



WATERFORD KETTERING STUDENT COUNCIL OFFICER CANDIDATICY PACKET

CLASS: SENIOR | JUNIOR | SOPHOMORE

Please follow the steps listed below to become an official candidate for Executive Board.

- The Candidacy Declaration form must be **completed online and approved by an adviser**, before beginning work on the items on the Candidacy Checklist. All candidates (and parents) must sign a pre-election notice form also. Both Candidacy Declaration and Pre-election Notice are due: **Thursday, April 2, 2026.**
- Candidacy checklist items are due to Mr. Burlingame or Ms. Victor on our website at www.wsdmi.org/wkstuc **NO LATER THAN Wednesday, April 22, 2026.** Campaign week will run **May 11-15, 2026.** Please make sure all items are **typed and grammar free.**
- **Once your campaign speech text is approved by Mr. Burlingame,** please create a short video recording of you delivering your speech and upload that speech to the website form. If you need assistance or cannot record your own video, please see Mr. Burlingame.
- **Voting will take place online Wednesday-Friday, May 14-15, 2026.**
Encourage your peers to vote at this time: www.wsdmi.org/vote.
Voting closes **12:00p, Friday, May 15.**

Résumé/Qualifications/Campaign Commercial

- Your qualifications should be typed in a single paragraph and include your first and last name, the date and leadership characteristics you feel you can bring to make Kettering Student Council better.
 - Qualifications should include why you feel you're best suited for an officer/leadership role on Student Council. It should be clear you've read and understand the position and have added anything you feel you might bring NEW to the position as it evolves with you.
- Please include attached to this form, a formal, typed Waterford Kettering Student Council Résumé
- Your campaign commercial speech should be a brief explanation of the above items that gives students an idea of who you are and what you plan to bring to Student Council. Speeches should be no more than 90 seconds in length.

During campaign week, you are permitted to discuss and promote yourself during the school day as long as it doesn't interrupt with teaching/learning.

Student Signature

Date



OVERVIEW OF EXECUTIVE BOARD POSITIONS

- **The president** of each class is responsible for complete execution/organization of school related events and meetings. Additionally, the president should be an active communicator with council members in their class as to the business related to events and activities. The senior class president is responsible for being a part of decision making as it relates to meeting agendas and student council organization. The president is responsible for ensuring council members in their grade are actively participating and promoting student council business. The senior class president is responsible for maintaining a line of communication between the organization and school administration. In the event of an absence, the presidents and vice presidents should communicate with one another.
- **The vice-president** of each class is responsible for directly supporting the president of the respective class and student council business. If the senior class president is unable to be present at a student council meeting, it is the responsibility of the senior class vice-president to conduct all meeting operations. The junior class president is responsible for collaborating with the senior class president and vice-president to ensure meeting operations are carried out effectively. In the event the president is unable to perform his/her duties, the vice-president shall assume all responsibility for the function of the student council per the discretion of the student council and its advisers. It is the duty of the vice-president to verify meeting attendance after members have signed in and report concerns to an adviser. In the event of an absence, the presidents and vice presidents should communicate with one another.
- **The secretary** of the junior/senior class is responsible for keeping the minutes of each student council meeting and reporting back to their members on what was discussed and decided. The secretary should be a key help in the communication of student council related business. In addition to these duties, the secretary should regularly report out to Student Leadership. The secretary is also responsible for tallying, recording and informing all members of the status of any membership vote. The secretary of the junior and senior class should collaborate and plan together who will be responsible for what items each meeting. In the event of an absence, the secretaries should communicate with one another. The secretary is responsible for keeping and posting meeting minutes and should be posted to Edmodo within 24 hours of the meeting being adjourned. The secretary is responsible for assisting the historian when necessary. Secretaries should review items discussed at the last meeting for review.
- **The historian** of the senior class is responsible for keeping a record of all related events, people and contributions Student Council makes to our school community. This means taking photos at events, captioning those photos, interviewing students, parents, staff about events and collecting information about the Student Council carrying out its mission. The historian is responsible for assembling and managing a team of leaders (3-4) working to coordinate and execute Kettering alumni connections—establishing a connection with graduates and inviting them to participate in school events as a means of giving back to the Kettering community.



* Members elected to offices at the freshmen and sophomore level are strongly encouraged to enroll in the Leadership class.

* Members elected to offices at the junior and senior level are required to enroll in the Leadership class.

CANDIDACY PACKET GUIDELINES & CHECKLIST: ALL DUE BY WEDNESDAY, APRIL 22, 2026.

- ____ **Completed** Executive Board Contract Notice (signed: student & parent; approved by adviser)
- ____ **Complete Candidacy Statement Form** (signed/approved by adviser)
- ____ **Complete Résumé (Please draft in this order) (UPLOAD) (REQUIRED)**
 ** [Upload your documents to the Election Submission form: wsdmi.org/wkstuco](https://wsdmi.org/wkstuco)
 - ____ Last Name, First Name, Class, Position Seeking
 - ____ Number of Years Experience on Student Council and positions held (if applicable)
 - ____ Statement of Interest: Why are you BEST qualified for the position you're seeking
 - ____ Why you feel it's important to have a position on the executive board
 - ____ What NEW leadership will you bring in your role on the executive board, what impact this might have on the student body and WHY you want to pursue an executive board position
 - ____ Special qualifications and experience
- ____ **Candidacy Speech Commercial (text and video)**
 (REQUIRED/UPLOAD, signed/approved by adviser)
 - ____ Speech and Recording Approved by Adviser
- ____ **Candidacy Poster for Campaign Wall (REQUIRED, signed/approved by adviser)**
- ____ **Candidacy Slide for building TVs (REQUIRED, signed/approved by adviser)**
 (See a member of the Communications team to build your slide)
- ____ **Included list of Materials for Campaign Week** (typed/UPLOAD)
 (signed/approved by adviser)
- ____ **Campaign Flyer (8.5x11") for Drinking Fountain Areas** (UPLOAD)
 (optional, signed/approved by adviser)
- ____ **Campaign Logo** (optional/recommended, signed/approved by adviser)

REQUIRED CAMPAIGN DOCUMENTS TO UPLOAD: Résumé, VIDEO Speech, Flyer & List of Materials

*** NOTE: Campaign Poster, Campaign Video, Flyer and Résumé will be made public for the student body to view.**

*** Campaign logo is not a necessity, but can be included in campaign and is recommended.**



REQUIREMENT REMINDERS & DATES

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