

# **Associated Student Body Activities Handbook**

## **Student Council**

The primary function of Student Council is to run the Student Government Association, plan activities for the Student Body, assist in fundraising activities, enforce LAUSD Student Body rules, build school morale, and to perform other services of value to this school. Student Council should set an example for the rest of the Student Body to follow.

Student Council may have no more than 30 members. These students should be chosen by the Advisor to be members-at-large. The election of officers should take place during the month of May. If an office (other than the President's or Vice President's) becomes vacant during the year, a member-at-large is to be elected by Student Council to fulfill the duties of that office.

Student Council has formal meetings conducted using parliamentary procedure. Students vote to decide the issues discussed. At each formal meeting the following must occur: the reading of the minutes from the previous meeting, a treasurer's report, discussion of old and new business and committee/officer reports.

Student Council is responsible for the following activities:

- Monitoring the use of Student Body funds
- Promotion of academic excellence
- Uplifting school spirit
- Developing community service activities
- Serving as a liaison between the Student Body and community organizations
- Planning dances, noon activities (except pep rallies), clean campus campaigns and other entertainment activities
- Ushering/crowd control
- Hall monitoring
- Maintaining accurate records of chartered clubs and organizations for participation in the yearbook, Homecoming parade, Blue and Gold Ceremony, Multicultural Bazaar
- Planning Homecoming/Blue & Gold Ceremony/Celebration, Assemblies
- Organizing Concession Stands
- Recognizing outstanding Cougars for their achievements

## **House of Representatives**

Each Period 4 class elects a representative and an alternate for the House of Representatives. All members must be in good standing in their period 4 class. The House of Representatives meets once a month. The meeting is held during fourth period. Members know that any assignments missed due to House meetings must be completed.

Meetings are conducted by the Student Body Vice-President under the guidance of the ASB Advisor. Minutes are taken by the Student Body Secretary. Guest speakers to the House of Representatives should request to be placed on the agenda two weeks prior to the meeting.

House of Representative members are responsible for the dissemination of information to their respective classes. Each classroom teacher is to initial the class announcement information given to the House members. Members can return the initialized paper to the leadership advisor's box in the Main Office.

## **Class Officers and Steering Committee**

*The Class Officers (President and Vice-President) are elected by their peers in the spring semester and the voting is conducted by **Student Council**. Class Presidents and Vice Presidents must meet all Student Council requirements which include, maintaining at least a “C” average with no “Fails” and no “U’s” in cooperation, and no more than one “U” in work habits on any report card. It is the responsibility of each class to hold monthly meetings, plan activities for their respective “Spirit Weeks”, hold noon dances with the help of Student Council, fundraise and plan activities which promote school and class pride, competitiveness, and spirit.*

### **The Class Presidents shall:**

1. Work with their sponsor to coordinate the activities of their classes.
2. Serve as the official spokesman of their class to the Student Council.
3. Work with the *Vice President* and the *Class Sponsor* to form a *Steering Committee*.
4. Hold committee meetings bi-monthly and prepare an agenda for each meeting.
5. Appoint additional officers and committee chairs as needed.
6. Work with the *Vice President* and *Steering Committee* to plan the activities of their classes, in compliance with *Student Council* guidelines.
7. Serve as the official spokesman of their class to *Student Council*, including preparing reports for council meetings.
8. Maintain communication with their peers through homeroom visitations, suggestion boxes, newsletters and class meetings.
9. Work closely with the *Class Counselor* to assist with Senior Portfolio and Community Service.
10. Work with the *Herff Jones Representative* to coordinate the Senior Packages.

### **The Class Vice Presidents shall:**

Fill any vacancy left by the *Class President*.

### **The Class Steering Committee shall:**

1. Be selected by the *Class President* and *Vice-President* under the guidance of the *Class Sponsor*.
2. Contain a representative from at least 60% of their class homerooms.
3. Be unofficial spokespersons for their homerooms.
4. Attend all scheduled meetings and events sponsored by their class.
5. Contribute to the planning, organizing and execution of class activities that promote school and class pride, in compliance with *Student Council* guidelines.
6. Plan at least one fundraiser per semester, in compliance with *Student Council* guidelines.
7. Dedicate time and effort, including possible evenings and weekends, needed to successfully host their class’s events.
8. Notify the *Class President* and *Class Sponsor* if at any time they are unable to fulfill their responsibilities.

