



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