

# Millwood School Student Council Association Candidate Declaration Packet

September 4, 2024



Thank you for your interest in declaring yourself a candidate for Millwood School Student Council.

This year's student council will be composed of two associations: the Middle School Student Council Association, and the Upper School Student Council Association.

The Middle School Student Council Association consists of two representatives from each grade, as well as a President, Vice President and Secretary.

The Upper School Student Council Association consists of two representatives from each grade, as well as a President, Vice President, Secretary, Treasurer, and Historian.

**We will decide on when to hold weekly Student Council meetings together.**

In the packet you will find the following documents:

- An Overview of Student Council's Purpose, Roles, Responsibilities, and Positions
- Rules for Campaigning
- Student Application Form
- Parent Acknowledgement Form
- Teacher Recommendation Request - you cannot use Mrs. Gladue (the SCA Sponsor)

Please turn in your completed Student Application, Parent Acknowledgement Form, and Teacher Recommendation Request Form directly to **Mrs. Gladue or Mr. Chamberlain** by **September 16, 2024**. The teachers you name on the request form will be given the specific form to fill out on your behalf.

## Purpose

This Student Council Association (SCA) has the responsibility to represent the student body and work to develop a healthy social environment for students and faculty. The SCA should express student concerns to administrators to achieve the goal of creating a positive and healthy environment in which students will thrive. Additionally, the SCA should hold events that provide students with social opportunities through which they can connect and build strong relationships with other students. Finally, the SCA should promote a friendly community that will foster strong school spirit and high student and faculty morale. In general, it is the student council's responsibility to enhance communication between students and school administration/faculty, represent the views of the students on matters of concern, promote respect and positive values among students, support the development of the school and school culture, and plan and raise money for events.

In addition, student council members will develop strong useful skills that will help them outside of the classroom. Your student council experience can help you develop a variety of career skills, including communication, problem-solving, delegating tasks, organization, teamwork, budgeting, and planning/coordinating events.

## Responsibilities

The overall goals for SCA include running *at least* one student event or student council fundraiser per month. Some of the required events for SCA include helping plan Pep Rallies and Spirit Week.

Other SCA planned events could include the middle and upper school Halloween social, upper school homecoming, the fifth through eighth grade Move Up Social, upper school prom, middle school's spring formal, Millwood Movie Night, game nights, and socials.

SCA can collaborate with school leadership regarding fundraisers and events that also include lower school. Some of these suggested events may include movie nights, game nights, and holiday movie day/party.

## Collaboration

Chaired by students, SCA fosters active, democratic, student leadership and engagement. Its primary role is to develop student voice within the school, and to work out how to inspire, engage and involve the whole student body in embracing the Round Square IDEALS (Internationalism, Democracy, Environmentalism, Adventure, Leadership, and Service). SCA, and the development of other processes and procedures that allow students a genuine responsibility in the management of the school, are goals in all Round Square schools.

Students of Round Square schools learn that true leadership is found in those whose convictions are rooted in commitment, personal responsibility, kindness and justice. Key student leadership roles within the SCA are substantial and require a high level of responsibility and indicate the importance of student voice in school management.

In order to build stronger connections between students and organizations, and since some of their ideals and goals overlap, some student-run organizations such as SCA, RoundSquare, and NHS/NJHS will collaborate

on specific events and share responsibilities. The hope is that these groups can still reach their goals while not overwhelming Millwood families with too many events at once. On top of this, we are able to build stronger relationships with other students outside of SCA, and be able to help each other.



## Roles

### **Middle and Upper School Student Council Association**

One of the new and major changes that last year's SCA would like to make is setting up two separate Student Councils which will focus on different sections of the school. This would include a Middle School Student Council Association, which would be open for students grades 6-8. The Middle School SCA will be in charge of planning middle school events such as the Spring Formal. In the future, they will also be in charge of lower school events such as the Spring Fling, with support from the Upper School SCA. The Upper School Student Council Association will be in charge of planning and running upper school events while overseeing and helping the Middle School SCA when needed. Everything planned by the Middle School SCA will need to be approved by at least the Upper School SCA Vice President or President, to ensure there are no miscommunications between councils. When it comes to joint events such as the middle school and upper school Halloween Social or the pep rallies, the two councils will work together and have joint meetings as necessary.