## **Class Sponsor and Administrator Roles and Responsibilities**

*The **Class Sponsor** is a faculty member that is selected by the *Class President* and *Vice President* under the advisement of the *ASB Advisor*. This individual is a faculty member that the officers highly respect, is open to new ideas and will serve in an advisory role to the Officers and the Steering Committee. The sponsor must be willing to maintain an open mind and be able to compromise with the officers and the committee. The sponsor is not responsible for the planning of events and activities; this is the responsibility of the *Steering Committee*.*

### **The Junior Class Sponsor is responsible for:**

1. Advising the Officers in establishing a *Steering Committee*.
2. Organizing the voting of the class name, motto and colors. The actual election will be conducted by Student Council as will all student body affiliated elections.
3. Overseeing the planning and execution of “low key” lunch activities during Junior Week, in compliance with Student Council guidelines.
4. Securing a prom site with the advice of the *Class Administrator*.
5. Hosting at least one fundraiser per semester in compliance with Student Council guidelines.

### **The Senior Class Sponsor is responsible for:**

1. Coordinating the Senior Package along with the Class Officers and the Herff Jones Representative.

2. Assisting the Yearbook Advisor in coordinating the Senior Portraits.
3. Overseeing the planning and execution of Senior Nights, Senior Week (including Panorama Picture and Senior Recognition), and other senior activities such as the Senior Prom, After Prom and Grad Night, in compliance with Student Council guidelines.
4. Maintaining regular communication with parents and seniors by publishing a calendar of events, cost fact sheet and a newsletter. Also collaborating with the Senior and College Counselors to plan a Parent Information Night during the Fall and Spring semesters.
5. Coordinate the Senior Most elections with the Yearbook and ASB Advisors during the second month of the Fall Semester.
6. Assisting the Class Administrator with coordinating Graduation.
7. Assisting the College Counselor with coordinating Senior Awards Night.
8. Assisting the Senior Counselor with coordinating the Senior Portfolio and Community Service.

**The Class Administrator**

1. The Class Administrator is mainly responsible for overseeing and supporting the activities of the Class Sponsor and Steering Committees.
2. The Administrator should also be included in the decision making processes along with the Class Sponsor and the Class Officers.
3. The Administrator is the principle designee to communicate with the other administrative staff, the activities of the Class, and also obtains final approval from the Principal.
4. The Class Administrator works with the graduation committee in planning the graduation activities.

**Associated Student Body Advisor**

*The following list of activities includes responsibilities assumed by sponsors of Student Government:*

- Acts as a liaison between the administration and the students
- Acts as a liaison between the students and the members of the faculty
- Acts as a liaison between the Student Government and the community
- Supervises Student Body finance; serves as an official member of the Finance Committee
- Coordinates fundraising drives
- Plans and coordinates school elections
- Plans and coordinates school assemblies
- Coordinates class (freshmen, sophomore, junior and senior) activities
- Coordinates Student Body involvement with school related off-campus conferences
- Coordinates noon activities and social events
- Coordinates publicity for school events
- Coordinates noon forums and/or meetings
- Arranges school exchanges
- Attends Region/Division and appropriate Board of Education meetings
- Supervises club development and activities
- Coordinates Spirit Leader(s) selection
- Coordinates charitable collection drives
- Coordinates school spirit activities

## **Associated Student Body Committees**

- ❖ All standing committees, sub-committees, ad-hoc committees and advisory committees shall be under and subject to the Associated Student Body Constitution of Crenshaw High School. The following shall be Standing Committees: Fundraising/Finance, School Spirit, Publicity, Recognition, Community Involvement and House of Representatives.
- ❖ Each committee shall be chaired or co-chaired by a member of the Student Council. Committee members shall be volunteers and may be appointed by the Associated Student Body Officers.
- ❖ The committees shall meet weekly, at a time convenient for the majority of its members to ensure the greatest participation.
- ❖ A meeting schedule shall be made available to every member of Student Council and shall be posted on the Student Activities Board/display case.

