

# Choctawhatchee High School

## Class of 2022 Junior Officer Responsibilities and Contract

Name: \_\_\_\_\_

Office: \_\_\_\_\_

- I realize that this is a position of great responsibility.
- I am fully aware that serving as a class officer can be a time consuming task.
- There are many projects that will require my service during summer, after school, and on weekends.
- I understand that meetings will be held bimonthly. A schedule will be given out at the beginning of the 2020-2021 School Year. It will be subject to change depending on the needs.
- *Following the ICC Attendance Policy-I understand that more than three unexcused absences from class activities can result in my dismissal as class officer. All absences must be cleared through my sponsor **prior** to the event or activity. I understand that work, other meetings, or practices are not always acceptable excuses for being absent from Class Officer Activities.*
- \* *This is subject to change due to Covid and decisions from Mrs. Heck and Mrs. Perez. Currently, there is only one hallway decorating date on the calendar. I will be required to participate for a minimum of **one** productive hour of sign painting for each home football game and a **minimum of an hour and a half** actively decorating the hallway for each home football game. The current football schedule is attached. Mondays and Tuesdays will most likely be sign painting days and Wednesdays will be the **minimum of an hour and a half** for hallway decorating. It will be subject to change depending on the needs.*
- I will be required to work a minimum of **four** hours on the homecoming theme and pomping board. *\*If there is a pomping board this year.*
- **I will be required to help with all aspects of decorating, setting up and cleaning up for prom (including Friday after school, Saturday, morning/afternoon/night, and the Sunday after.**
- *Hours that are not met can be made up the following home game week, not to exceed two weeks. If hours are not met, I can be removed from class office.*
- I will be required to plan and execute at least one fundraising activity. This can be done as an individual, small group, or large group.
- I understand that I will be responsible for the assisting with the Class Bulletin Board for the school year.
- I understand that if I fail to accomplish my duties or fulfill my responsibilities, I may be removed from this position.

### **General Expectations Associated with Being a Junior Class Officer:**

- Assist with fundraising for Prom for the 2020-2021 School Year.
- Plan, Decorate and Take Down for Prom.
- Help produce posters and class signs for hallway decorating.
- Hang posters and class signs for hallway decorating.
- Plan for pep rally gadgets and props.
- Help with all aspects of Homecoming.
- Publicize all Class events and Class activities.
- Attend all Class meetings.
- Advise, coordinate, and work with all committees.
- Represent the Class at all sponsored activities
- Assume other duties as assigned by the Class Sponsor or President.

### **Duties of the President**

- Plan an agenda for all meetings.
- Represent the class at the ICC Meetings.
- Confer regularly with the Class Sponsors and Officers.
- Held responsible for the progress of the Class.
- Call and preside at all meetings of the Class.
- Call special meetings of the Class.
- Represent the Class at all sponsored activities.
- Delegate responsibilities, share authority, and follow-up without alienation of class or social group.

### **Duties of the Vice President**

- Assume duties of the President in absence of the President.
- Advise, coordinate, and work with all committees.
- Shall assist with correspondence and other paperwork requirements.

### **Duties of the Treasurer**

- Keep records of all financial transactions.
- Supervise any money transactions sponsored by Class.
- Give a financial report at each Class meeting.
- Aid fundraising possibilities for the Class.

### **Duties of the Secretary**

- Distribute agendas at Class meetings.
- Take minutes of all Class meetings.
- Take and record attendance at all meetings.
- Maintain the Class files for future reference.
- Send out proper notice for all special Class meetings.
- Help with sending out thank you letters to people or organizations.

### **Duties of the Spirit Coordinator**

- Assist with building spirit at the pep rallies.

### **Duties of the Historian**

- Be responsible for preparing a picture collage/scrapbook of Class Activities.
- Must assist in publicity of Class Activities.
- Responsible for preserving the complete pictorial record of our year.

### **Duties of School Advisory Council Member**

- Must meet regularly with the SAC Committee
- Must provide Class with report of the monthly committee meeting
- Keep the SAC committee informed of Class Activities
- Serves as link between the Class and school, community and parents

<b>Class Information</b>	
Mrs. Bates	tasha.bates@okaloosaschools.com
Ms. Downing	jessica.downing@okaloosaschools.com
Class Website	<a href="http://www.okaloosaschools.com/choctaw/node/792">http://www.okaloosaschools.com/choctaw/node/792</a>
Class Remind	Text @d9ah462 to the number 81010 to join.
Class Email	choctawco22@gmail.com (Student Monitored)

**CHOCTAW**



**2020**

- SEPT. 18 NICEVILLE (H)
- SEPT. 25 CRESTVIEW (H)
- OCT. 2 FORT WALTON (A)
- OCT. 9 NAVARRE (A)
- OCT. 16 WEST FL TECH (H)
- OCT. 23 GULF BREEZE (A)
- OCT. 30 PACE (H)
- NOV. 6 MILTON (A)

**INDIANS**  
**FOOTBALL**

**Student Contract**

**Please return this page to Mrs. Bates by September 15, 2020.**

**I will not sign off on election packets until this sheet is returned.**

**By signing this contract, I agree to and will comply with the Choctawhatchee Class of 2022 Officer Responsibilities. I understand that if I fail to adhere to the guidelines and fulfill my responsibilities that I may be removed from office.**

Student's Name Printed

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Student's Signature

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Office Running For

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Date \_\_\_\_\_

**Parent/Guardian Contract**

**I have discussed this position with my student. I am aware of the time and responsibilities that go with being a class officer and pledge my support in this endeavor. I understand that if my student fails to adhere to the guidelines and fulfill their responsibilities, they may be removed from office. I also understand that my student will be required to be at every event to help set up, participate in and clean up. I also understand that I may be asked to chaperone and/or help plan for various events – specifically prom, homecoming and fundraisers.**

Parent/Guardian Name Printed

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Parent/Guardian Signature

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Date \_\_\_\_\_