

Application for the W-O Student Activities Council Leadership Group

Name: _____ Homeroom: _____

Applicants must satisfy the following criteria:

1. Be in Grade 10, 11, 12, 5th year during the term of office.
2. Be a student in good academic standing, with minimal if any attendance (including lates) or discipline concerns.
3. Hold a valid Student Activity Card.
4. Read, understand, and commit to fulfilling the Duties and Responsibilities of a Student Activities Council member (attached). Note specifically the academic course requirements and retreat attendance requirements.
5. Read the SAC Committee structure (attached), understand it, and state a preference for which committee(s) you wish to serve on. You may not get your top choices based on demand.
6. Enrol in IDC 30X or IDC 4UX (you need to select the course at course selection time or later but admission to the course is confirmed by successfully completing this application.)
7. Hand in along with this completed application form **i)** a copy of your most recent report card **ii)** a current resume outlining school, volunteer, and work experience relevant to the role of a SAC Leadership group member, and **iii)** a single page long application letter indicating why you feel you would be a help to our school as a SAC Leadership group member.

I have read the Duties and Responsibilities of a SAC Leadership group member and agree to meet those requirements:

Signature of applicant: X _____

I have read the SAC Committee Structure information and am interested in serving on the following committees (list in order of preference with 1 being top choice):

- 1) _____
- 2) _____
- 3) _____
- 4) _____

I have contacted the teacher named below and they have agreed to act as a reference in support of my application:

Teacher's Name: _____

Teacher's Signature: _____

I have included items **i)**, **ii)**, and **iii)** listed above in criteria #7 and returned them along with this application form (sign to confirm):

Signature of applicant: X _____

Please Note: Applicants having already served on SAC Leadership have gone through this process before and need only to complete this form to re-apply. No resume or cover letter needed.

Cell Phone number: _____ E-Mail address: _____

*** Phone number and E-mail is for SAC Communication Purposes Only ***

Thank you for your interest in serving your fellow students. Please return this application and all required information to the SAC office by Thursday March 7, 2019. Applicants may be asked to attend an interview following the completion of applications.

W-O Student Activities Council

Mission Statement, Who We Are & Guiding Principles

Mission Statement: *To leave Waterloo-Oxford a better place than we found it.*

Who We Are: The Student Activities Council at Waterloo-Oxford D.S.S. is the nerve centre of student life. Students that participate in any of the wide range of activities available will find that their school life is broadened and enriched. Active students have the chance to make new friends, develop the self-esteem to make positive choices, and will be provided with a store of memories and experiences that will last a lifetime. We believe that to be a truly complete educational institution, class work must be complimented with a diverse and high quality activity program. Students who participate in activities stay in school longer, perform better academically, and are more apt to lead productive lives. We consist of the Co-Presidents, SAC Leadership group and the Homeroom Reps.

Guiding Principles of Operation: As individuals we will strive to incorporate the “7 Habits of Highly Effective Teens” as a model for personal growth and our dealings with others.

Before applying to be a member of the SAC Leadership group you need to understand the Duties and Responsibilities of the position:

Duties and Responsibilities of a SAC Leadership Member:

- 1) To do his/her best in carrying out the Mission Statement in harmony with the Guiding Principles of Operation.
- 2) To serve as chair of a committee or to be a very active member of 1 committee and partner with one other for events as needed.
- 3) To be a student in good standing in IDC 30X or IDC 4UX. Select this course at course selection time. Select IDC 30X if you are now in Grade 9 or 10. Students in any year having already completed IDC 30X, or students going into their last year of high school, you select IDC 4UX. If IDC 4UX has already been completed then the student must be available during the times of the IDC class (this will be done by timetabling a spare in that slot) to be a part of SAC.
- 4) **To attend the SAC Leadership Kickoff Retreat at YLCC in Orillia on May 26 - 27, 2019 (cost approx. \$119) prior to your year of serving on SAC AND the Ontario Student Leadership Conference in Niagara Falls November 3-5, 2019 while you are on SAC (cost approx. \$239).**
- 5) To purchase SAC Spirit Wear as decided on by SAC. (Cost approx.. \$125 over 2 years)
- 6) To take turns in the rotation for the maintenance of the outdoor sign.
- 7) To attend and encourage others to attend school dances and to assist with the physical set-up and takedown of school dances. (Free admission to dances goes only to those students signed up in advance for working shifts)
- 8) To attend, and encourage others to attend, other SAC events, and to assist by working doors, setting up and cleaning up at these events.
- 9) To attend and to encourage others to attend school assemblies and to assist with the physical set-up and takedown of assemblies.
- 10) To attend, and encourage others to attend, other school events, and to assist by working doors, setting up and cleaning up at these events when needed to do so in both semesters.
- 11) If named a SAC PAC leader to serve in that role in both semesters. (Note that students on the New Student Orientation Committee and Da Cru may not be SAC PAC leaders.)