*The following is a description of the Standing Committees:*

### **FUNDRAISING / FINANCE**

The fundraising/finance committee is responsible for raising funds for the general student body and the ASB Cabinet. It is responsible for soliciting donations from alumni, community and business organizations. It is also responsible for organizing and monitoring fundraising drives and must work closely with the Financial Manager to collect and maintain funds of the general student body and the ASB Cabinet. It will develop a schedule for hosting the concession stands during football and basketball seasons and overseeing the management of these concessions.

### **SCHOOL SPIRIT**

The school spirit committee is responsible for promoting the Crenshaw Cougar pride. It will develop activities and events that work towards increasing school pride. It will organize spirit and theme days and will develop spirit packs to be sold throughout the school year. The committee will work towards getting students, faculty, staff and alumni involved in Crenshaw activities.

### **PUBLICITY**

The publicity committee ultimately makes or breaks an event. It serves as the official “hype” crew and is responsible for organizing a complete promotions campaign for every ASB sponsored event and activity. It will fulfill publicity requests for all chartered clubs, campus organizations and athletic teams. It must make arrangements to hang and remove promotional items at the appropriate times. It will create and maintain campus showcases. It will oversee the reading of weekly P.A. announcements, submission of Daily Bulletin notices, the creation of banners, flyers and posters, and weekly homeroom visitations.

### **RECOGNITION**

The recognition committee is responsible for developing a recognition program that celebrates the achievements of students, faculty, staff, volunteers, parents and community/business leaders. It will develop a program that recognizes, educates and celebrates the various cultures, athletics, scholastic achievements, pride and citizenship on campus.

### **COMMUNITY INVOLVEMENT**

The community involvement committee organizes events and activities that create a positive interaction between the Crenshaw High School family and the Crenshaw community. It will work to develop a supportive and reciprocal relationship with the businesses in the community. It is responsible for organizing Student Council and student body community service events and developing innovative ways to get Crenshaw High School students more involved in community activities. It will organize the voter registration program and will conduct all election procedures on campus, including Homecoming, class and ASB elections.

### **HOUSE OF REPRESENTATIVES**

The House of Representatives committee will ensure that every fourth period classroom has an elected representative active on the council. It will organize the monthly meetings including calendaring the dates, developing agendas and conducting the meeting. It will also maintain the official records for all chartered clubs and athletic teams, including membership rosters, minutes, schedules and constitutions. It will designate members to attend club and athletic meetings to serve as official ASB representatives.

### **AD-HOC COMMITTEES**

Ad-Hoc committees will be set up by ASB Officers as necessary, and they will function as long as they are needed to complete a task, such as special assemblies, or any other function that requires discussion and recommended to the Student Council for ratification and final approval.

# GUIDELINES FOR CLUBS AND ORGANIZATIONS

According to the previously established constitution, all clubs and organizations must adhere to the following in order to be recognized and to receive support from the Associated Student Body:

## Article Six Clubs and Student Organizations

### Section One

#### Clause 1:

Clubs and Organizations shall have a faculty sponsor and shall submit a constitution to the Student Council for approval before they can begin to function.

#### Clause 2:

All Clubs and Organizations shall conform to the Los Angeles Board of Education's Rules and Regulations concerning clubs and organizations.

### Section Two

#### Clause 1:

No club or organization may have policies that conflict with the Constitution of the Associated Student Body.

#### Clause 2:

All clubs and organizations shall be required to send an official representative to the H.O.R. and to host one school activity and fundraiser per year.

#### Clause 3:

Only clubs with updated and approved constitutions on file and in good standing will be allowed to participate in school events, be pictured in the yearbook, publicize information, fundraise and conduct business in the Student Store. These clubs will receive their charter which must be updated annually.

#### Clause 4:

No club or organization shall fundraise or charge dues or fees without the approval of Student Council.

#### Clause 5:

All clubs and organizations shall have the right to determine the requirements of membership so long as those requirements apply equally to all students.

### Section Three

#### Clause 1:

All club activities and fundraiser must be submitted in writing to Student Council and Administration for approval.