### **Middle School Student Council Association**

The Middle School Student Council Association will have up to nine positions available. This includes up to six class representatives, with two per grade, and three officer positions, which only seventh and eighth-graders can apply for. These officer positions include the Middle School SCA President, Middle School SCA Vice President, and Middle School SCA Secretary. Prior to club time, the officers of the Middle School SCA will have a meeting whenever available and create the plans and layouts of what the council needs to accomplish at the following meeting. If it is unknown what needs to be done, one of the officers will contact any of the Upper School SCA officers. This is to ensure that club time with both the officers and representatives is solely for executing the plans laid out by the officers, and receiving feedback from the other members.

### **Upper School Student Council Association**

The Upper School Student Council Association will work in a similar manner to the Middle School SCA. There will be up to thirteen positions available. This includes up to eight class representatives, with two per grade, and five officer positions. These officer positions include the Student Body President, Student Body Vice President, Student Council Treasurer, Student Council Historian, and Student Council Secretary. Prior to club time, the officers of the Upper School SCA will have a meeting whenever available and create the plans

and layouts of what the council needs to accomplish at the following meeting. If needed, they will assist the Middle School SCA regarding what tasks need to be accomplished to have a successful school year. This is to ensure that club time with both the officers and representatives is solely for executing the plans laid out by the officers, and receiving feedback from the other members.

### **Roles of the Student Council Association**

To ensure there are efficient meetings for the Middle School SCA, there will only be three officer positions. These positions are given to seventh or eighth-graders who have previous Millwood Student Council experience, because they are the students who have the knowledge to lead the council meetings and understand the council's goals and values. The secretary's main goal is to keep the Middle School SCA's information recorded and organized in case of absences and to ensure they have all the information needed to report to the Upper School SCA or administration. Since both student councils use the same account for their finances, only one treasurer is needed, and that responsibility falls to the Upper School SCA.

Some important dates to remember include:

- **September 4 - 19 Posters and campaigning flyers and items approved by administration after all 3 forms (student, parent, teacher) are submitted by the candidate**
- **September 16 Forms due to Mrs. Gladue or Mr. Chamberlain - student form, parent form, teacher rec form**
- **September 17 Share Speech with Mrs. Gladue or Mr. Chamberlain for approval by this date**
- **September 18 SCA Speeches during Advisory**
- **September 20 SCA Elections after all speeches are done- during Community Meeting**

### **Positions Available For The Middle School Student Council Association**

#### **Middle School SCA President**

- Requirements:
  - Open to a seventh or eighth-grader at Millwood School
  - Has had at least one year as part of the Millwood School SCA
  - Must be able to attend all student council meetings and events
- Responsibilities:
  - Plans the following meeting with the Middle School SCA Vice President and Secretary
  - Approves all council meeting agendas with the secretary before the council meeting
  - Ensures all plans are approved by the Upper School SCA before executing
  - Works with SCA Secretary to send emails and flyers through the Upper School SCA to send to the administration
  - Approves and signs all flyers and emails before they are sent out
  - Chairs council meetings in a fair manner ensuring that all have a fair say
  - Has the casting vote if voting is divided equally
  - Speaks with Upper School SCA officers regarding SCA needs or requests
  - Ensures other middle school officers and representatives are completing their responsibilities

- Attends and speaks at school events alongside the Student Body President if needed
- Works alongside Upper School SCA officers to oversee SCA events and ensures SCA members are completing their responsibilities

