

CLASS OFFICER

President: Leads meetings, takes a lead role in all events and fundraising activities, ensures that all officers are in attendance at meetings and events, makes contact with supporting faculty, SATV, local businesses, and all others needed, and schedules at least one major fundraiser.

Vice President: Leads meetings in the absence of the President, assumes all Presidential duties when needed, becomes active in all events and fundraising activities, monitors goal progress, and schedules at least one major fundraiser.

Secretary: Official record keeper at every meeting detailing notes and time, shares notes with Officers & Advisors, creates calendars, and schedules at least one major fundraiser.

Treasurer: Keeps track of all funds, creates an accurate and detailed financial record, shares monthly budget reports with Class Advisors and the Principal, schedules at least one major fundraiser.

Description: Under the general supervision of the Class Advisors, the Class Officers are responsible for guiding student efforts to build class spirit, raise money to support their class expenses, coordinate prom, and help plan school/community events and programs.

Roles & Responsibilities: ALL Officers will work closely with Advisors. Officers must ensure records of meetings and funds are accurate. Officers are encouraged to seek Advisor consultation on any and all matters. All officers will work together to create a fundraising and event calendar that is aligned with the team's goals. These goals will also be created together along with fundraising activities and events. All Officers should help plan, organize, and prepare events and fundraising that is aligned with school policy, rules, and regulations. Officers are strongly recommended to be present at all fundraising activities and events from start to finish if possible. Officers should make sure that their class events do not conflict with other school events. Administration, parents, other class officers, other teachers, SATV, and local businesses are encouraged to be utilized effectively if possible.

Events & Fundraising: Events include: 1) Sports Tournaments such as Flag Football, Dodgeball, Basketball, Kickball, etc., 2) Food Sales such as Pizza, Baked Goods, Candy Bars, Doughnuts, etc., 3) T-Shirt Sales that encourage school spirit, 4) Merch Sales such as bottles, bracelets, other Shamokin themed items, 5) Raffles, 6) Gift Card/Patron Donations, 7) Administration/Staff Challenges such as dunk tanks, duct tape, or anything drastic, 8) School Incentives such as a movie day, dress downs, free periods, 9) Event Fundraisers such as Shows, 5ks, Tournaments, or anything in the community. Besides class fees and the class gifts, the class is expected to raise approximately \$4,000 for prom (**Subject to change).