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