Homecoming Elections Checklist

___Send out letters to people who are to select members of Homecoming Selection Committee to get names of members—give deadline
___Send a special letter to the Senior Class Advisor with information about the committee obligations
___Make nomination forms—pink girl/blue boy—line for two nominations for each
___Get list of senior homeroom teachers from office—nominate in homeroom, that’s why we have it!!!
___Write cover letter to homeroom teacher with instructions for nomination process—and thank them!
___Count out the right number of ballots and create packets using manila envelopes for each homeroom
___Write # of students/teacher name/room # at the top of each envelope/packet (trust me, you’ll be glad you did this!)
___Make plans to collect the packets—check off the list to be sure all packets are in
___Get approval AHEAD OF TIME to count ballots with supervision in the office during 4th period or plan to come after school to count ballots in Room 109
___Count ballots, make tally, list students with votes in order of most votes to least with the number of votes next to their names. Look for the natural break—where there’s a space between number of votes
___The students before the natural break are your hopefuls, not to exceed 20 except in the case of a tie
___Type list of hopefuls in alphabetical order and post in halls
___Copy “Record of Student Activities” and get one to each hopeful
___Create with help of Ms. Bader and follow timeline for due dates on all paperwork
___Collect “Record of Student Activities,” black-out names and assign LETTERS to each form
___Copy packets including a: cover letter with directions for ranking and due date/time for ranking sheet, rank-order sheet, a copy of every “Record of Student Activities” for each homecoming committee member
___Hold short (break or lunchtime) meeting and give each HC committee member instructions and a packet
___Collect rank-order sheets and record on master copy, add ranks, check total twice (Dir. Of Elect. Non Sr.)
___Hold selection committee meeting, reveal ranks, look for close scores, discuss the scores close to the #6 position or any ties—make decisions, match up the couples, swear the committee to secrecy

___Give the names to the Homecoming Intro Rally committee (keep names from all court members!)

___After the intro rally send a letter home to each of the parents of the homecoming court inviting them to the rally, parade, dance, game

___Set-up the meeting with the court during 7th period the day of the Intro rally and coordinate all interested parties and their information: Rally council, Parade council, Halftime council

___Order ballots from Scantron

___Get list of 5th period teachers, count out ballots/scantrons for 5th period teachers (write teacher name, room # and # of students in the class on the envelope. Stuff ballots, scantrons into envelopes

___Make AIR TIGHT plan to pick up ballot/scantron envelopes from teachers during 5th period. NO SENIORS may be runners. USE a list of room numbers and teachers with a 5th period.

___Check in all envelopes to be sure you have EVERY teacher before running scantrons

___Run scantrons with supervision from administration or advisor (set this up ahead of time)

___Let the crowning committee know who won, but keep it SECRET from everyone else!!!

___Evaluate