ Develop timeline with Ms. Bader's help paying careful attention to the above dates
- ___ Send request for nominations letters to TL staff
- ___ Theme for Recruitment Seminar (past themes: Power of One, Lead Now, Fly With Eagles...)
- ___ Bulletin announcement to sign-up for recruitment seminar
- ___ Make sign-up list for people to sign ON to leave in Rm. 109
- ___ Compile list on EXCEL, alphabetically by last name
- ___ Make Student Study Trip list for Recruitment Seminar
- ___ Make invitations to Recruitment Seminar (to serve as passes out of class also)
- ___ Plan agenda for seminar (divide group into three groups—have three parts: class officers, commissioners, ASB/EXC—speakers pass out job descriptions in each group—petitions to run for office should NOT be passed out at the seminar---announce that students interested should come to Room 109 to get petition and sign-up to run for office after thinking about it! Petitions available the next day!
- ___ Copy job descriptions (enough for everyone at seminar) and petitions (about half that many)
- ___ Write donation letters for food for seminar
- ___ Order food, buy drinks, napkins, cups, plates, etc.
- ___ People to set-up food, serve food—stamp hand once food is received! Give each person in seminar a plate (which is their ticket to get food)
- ___ Clean-up people for after seminar

___ Order scantrons (count the ones we have!)

___ Collect petitions/speeches/essays—make a separate folder for petitions/essays, put speeches in separate binders (one for ASB, one for class)

___ ASB elections assembly during homeroom in gym—senior class meeting in amphitheater (follow rally guidelines)

___ Arrange ASB speech binder by office in alphabetical order (same as ballot)

___ Hold speech practice/assembly practice

___ Sound system—someone to run it

___ National anthem singer

___ Write ballots (alphabetical order by office)

___ Plan to have students vote at lunch???

___ Get list of frosh, soph, juniors for ASB election check-off sheet

___ Volunteers to run tables (sorted by grade level)

___ Run ballots during 5th period

___ Announce winners—call all candidates into Rm. 109 before hand—do call slips/student study trip list in advance!!!!

___ Class elections during homeroom: Frosh on football field, Sophs in gym, Juniors in gym

___ Arrange Class Election speech binder by office in alphabetical order (same as ballot)

___ Hold speech practice/assembly practice at lunch or after school (Dir. Of Elect. must be there!)

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___ Sound system—someone to run it

___ National anthem singer

___ Write ballots for each class separately (alphabetical order by office)

___ Plan to have students vote at lunch???

___ Get list of frosh, soph, juniors for class election check-off sheets

___ Volunteers to run tables (sorted by grade level)

___ Run ballots during 5th period

___ Announce winners—call all candidates into Rm. 109 before hand—do call slips/student study trip list in advance!!!!

___ Schedule commissioner appointments every 10 minutes

___ Notify new EXC of interviews

___ Publish interview appoints for teachers at least TEN days before (so no complaints!)

___ Send reminder to commissioners the day before

___ Reminder to teachers (resend the appointment list) the day before

___ Make packets for EXC with a copy of each essay and give packets to them 10 days before interviews

___ Make interview packets for EXC with rating sheet, pen/pencil

___ Provide donuts, lunch (sandwich fixings/chips/soda), water, snack for EXC

___ Remind EXC to divide up the list of commissioners for contact with good or bad news—at the end of the interviews

___ Publish a list of all new EXC, class, commissioners and give to counselor, administration

___ Write bulletin announcement congratulating all new members of ASB