#### Clause 2:

All clubs and organizations must submit a budget to Student Council for any activity that involves the use of Student Body funds.

#### Clause 3:

All club and organization advertising or publicity must be submitted to Student Council for approval.

*In addition, all clubs and organizations must adhere to the Student Council expectations listed below:*

### All clubs and organizations must:

1. Send a representative to the House of Representatives meetings every month during period four. They will advise Student Council and the rest of the Student Government organization of your group's activities.
2. Have a faculty or staff member that has been approved by the Principal, as a sponsor. The sponsor must attend all club meetings, activities and functions.
3. Allow any student with a 2.0 grade point average to join.
4. Promote school spirit.
5. Not participate in activities that contradict school policies.
6. Serve a community, social or educational purpose.
7. Accept all ethnicities, grade levels, genders and religions.
8. Consist of at least 10 members.
9. Meet at least twice per month, once during lunch.
10. Have all of their activities approved by the Student Council and Administration.
11. Donate 10-50% of all funds raised through or derived from the Student Body to the ASB general fund.
12. Host at least one event and one fundraiser per school year.
13. Submit a completed application and typed constitution to Student Council and obtain approval before conducting any business. Applications and Constitutions must be updated and resubmitted annually with the appropriate signatures.

Use the following outline as a guide to develop the constitution for your club or organization.

1. Submit a typed copy to Student Council along with your completed application.
2. Your group cannot function until the appropriate documents have been approved by Student Council and Administration.
3. According to the LAUSD handbook, all constitutions must contain the following statements:
  - i. All members must be students who are presently enrolled at Crenshaw High School
  - ii. This club or organization has no affiliation with any non-school club, any political or religious organization or with any organization that denies membership on the basis of race, color, creed or political background. (LAUSD Board Rule 2262-2)

***Your constitution and application must be updated and resubmitted annually in order to renew your charter status.***

## CLUB/ORGANIZATION CONSTITUTION OUTLINE

### Mission Statement

**Article I:** Name of group

**Article II:** Purpose of group

**Article III:** Membership requirements (be sure to include the required statements)

**Article IV:** Officers

- Section 1. Officers/Cabinet/Board
- Section 2. Duties of each office
- Section 3. Qualifications of each office
- Section 4. Term of each office

**Article V:** Elections

- Section 1. Nominations
- Section 2. Date elections held
  - a) Percentage of membership needed to be present
  - b) Secret ballot
  - c) Winner must receive...(majority of votes cast)
  - d) Recall
  - e) Results verified by sponsor

**Article VI:** Meetings

- Section 1. How often
- Section 2. What constitutes a quorum
- Section 3. Sponsor must attend all meetings, activities and functions

**Article VII:** Amending the Constitution

- Section 1. Percentage of membership needed to be present
- Section 2. How many times a year

**By Laws (If necessary)**

**Approval Signatures:** *(Leave signatures blank, Student Council will obtain the required signatures.)*

Sponsor		Date	
President	_____	Date	_____
ASB Advisor	_____	Date	_____
ASB President	_____	Date	_____
Administrator	_____	Date	_____

# CRENSHAW HIGH SCHOOL Associated Student Body Club / Organization Application

Name of Club or Organization \_\_\_\_\_

Sponsor's Name \_\_\_\_\_

Sponsor's Signature \_\_\_\_\_ Sponsor's Room Number \_\_\_\_\_

President \_\_\_\_\_ Grade \_\_\_\_\_ HR \_\_\_\_\_

Vice President \_\_\_\_\_ Grade \_\_\_\_\_ HR \_\_\_\_\_

Purpose of Club / Organization \_\_\_\_\_

## Meeting Information

Day(s) \_\_\_\_\_ Location \_\_\_\_\_ Time \_\_\_\_\_

*Please follow these procedures:*

1. Fill out this application completely.
2. Draw up a constitution using the club and organization guidelines.
3. Submit this application and a typed copy of your constitution to the Student Council Box in the Main Office or to room S05.
4. After reviewing your constitution, it will be returned to the sponsor.
5. If changes are needed, resubmit with the changes.
6. Once approved, your club or organization will be put on the official roster and you will receive your Charter status. This will entitle you to the privileges previously stated in the club and organizations guidelines.

