

Cambridge Academy Student Government Association

Intent to Run Form

Please read the following descriptions for the offices of the Cambridge Academy Student Government Association. Choose your top choice that you would like to run for (#1) and one additional office you would like to run for (#2). Make sure that you have all the necessary signatures and meet the requirement of a 3.0 GPA.

All forms must be returned to Mrs. Abbie Gregory by **Monday, August 18, 2024**. No late forms will be accepted.

Speeches and Voting - Monday, August 25

Voting Place TBD

Name: _____ Grade: _____

Student Affairs Signature: _____

Division Leader Signature: _____

Head of School or

Assistant Head of School

Signature: _____

Parent Signature: _____

****You are allowed to make posters/flyers to show you are running for office. These must be taken down the day after voting****

****You are not allowed to use any form of bribery (food, candy, posts on social media, text messages)**

****Ask Mrs. Gregory if you have any questions about campaigning.**

****Select the office you would like to run for on the back of this page****

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_____ PRESIDENT (must be in 10th-12th grade to run)

- To create and hold regular meetings of the class steering committee.
- To prepare an agenda for all steering committee and class meetings, with the assistance and counsel of the class sponsor.
- To coordinate, attend, and preside over class functions and events.
- To nominate a class Senator.

_____ VICE PRESIDENT (must be in 10th – 12th grade to run)

- To preside at the meetings in the absence of the President.
- To coordinate, attend, and preside over class functions and events.
- To provide class information to the school in a variety of ways, including social media.

Coordinates with Secretary and Senator to make sure information is consistent.

_____ SECRETARY (must be in Upper School to run)

- To assume duties of the President in the absence of the President and Vice President.
- To keep minutes and a record of attendance at all meetings electronically.
- To collect and maintain digital records of all community service hours for all steering meetings/event.
- To be responsible for any class correspondence, including but not limited to emails, flyers, thank you notes, invitations, etc..

_____ TREASURER (must be in Upper School to run)

- To maintain a binder of accurate records of all transactions and funds of the class.
- To coordinate the fundraising efforts of the class. This includes but is not limited to suggesting fundraising ideas, coordinating fundraising efforts, contacting businesses, attending and facilitating fundraisers, helping sponsors with all sales and paperwork, etc.

_____ HISTORIAN (must be in Upper School to run)

- To maintain a scrapbook of the happenings of our school for the Spring Convention
- To help and aid in the creation of all flyers for school events and send important information to Mandy Price to post for Facebook/Instagram.

_____ REPRESENTATIVE (one for each grade level 6th 7th 8th 9th 10th 11th -12th) circle one

- To assist the class officers in achieving their respective class goals.
- To communicate regularly with the officers of the other classes, serving as an ambassador for their own class.