**SAC Student Leadership Eligibility, Expectations and Duties**

***Eligibility for SAC Student Leadership:***

Students may run for SAC Student Leadership if and only if they fulfill all of the following criteria:

• Full time senior student attending Cameron Heights

• Has demonstrated active school involvement and positive leadership while on Student Activities Council **or** while in an executive position in another major group at Cameron

• Maintains an average of 70% in academic courses

• Adheres to Cameron’s “*Code of Student Behaviour*”

• Readily available after school hours, before school hours and on weekends to meet the time commitment of the position

• Outside commitments must not infringe upon the required time of student activities. Student Activities Council activities take priority over all other volunteer, extra-curricular, career and other non-essential commitments not relating to health or emergencies

• Application is accurately and completely filled out by applicant and handed in on time

• Have read and understand, and will abide by this Constitution

• Have passed interview and approval with current SAC Leadership Team

***Expectations of SAC Student Leadership:***

• You demonstrate the qualities of a good leader

• You communicate with all members in the school community in a respectful manner

• You are a mediator — members of Student Activities Council feel comfortable approaching you

• You are welcoming to all members of Cameron Heights; students, staff, family and visitors

• You demonstrate positive school spirit in all that you do

• You are punctual and attend all meetings and events

• You prioritize Student Activities Council over all other activities

• You respect confidentiality

• If you are currently in grade 11 or in grade 12, you make every attempt to take the Student Activities Council Leadership Course

• You take initiative and lead by example

***Duties of SAC Student Leadership:***

• Attend meetings with SAC Student Leadership from the other high schools and Student Trustees to discuss initiatives, common events and ways to improve current council

• Be present for and help facilitate all weekly Student Activities Council meetings and Executive meetings

• Represent the students of the school at all parent council meetings

• Represent the students of the school at periodic staff meetings

• Represent the school in the community

• Oversee the planning and production of all Student Activities Council events

• Review all event plans and proposals

• Meet with Leadership Teacher for approval of events

• Contact staff when their space needs to be used (Gym, Cafeteria, Classrooms, Custodians, etc.)

• Continue to look for ways to improve organization and production of events

• Improve communication within the school

• Responsible for facilitating successful major fundraisers, events and theme dates with the help from other members on Student Activities Council

• Assist Student Activities Council Director with all interviews for Student Activities Council Representative positions in May of the start of the tenure year

• Lead with intuition, initiative, compassion, and strong communication

• Unwavering attention and attendance at all school events

**SAC Student Leadership Election Process**

***Application:***

All applicants must fill out a ***SAC Student Leadership Application Package***

***Interview:***

After completing and submitting a SAC Student Leadership Application Package, the candidate will undergo an interview directed by the SAC Leadership Teacher and appointed staff and current Co-Chiefs. By means of a majority vote, the interviewing team will determine the applicant’s candidacy status. Either, the applicant will be permitted to be a SAC Student Leadership candidate; or, the applicant will be withdrawn from the SAC Student Leadership process. Election Interviews will be March 2nd , 2018.

***Campaigning:***

Once applicants receive approval, candidates can prepare for campaign week.

• Campaigning begins the morning of March 19th, 2018 and runs until March 22nd , 2018.

• The Election Day is on Friday, March 23rd , 2018.

• Students can begin displaying campaign materials on Monday, March 19th, 2018. Your Campaign Staff Sponsor must see and approve all campaign materials before it is used.

• Campaigning of all sorts must stop (including the removal of posters and the halting of social media campaigning) on the day before election day at 2:30 pm

• All materials used must be appropriate and non-threatening to other candidates. No bandanas are permitted.

• There will be absolutely no texting, or electronic messages of any kind sent to voters the morning election speeches begin.

•The TV in the main foyer may be used for campaigning. Videos must be 45 seconds or less. Slide shows can also be used. All TV requests must be made and materials sent to Mrs. Carmichael one FULL day before the desired viewing.

• Each candidate will receive no more than $75 from the school to assist in the campaigning process.

•Candidates may NOT smear or in any way negatively address another candidate’s campaign.

• Candidates may NOT give, sell, trade, offer or otherwise solicit ANY goods/services to any member(s) of the school community.

***Breach of Terms of Campaigning:***

If at any point during campaign week the candidate breaches any of the above terms of campaign, the candidate will face the below consequences. In the below, any choice in the instance of “or” is to be determined by the SAC leadership teacher and Administration.