### **Middle School SCA Vice President**

- Requirements:
  - Open to a seventh or eighth-grader at Millwood School
  - Has at least one year as part of the Millwood School SCA
  - Must be able to attend all student council meetings and events
- Responsibilities:
  - Takes over the responsibilities of the Middle School SCA President when President is unavailable
  - Works alongside the SCA secretary to create emails to send out to the Upper School to be approved
  - Works with the Middle School SCA President and SCA Secretary to plan the upcoming council meeting

### **Middle School SCA Secretary**

- Requirements:
  - Open to a seventh or eighth-grader at Millwood School
  - Has at least one year as part of the Millwood School SCA
  - Needs to be able to attend all student council meetings and events
- Responsibilities
  - Creates the agendas when working alongside the other SCA officers, and when planning the upcoming council meeting
  - Takes the council meeting minutes
  - Keeps a record of how many students attend SCA events
  - Works with Upper School SCA Secretary to log inventory of SCA supplies, food, and decorations

### **6th-8th Grade Representatives**

- Requirements:
  - There may be a maximum of two class representatives per grade depending on interest
  - Must be able to obtain feedback from their grade in order to assist the Student Council in planning future SCA events
- Responsibilities:
  - Represents the entire class during council meetings
  - Helps the SCA officers as needed at SCA events
  - Pays attention to and gathers feedback from their grade during and after each school event
  - Updates the student body (during MMM or Community Meetings) about SCA plans and events

## **Positions Available For The Upper School Student Council Association**

### **Student Body President**

- Requirements:
  - Has been a part of the Millwood SCA for at least two years
  - Must be able to attend all student council meetings and events
- Responsibilities:
  - Plans the following meeting with the other Upper School SCA officers
  - Approves all council meeting agendas with the secretary before the council meeting
  - Works with SCA Secretary to send emails and flyers to administration for fact-checking
  - Approves and signs all flyers and emails before they are sent out to Millwood families and faculty members
  - Chairs council meetings in a fair manner ensuring that all have a fair say
  - Has the casting vote if voting is divided equally
  - Works with school leadership and Millwood Parent Association (MPA) about SCA needs or requests
  - Ensures other officers and representatives are completing their responsibilities
  - Attends and speaks at school events
  - Oversees SCA events and ensures officers are completing their responsibilities
  - Assists the Middle School SCA when needed
  - Approves all plans laid out by the Middle School SCA
  - Receives, approves and sends out all emails which were created by the Middle School SCA
  - Splits the responsibility with the SCA Historian regarding speaking at Monday Morning Meeting
  - Works with SCA Treasurer and SCA Sponsor if needed to order other supplies the student council needs for events

### **Student Body Vice President**

- Requirements:
  - Has at least one year as part of the Millwood School SCA
  - Must be able to attend all student council meetings and events
- Responsibilities:
  - Takes over the responsibilities of the Student Body President when President is unavailable
  - Works alongside the SCA secretary to create emails to send out to the administration
  - Works with the Student Body President and SCA Secretary to plan the following meeting

### **Upper School SCA Historian**

- Requirements:
  - Open to 9th-12th graders at Millwood School
  - Has at least one year a part of the Millwood School SCA
  - Needs to be able to attend all student council events
- Responsibilities

- Takes photos at the SCA events
- Takes logs and notes at SCA events when needed
- Sends photos of SCA events to the Director of Technology to post on the Millwood media
- Works with SCA secretary to create emails that will be sent out to Millwood faculty and families regarding SCA updates
- Oversees the creation of SCA flyers and posters
- Speaks on the intercom when necessary to update the student body
- Splits the responsibility with the Student Body President regarding speaking at Monday Morning Meeting

### **Upper School SCA Secretary**

- Requirements:
  - Open to 9th-12th graders at Millwood School
  - Has at least one year a part of the Millwood School SCA
  - Needs to be able to attend all student council meetings and events
- Responsibilities
  - Creates the agendas when working alongside the other SCA officers when planning the following council meeting
  - Takes the council meeting minutes
  - Keeps track of how many students attend SCA events
  - Keeps inventory of SCA supplies, food, and decorations
  - Creates surveys for student feedback after each SCA event
  - Creates forms for tickets (for events such as Prom and Homecoming)