## Student Council Use Only



Action Taken	Initials	Date
Application and Handbook given to sponsor	_____	_____
Application and constitution submitted to Student Council	_____	_____
Constitution returned to sponsor for corrections	_____	_____
Constitution approved	_____	_____
Constitution denied	_____	_____
Comments:		
_____		
_____		
_____		

CHARTERED CLUBS, ORGANIZATIONS AND ATHLETIC TEAMS (as of June 2004)

Name	Room	Sponsor	Type
Baseball	Dean	Dennis	Athletic Team
Basketball (JV Boys)	Gym	West	Athletic Team
Basketball (JV Girls)	Dean	Irving-Simon	Athletic Team
Basketball (Varsity Boys)	Gym	West	Athletic Team
Basketball (Varsity Girls)	Dean	Irving-Simon	Athletic Team
Cross Country	302	M. Smith	Athletic Team
Football (Fres/Soph)	H02	Neely	Athletic Team
Football (Varsity)	Gym	Garrett	Athletic Team
Golf	Lib	Huffman	Athletic Team
Soccer	Lib	Deckard	Athletic Team
Softball			Athletic Team
Swimming	G01	Stewart	Athletic Team
Tennis	Gym	Tiff	Athletic Team
Track and Field	Lib	Deckard	Athletic Team
Volleyball	309	Roberts	Athletic Team
Art for a Better Tomorrow	112	Campbell	Club
Belizean Club	319	Reyes	Club
Best Buddies	107	Willard	Club
Big Brother/Big Sister	324	Lippa	Club
Black Student Union	102	Henning	Club
Braiding Divas	113	Oji	Club
Cougar Enterprise	228	Brown	Club
Crenshaw Black Starz	207	R.A. Clark	Club
Eco Club/Venture Crew	T06	Vanderberg	Club
FHA/HERO	111	Clark	Club
French Club	209	Lespinasse	Club
Gay Straight Alliance	T08	Rodriguez	Club
Junior Statesmen of America	215	Allen	Club
MESA	204	Kim	Club
ONYX	227	Blacknall	Club
Spanish Club	210	Gibbs	Club
The Game Club	203	Savage	Club
The Knights	D08	Honigstein	Club
Video Yearbook			Club
WAVE	306	Crockam	Club
Young Filmmakers Club	101	Brodie	Club
Academic Decathlon	Coun	Korich	Organization
Cheerleading	Text. Room	Rideaux	Organization
CHS Elite Choir	M02	Stevenson	Organization
Cougar Catering	109	Slattery	Organization
Cougar Copy Center	228	M. Brown	Organization
Cougars Path	S05	Tunson	Organization
Cry of the Cougar	113	Oji	Organization
Dance Drill	Text. Room	Rideaux	Organization
Ephesian Society	219B	Simon	Organization
Food from the Hood	228	Brown	Organization
Gamma Shaw Gamma	M02	Stevenson	Organization
Junior Steering Committee	204	Kim	Organization
Marching Band	M03	Tarver	Organization
MCJROTC	S01B	Madison	Organization
National Honor Society	222	Rogers	Organization
Phi Gamma Shaw	M02	Stevenson	Organization
Senior Steering Committee	313	G. Evans	Organization
Speech and Debate	T11	Livingston	Organization
Student Council	S05	Tunson	Organization

## **Student Events**

### **Principal's List and Honor Roll**

Each semester a Principal's List and Honor Roll is published. The Principal's List requires a minimum G.P.A. of 3.5 with no D's, F's, or U's. The Honor Roll requires a minimum G.P.A. of 3.0 with no D's, F's, or U's. Citizenship awards will be given to students with all E's. Perfect Attendance awards will be given to students with no absences during a given marking period.

#### *Procedure:*

1. The Recognition Committee uses the Eligibility Lists to determine which students are qualified for this distinction.
2. The list is published and then posted in a display case.
3. A Recognition of Achievement Assembly is scheduled.

### **Pep Rallies**

Pep Rallies are held during football and basketball seasons on the Outdoor Stage. The cheerleaders and their advisor are responsible for organizing Pep Rallies.

