Davidson Fine Arts magnet School

HSSC

HANDBOOK

**2024-2025\***

**\*DRAFT (this document is still being revised)**

**TABLE OF CONTENTS**

[**APPLICATION & OFFICER ELECTION PROCESS** 4](#_Toc173044912)

[Who Should Apply? 4](#_Toc173044913)

[Steps to Become a Member of HSSC: 4](#_Toc173044914)

[Who Should Be a Class Officer? 4](#_Toc173044915)

[Class Officer Requirements: 4](#_Toc173044916)

[**Class Officer Responsibilities** 6](#_Toc173044917)

[Class President 6](#_Toc173044918)

[Class Secretary 7](#_Toc173044919)

[Class Treasurer 7](#_Toc173044920)

[Class Parliamentarian/Communications Officer 7](#_Toc173044921)

[**High School Student Council Executive Committee** 7](#_Toc173044922)

[Executive President of HSSC 7](#_Toc173044923)

[Executive Secretary of HSSC 8](#_Toc173044924)

[Executive Treasurer of HSSC 8](#_Toc173044925)

[Public Relations and School Spirit Chairperson 8](#_Toc173044926)

[Philanthropy and Service Chairperson 8](#_Toc173044927)

[**SPONSORS** 8](#_Toc173044928)

[HSSC Lead Sponsor 8](#_Toc173044929)

[Class Sponsors 8](#_Toc173044930)

[**DEMERIT SYSTEM** 14](#_Toc173044931)

[**MEETING SCHEDULE** 15](#_Toc173044932)

[**EVENT PROCEDURES** 15](#_Toc173044933)

[**SPIRIT POINTS** 15](#_Toc173044934)

[**SOCIAL MEDIA/GROUP CHATS** 16](#_Toc173044935)

[**ANNUAL HSSC REQUIREMENTS** 16](#_Toc173044936)

[Service Projects 16](#_Toc173044937)

[HSSC Service Hours 16](#_Toc173044938)

[HSSC Meeting Day Dress Code 17](#_Toc173044939)

[Guidelines for Sponsoring an Event 17](#_Toc173044940)

[**APPENDIX** 24](#_Toc173044941)

**MISSION & PURPOSE**

The John S. Davidson Fine Arts Magnet School Student Council exists to promote civic responsibility, leadership, scholarship, and human relations within the student body. The Student Council strives to promote excellence in four core areas: Leadership, Service, Voice, and Engagement

**The student council at Davidson Fine Arts has several important roles**

**and responsibilities:**

* **Role Models and Ambassadors**: They serve as role models for the student body and represent the school to the community.
* **Advocacy**: They represent the interests of all students, reviewing and responding to student feedback.
* **Liaison**: They act as a liaison between students and school administration, addressing issues at the necessary level.
* **Opportunities and Events**: They provide opportunities for students and the school community by hosting functions like sporting events, dances, and teacher appreciation events.
* **Community Engagement**: They sponsor community service activities that strengthen ties between the school and the community.
* **School Spirit**: They foster unity, enthusiasm, and pride, encouraging student involvement in the council and other organizations at Davidson Fine Arts.

# **APPLICATION & OFFICER ELECTION PROCESS**

## Who Should Apply?

HSSC consists of a body of students that are representative of their respective class. They are students who rise above the “norm” in their academic success, initiative, and leadership ability. Council members demonstrate honesty, reliability, courtesy, concern, and respect for others. They take criticism willingly and accept recommendations graciously. Those who are considering applying for HSSC should be prepared for hard work, brainstorming ideas, figuring out ways to make things run smoothly, dedication, and sometimes personal sacrifice. HSSC members have a heart to serve both the students and their community and embody the Council’s efforts to be the student voice and ambassadors of DFA.

## Steps to Become a Member of HSSC:

1. Complete Digital Application (codes posted in March)
2. Obtain AT LEAST two Teacher Recommendations (online)
3. Each member of the class votes during an election day (held in ELA class)
4. The top 12 students who receive the most votes become the Cabinet of Representatives for the class.

## Who Should Be a Class Officer?

Class Officers are chosen from the HSSC Cabinet of Representatives. Not only must a class officer embody all the characteristics of a Student Council Rep, but Class Officers must excel above the rest in leadership, efficiency, organization, academic success, time management, and professionalism. Class Officers should be the most representative of their respective class and respected by the Class Sponsor and their peers. Digital applications, speech guidelines, and instructions for submitting speech videos will be posted once the Cabinet of Representatives has been announced.

## Class Officer Requirements:

* All officers should have served **at least one year** on HSSC (this does not apply to freshman)
* Must be listed as an elected member of the HSSC Class Representatives for the coming school year
* Candidacy must be pre-approved by Class Sponsor
* Candidates must prepare a speech (limited to 1 min. in length) to give to their class representatives
* Must participate in election, winning majority vote
* Must not have been previously dismissed from HSSC
* Must follow the Campaign Rules and Speech Guidelines outlined in this handbook

Class President Requirements:

* **Class president must have previously held a class officer position (with the exception of the Freshman class).**
* Must be listed as an elected member of the HSSC Class Representatives for the coming school year
* Candidacy must be pre-approved by Class Sponsor
* Candidates must prepare a speech (limited to 1 min. in length) to give to their class representatives
* Must participate in election, winning majority vote
* Must not have been previously dismissed from HSSC
* Must follow the Campaign Rules and Speech Guidelines outlined in this handbook

**Campaign Rules & Speech Guidelines**

* Posters (for Class Officer Candidates)
	+ One poster per candidate (22x28 inches).
	+ Must be made by the candidate.
	+ May be removed by school staff if deemed inappropriate.
	+ Must be turned in to the Lead Adviser/Sponsor by given deadline.
* **No** candy, cookies, gum, or other edible items may be given out to entice voters.
* **No** trinkets, pins, bracelets, stickers, etc. may be given out to entice voters.
* Class Officer Speeches
	+ Speeches will be recorded in the DFA TV studio and played for classmates in ELA class.
	+ Please plan your speech using the guidelines below:

**Time Limit:** Your speech must be **no longer than 1 minute** in length. Students whose speeches exceed this time limit will not be included on the voting ballot.

**Topics to Include in Your Speech:**

**Who Are You?**

***Not everyone at school knows you. Tell them your first and last name and what office you’re running for. Let people know who you are and do so in a way that showcases your best qualities. Some ideas to consider:***

* What are your interests?
* What activities are you involved in inside and outside of DFA?
* Do you have any previous experience with any leadership positions?