### **Student Council Treasurer**

- Requirements:
  - Open to 9th-12th graders at Millwood School
  - Has at least one year a part of the Millwood School SCA
  - Needs to be able to attend all student council meetings and events
  - Must have the math and technology skills to create budget plans and income goals for each SCA event
- Responsibilities
  - Keeps track of SCA expenses for both Middle School and Upper School SCA
  - Creates a budget plan for each SCA event
  - Creates income goals for SCA events
  - Counts income at school events
  - Works with Student Body President to order supplies needed for SCA events
  - Keeps financial records in order and reports to the Student Council on the current financial status of the group
  - Makes a brief financial report at every student council meeting

- Provides the Council and Board of Management with a complete financial report at the end of the school year
- As a general rule, any payments made by the Treasurer should be countersigned or endorsed by another member of the Council or a teacher designated for this purpose

### 9th-12th Grade Representatives

- Requirements:
  - There may be a maximum of two class representatives per grade depending on interest
  - Must be able to obtain feedback from their grade in order to assist the Student Council in planning future SCA events
- Responsibilities:
  - Represents the entire class at council meetings
  - Helps the SCA officers as needed at SCA events
  - Pays attention to and gathers feedback from their grade during and after each school event
  - Updates the student body (during MMM or Community Meetings) about SCA plans and events

## Campaigning

Your campaign can include the following:

- Designing and hanging flyers or posters with your name, the position you're running for, and a catchy slogan
- Choosing a main campaign message: What would you like to accomplish while on student council?
- Spreading the word by talking to your friends and classmates about why you'd like to be elected
- Handing out buttons, pencils, or other items possibly related to your slogan (no stickers, please).
- Think about what would make *you* vote one of your classmates onto the student council.

You will be required to give a campaign speech if you are running for SCA office. Here are some general tips for effective public speaking:

- *Practice.* Before giving your speech, practice with friends, family members, or even in front of your mirror. The more you practice, the more confident and prepared you'll feel.
- *Speak slowly.* We all tend to talk quickly when nervous, so slow it down and enunciate your words. And speak up—you don't want people having to strain to hear what you're saying.
- *Pay attention to your body language.* Stand up straight, keep your hands out of your pockets, and try to avoid fidgeting, playing with your hair, etc. It's fine to make gestures with your hands as you talk, but they should be purposeful gestures rather than nervous gestures.



- *Make eye contact.* Speeches are more powerful if you can make eye contact with several members of the audience as you speak. If this is too intimidating, you can look slightly over the heads of the crowd. This can give the impression of eye contact.
- *Smile!* Most speeches are somewhat formal, but you want to come across as friendly and likable. Smile, and don't be afraid to make a couple of well-placed jokes too. (In this case, after all, your audience is your fellow high school classmates!) As a bonus, smiling makes your voice sound more upbeat and confident.

Your campaign speech should be brief. Your speech should be no longer than 2-3 minutes. If your speech is any longer, you risk losing your audience's attention. **Start by introducing yourself** and the position you're running for. Even if you think most students know your name, you want to be sure *all* students know who to look for on the ballot. Next, **explain why you're qualified** for this student council position. You can mention both skills and experiences that indicate you'd be a good fit. For example, "I was the Spanish Club treasurer for two years and have never made below an 'A' in math class. I'm also responsible and trustworthy." You can also **state some of your main goals and how you will accomplish them**. Repeat the same message that you used when talking to other students about your platform. If you found that many students had some of the same concerns or ideas, you may include these in your speech as well. **End with your name and campaign slogan** (if you had one). This will help students remember you, particularly if your slogan is catchy or clever.

