

Trails West District Officer Candidate Guidelines

Speech Rules

Each candidate school will have two minutes during the morning General Assembly to address the delegates. Candidates are to present a speech, not a skit. Songs, costumes, and skits are not appropriate.

Campaign Guidelines

Please use clear packing tape only.

Do not hand out candy or gifts at registration as it creates a traffic jam.

Please use appropriate slogans and materials.

Take down and discard your campaign materials during lunch.

Voting

Each school receives one vote per office.

To Run For Office

1. Register for the conference.
2. A candidacy declaration form will be emailed to the advisor.
3. Get required signatures from the council advisor and school administrator.
4. Fax the confirmation email to Taylor Tholen at 816-650-7088 by October 17, 2016. Forms received after this date will not be valid. **You may also scan and email the form to trailswest@mascl.org.**

Office Responsibilities

President (high schools only)

- ◆ Attend officer school meeting
- ◆ Set date and reserve location for district meeting
- ◆ Set a budget for the conference and share budgets with officer schools
- ◆ Invite keynote speaker
- ◆ Provide registration information to Board Rep to be posted online and emailed to advisors
- ◆ Provide lunch for delegates
- ◆ Create an agenda and run the general sessions
- ◆ Prepare election forms, present candidates, count ballots, announce new officer schools

1st Vice President (high schools only)

- ◆ Attend officer school meeting
- ◆ Secure and organize discussion groups
- ◆ Set up classrooms and maps with room numbers and discussion group information
- ◆ Make posters to identify discussion groups

2nd Vice President (middle/junior high schools only or high school if no MS runs)

- ◆ Attend officer school meeting
- ◆ Set up advisor/bus driver hospitality room
- ◆ Provide food and beverage for hospitality room

Secretary (high schools only)

- ◆ Attend officer school meeting
- ◆ Create an activities/projects book to be distributed at the convention or an electronic file that can be uploaded to the Trails West page at www.mascl.org.
- ◆ Take minutes during the general sessions and present minutes at the following year's conference.

2016-2017 Officer School Candidacy Form

Yes! We _____ are declaring ourselves candidates for the office of _____ for the 2017 Trails West Convention.

School: _____

Address: _____

City: _____ State: _____ Zip: _____

School Phone: (_____) _____ Fax: (_____) _____

Advisor Name(s): _____

Email: _____

Advisor Signature _____

- I have read the officer candidate responsibilities and campaign guidelines.
- I understand that my school has two minutes to address the delegates, that **Songs, costumes, and skits are not appropriate, and that the use of songs, skits or the like can result in disqualification.**
- If running for President, our building administrator is aware that we would host the district convention in 2017.
- I have discussed with our building administrator that Officer Schools are required to attend the 2016 Trails West District Convention and that attendance at the 2017 MASC State Convention is expected as well.

Administrator Signature: _____

Campaign Rules reminder:

Please use clear tape only. Do not hang campaign materials on any painted surface. Please use appropriate slogans and materials. Take down and discard your materials.

Fax this form to Taylor Tholen at 816-650-7088 or scan and email to Taylor at trailswest@masc1.org

*Deadline to declare candidacy is Monday, October 17th.
Forms received by fax or emailed after the 17th will NOT
be considered for this year's election.*