**What Are Your Goals?**

***Think about why you are interested in holding the office for which you’re running.***

* What is an area of improvement that you’d like to see at DFA in general and/or for your class?
* What specific steps will you take to accomplish your ideas?

**Wrap It Up**

***A few suggestions to end your video speech.***

* Encourage your audience to vote for you.
* Thank them at the end of your speech for their time.

**Other Things to Consider:**

* Keep your message positive, making sure that you balance your humility and modesty with your leadership potential and confidence.
* In a good speech, presentation counts for at least as much as content. Dress to impress keeping things neat, simple, and professional. Students must **adhere to DFA dress code** in their videos (including no facial piercings, hats, etc.). Failure to follow these rules will result in the student’s name not being included on the voting ballot.

**DIVISION OF LABOR**

*A student leader must balance personal and official time commitments in a fair and responsible manner and be prepared to make personal sacrifices when necessary.*

**Student Council Representative Expectations**

 *The first and foremost priority is that all HSSC representatives are positive leaders and demonstrate good character.*

Student Council Representatives should:

* Attend **all** full council meetings- usually on the first Wednesday of every month (3:30-4:30). Dates for the entire year are given at our Retreat and/or first meeting and are also listed on the HSSC page on the DFA website. **Please plan appointments, work shifts, and other extra-curricular activities around these meetings.**
* Keep your grades up! (No academic probation!)
* Maintain a good record of school attendance (No attendance probation!)
* Behave appropriately at all times (No disciplinary probation!). Inappropriate behavior will earn you demerits or permanent dismissal from Student Council. This applies to school dances and inappropriate dancing.
* Serve as a role model for following the DFA Code of Conduct including abiding by the school dress code.
* Proudly represent the HSSC by wearing your HSSC polo shirt with khakis **for the duration of the school day** on our monthly meeting days. ***If you are dual enrolled, please change ASAP upon entering school.***
* **Attend all HSSC events.**
* **Participate in both set-up and clean-up for the event that your class is responsible for.**
* Abide by all rules enumerated in the HSSC Handbook.
* Demonstrate honesty, reliability, courtesy, concern, and respect for others as well as take criticism willingly and accept recommendations graciously.
* Embody the council’s efforts to be the student voice.
* Serve as an ambassador of DFA.
* Report council activities on a regular basis, attend all student council functions, be active in meetings, respect all faculty and administration, and display proper behavior at all times.
* Complete the mandatory 5 hours of service per semester.

## **Class Officer Responsibilities**

**Class President:**

The Class President should be an accurate representation of the varying interests of the class. In addition to upholding the responsibilities of a Student Council Representative, the president should be a role model, setting a good example for their peers and encouraging the members of their class to perform at their highest capacity. The President is responsible for planning class meetings, coordinating rehearsals/practices for HSSC, mediate in issues that involve Student Council, conducting individual council meetings, maintain a close relationship with the HSSC president and class sponsor, and organize the required community service project, Buddy Program activities, and procedures for HSSC events in which they are responsible. The President is held accountable for all information regarding his/her class and is required to attend an additional monthly meeting along with the Executive Council. Class Presidents will meet along with the Executive Council with Lead Sponsor on Friday mornings the week prior to full council meetings to plan agenda.

**Class Vice President:**

Although the responsibilities are less structured, the Vice President must be familiar with the responsibilities of the President and should be ready to assume the responsibilities of the President when needed. The VP should work closely with the President and the class sponsor, provide new ideas, abide by all rules in the Student Handbook, and should set a good example in and out of school.

**Class Secretary:**

The secretary is responsible for taking minutes at each meeting for reference and keeping the individual council organized and up to date, assisting the President and Vice President, and keep an organized binder of forms and agendas.

**Class Treasurer:**

The Class Treasurer is the official custodian of money and the trustee of the class accounts and works with the class sponsor. The treasurer should keep an *accurate* record of all money received and distributed, deposit all money received in the account (ASAP), prepare a financial report for regular HSSC President and executive council meetings, and copies of all receipts and dues.

### **Class Parliamentarian/Communications Officer:**

The Parliamentarian of the class is responsible for keeping a record of attendance and for student council representatives at HSSC events. In addition to maintaining parliamentary procedure during individual council meetings, the Parliamentarian should also keep the student body informed of events, fundraisers, and service projects via Remind, Instagram, etc. under the guidance of the Class Sponsor.

## **High School Student Council Executive Committee**

**Executive Officers are appointed by the Lead HSSC sponsor in cooperation with the 8 Class Sponsors. Students interested in being considered for these special leadership roles should complete the digital interest form as well as meet the following qualifications:**

* Have been a Class Officer before being allowed on exec.
* Executive President must have previously served on the Executive Council.
* Executive Council Officers are expected to commit a very significant amount of time and energy to High School Student Council goals, meetings, and activities and to serve as ambassadors of Davidson Fine Arts.
* Qualities of Executive Council Officers should include a positive and proactive attitude, confidence in public speaking, and strong organizational skills.
* Will meet with Lead Sponsor on Friday mornings the week prior to full council meetings to plan agenda.

### **Executive President of HSSC:**

The President is a presiding officer and should set an example for the assembly regarding courtesy, fairness, and the application of rules and must maintain a position of impartiality. The President of Student Council is responsible for **making agendas**, evaluating student council events, and delegating responsibilities. The President should be extremely organized, keeping a calendar/planner of the entire year with all materials. It must be remembered that the main function of the President is to run the meeting efficiently and fairly, using the organization's parliamentary authority. The President should encourage and compliment other members of the council, setting a good example in and outside of meetings; the President is expected to be a **good role model and act like a leader in and out of school**. While demonstrating all character pillars, the President should abide by all rules enumerated in the Student Handbook, work closely with all executive officers, maintain healthy relations within the student body and DFA administration, good grades, and a positive reputation amongst DFA faculty and staff. The President should serve as the **spokesperson** for Davidson in RCBOE-sponsored events and the community and is responsible for knowing what is happening on all levels of HSSC.

**Executive Vice President of HSSC:**

The Vice President must be familiar with the responsibilities of the President and should be **ready to assume the responsibilities of the President when needed**. The VP should **work closely** with the President and school administration, maintain healthy relations within the student body, abide by all rules in the Student Handbook, and should set a good example in and out of school.

### **Executive Secretary of HSSC:**

The secretary should maintain accurate records (minutes) of Student Council meetings, maintain an official membership database (including an **attendance record**), and **demerits** for student council officers and representatives. The secretary must be able to explain the pending issues when called upon and process general correspondence—including distributing the agenda for meetings and notifying members of any demerits. The Secretary should have the bylaws and rules, a list of members including Class Officers, and an agenda available at each meeting.