## Rules For Campaigning

**Anyone not abiding by these rules may be disqualified from the election.**

1. You may display only two posters to promote your campaign. **No posters may be larger than 18 x 24 inches.** Use only painter's tape (blue) to mount on walls. You must have all posters approved by the SCA Sponsor before posting.
2. You may only hang your posters in the designated Student Council elections areas, (i.e. hallways, no bathrooms or classrooms).
3. You are responsible for removing your campaign posters when the election is over. All campaign materials must be removed by the first week of October.
4. You may NOT give any favors to your fellow students during the campaign. Absolutely no favors (money, candy, gum, etc.) are allowed. You may, however, give your fellow students badges or buttons.
5. You must campaign in a positive, fair spirit. Negative campaigning is prohibited! Any personal references about your opponent, any derogatory remarks about school or any group, all types of profanity, and any inappropriate language or messages (e.g., references to drugs or alcohol) are examples of negative campaigning and are strictly forbidden.
6. Speeches should reflect the candidate's platform and contain reasonably attainable goals, not items that are not in control of the student (i.e. improving school lunch, etc.) The approved speech cannot be changed after submission. Speeches will be presented on September 18, 2024.

**Per the request of the administration, stickers are prohibited**

# Millwood School Student Council Association Application

## Student Form

### PREREQUISITES:

**Please be sure you can answer “yes” to the following questions before submitting your materials to declare your candidacy.**

- Can you be an active participant in all Student Council initiatives and activities?
- Can you attend **all** student council meetings and events?
- Can you obtain a C or higher and satisfactory conduct in all classes?
- Can you obtain 2 teacher recommendations and 1 parent/guardian acknowledgement form?

### APPLICATION:

NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_ POSITION: \_\_\_\_\_

**Please answer the following questions. Use extra paper, if necessary.**

What do you believe are your leadership strengths?

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What are your special interests or skills?

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Briefly list and describe any clubs, activities or groups in which you have participated. Please emphasize any leadership roles you have had.

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In terms of school culture and school pride, in what areas do you see a possibility for improvement at Millwood School?

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# Millwood School Student Council Association Application

## Parent/Guardian Acknowledgement Form

Student Name \_\_\_\_\_

Your child has expressed interest in running as a candidate to become a member of the Millwood School Student Council. Students will be required to attend meetings weekly.

If elected a representative, your child will be required to plan, participate and attend various functions before and after school to promote the Student Council and the Student Council sponsored projects. If after the election your child cannot fulfill their specific duties and responsibilities, or is unable to attend multiple SCA events, he/she will be asked to resign their position.

**I have read the description above and support my child's willingness to be a candidate for Millwood School Student Council.**

Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Parent/Guardian Name Printed \_\_\_\_\_

When completed, please give this form to your child to turn in with their Student Council Candidate Packet.

# Millwood School Student Council Association Application

## Teacher Recommendation Request

To complete the application process, you must have **two** teacher recommendations.

**The teacher recommendations will not be given to your preferred teachers until you turn in this packet.**

The two teachers you specify below will be sent a recommendation form.

Please ask the requested teachers to sign on the designated line so that school leadership knows that the teacher has accepted to receive and fill out a recommendation form for you.

Once you have completed and turned in this packet, Mrs. Gladue or Mr. Chamberlain will share a recommendation form with your selected teachers. Teachers will return these forms directly to Mrs. Gladue or Mr. Chamberlain.

### TEACHER RECOMMENDATION 1:

STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

SCA POSITION: \_\_\_\_\_

I WOULD LIKE A *TEACHER RECOMMENDATION FORM* SENT TO: \_\_\_\_\_

RECOMMENDED TEACHER'S SIGNATURE: \_\_\_\_\_

### TEACHER RECOMMENDATION 2:

STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

SCA POSITION: \_\_\_\_\_

I WOULD LIKE A *TEACHER RECOMMENDATION FORM* SENT TO: \_\_\_\_\_

RECOMMENDED TEACHER'S SIGNATURE: \_\_\_\_\_