Waterloo-Oxford Student Activities Council

Committee Structure

Committees:

Sales and Operations
School Spirit
Productions and Logistics
Charities and Service

New Student Orientation
Noon Hour Activities
Special Events
Publicity

Safe, Caring, Inclusive Schools
Green Machine

Sales and Operations (5 - 7 students each semester)

- Shall be responsible for the sale and distribution of school-wide spirit wear throughout the school year
- shall be responsible for organizing the sale and distribution of activity cards, yearbooks, various fees, SAC spirit wear, student photos, etc.
- works with the SAC Advisor, activity secretary, and main office carrying out of the above duties
- shall be responsible for the organization and running of the SAC Co-President elections
- shall be responsible for any fundraising undertaken by the council (specifically QSP Magazine sales) etc.
- co-ordinates and facilitates sale and distribution of holiday themed items as well (ie. candygrams, carnations etc.)

Noon Hour Activities (5 -7 each semester)

- shall be responsible for the advance organization and carrying out of a wide variety of noon hour activities for both the cafeteria and gymnasium (with a goal of an activity or event twice a month)
- shall work with other committees in planning and carryout Crazy Crusader Kickoff
- shall co-ordinate intramurals like Floorball, Dodgeball, and more
- shall incorporate the diverse needs of the student body into their planning
- co-ordinates and implements noon hour activities in conjunction with various other theme weeks (eg. Dating Game etc.)

Productions and Logistics aka "Da Cru" (5 each semester with volunteering for assemblies, events all year)

- shall be responsible for the presentation of all school assemblies, including the fall, winter and spring activities assemblies, special event assemblies, guest speakers etc.
- shall work with the SAC Advisor on the booking of appropriate speakers, presentations, and equipment to present all assemblies in a highly professional and inspirational manner
- **shall chronicle the year on video and in pictures for use in assemblies and productions, **** especially important in semester one as yearbook will be part of this in semester two ****If you are a photographer let us know!! ******
- shall oversee the physical set-up and takedown of all assemblies
- shall be responsible for ensuring that proper audio-visual equipment is available and operational at all events
- shall work with the Da Cru staff sponsor in carrying out the technical and logistical support in support of the drama and music departments (eg. Festival of Holiday Music, coffee houses, musicals etc.)

Special Events (5-7 each semester)

- shall organize and run special events throughout the year (note that Noon Hour Activities, School Spirit, Productions and Logistics, Special Events, and Charities and Service are also responsible for a wide variety of programming)
- shall be responsible for the planning and organization of Seniors Yuletide Feast, Outdoor Movie Night, W-O Loves Talent
- shall be responsible for the organizing and carrying out of all school dances (eg. Welcome Back, Semi-Formal, Spring and others as implemented)
- works with Noon Hour Activities in planning and carrying out Crazy Crusader Kickoff
- shall set a tone for school dances that is consistent with the school's dance policy
- shall co-ordinate the sign-up, set-up and cleanup of all dances
- shall work with other committees as necessary to carry out these special events (ie. SAC PACs with New Student Orientation)

Charities and Service (5-7 each semester)

- shall be responsible for the organizing and carrying out of charity and service projects throughout the school year
- shall select the monthly charity, organize and carry out the monthly charity days (working with the Homeroom Reps)
- shall work with the SAC staff sponsor to organize and carry out the annual Gift of Love campaign and other major initiatives (eg. Poor Boys Lunch, Sponsor Child, Halloween for Hunger etc.)
- shall organize Relay for Life those years in which it is held