### **Executive Treasurer of HSSC:**

The Treasurer of HSSC is the official custodian of money and the trustee of the accounts and must be able to explain the budget to members. The Treasurer should keep an accurate **record of all mon**ey received and distributed, deposit all money received in the account (ASAP), prepare a financial report for regular HSSC executive meetings, and copies of all receipts and dues.

### **Public Relations and School Spirit Chairperson:**

The Public Relations and School Spirit Chairperson is charged with keeping the student body informed of events, fundraisers, and service projects. This officer should maintain the student council’s **Instagram page** as well as create and **share graphics** with the school’s Media Specialist to be posted on hallway TV monitors and the school’s webpage. This officer should also send announcements of all events to **WDFA**. With support from the Executive Secretary, this officer keeps record of **“Spirit Points”** for each class and along with the Executive President awards the “Spirit Award” aka “Spirit Stick” to the class with the highest number of points at the annual “Farewell Assembly.”

### **Philanthropy and Service Chairperson:**

The Philanthropy and Service Chairperson is charged with organizing and overseeing **all service projects**. Projects should include but are not limited to can drives, campus clean-up days, and charity events. This officer should keep a record of the **service hours** (5 per semester) required for each council member. This officer coordinates an event for “Faculty Appreciation Week”.

## **SPONSORS**

### **HSSC Lead Sponsor:**

The Executive Sponsor is responsible for, along with the executive council, creating/printing meeting agendas and has the final say over the calendar for the year. The HSSC Sponsor should work in cooperation with the Executive Student Council President an act as a liaison between Executive Council and the DFA Administration. HSSC Lead sponsor should be present at **all** events and meetings.

### **Class Sponsors:**

 The sponsors of HSSC should be present at all full council and class council meetings, sponsor meetings, and HSSC events to help oversee and set positive example/attitudes. When practices/rehearsals are scheduled in preparation for Student Council events, sponsors are responsible for being present throughout the entire practice/rehearsal and ensuring it is left clean. When a class is responsible for the management and collection of entrance fees and concessions, the sponsor should help organize that particular event alongside of the class and the Class President. Sponsors must be present whenever and wherever money is being collected; along with class dues, proceeds from Student Council events are to help fund Prom (hosted by the junior class), Senior breakfast, Senior Picnic and senior gift to the school.

**Sponsor timeline- FRESHMAN year**

* Meet with your class officers to plan for the year.
* **Attend monthly full council meetings and class representative/officer meetings.**
* Organizing for **Fall Classic**- basketball and cheering
* Assist your class officers with signing up students from your class to both the basketball team (Co-Ed) and cheer squad (Students who identify themselves as female).
* A sponsor will need to be present **IN THE SPACE** for **ALL** practices that lead up to the Fall Classic event. – you should get a student choreographer/s for the cheerleaders and a coach for the players. Mrs. Daniels will coordinate a scheduled time/space with you.
* Music must be fully edited, choreography complete, and costumes put together to be approved for fall classic cheering **1 week in advance**. Mrs. Daniels will schedule a “dress rehearsal” in cooperation with school admin. for music, choreography, and costume approval.
* BOTH sponsors need to attend the event in its entirety. One should be on the basketball bench to monitor sportsmanship. One should be with the cheer squad. If one of the sponsors is serving a different role (ex. Referee, monitoring concessions, etc.) please find another faculty volunteer to supervise your team/squad.
* Organizing for **Powder Puff-** football and cheering
* Assist your class officers with signing up students from your class to both the football team (Students who identify themselves as female) and cheer squad (Students who identify themselves as male).
* You will need to be at practices for football and cheering for the lead up to the Powder Puff event. you should get a student choreographer/s for the cheerleaders and a coach for the players. Mrs. Daniels will coordinate a scheduled time/space with you.
* Music must be fully edited, choreography complete, and costumes put together to be approved for fall classic cheering **1 week in advance**. Mrs. Daniels will schedule a “dress rehearsal” in cooperation with school admin. for music, choreography, and costume approval.
* BOTH sponsors need to attend the event in its entirety. One should be with the football team to monitor sportsmanship. One should be with the cheer squad. If one of the sponsors is serving a different role (ex. Referee, monitoring concessions, etc.) please find another faculty volunteer to supervise your team/squad.
* Communicate with students/parents and collect **class dues**- $150 per person before prom their junior year- you can do payment plans- this should be tracked in a spreadsheet. Breaking this up into 3 payments of $50 is recommended. See Ms. Toy to put payment options on MySchoolBucks.
* **Fundraisers** can be done by your class any time during the year- make sure to get them approved by Dr. Kelly and fill out paperwork form E (Fundraising Financial Report) and then Forms A, B, C, and D as needed.
* Organizing for **March Madness**
	+ Attend event and assist in supervising the student body.
* Plan and execute **DFA OLYMPICS EVENT (See event checklist for more details)**
* Assist your Class Officers and Representatives in completing a service project.