1. Be immediately withdrawn from the SAC Student Leadership campaign.

-OR-

2. Be docked votes on Election Day following the below outline:

• For an initial Breach of Terms of Campaigning, the candidate will be docked 100 votes on Election Day

• For every additional Breach of Terms of Campaigning, the candidate will be docked 50 votes on Election Day

***Election Day: Speeches and Voting Procedure:***

• Speeches will be made in the Cafeteria during the Election Assembly

• Candidates speeches are to be submitted to the Staff Sponsor for approval on the Friday before Election Day

• Speeches must be not more than five minutes in length, time starting from the moment the candidate begins speaking and ending at the moment the candidate stops speaking. Candidates may be introduced by their campaign manager. This introduction may only be 2 minutes. It may include video.

• Candidates must follow their approved script precisely

• Each student in the school receives a ballot and is granted two votes. The same applies for Staff.

• Ballots will be distributed to each homeroom class immediately after the assembly. Teachers are to ensure that they seal all ballots in the classroom envelope and return the envelope personally to the Student Activities Office.

• Student Activities Council Director can appoint Election Officer(s) to help in the counting of votes for the election. This Officer(s) must be a trustworthy employee of WRDSB – teachers, secretaries or administration.

• Student Activities Council Director and/or Election Officer(s) will count ballots during lunch

• Students with Period A spare will be directed to vote in the SAC office

• Students absent on Election Day are not permitted to vote at a later date

• In the event of a tie, the SAC Leadership Teacher, Administration, alongside Guidance, will decide based on a majority vote

***Breach of Terms of Speeches:***

If at any point during the candidates speech the candidate breaches any of the above terms of campaign, the candidate will face the below consequences. In the below, any choice in the instance of “or” is to be determined by SAC Oversight.

1. Be immediately withdrawn from the SAC Student Leadership campaign. The candidates name will remain on the ballot, and the school community made unaware of the withdrawal, but all votes for the candidate following the speeches will be disregarded during counting.

-OR-

2. Be docked votes on Election Day following the below outline:

• For every 5 seconds (follow rules of rounding) over the 5 minute speaking limit, the candidate will be docked 2 votes on Election Day

***Election Results:***

• Election results will first be shared with all candidates after school on Election Day

• Successful candidates will be announced to the rest of the school at the end of day on Election Day or the school morning following the Election Day

• The exact tally and order of the Election Results are not to be shared with the school community or SAC Student Leadership/SAC Student Leadership Candidates at any point under any circumstance

• The counting of votes is to be supervised by the SAC Leadership Teacher and the SAC Administrator.

**SAC Student Leadership Campaign Requirements:**

**1.** A list of **32 student signatures** (8 from each grade) that will endorse you as a candidate. Please advise those who endorse you that they **may not endorse more than one candidate.**

**2. Leadership resume** outlining any and all leadership involvement, both in and out of school, since your Grade 9 year. **All Candidates must be involved in leadership committee(s) and/or group(s) in order to campaign.** Please note a student cannot be part of both a major group executive at Cameron Heights and Student Activities Council.

3. **Complete the Co-Chief Questionnaire.**

4. **Endorsements from 4 current teachers/staff** who will be contacted by the SAC Director (see Co-Chief Consent page).

5. **A recent CCS from your Guidance Counsellor** showing your most recent average (minimum 70% average). Candidates must maintain that academic standing and have an excellent attendance record free of truants and lates. (see endorsement page)

6. **An administrator’s endorsement** for your standing as a student (see endorsement page)

7. **A signature from your parent/guardian**, indicating their support (see parent endorsements pages).

8. **Candidates must be entering a senior grade and attended CHCI for at least two years**.

9. The applicant must have participated in a minimum of four student activity sponsored events (ie. Sports, clubs, arts, SAC, Link Crew)

10. Applicants must supply a list of at least 32 printed student names, eight student names from each grade. These names are to represent individuals who support the platform you wish to implement as leader of the Student Council. Each individual student is to print their own name by hand. No student can sign more than one applicant’s form.

11. **Passing a pre-candidacy assessment interview with Principal/Vice-Principal, SAC Director, and the current SAC Student Leadership** to represent the wisdom of hard-working and committed individuals of the school. A majority number of confidence votes must be collected through this assessment, or the candidate will be unable to continue through the process.

