

APPLICATION FOR SGA CORRESPONDING SECRETARY

K.Crawford

Thank you for expressing your interest in making our school better next year by becoming personally involved. Please read everything completely and carefully. **Fill out the application and return it to the SGA sponsor by _____.** The SGA Executive Committee will make it's recommendation to the SGA President for appointment as soon as possible.

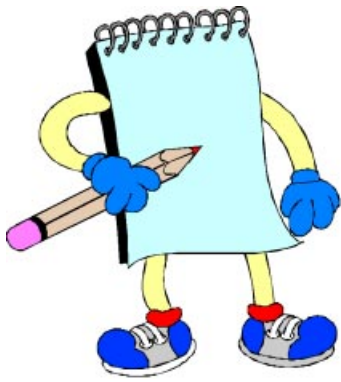
The office of Corresponding Secretary is an intricate part of the Student Government Association. As an executive committee member, you would be expected to attend all executive meetings and general assembly meetings. This time alone requires a commitment on your part, yet it only touches the surface of the real job. Attached you will find a detailed description of what the SGA Constitution requires. If you are appointed to this position and you accept that appointment, you will inherit a year round, full time job. Please look over the job description carefully. If you have questions or concerns about the job itself or the time commitment involved in this position, please see the SGA advisor as soon as possible. In applying for this office, remember that you are making it a major priority for the school year. One of the hardest lessons to learn is the ability to recognize when you are over extended. Some students who become actively involved in the SGA are also interested in becoming involved in other activities. Please consider the time and responsibility that you are willing and able to accept.

PLEASE LIST ALL OF THE SKILLS YOU HAVE THAT WOULD MAKE YOU THE BEST PERSON FOR THIS OFFICE:

AS CORRESPONDING SECRETARY, YOU ARE A MEMBER OF THE EXECUTIVE COMMITTEE. WHAT NEW IDEAS OR PROGRAMS COULD YOU SUGGEST FOR THE SGA?

Would you be willing to share this responsibility? Yes No

NAME _____ GRADE ____ TEAM _____



The office of corresponding secretary requires good writing skills, as it is the SGA's main source of communications with administration, teachers, parents, and students. Below you will find several "prompts" in different areas of communications. On the computer, create a sample of each writing piece. Please submit your examples of how you would write to handle each task along with your application form.

√ MEMORANDUM or MEMO

...to the teachers at our school to remind them about an SGA General Assembly meeting on Thursday, February 19...teachers should give first period delegates the permission form to attend the meeting...

√ NEWSPAPER ARTICLE - ONE FOR THE STUDENT NEWSPAPER AND ONE FOR THE PTSA NEWSLETTER (the PTSA newsletter is sent home to parents).

...6th grade sock hop and pizza part was Friday, September 14, very successful...135 6th graders attended...DJ was Sounds Unlimited...limbo contest won by Jane Smith...dance contest won by Dawon Jones and Theresa Graham...next dance is for all students scheduled for October 22.....SGA provided guides for Back to School Night.....SGA is planning on selling school sweatshirt this year.....first spirit week is scheduled for November 5-9...

√ THANK YOU NOTE

...to Mr. and Mrs. Bishop for chaperoning the "Awesome Autumn SGA Dance" on September 12th.