**Sponsor timeline- SOPHOMORE year**

* Meet with your class officers to plan for the year.
* **Attend monthly full council meetings and class representative/officer meetings.**
* **Buddies**
* This is the first year that the students get their buddies! Pairing the 6th graders with a 10th grader. Collaborate with Administration for “Buddy Reveal” day. You can get the list of 6th graders and 10th graders from the data clerk. The class president should help with this.
* **Prom-** you can create a Prom committee as early as you would like. It may consist of HSSC and non-HSSC members
* Meet with Dr. Kelly to find a date for Prom (traditionally prior to Spring Break/Testing). It’s best to come ready with a few choices and have it approved by Mrs. Toole as well.
* Because venues book very early on, you want to start looking your sophomore year, and have that booked as soon as you’ve set the date and had it approved by Dr. Kelly and Mrs. Toole.
* See Prom checklist for more details
* Organizing for **Fall Classic**- basketball and cheering
* Assist your class officers with signing up students from your class and your sister class to both the basketball team (Co-Ed) and cheer squad (Students who identify themselves as female). Both grade levels will have separate basketball teams, but join together for one cheer squad.
* A sponsor will need to be present **IN THE SPACE** for **ALL** practices that lead up to the Fall Classic event. – you should get a student choreographer/s for the cheerleaders and a coach for the players. Mrs. Daniels will coordinate a scheduled time/space with you.
* Music must be fully edited, choreography complete, and costumes put together to be approved for fall classic cheering **1 week in advance**. Mrs. Daniels will schedule a “dress rehearsal” in cooperation with school admin. for music, choreography, and costume approval.
* BOTH sponsors need to attend the event in its entirety. One should be on the basketball bench to monitor sportsmanship. One should be with the cheer squad. If one of the sponsors is serving a different role (ex. Referee, monitoring concessions, etc.) please find another faculty volunteer to supervise your team/squad.
* Organizing for **Powder Puff-** football and cheering
* Assist your class officers with signing up students from your class to the football team (Students who identify themselves as female) and students from both your class and your sister class to cheer squad (Students who identify themselves as male).
* You will need to be at practices for football and cheering for the lead up to the Powder Puff event. you should get a student choreographer/s for the cheerleaders and a coach for the players. Mrs. Daniels will coordinate a scheduled time/space with you.
* Music must be fully edited, choreography complete, and costumes put together to be approved for fall classic cheering **1 week in advance**. Mrs. Daniels will schedule a “dress rehearsal” in cooperation with school admin. for music, choreography, and costume approval.
* BOTH sponsors need to attend the event in its entirety. One should be with the football team to monitor sportsmanship. One should be with the cheer squad. If one of the sponsors is serving a different role (ex. Referee, monitoring concessions, etc.) please find another faculty volunteer to supervise your team/squad.
* Communicate with students/parents and collect **class dues**- $150 per person before prom their junior year- you can do payment plans- this should be tracked in a spreadsheet. Breaking this up into 3 payments of $50 is recommended. See Ms. Toy to put payment options on MySchoolBucks.
* **Fundraisers** can be done by your class any time during the year- make sure to get them approved by Dr. Kelly and fill out paperwork form E (Fundraising Financial Report) and then Forms A, B, C, and D as needed.
* Plan and execute “**MARCH MADNESS” EVENT (See event checklist for more details)**
* Organizing for **DFA Olympics**
* Attend event and assist in supervising the student body.
* Assist your Class Officers and Representatives in completing a service project.

**Sponsor timeline- JUNIOR year**

* **Prom Duties-** this will be the same committee as last year. **Please see the “Prom” checklist**
* Meet with your class officers to plan for the year.
* **Attend monthly full council meetings and class representative/officer meetings.**
* Plan and execute **FALL CLASSIC EVENT (See event checklist for more details)**
* Organizing for **Fall Classic**- basketball and cheering
* Assist your class officers with signing up students from your class and your sister class to both the basketball team (Co-Ed) and cheer squad (Students who identify themselves as female). Both grade levels will have separate basketball teams, but join together for one cheer squad.
* A sponsor will need to be present **IN THE SPACE** for **ALL** practices that lead up to the Fall Classic event. – you should get a student choreographer/s for the cheerleaders and a coach for the players. Mrs. Daniels will coordinate a scheduled time/space with you.
* Music must be fully edited, choreography complete, and costumes put together to be approved for fall classic cheering **1 week in advance**. Mrs. Daniels will schedule a “dress rehearsal” in cooperation with school admin. for music, choreography, and costume approval.
* BOTH sponsors need to attend the event in its entirety. One should be on the basketball bench to monitor sportsmanship. One should be with the cheer squad. If one of the sponsors is serving a different role (ex. Referee, monitoring concessions, etc.) please find another faculty volunteer to supervise your team/squad.
* Organizing for **Powder Puff-** football and cheering
* Assist your class officers with signing up students from your class to the football team (Students who identify themselves as female) and students from both your class and your sister class to cheer squad (Students who identify themselves as male).
* You will need to be at practices for football and cheering for the lead up to the Powder Puff event. you should get a student choreographer/s for the cheerleaders and a coach for the players. Mrs. Daniels will coordinate a scheduled time/space with you.
* Music must be fully edited, choreography complete, and costumes put together to be approved for fall classic cheering **1 week in advance**. Mrs. Daniels will schedule a “dress rehearsal” in cooperation with school admin. for music, choreography, and costume approval.
* BOTH sponsors need to attend the event in its entirety. One should be with the football team to monitor sportsmanship. One should be with the cheer squad. If one of the sponsors is serving a different role (ex. Referee, monitoring concessions, etc.) please find another faculty volunteer to supervise your team/squad.
* Communicate with students/parents and collect **class dues**- $150 per person before prom their junior year- you can do payment plans- this should be tracked in a spreadsheet. Breaking this up into 3 payments of $50 is recommended. See Ms. Toy to put payment options on MySchoolBucks.
* **Fundraisers** can be done by your class any time during the year- make sure to get them approved by Dr. Kelly and fill out paperwork form E (Fundraising Financial Report) and then Forms A, B, C, and D as needed.
* Organize for **March Madness**
	+ Attend event and assist in supervising the student body.
* Organize for **DFA Olympics**
	+ Attend event and assist in supervising the student body.
* Plan **crown decorating party\*** to take place **after school hours** during the final month of school
	+ Order crowns and other suggested items:
		- Spray paint
		- Other items students might use to decorate such as jewels, glitter glue, paint pens, sharpies, etc.
		- ***Painting must be done after school hours with supervision from a sponsor and done on a tarp or other protective surface. If any damage is done to school property, repairs or clean-up will be paid for out of your class account.***

**\**OUT OF RESPECT FOR THE CURRENT SENIOR CLASS, THE CROWNS MAY NOT BE WORN UNTIL THE FIRST DAY OF SENIOR YEAR. This includes Farewell Assembly. Juniors are allowed to run onto the Senior Grass following the Farewell Assembly, but may not walk on the grass again until their first day of Senior Year.***

* Assist your Class Officers and Representatives in completing a service project.

