

CARROLL COUNTY STUDENT GOVERNMENT ASSOCIATION

December 7, 2011

Dear 9th/10th Grade Student:

Thank you for your interest in serving as the Student Representative-Elect on the Carroll County Board of Education for the 2012-13 school year and the Student Representative on the Carroll County Board of Education for the 2013-14 school year. The responsibilities associated with shaping the county education policies are extremely challenging and rewarding, and your desire to serve the citizens of Carroll County in this capacity is commendable. The Carroll County Student Government Association (CCSGA) carries out the selection process.

Please review the responsibilities of both the *Elect Position* and the actual *Board Representative Position* that are included in this packet. Prior to making the decision to pursue this position, **please carefully consider your ability to miss a great deal of school, to commit a significant amount of time outside of school, and to transport yourself to meetings.** I recommend speaking to our current Student Representative, Angela Bladen for more information. She can be reached via e-mail at sturep@carrollk12.org. Angela is currently a senior at Francis Scott Key High School.

In order for you to be considered for this position, you must be a current 9th or 10th grade student, and I must receive your application packet by **January 17, 2012**. This is a strict deadline and incomplete applications will not be considered. All applications will be screened and rated, and interviews may be held in the event that it is necessary to narrow the field to no more than three applicants. Applicants will be required to give a speech during the CCSGA General Assembly on February 3, 2012 at Carroll Community College. Following the speeches and a question and answer session, the CCSGA delegates will elect the Student Representative-Elect.

Please review the attached information and carefully complete the application packet. If you have any questions, please do not hesitate to contact me at 410-751-3097.

Sincerely,

Ms. Nora Murray
CCSGA Advisor

**Application for the Position of Student Representative-Elect
on the
Carroll County Board of Education**

Nominee' s Name: _____

School: _____

Home Address: _____

Grade: _____

Phone Number: _____

Email Address: _____

Your Application Packet must include:

- This Application Form
- Resume
- Essay Response
- Three Letters of Recommendation from the following:

One letter of recommendation must come from 1) your current principal, 2) a high school teacher that has/had you in class, and 3) a person of your choice. No additional letters of recommendation will be considered.

You are responsible for collecting the sealed recommendations and including them with your other application materials in one, complete application packet. Be sure to clearly establish when you need the recommendations returned to you so that you can send the complete application packet in on time. We recommend that you provide a copy of the position description to each of the individuals writing a letter of recommendation.

Your completed application packet must be received by January 17, 2012. Mail or deliver your packet to:

Ms. Nora Murray
CCSGA Advisor
Carroll County Public Schools
125 North Court Street
Westminster, MD 21157

The Role of the Student Representative-Elect

The Student Representative on the Board of Education is elected by the CCSGA for a two-year term. During the first year, the student's title is Student Representative-Elect. She/He will be expected to shadow the current Student Representative. This provides an opportunity for the Student Representative-Elect to learn the responsibilities of the position.

The Responsibilities of the Student Representative-Elect

- The Student Representative-Elect will shadow the Student Representative on the Carroll County Board of Education. This entails:
 - Working with the Student Representative
 - Preparing for the next year by familiarizing his/herself with the role of the Student Representative and how the Board of Education is structured and works.
- She/He is a member of the CCSGA Executive Board and is expected to attend all meetings.
- She/He should attend as many Board of Education meetings as possible.

Election of the Student Representative on the Board of Education

Elections for the position of Student Representative will be held during a CCSGA general assembly meeting as determined by the CCSGA Constitution. Candidates must be a high school freshman or sophomore and meet all eligibility requirements of Carroll County Public Schools. Each candidate must complete an application and participate in an interview with the CCSGA Executive Board during an initial screening process. Candidates who advance the final round of screening address the CCSGA general assembly and participate in a question and answer period following candidate speeches. The candidate receiving the most votes will become the Student Representative-Elect during the following school year.

Summary

The Student Representative on the Carroll County Board of Education serves as the voice of the students. He/She must be accessible to listen to the various concerns and opinions of Carroll County students. She/He must also serve as a role model in order to encourage students to become active participants in their own educational process.

Student Representative on the Board of Education Position Overview

The Role of the Student Representative

The Student Representative is expected to represent an informed student viewpoint on educational issues. The role of the Student Representative is not to represent any particular special interest group of students on an issue; rather they must respect the diversity of students' points of view in order to express a position that will be consistent with the best interest of all Carroll County students.

The Student Representative attends all board meetings. The Student Representative may raise issues, make comments, ask questions, and give input on any topic before the CCPS Board of Education.

Responsibilities of the Student Representative

- The Student Representative must attend all Carroll County Board of Education meetings. She/He is expected to attend special board meetings.
- Before each meeting, board members receive a packet of background materials of items to be discussed. Studying the information included in the board materials in preparation for the monthly meetings requires an enormous amount of time. Knowledge of all issues that will be discussed at the meetings is critical to the Student Representative's ability to make substantive contributions at meetings.
- The Student Representative must gain the respect of the adult board members and other educational leaders. This is most effectively accomplished by doing the required homework prior to meetings, making informed comments, and asking pertinent questions.
- The Student Representative is a member of the CCSGA Executive Board. He/She is required to attend all CCSGA Executive Board meetings as well as CCSGA general assembly meetings. The Student Representative will give a brief presentation at these meetings.
- The Student Representative serves as an ex-officio member of the Maryland Association of Student Councils (MASC) Executive Board. MASC meetings are held bi-monthly in various locations around the state. The Student Representative is encouraged to attend these meetings to ensure that Carroll County is represented.
- The Student Representative must provide his/her own transportation to all meetings and functions related to the position.

**Application for the Position of Student Representative-Elect
on the
Carroll County Board of Education**

Essay

Please respond to the following question in 250 or fewer words: (You may type this on a separate sheet of paper)

What do you think is the role of the Student Representative on the Carroll County Board of Education and how would you fulfill that role?

Recommendation - Current Principal

Application for the Position of Student Representative-Elect on the Carroll County Board of Education

Nominee' s Name: _____

Principal' s Name: _____

School: _____

Note: This recommendation must be returned to the nominee in a sealed envelope.

1. How long and in what context have you known the nominee?

2. Please indicate below reasons for your support for the Nominee's application for Student Representative on the Carroll County Board of Education. (Please do not write on the back-use additional pages if necessary).

Signature of Principal

**Application for the Position of Student Representative-Elect
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Recommendation - High School Teacher

Nominee's Name: _____

Teacher's Name: _____

School: _____

Note: This recommendation must be returned to the nominee in a sealed envelope.

1. How long and in what context have you known the nominee?

2. Please indicate below reasons for your support for the Nominee's application for Student Representative on the Carroll County Board of Education. (Please do not write on the back-use additional pages if necessary).

Signature of Teacher

**Application for the Position of Student Representative-Elect on the
Carroll County Board of Education**

Recommendation

Nominee's Name: _____

Name of Person
Completing
Recommendation: _____

Note: This recommendation must be returned to the nominee in a sealed envelope.

1. How long and in what context have you known the nominee?

2. Please indicate below reasons for your support for the Nominee's application for Student Representative on the Carroll County Board of Education. (Please do not write on the back-use additional pages if necessary).

Signature of Person Completing Recommendation