#### *Procedure:*

1. Attend calendar meeting for a date.
2. Fill out an activity sheet.
3. Request supervision and sound system.
4. Request Student Council to use yellow and blue flags to rope off the Outdoor Stage and to post for crowd control.
5. The Stage Crew plays music as needed
6. Introduce the football or basketball players if needed.
7. The band, drill team, and cheerleaders perform.
8. Some football players may have their own routines to perform.

### **P.A. Announcements**

Student Council, on behalf of the student body, has the right to make P.A. announcements. The Student Body President makes announcements the first semester and the Vice-President makes them in the second semester. When committee announcements are made, the chairperson of the committee should assign a student to read it. Announcements are read during homeroom Monday, Wednesday and Friday.

### **Dances**

Advertising is the key to a successful dance. Signs should be posted in homerooms and various walls. PA announcements should be made. Committee members must arrange homeroom visitations to help promote the event.

#### *Procedure:*

1. Attend calendar meeting for a date.
2. Secure location.
3. Complete an Activity Request Form.
4. Secure a disc jockey.
5. Contact the Photographer and request the tickets for the dance. Allow at least two weeks for printing.
6. Complete Request for Purchase Order or Check forms and submit it to the financial manager (necessary to pay the disc jockey. The forms should be submitted at least one week prior to the dance.
7. Secure school personnel to supervise the dance. Administrators, the ASB Advisor, faculty and staff chaperones, and campus aides may assist. Request the administrator in charge of activities to secure police assistance.
8. Create layout, decide on decorations etc. Decide on refreshments.
9. Set up location. Make sure bathrooms are open and stocked.
10. Request the disc jockey to be thirty minutes early to set up his/her equipment.
11. A Coat Check may be set up. The charge is \$1.00 per entry. Students are given a number which corresponds to the number on the hanger where their item is placed.
12. The financial manager will provide someone to collect money at the door if necessary. At the end of the evening, the person collecting the money (after counting it) will be accompanied by a security agent and take the money to a secure location.
13. Decorations should be removed immediately following the event and all signs advertising the dance should be taken down the next school day.
14. The Student Council treasurer presents a financial report regarding the dance to Student Council after obtaining a receipt from the Financial Manger for the money turned in.

## **Concession Stands**

In order to host a concession stand, you must obtain permission from Student Council and donate \$50 of the profits per game to the Student Body General Fund. Priority to run concession stands is given to chartered clubs and organizations and athletic teams of Crenshaw High School.

## **Homecoming**

The Homecoming Court consists of 2-3 couples from the twelfth grade and one couple from grades eleven, ten and nine. The previous year's Homecoming King and Queen are also part of the court.