**Sponsor timeline- SENIOR year**

* Meet with your class officers to plan for the year.
* **Attend monthly full council meetings and class representative/officer meetings.**
* Assist your Class Officers and Representatives with designing, taking orders, and purchases Senior t-shirts.
* Organizing for **Fall Classic**- basketball and cheering
* Assist your class officers with signing up students from your class and your sister class to both the basketball team (Co-Ed) and cheer squad (Students who identify themselves as female). Both grade levels will have separate basketball teams, but join together for one cheer squad.
* A sponsor will need to be present **IN THE SPACE** for **ALL** practices that lead up to the Fall Classic event. – you should get a student choreographer/s for the cheerleaders and a coach for the players. Mrs. Daniels will coordinate a scheduled time/space with you.
* Music must be fully edited, choreography complete, and costumes put together to be approved for fall classic cheering **1 week in advance**. Mrs. Daniels will schedule a “dress rehearsal” in cooperation with school admin. for music, choreography, and costume approval.
* BOTH sponsors need to attend the event in its entirety. One should be on the basketball bench to monitor sportsmanship. One should be with the cheer squad. If one of the sponsors is serving a different role (ex. Referee, monitoring concessions, etc.) please find another faculty volunteer to supervise your team/squad.
* Plan and execute **POWDER PUFF FOOTBALL/CHEER EVENT (See event checklist for more details)**
* Organizing for **Powder Puff-** football and cheering
* Assist your class officers with signing up students from your class to the football team (Students who identify themselves as female) and students from both your class and your sister class to cheer squad (Students who identify themselves as male).
* You will need to be at practices for football and cheering for the lead up to the Powder Puff event. you should get a student choreographer/s for the cheerleaders and a coach for the players. Mrs. Daniels will coordinate a scheduled time/space with you.
* Music must be fully edited, choreography complete, and costumes put together to be approved for fall classic cheering **1 week in advance**. Mrs. Daniels will schedule a “dress rehearsal” in cooperation with school admin. for music, choreography, and costume approval.
* BOTH sponsors need to attend the event in its entirety. One should be with the football team to monitor sportsmanship. One should be with the cheer squad. If one of the sponsors is serving a different role (ex. Referee, monitoring concessions, etc.) please find another faculty volunteer to supervise your team/squad.
* Communicate with students/parents and collect any unpaid **class dues.**
	+ Ensure that all class member dues are paid in full. Students must have their dues paid in order to attend Prom, Senior Breakfast, and Senior Picnic.
* **Fundraisers** can be done by your class any time during the year- make sure to get them approved by Dr. Kelly and fill out paperwork form E (Fundraising Financial Report) and then Forms A, B, C, and D as needed.
* Organize for **March Madness**
	+ Attend event and assist in supervising the student body.
* Organize for **DFA Olympics**
	+ Attend event and assist in supervising the student body.
* **Prom- is taken care of! Yay!** You will need to collect any outstanding dues. Anyone that does not pay their remaining balance cannot attend Senior breakfasts, Prom, or Senior picnic until they do.
	+ **Senior Breakfasts:** Usually, one Senior breakfast per semester is organized. You can determine when they will be, but you must have the dates pre-approved by Dr. Kelly. You can have them catered or have parents cook breakfast foods.
	+ **Senior Week**
		- Choose a week near the end of the year (with approval from Dr. Kelly)
		- Meet with your class representatives/officers to come up with themes (then have Dr. Kelly approve)
	+ **Senior Picnic**
		- You can get in touch with parents of seniors. The parents help grill burgers and hotdogs for the seniors. this happens during exam week.
		- You can of course have this event catered if you would like. - usually, sides are catered. Recently, food trucks have become popular.
		- If your class wants to have bouncy castles and such, Dr, Kelly has permitted it in the past.

**SENIOR YARD SIGNS- this has been done for CLASS OF 2020-CLASS OF 2024. They are very expensive (about $10 per sign). Should we continue or would you rather spend the money on something else?**

# **DEMERIT SYSTEM**

To establish repercussions for problems such as poor attendance, talking out of turn in meetings, detentions, tardiness, etc., HSSC has a demerit system. Any HSSC member that accumulates **5 demerits** over the course of the semester will be removed from student council.

In each monthly meeting, the Executive Secretary will inform members of their demerit standings; members may check with the Executive Secretary at any time to find out the number of demerits accumulated.

Although the demerit system allows 5 absences, **NO MORE THAN 2 TOTAL ABSENCES PER SEMESTER WILL BE PERMITTED (excused or unexcused)**. If a scheduling conflict arises or a student is absent from school due to illness, college visits, etc., the HSSC Lead Sponsor should be notified **via email\*** A WEEK IN ADVANCE (or as soon as possible PRIOR to the meeting/event) in order to be excused. Those who fail to comply will receive demerits for their absence.

***The Lead Sponsor and school administration reserve the right to dismiss any representative or officer if it is reported that a person(s) is not fulfilling his/her duties as a member of HSSC.***

|  |  |
| --- | --- |
| **\*Unexcused** Absence at Meeting OR HSSC Sponsored Event | 2 demerits |
| Out of Dress Code at Council Meeting (at school on meeting days) | 1 demerit |
| Report of Disrespect via teacher, staff, bus driver, etc. | dismissal |
| Accumulation of 11 unexcused tardies | 2 demerits |
| Suspension (for any reason) | dismissal |
| Breaking any part of the HSSC contract | dismissal |
| Excessive Dress Code Violations & Detentions | dismissal |
| Academic Probation | suspension for length of probation period |
| Disciplinary Probation | dismissal |
| Attendance Probation | suspension for length of probation period |
| Not Completing Mandatory Service Hours | dismissal |

# **MEETING SCHEDULE**

* Full Student Council meetings will usually be held on the first Wednesday of every month from 3:30-4:30pm. A schedule of meeting dates will be given at the Kickoff Retreat and the 1st Full Council Meeting.
	+ 3:30-4:00 Full Council Meeting
	+ 4:00-4:30 Class Meeting
* The Executive Council/Class Presidents meetings will meet on Friday mornings the week prior to a Full Student Council meeting in preparation for the upcoming month’s meeting.
* The President of HSSC and Class Presidents are responsible for creating and editing agendas. Agendas should be made at least a week prior to any meeting. Agendas are not to be used in meetings unless they have received prior approval by the Class or Lead Sponsor.

# **EVENT PROCEDURES**

Because HSSC members are required to attend all Student Council events, there must be a system in place that allows the Secretary to track attendance and absences. The sign in/ sign out system will be in place for this purpose. For all events, Student Council members have to sign in and sign out with the Executive Secretary. Signing in and out must be done by each individual. No friends or other members may sign in for you. Signing in and out is required if you wish for your attendance to be counted. If you have to leave an event early, signing out is still a requirement.

Student Council members are not obligated to pay the entrance fee for any HSSC event, as their attendance is required and it included in their dues paid. However, purchases will have to be made for concessions.

At all events, Student Council members should help the event flow smoothly, aid in setting up and take down, and set a good example. Remember, you were recommended to be on council because your behavior stands out from the rest! If anyone has questions about the procedures for a specific event, seek out the Class President or Sponsor in charge of that event.

If your class is the sponsor of the event, all class representatives/officers are expected to help set up, run activities, and clean up. You should plan to stay 30 minutes after the end of the event to allow time to clean up.

## **SPIRIT POINTS**

Spirit points are numerical values accumulated by each class throughout the year. Calculated by the Public Relations/Spirit Chairperson with assistance from the Executive Secretary, spirit points are figured according to each event. Points can be earned through but not limited to Spirit Week participation, Class Color Day participation, HSSC Event attendance, and winning HSSC competitions. The goal is to accrue the highest number of points by the End of the Year “Farewell Assembly” to be awarded the DFA SPIRIT STICK!

