

Student Council Position – Quarterly Evaluation Form – \_\_\_\_\_ Quarter

Name: April Yan

Class President

Job Description:

- This officer's primary role is to create an inclusive social atmosphere and ensure that class activities reach a wide range of students.
- Take lead in determining class objectives and goals. Serve as representative to the specific class. **Include members of that class outside the leadership program in planning** and executing class-based events
- Meet with Head Advisor once a month; during key events: weekly.
- Coordinate all agenda items for class meetings to ensure that all members attend.
- Preparing all information for Student Council Meetings and addressing information in meetings.
- Places all orders for the class supplies.
- Monitors class officers to verify they are fulfilling the responsibilities of their office.
- Ensures there is effective and plentiful publicity for every class event: i.e. **flyers**, announcements, social media.
- Assist with organizing all activities: including various representatives for games, overlooking decorations and their completion, ensuring all posters/flyers/signs are made for upcoming events.
- Responsible for planning, coordinating, and supervising all class activities.
  - Freshmen: T-shirts sales, Homecoming, Halloween Costume Dance (fundraiser), Winterfest, Warm and Fuzzy Week (ASB will assist), Staff & Student Basketball game. Other events/projects can be added by the ASB President or Activities Director throughout the year.
  - Sophomores: T-shirts sales, Homecoming, Winter Formal (fundraiser), Winterfest. Other events/projects can be added by the ASB President or Activities Director throughout the year.
  - Juniors: T-shirts sales, Homecoming, Dude Be Nice Week, Winterfest, Prom (fundraiser). Other events/projects can be added by the ASB President or Activities Director throughout the year.
  - Seniors: T-shirt sales, Senior Sunrise and Sunset, Homecoming, Winterfest, Grad Night, Graduation. Also plan senior bbq/yearbook distribution; plan the senior gift with fellow class officers and advisor. Other events/projects can be added by the ASB President or Activities Director throughout the year.

Course Application: Development of Professional Skill & Expectations of a Leader

- Enroll in the Leadership/Student Council course; required daily attendance in course.
- Maintaining grades in all academic classes. Attend all classes, do not be tardy, follow the RHS student handbook: i.e. dress code policy, honor code.
- Ensuring you are carrying out duties and responsibilities that have been given by the AD. Keep on task at all times. Turn in all work at prescribe deadline as directed.
- Maintain working knowledge of all the upcoming events that are going on, and the procedures that must be taken to complete them successfully.
- Complete Procedure Forms as required by AD. Procedure form of event will be due one week after the event has occurred.
- Participate in planning, preparing, and attending all ASB and class events as assigned.
- Lead/contribute to committees/jobs as assigned (may have to complete on own time, outside of class period).
- Work, assist, supervise and communicate together as a team and find compromise and positivity.
- Respect each position in the class and their authoritative role in making sure the class runs smoothly.
- Time management, organization and work ethic are to be shown consistently to be successful with this program.
- Work daily to develop your professional skills.
- **Spread school spirit; above and beyond what is expected.**
- Complete Social Media assignments to promote school activities and events. Conduct your behavior professionally.
- Follow the Core Principles established each year.
- Student shall serve as a positive role-model to other students at RHS.
- Required to set-up and clean-up after all ASB rallies and activities.
- Required to complete an entire scrapbook with assigned pages throughout the year.
- All students in leadership are required to attend one school board meeting, take notes, and write a one-page summary of the event. This document will be due the Friday after the Monday board meeting.
- Students are required to present at each formal student council meeting while presenting a formal report for a grade.

Topic	Points Possible	Points Received	Comments
Student has followed duties according to job description based on highlighted areas and written description by AD. Student has met deadlines as prescribed by the Activities Director showcasing dependability.	20 total points	18/20	· need to include class in planning more, be more spirited past basics
<i>Student has showed positive leadership qualities. Student maintains a positive attitude in behavior and comments shared in class and with instructor, and peers, regarding events, activities and work within the class assigned.</i>	10 total points	9/10	· stay patient but not always smiling as of recently
Student has shown respect to peers, teachers, classified, administration, and Activities Director.	10 total points	10/10	· on task always
<i>Student is a true role model on campus through their actions such as, but not limited to, spirit dress day participation, going to athletic events, attending club activities and more.</i>	10 total points	9/10	· could have better spirit but sold on games and club activities
Student is exhibiting excellent work ethic and working to their fullest potential.	10 total points	10/10	always giving 110% and striving to be better
<i>Student has followed class rules: sitting down when the bell rings, being quiet waiting for instruction from ASB President and AD, and getting started on daily assignments.</i>	10 total points	10/10	· utilize time
Student has been quiet when another person is speaking in front of the class.	10 total points	10/10	· always respectful
<i>Student has been productive in daily class activities, position work, committee work, and if not busy, looks to help another peer in class - goal: NOT to waste significant time allotted to get work completed. Student is not doing other school work for other classes during leadership time.</i>	10 total points	10/10	· working on projects constantly or trying to help other projects
Student has used electronic devices in a professional manner. Cell phones are ok in the class under the discretion of the AD. Student uses phone for leadership related items. NOT to check social media and/or post unless directed by assignment and/or AD.	10 total points	10/10	· only use phone to text committees, put events in calendar, reminders, etc.
<i>Student has followed the core principles outlined by the class at the beginning of the school year. Student is leaving a legacy.</i>	20 total points	19/20	· need to work on the starts with you
Student exhibits the behavior and desire to be in the leadership program.	10 total points	10/10	· Truly want to contribute and build together
<i>Student is developing professional development skills as they are taught within the year. Student showcases these skills daily within the classroom and outside of Ripon High School.</i>	10 total points	10/10	· consciously trying to better resume/cover letter skills, public speaking, etc.
Student has maintained academic excellence in courses at RHS. Student must maintain a C average grade in all classes or grade on evaluation will drop. If you cannot maintain grades in all classes, with the demands of the leadership program, then this is cause for concern.	10 total points	10/10	· only one B in leadership due to absence; making up work · A's other than ↑
Grade: 971. A	150 total points	145/150	♡