12. Adherence to the below timeline

***Timeline:***

**Friday,** **February** 16**th**, 2018 – SAC Student Leadership packages available at 11:00 am in SAC office.

**Wednesday, February 28th ,** 2018 – SAC Student Leadership packages submitted to Student Activity Office by 12:00 pm

**Friday, March 2nd** , 2018 – Pre-candidacy interviews.

**Monday,** **March 5th**  – Official candidates listed

**Tuesday,** **March 6th,** 2017 – Meeting with SAC Director and candidates at 8:15am, in SAC office.

**Monday,** **March 19th –** Thursday, **March 22nd ,** 2018 – Campaign week

**Thursday,** **March 22nd ,** 2018 – All posters and candidacy paraphernalia must be taken down BY 3:00 pm. All campaigning must stop (inclusive of electronic campaigning) as of 3:00 pm.

**Friday, March 23rd ,** 2018 – Election Assembly – period A. Voting to take place after the assembly in homeroom classes. Counting of votes to take place at lunch in a non-disclosed location by staff and administration only.

Candidates informed of outcome by 2:00 pm and then the school will be notified.

**CAMERON HEIGHTS COLLEGIATE INSTITUTE**

**CO-CHIEF CONSENT FORM**

**2018-2019**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby consent to run for the office of Co-Chief of the Cameron Heights Collegiate Institute student council. I have read and understand the rules of campaigning and election and promise to abide by them. I understand the duties and responsibilities that the office of Co-Chief includes and I promise to carry out my duties to the best of my abilities if I am elected.

I am also aware that I must have completed or willing to take the Leadership Course. I will be encouraged to enroll in the Student Council Leadership course (IDC 3OX/4UI) as that is where the bulk of the planning is done. By not enrolling in the class next year, you will miss out on a lot of the planning experience.

Overall Academic Average \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (need a printed CCS from counselling)

Letters of Reference (Please list names below of the staff members you have

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CHCI Student Activity Events in which you have Participated or led. (Refer to criteria sheet)

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campaign Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please print)

Staff Sponsor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please print)

Date \_\_\_\_\_\_\_\_\_\_\_ Signature of Candidate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_ Signature of Campaign Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_ Signature of Staff Sponsor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CAMERON HEIGHTS COLLEGIATE INSTITUTE**

**CO-CHIEF QUESTIONNAIRE**

**Please type your answers to the following questions. Be as detailed as possible. The term “next year” refers to the 2018/19 school year.**

1. What qualities do you have that will make you an effective Co-Chief?

 Please provide information that makes you stand out from other candidates.

1. What academic courses are you taking next year? What type of time commitment do you think this will involve?
2. What extra-curricular activities will you be involved in next year? What type of time commitment do you think this will involve?
3. How will you balance your academic and extra-curricular responsibilities next year to allow you the necessary time to fill the position of Co-Chief?
4. After looking at the roles and responsibilities of the Co-Chief position. What do you see as the most important responsibilities? Describe how you see yourself carrying these out.
5. Outline your campaign week ideas.
6. Describe how you will deal with the following situations in your role as Co-Chief.
7. Deciding on what events to run within the school next year.
8. Poor attendance by members for weekly Member at Large meetings.
9. Personality differences with your Co-Chief partner.
10. Your student council members are not stepping up to run events.
11. What is your election platform going to be? In other words, what are you going to tell the student body are your plans for next year? Why should they vote for you?

**CAMERON HEIGHTS COLLEGIATE INSTITUTE**

**CLAN COUNCIL EXECUTIVE**

**CAMPAIGN MANAGER FORM 2018-2019**

Applicants Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To the individual completing this form:

Completion of this reference form is a necessary part of the application process to position of Cameron Heights Collegiate Student Activities Council Co-Chief. The Activities Advisor and Vice Principal place a great deal of importance on these references. It is understood that this requires time and effort on your part and we greatly appreciate your assistance. Please be as detailed as possible in your responses.

How long have you known the applicant and in what capacity?

What do you perceive to be the applicant’s primary talents or strengths?

What do you perceive to be the applicant’s primary weaknesses? Will this weakness have a tremendous impact on their ability to be co-chief?

**CAMPAIGN MANAGER FORM 2018-2019…cont’d**

Please discuss why this applicant will make an effective Co-Chief for the 2018/19 school year.

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Please give an appraisal of the applicant in terms of the qualities listed below, using the following scale.

**A** Excellent

**B** Good

**C** Average

**D** Poor

**F** Failing

**PLEASE INCLUDE COMMENTS IF YOU WISH**

Leadership Potential: Grade \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Communication Skills: Grade \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Initiative/Motivation: Grade \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Maturity: Grade \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Problem Solving Skills: Grade \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Overall Evaluation: Grade \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return this confidential reference form directly to Mrs. Kitzman or Mrs. Carmichael by February 28, 2018. Feel free to indicate if student did not give much time for you to complete this form.**

***Student Signatures***

We, the undersigned, endorse \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as a potential candidate for SAC Co-Chief of Cameron Heights Collegiate for the 2018 – 2019 school year.