Here are some ways students can earn spirit points for their class:

1. Attend HSSC- Sponsored Events
	* Events such as Powder Puff, DFA Olympics, etc. Students will sign in at the gate and the cumulative attendance will be taken to calculate spirit points.
2. Participation in HSSC Spirit Days (Including Class Color Days and Spirit Week)
	* Spirit Week is held once every semester. Points are counted everyday by assigned representatives and submitted to the HSSC Executive President/Spirit Chair.
3. Winning a MAJOR event (Powder Puff, Fall Classic, etc. as well as Spooky to be Hungry and Links of Love)
	* 1st place: 100 points, 2nd place: 75 points, 3rd place: 50 points

## **SOCIAL MEDIA/GROUP CHATS**

With the increased influence of social networking sites, we urge all Student Council to carefully consider material they are publishing ***before*** posting content to the web. Your pictures and/or statements should not compromise the DFA and its mission. While you are a private citizen, you are now linked to a respected organization, as you are seen as an ambassador of not only your class, but the school itself. Please be respectful when communicating with your Class Sponsors and fellow HSSC members in text messages/group chats.

# **ANNUAL HSSC REQUIREMENTS**

## **Service Projects**

* Every class is responsible for participating in a community service project each year. *The* *Executive Council is also responsible for participating in a service project.*
* Service projects are to be done on a volunteer basis for a nonprofit organization within our Augusta community. Projects done with the NHS, Tri-M, etc. are not valid HSSC service projects. They should be completed within each class council, occasionally in conjunction with members of your class.
* All service project plans should be given to the Philanthropy and Service Chairperson, in written form with the following information (a form is being drafted):
	+ Name of the Non-Profit Organization
	+ Description of Volunteer Activities
	+ Roster of Participants
	+ Number or Hours worked
	+ Contact Information
	+ Date and Time of Project

***All Service Projects must be completed before the start of Spring Break. It is strongly recommended that you complete your project during the 1st Semester.***

## **HSSC Service Hours**

All HSSC Class Officers and Representatives are required to complete at least **FIVE** service hours **within DFA** PER SEMESTER. These hours can be accrued by:

* Ushering DFA productions (with Toole’s approval)
* Participating in Campus Clean-Ups, counting cans, assembling links, or other HSSC service opportunities
* Setting up, breaking down, and/or cleaning up for HSSC Events that are sponsored by **another** class
* Leading Tours for prospective DFA students and their families
* Door Greeting, Audition Helper, Helping a teacher with tasks, etc.

Each HSSC member should have completed at least FIVE hours by the end of First Semester. Service hour records should be turned into the Executive Philanthropy and Service Chairperson by the December meeting. Members who do not turn in 1st Semester service hours will be dismissed from the council. Five hours for Second Semester should be submitted by the May meeting. Students who fail to turn in 2nd Semester will be dismissed and not be allowed to serve in coming school years and/or receive their honor cord upon graduation.

## **HSSC Meeting Day Dress Code**

All HSSC Class Officers and Representatives are required to wear their HSSC Polo Shirt along with khaki pants or skirt on meeting days.

* Polos/khakis are expected to be worn for the entire school day. This identifies to other students, faculty, and staff that you are a HSSC representative, role model, and leader.
* The only exception to this would be during dance class, PE class, or when you are off campus for a dual enrollment class.

## **Guidelines for Sponsoring an Event**

* Events and dances are run by different classes. The classes use the gate and concession money to add to their class accounts.
* When sponsoring an event, you should use the “Event Proposal/Approval Form” ***(Form A)*** to guide your planning.
	+ **Make sure to publicize**! Post flyers in halls, hallway tv monitors, DFA webpage, Instagram, announce on WDFA, and announcements to homerooms- you representatives can go around to homerooms to remind people about upcoming events- the class presidents can assign them homerooms.
	+ **All council reps are responsible for decorating and helping with set up and break down/cleanup**.
	+ You need to fill out the Fundraiser Financial Report ***(Form E)*** for the event and turn it in to Ms. Toy for signatures.
	+ Getting reps to work concessions and gate:
		- Your class president should come up with a spreadsheet for a times schedule for work times- 15- 30 minutes. Reps work at these stations with supervision.
		- At the beginning of an event, you may want more reps working, because this is when it is the busiest.
	+ Gate: You will have to provide the money for the cash box to make change
		- $200 in 1s, 5s, and 10s to be split between the cash boxes for concessions and the gate is recommended. When the event is over, you get your money back, and make the rest of it a deposit. ***(Using form E, C, and D)***
	+ Concessions:
		- * To get food and drink for concessions, you will need to fill out a Payment Authorization Form ***(Form B)***.
		- After your purchases you can turn in your receipts to Mrs. Toy.
		- These count as expenses on (***Form E)***

**EVENT CHECKLISTS**

**Event Checklist for “Fall Classic”**

* Set date
* Set start/end time
* Set location
* Set admission prices (consider a discount for pre-sales)
* Secure chaperones
* Fill out and submit Event Planning Form to Lead Sponsor/Adviser
* Fill out and submit Fundraising Form and Submit to Bookkeeper
* Fill out and submit PAF for reimbursement for any supplies/concessions
* Create sign with Concession choices and pricing
* Cashbox with change
* Promote your event
	+ Email WDFA
	+ Send to Media Specialist for Webpage/Hallway TVs
	+ Send to Lead Sponsor/Advisor to have flyers printed
	+ Send to PR/Spirit Chair for HSSC Instagram
* Communicate with AV Teacher for sound system and set-up
* Communicate with P.E. Coach for equipment and set-up time
* Communicate with custodians for ice and trashcans
* Secure referees (minimum two per game)
* Secure HSSC “Event Kit” (whistles, clipboards, first aid kit, extension cords),
* Secure scorekeepers
* Secure play-by-play announcers
* Secure an on-site contact for medical issues
* Set up tables for sign in, concession stand, judges, etc.
* Create sign-in sheets for each HS class for the purpose of Spirit Points
* Set up chair for parents/teachers
* Copy rubrics for Cheer competition
* Get prior permission (one week at minimum) for class reps. to be released early for set-up
* Create event timeline/schedule
* Order wristbands
* Decide on roles/shifts (door greeter, check-in, ticket sales, concessions, etc.)
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**Event Checklist for “Powder Puff”**