### *Procedure:*

1. Arrange a meeting with the Athletic Director, Marching Band Director, Cheer Sponsor, ASB Advisor, Plant Manager and the Administrator-in-charge.
2. Secure cars (limousine) as soon as possible. Some teachers will allow their cars to be used. Students on the court sometimes have access to cars that can be used for Homecoming. Limousines may be donated by local companies.
3. Decide on theme, decorations and make supply list. Contact decorator and schedule meeting.
4. Attire for Homecoming Court is the student's responsibility. Some clothing shops will loan a tuxedo, or sponsors for the students may be sought. Young ladies must wear long, non-revealing, gowns with matching gloves. The seniors must wear white and the underclassmen must wear royal blue. Young men wear tuxedos selected by Homecoming Committee.
5. Chartered clubs, organizations and athletic teams may participate in the Homecoming Parade. It is the sponsor/coach's responsibility to coordinate this with their group. Their presence must be in the designated area during decoration and the actual parade. It is also their responsibility to secure the cars and decorations for the float.
6. Pictures of the Homecoming Court are taken by the photographer who has a contract with the school for that year. The photographer should take group, couple and individual shots. The photographer remains on campus to take pictures of the game and half-time activities.
7. The Homecoming crowning will take place at the dance.
8. Homecoming Dance is the responsibility of the Student Council.
9. Follow the procedures outlined under "School Dances."
10. Provide one free dance ticket and program to each member of the Homecoming Court.
11. Make PA and Bulletin announcements to inform students as to when the applications for Homecoming Court will be available (approximately 4 weeks prior to event).
12. **Homecoming Court Applicant Information:**
  - a. Applications should be housed in the Student Council room. Students should sign a paper indicating they have picked up an application.
  - b. Allow students 1-2 weeks to return the completed applications. No late applications will be accepted without due cause.
  - c. Check all returned applications for the required signatures.
  - d. Ninth grade court members (by virtue of their being new to campus) may have to be recruited.
  - e. Inform accepted students of their status and the date and place of the Court Elections.
13. **Homecoming Court Elections:**
  - a. Each grade level elects their respective court member according to ASB Election Procedures. All students attending the Homecoming Dance vote for the King and Queen at the dance.
  - b. Students should have at least two week notice as to their final status in order to prepare for the event.
  - c. The 9th, 10th, 11th & 12th grade princes and princesses will be announced at school over the P.A.
  - d. THE FINAL ELECTION RESULTS WILL BE MADE AT THE HOMECOMING DANCE. NO ONE SHOULD BE TOLD WHO THE HOMECOMING KING AND QUEEN ARE UNTIL THEY ARE ANNOUNCED AT THE DANCE.
14. **Prior Approval for absence from class:**
  - a. Any student helping with Homecoming activities must obtain a signed permission slip for the period that they will miss. Students with out signed permission slips will not be allowed out of class.
15. **Homecoming Parade Practice:**
  - a. Personnel involved: band, drill team, choir, ROTC, cheerleaders and stage crew.
  - b. Inform students that the cars will let them out on the 50 yard line of the home side at half-time.
  - c. The court exits from the limousine/cars by grade levels and walks across the field to the platform stage.
  - d. They will have sashes and flowers; they will stand on the stage for photos and then they are to be seated in a designated area.
  - e. After taking photos, the court will walk across the field on the 50 yard line to their seats. Ninth graders sit on the lower part of the platform. Twelfth grade sit on the higher part of the platform.

#### 16. Homecoming Parade

- a. Court members should be dressed and ready to meet the limousine in the parking lot at a pre-designated time.
- b. Court members get into their assigned cars in the reverse order of how they will exit.
- c. All parade participants must be in line 10 minutes prior to the start of the parade.
- d. The Court cars stop at the 50 yard line. All other floats continue around the track and exit field.
- e. Court members exit cars, receive flowers, and walk to the stage.
- f. The announcer will announce the Homecoming Court as they exit.
- g. After taking photos, the Homecoming Court proceeds to the stands and remain there until half-time.

#### 17. Participants:

- a. Homecoming participants must abide by these rules and the rules stated in any Homecoming guidelines. Failure to do so may cancel any and all participation rights.

### **Student Body Elections**

#### *Procedure:*

1. Announce upcoming elections (bulletin/PA).
2. Register students to vote on quad and during homeroom visitations beginning two weeks prior to elections.
3. Applications will be available in the Student Council room during nutrition, lunch and after school only. Students must sign a form verifying that they picked up an application. (Applications must be pre-numbered).
4. Ask teachers and counselors to recommend other students (especially ninth and tenth) for office.
5. Verify eligibility of all applicants.
6. Notify each applicant (in writing) of their status.
7. Hold an applicant meeting and review the election and campaigning guidelines.
8. Student Council will hang approved campaign posters in the main hallway.
9. Use the Outdoor Stage during lunch to conduct campaign debates.
10. Voting takes place in Thompson Hall over a two day period during lunch. Only registered students will be allowed to vote.
11. Ballots will be tallied by ASB Advisor and another designated adult only.
12. Results will be announced within three school days of the election.

### **Elected Student Body Officer Installation Ceremony**

#### *Procedure:*

1. Use Student Council out of order fines to purchase out going President's gift.
2. Secure location, date and time.
3. Create and distribute invitations.
4. Decide on layout and decorations.
5. Create potluck sign up sheet.
6. Buy candles and make name cards.
7. Secure sound system and set up decorations 2 hours prior to ceremony.
8. General instructions for ceremony are:
  - a. Certificates are given to out-going members.
  - b. New officers are sworn in.
  - c. Potluck dinner is served.