**Candidates should attach a list of 32 student signatures when submitting package.**

**Please Note: Students may only endorse one candidate. If a student endorses a second candidate, this will nullify the signature on the second candidate’s application.**

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| **Grade** | **Name** | **Signature** |
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**Endorsements**

 **(To be completed by VP & Guidance Counsellor and returned DIRECTLY to Mrs. Carmichael’s mailbox)**

We, the undersigned, endorse \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as a potential candidate for a position on Student Activities Council for the 2018-2019 school year.

**Administrator**

|  |  |  |
| --- | --- | --- |
| **\_\_**Enrolled full time for 2018-2019 as senior student | **\_\_**Attendance is acceptable | **\_\_**Overall attitude |
| Comments: |
| **Signature:**  |
| Date:  |

**Guidance Counselor**

|  |  |  |
| --- | --- | --- |
| \_\_Credit summary/report card included with current average >70% | \_\_Attendance is acceptable | \_\_Overall attitude |
| Comments:  |  |  |
| **Signature:**  |  |  |
| Date:  |  |  |

Dear Parent/Guardian,

Your son/daughter has expressed an interest in running for SAC Student Leadership of Student Activities Council. Your permission is required in order for your son/daughter to be allowed to run for this position. There are many roles, responsibilities and expectations that come with the privilege of holding this position, including the following:

• **Acceptable academic standing and an excellent attendance record.** There will be times when SAC Student Leadership duties interfere with classes. Every attempt is made to keep these situations to a minimum, however exceptions do arise. All Student Activities Council members are expected to keep up with their academic course load, even when they need to miss classes.

• **A commitment to improving personal leadership skills.** SAC Student Leaderships from all of the WRDSB schools are members of a board wide Student Representative Committee. There are approximately**3 meetings per year**. The meeting times will vary. The location of these meetings rotates throughout the High Schools. By signing below you are allowing your son/daughter to attend these meetings and to be driven to/from these meeting by the Student Activities Leadership Teacher when the meetings are located outside of Cameron Heights.

• **Attendance at Student Activities Council Retreats (Dates TBD).** The Cameron Heights SAC retreat is a Monday – Tuesday retreat at Hidden Acres Conference Centre in New Hamburg and is held within the first two weeks of school. The Canadian Student Leadership Conference is the last week of September and this year will be in Waterloo, Ontario as we are the proud hosts!!

• **Being a representative of CHCI in the broader school community.** As SAC Student Leadership your son/daughter will represent our school at monthly parent council meetings. They will also be asked to speak at other functions in the evenings, including Grade 8 Information Nights.

• **Being an active and positive role model for fellow students at Cameron Heights.** (i.e., good attendance, academic dedication, respect for school rules and regulations

etc.)

**• Organizing and participating in a wide range of school activities that occur before during and after school hours**

I recommend that you take some time to sit down with your son/daughter and review these expectations and the accompanying nomination form. If you have further questions, please do not hesitate to contact me at

519-578-8330 X 5526 or email jayne\_carmichael@wrdsb.on.ca.

Thank you for your support and cooperation.

Sincerely,

Jayne Carmichael

Student Activities Leadership Teacher

***Parental Permission and Endorsement***

I have read the letter that outlines the expectations, and I have reviewed, with my child, the commitment and the time management skills that are necessary to fulfill the responsibilities of a SAC Student Leadership. ***I am willing to assist my child in achieving and fulfilling these tasks if they are successful in their campaign.***

**Student Activities Council Commitment Clause:**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as a student seeking to be Cameron Height’s Co-Chief, am committed in upholding the standards of leadership set forth by the Cameron Heights Student Activities Council. By choosing to be a member of the Cameron Heights Student Activities Council, I recognize that this role requires on my active participation in all Student Activities Council run meetings and activities (also in preparation thereof) which are of utmost importance and precedence so as to

benefit the entire Cameron Heights student body and surrounding community. ***I acknowledge that failure to take on this role effectively and live up to my commitments will result in an ensuing review of my placement in***

***Student Activities Council and could lead to my dismissal from Student Activities Council.***

I grant my permission for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to campaign for the position of CHCI Co-Chief for the 2018 – 2019 school year.

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please contact Jayne Carmichael, Student Activities Leadership Teacher (jayne\_carmichael@wrdsb.ca) if there are any questions about the time commitment or role of Student Activities Council Co-Chief at Cameron Heights