* Set date
* Set start/end time
* Set location
* Set admission prices (consider a discount for pre-sales)
* Secure chaperones
* Fill out and submit Event Planning Form to Lead Sponsor/Adviser
* Fill out and submit Fundraising Form and Submit to Bookkeeper
* Fill out and submit PAF for reimbursement for any supplies/concessions
* Create sign with Concession choices and pricing
* Cashbox with change
* Promote your event
	+ Email WDFA
	+ Send to Media Specialist for Webpage/Hallway TVs
	+ Send to Lead Sponsor/Advisor to have flyers printed
	+ Send to PR/Spirit Chair for HSSC Instagram
* Communicate with AV Teacher for sound system and set-up
* Communicate with P.E. Coach for equipment
* Communicate with custodians for ice and trashcans
* Secure referees (minimum two per game)
* Secure HSSC “Event Kit” (whistles, clipboards, first aid kit, extension cords),
* Secure scorekeepers
* Secure play-by-play announcers
* Secure an on-site contact for medical issues
* Set up tables for sign in, concession stand, judges, etc.
* Create sign-in sheets for each HS class for the purpose of Spirit Points
* Set up chair for parents/teachers
* Copy rubrics for Cheer competition
* Get prior permission (one week at minimum) for class reps. to be released early for set-up
* Create event timeline/schedule
* Order wristbands
* Decide on roles/shifts (door greeter, check-in, ticket sales, concessions, etc.)
* Request that the Senior grass be cut. Ensure no obstacles are in the grass/playing area.
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**Event Checklist for “March Madness”**

* Set date
* Set start/end time
* Set location
* Set admission prices (consider a discount for pre-sales)
* Secure chaperones
* Fill out and submit Event Planning Form to Lead Sponsor/Adviser
* Fill out and submit Fundraising Form and Submit to Bookkeeper
* Fill out and submit PAF for reimbursement for any supplies/concessions
* Create sign with Concession choices and pricing
* Cashbox with change
* Promote your event
	+ Email WDFA
	+ Send to Media Specialist for Webpage/Hallway TVs
	+ Send to Lead Sponsor/Advisor to have flyers printed
	+ Send to PR/Spirit Chair for HSSC Instagram
* Find 2 “All-Star” Coaches
* Hold sign-ups/try-outs for 2 “All-Star” Teams
* Organize half-time faculty challenge
* Communicate with AV Teacher for sound system and set-up
* Communicate with P.E. for equipment and set-up time
* Communicate with custodians for ice and trashcans
* Secure referees (minimum two per game)
* Secure HSSC “Event Kit” (whistles, clipboards, first aid kit, extension cords),
* Secure scorekeepers
* Secure play-by-play announcers
* Secure an on-site contact for medical issues
* Set up tables for sign in, concession stand, judges, etc.
* Create sign-in sheets for each HS class for the purpose of Spirit Points
* Set up chair for parents/teachers
* Copy rubrics for Cheer competition
* Get prior permission (one week at minimum) for class reps. to be released early for set-up
* Create event timeline/schedule
* Order wristbands
* Decide on roles/shifts (door greeter, check-in, ticket sales, concessions, etc.)
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**Event Checklist for “DFA Olympics”**

* Set date
* Set start/end time
* Set location
* Set admission prices (consider a discount for pre-sales)
* Secure chaperones
* Fill out and submit Event Planning Form to Lead Sponsor/Adviser
* Fill out and submit Fundraising Form and Submit to Bookkeeper
* Fill out and submit PAF for reimbursement for any supplies/concessions
* Create sign with Concession choices and pricing
* Cashbox with change
* Promote your event
	+ Email WDFA
	+ Send to Media Specialist for Webpage/Hallway TVs
	+ Send to Lead Sponsor/Advisor to have flyers printed
	+ Send to PR/Spirit Chair for HSSC Instagram
* Communicate with AV Teacher for sound system and set-up
* Communicate with P.E. Coach for equipment
* Communicate with custodians for ice and trashcans
* Secure HSSC “Event Kit” (whistles, clipboards, first aid kit, extension cords),
* Secure an on-site contact for medical issues
* Set up tables for sign in, concession stand, etc.
* Set up “non-competitive” areas (chalk, bubbles, cornhole, badminton…for example)
* Create sign-in sheets for each HS class for the purpose of Spirit Points
* Get prior permission (one week at minimum) for class reps. to be released early for set-up
* Create a map of all activities
* Create event timeline/schedule of competitions (relays, tug-of-war, etc.)
* Order wristbands
* Decide on roles/shifts (door greeter, check-in, ticket sales, concessions, running games etc.)
* Request that the Senior grass be cut. Ensure no obstacles are in the grass/playing area.
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**Event Checklist for “Fall Ball”**

* Set date
* Set start/end time
* Set admission prices (consider a discount for pre-sales)
* Set theme
* Order decorations
* Hire DJ
* Buy/order concessions
* Secure chaperones (sign-up genius)
* Fill out and submit Event Planning Form to Lead Sponsor/Adviser
* Fill out and submit Fundraising Form and Submit to Bookkeeper
* Fill out and submit PAF for reimbursement for any supplies/concessions
* Create sign with Concession choices and pricing
* Find volunteers to run concessions
* Cashbox with change
* Promote your event
	+ Email WDFA
	+ Send to Media Specialist for Webpage/Hallway TVs
	+ Send to Lead Sponsor/Advisor to have flyers printed
	+ Send to PR/Spirit Chair for HSSC Instagram
* Communicate with AV Teacher for sound system and set-up
* Request Air-conditioning for after hours
* Communicate with custodians for ice and trashcans
* Secure HSSC “Event Kit” (whistles, clipboards, first aid kit, extension cords),
* Secure an on-site contact for medical issues
* Set up tables for sign in, concession stand
* Have form for “outside guests”
* Create guest list
* Set up stations/chair for chaperones
* Create sign-up for additional set-up/clean-up volunteers (Exec. Participation is mandatory)
* Secure large fans
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**Event Checklist for “Prom”**

* Create a committee
* Set date
* Set start/end time
* Set theme
* Order decorations
* Hire DJ
* Order food/beverages
* Order “favors” if desired
* Secure chaperones (sign-up genius)
* Fill out and submit PAF for reimbursement for any supplies/concessions
* Set up tables for sign in
* Have form for “outside guests”
* Create guest list
* Order invitations
* Arrange a “reveal” assembly with Dr. Kelly
* Create a “reveal” plan
* Set up stations/chairs for chaperones
* Decide roles/duties
* Orchestrate voting for Prom Court
* Order crowns/sashes for Prom Court
* Hire Security Guard/guards
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## APPENDIX

**Form A:** Event Proposal/Approval Form

**Form B:** Payment Authorization Form SAMPLE\*

**Form C:** Cash Receipt Form SAMPLE\*

**Form D:** Deposit Slip SAMPLE\*

**Form E:** Fundraising Form SAMPLE\*

**Form F:** Service Hour Log

**Form G:** HSSC Member Contract

**Form H:** Cheerleading Rubric

\*Actual form can be obtained from the Bookkeeper in the Front Office

**Form A: Event Proposal/Approval Form**

**\*Hard copy is available from Lead Sponsor/Adviser**

**Davidson High School Student Council Event Proposal/Approval Form 2024-25**

ALL parts of this form must be completed and submitted to Mrs. Daniels **AT LEAST one month prior** to the proposed event.