Publicity (5-7 each semester)

- shall be responsible for co-ordinating and carrying out the publicity and promotion of all events and activities within Waterloo-Oxford
- shall carry out the publicity and promotion of events and activities through the morning announcements, slideshows on monitors throughout the school, posters, flyers, bulletin boards, outdoor sign, message boards, human billboards, song of the day, special promotional events and gimmicks, decorations, assembly skits and/or appearances, homeroom rep communication, or whatever means necessary to penetrate the sub-conscious of the student population
- shall be responsible for communicating also to the local community and to the staff concerning all that is happening at Waterloo-Oxford
- shall work through the local media, social media, school newsletters, school newspaper, school website, school sign, school message boards, whiteboards and weekly What's Happening sheets to carry out these objectives

School Spirit (6-8 each semester)

- shall be "daymakers" to the staff and students of Waterloo-Oxford and work to keep the spirits of individuals, and therefore our school, at high levels
- shall maintain the Birthday Board and co-ordinate Crusader Of the Week
- shall carry out staff appreciation activities, presentations, announcements etc. on a regular basis (including the big First Day of School Welcome Back, Christmas and/or Valentine's, Staff Appreciation FAM JAM, and year-end) aimed at the whole staff of W-O (teaching, physical plant, cafeteria, and office)
- shall be responsible for the organization and carrying out of spirit-building activities that are based around the homeroom (such as dress up days, trivia, door decorating, various indoor or outdoor events etc.)
- shall maintain records of homeroom involvement and accomplishment and recognize it consistently
- shall work with the homeroom reps through providing leadership to the homeroom rep meetings
- shall look after the physical condition of bulletin boards, display cases, halls and walls, updated collages etc.
- shall keep academic awards, Honour Roll, gym banners, and all trophies and showcases up to date
- shall work with the activities secretary in the collection and recording of participation points for all students
- shall monitor the points allocation system to keep it reflective of current school life
- shall be responsible for the creation and presenting of student participation awards and other awards at events like the Honour Roll Breakfast and the Farewell Assembly
- shall be responsible for insuring that our school building reflect the tradition of excellence that is Waterloo-Oxford
- shall work with the SAC Advisor to continue to add features to the halls and walls of our school (both inside and outside) that inspire the student body and reflect their collective effort and spirit

Safe, Caring, Inclusive Schools (5-7 each semester)

- shall work with the school's larger Safe, Caring, Inclusive Schools Committee
- shall undertake initiatives and campaigns to ensure that our school is safe, caring, and inclusive (eg. Orange Shirt Day, Bell Let's Talk Day, Pink Shirt Day, etc.)
- shall use school display cases in promotions of such initiatives
- shall host a new student lunch the first week of each semester

Green Machine (5-7 each semester) new for 2019*

- shall support and celebrate W-O Excellence in all areas (arts, athletics, activities, academics)
- shall endeavour to attend and encourage others to attend and support events and activities that display W-O Excellence (eg. Sports games, concerts, competitions etc.)
- shall encourage the appreciation of W-O Excellence by being loud and proud about our school at events and activities
- shall spread W-O swag around the school
- shall solicit and organize volunteer members of the Green Machine to assist in these tasks

New Student Orientation (5-7 each semester)

- shall be responsible for establishing and maintaining quality relationships with students coming to W-O for the first time, this includes students entering W-O in Grade 9 in September as well as those new to the school in other grades
- shall be responsible for the organizing and carrying out of activities and events designed to welcome Grade Nine students in September including SAC PAC, Ultimate X-treme Niners Night for Niners (UX9N4N)
- shall be responsible for working alongside the SAC Advisor and the staff organizers of Grade 8 Night in November
- shall carry out Grad Breakfast to say good-bye to those students you welcomed 4 years earlier ☺
- shall be responsible for co-ordinating the Feeder School Pep Rally in May
- shall work with other committees as necessary to carry out these special events (ie. Special Events with event set-up and execution)