No advertising or promotion of your event can occur until this form is **FULLY** completed and submitted.

**Instructions:**

* Fill out **PART A** in its entirety.
* Bring this form to each person listed in **PART B** for the appropriate signatures **IN THE ORDER THAT THEY ARE LISTED**.
* Seek out the required faculty/staff members and complete **PART C**.
* Submit **FULLY COMPLETED** form to Mrs. Daniels for her to complete **PART D**.

**PART A (Event Details):**

Your Name/Names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your Grade Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name/Title of your EVENT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of your event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start/End time of your event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of your event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who will attend your event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe the event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How will tickets be sold?  (Circle one response)  PRE-SALE         AT THE DOOR          BOTH     N/A (no ticket needed)

How much will the tickets cost?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will food be served? (Circle one)   NO concessions     YES, included in price of ticket    YES, we will sell concessions

**PART B (Faculty Awareness):**

Signature of Your Class Sponsor #1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Your Class Sponsor #2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Fine Arts Coordinator (Mrs. Toole) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Signature of Lead Student Council Sponsor (Mrs. Daniels) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**PART C (Supervision):**

Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Custodian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chaperone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chaperone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chaperone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chaperone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chaperone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chaperone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART D (to be completed by Mrs. Daniels):**

DATE OF COMPLETED FORM SUBMITTED TO MRS. DANIELS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EVENT APPROVED FOR PROMOTION/ADVERTISEMENT

\_\_\_\_\_\_YES  \_\_\_\_\_\_NO (REASON)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*Final Approval Signature of Principal (Dr. Kelly) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**Form B: Payment Authorization Form SAMPLE\***

**\*The actual form can be found in the FRONT OFFICE**

**Form C: Cash Receipt Form SAMPLE\***

**\*The actual form can be found in the FRONT OFFICE**

**Form D: Deposit Slip SAMPLE\***

**\*The actual form can be found in the FRONT OFFICE**

**Form E: Fundraising Form SAMPLE\***

**\*The actual form can be found in the FRONT OFFICE**

**Form F: Service Hour Log**

**\*Hard copy is available from Lead Sponsor/Adviser**

|  |
| --- |
| **DFA High School Student Council Service Hour Log (5 hours per semester)**  |
| **Name:** **Grade:**  |
| **Activity**  | **Date/s**  | **# of hours**  | **Signature of advisor/supervisor**  | **Advisor/Supervisor** **Contact Information**  |
|     |   |   |   |   |
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**Form G: HSSC Member Contract**

**\*Hard copy is available from Lead Sponsor/Adviser**

**TO BE RETURNED TO MRS. DANIELS BY THE NEXT MEETING on AUGUST 14TH**

**Davidson Fine Arts HSSC Contract 2024-2025**

**I understand that as a member of HSSC I am expected to be an ambassador of DFA and a positive role-model for other students. I am a representative of the school and of my class.**

**I promise to strive to portray myself and the school in a professional manner.**

I understand that the following situations, circumstances, or behaviors may result in my dismissal from council:

1. Social Media
2. Any kind of negative post on social media platforms may lead to my dismissal.
3. Depending on the severity of my post, I may be issued a warning, or I may be dismissed immediately.
4. Posts that I will not make on social media include:
5. Bullying
6. Inappropriate pictures or language
7. Negative posts about Davidson Fine Arts School, its students, or faculty/staff
8. Discussion of inappropriate topics on social media
9. Organizing or participating in inappropriate student movements, meetings, or events
10. School Behavior
11. Excessive Detentions or an accumulation of unserved detention hours
12. Behavior at dances or events
13. Inappropriate dance movement- with another student of any gender
14. Inappropriate language
15. Conduct that does not promote unity or sportsmanship
16. Disrespectful behavior towards faculty/staff member/s
17. Violation of the Davidson Student Code of Conduct
18. Attendance: Any absences must be submitted **via email to Mrs. Daniels** before the meeting/event.
19. Excessive absences from HSSC meetings- I may be dismissed for:
20. More than 3 excused absences
21. More than 2 unexcused absences
22. Missing more than one HSSC event
23. 5 or more demerits from the demerit system in the HSSC Handbook (Copy is on the HSSC Webpage).

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print your name neatly) understand that violation of any of these may result in my dismissal or a referral of my case to the school administration.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\***Annual dues of $30** must be paid via MySchoolBucks

on the DFA website by **September 4th** Meeting

**Form H: Cheerleading Rubric**

**Cheerleading Rubric** **Event**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Judge** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Class performing** (circle one): 9th 10th 11th 12th

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Category**  | **1**  | **2**  | **3**  | **4**  | **5**  |
| **Spirit**/**Enthusiasm-** got the crowd energized  |  Poor  |  Average  |  Good  |  Great  |  Excellent  |
| **Originality**- creative movement, outfits, and approach  |  Poor  |  Average  |  Good  |  Great  |  Excellent  |
| **Execution**- precision and quality of cheering and dance movements  |  Poor  |  Average  |  Good  |  Great  |  Excellent  |
| **Overall impression**  |  Poor  |  Average  |  Good  |  Great  |  Excellent  |
| **Total** for each category  |  1x \_\_\_\_\_\_= \_\_\_\_\_\_\_  |  2x \_\_\_\_\_\_= \_\_\_\_\_\_\_  |  3x \_\_\_\_\_\_= \_\_\_\_\_\_\_  |  4x \_\_\_\_\_\_= \_\_\_\_\_\_\_   |  5x \_\_\_\_\_\_= \_\_\_\_\_\_\_  |

**Total score** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Overall time**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Music/Costume/Time DQ?** Yes or No

**RULES**

**Time:** Under 3 minutes

**Costume:** Legs should be covered (compression leggings under skirts/shorts/tutu), no midriffs. If you have any questions, please ask prior to purchasing anything.

**Music:** No inappropriate language or subject matter (drugs, alcohol, violence, etc.)

Lead the crowd in a cheer as well as dance.

\***MANDATORY DRESS REHEARSAL** for Administrators to check all the above on \_\_\_\_\_\_\_\_\_\_\_\_. We must see the routine in its entirety and costumes must be worn.