

APPLICATION FOR ENGINEERING ACADEMY STUDENT OFFICER

(Applications are due in room 348 by **Tuesday, April 17th**.)

Directions: All **student officers** are **selected** through a process that includes teachers, sponsors, and/or administrators on campus. The top two-three applicants for each position will be determined by the blind review of the applicant's essays (questions at end of this document). Students running for President or one of the Director positions must also complete an **interview** with the Academy Coordinator and sponsor if they make it to Round 2 as one of the top candidates. The interviews are scheduled for April 24, after school. The final selection will be based on popular vote.

Student Name: _____

Student ID#: _____ Grade for 2018/2019 school year: _____

General Expectations for all officers:

1. Officers must be present at all meetings of their respective committee, Officer meetings & general membership meetings. If they must be absent, they must ensure their duties are covered by another officer.
2. Officers must be involved in planning for major Academy events and must be present at all recruiting events.
3. Officers must, by prior planning, provide representation for the Academy in the Dulles Student Council and Principal's Forum if deemed necessary by the Coordinator.
4. Officers must act responsibly and respectfully towards all DHS/FBISD staff and fellow students.
5. Officers assigned to ISS, OSS, or DAEP will be removed from office.
6. Officers showing a persistent habit of non-completion of assigned committee duties will be removed from their position.
7. The Academy Coordinator reserves the sole right to remove officers from their position based on non-completion of duties, lack of attendance, discipline issues, or moral turpitude. There is no appeal process for removal from office.

_____ Initial Here stating that you have read and understand the expectations for being an officer

SELECT THE STUDENT OFFICER POSITION(S) YOU ARE RUNNING FOR (You may select two; mark in order of preference with a 1 and 2, 1 being most preferred and 2 being your alternate choice)

PRESIDENT

- Plan and conduct officer meetings in conjunction with the officers
- Plan and conduct student body meetings in conjunction with the officers
- Regularly meet with (along with the VPs) the Academy Coordinator and/or teacher sponsor
- Attend all major recruiting events and actively speak to prospective applicants and their parents to promote the academy
- Monitor officer performance & advise the coordinator and sponsor of concerns with duties/attendance
- Regularly attend, participate in, and speak at Academy events/functions such as banquet, preview night, open house, etc.
- Regularly attend/speak at the monthly mentor/mentee meetings
- Work with past presidents to start/maintain the Math and Science Academy alumni database
- Lead by example and actively contribute ideas to better the Academy
- Support all officers and students within Academy and Council
- Other duties as assigned

DIRECTOR OF COMMUNICATIONS

- Assist President in conducting officer meetings
- Assist President in conducting student body meetings
- Assume Executive duties in the event of the President's absence
- Regularly speak at monthly mentor/mentee meetings
- Attend all major recruiting events and actively speak to prospective applicants and their parents to promote the academy
- Regularly meet with (along with the president and Director of Activities) the Academy Coordinator and/or teacher sponsor
- Attend all Booster Club meetings to represent the student body.
- Speak to parents (i.e. Booster Club) and students to answer questions and promote events within the Academy
- Keep Academy students and officers informed about upcoming events through emails, social networking, etc.
- Regularly attend and participate in Academy events/functions
- Assist with the duties of the Historian and the Communications Officer
- Other duties as assigned

DIRECTOR OF ACTIVITIES

- Assist President in conducting officer meetings
- Assist President in conducting student body meetings
- Assume Executive duties in the event of the President's absence
- Regularly speak at monthly mentor/mentee meetings
- Attend all major recruiting events and actively speak to prospective applicants and their parents to promote the academy
- Regularly meet with (along with the president and Director of Communications) the Academy Coordinator and/or teacher sponsor
- Lead/plan the monthly mentor-mentee meetings (coordinate with Events Coordinators)
- Attend Booster Club meetings to represent the student body in the absence of Director of Communications.
- Work with the Academy Coordinator to develop field trips that would be of interest to the Academy Students
- Work with the Events Coordinator to help plan and organize enrichment activities, volunteering activities, socials, and fundraisers
- Plan Meet & Greet and New Student Orientation, working with the Events Coordinators
- Regularly attend and participate in Academy events/functions
- Assist with the duties of the Tutor Coordinator and the Events Coordinators
- Other duties as assigned

SECRETARY

- Accurately transcribe meeting minutes and council decisions in full
- Record executive council attendance at all monthly council meetings (communicate this with the Academy coordinator, sponsor, and President within 24 hours)
- Edit and format all meeting notes to be posted online in the appropriate notification sites and/or for email or print distribution within 24 hours
- Preside over Academy events and assemblies as necessary
- Conduct meetings in lieu of the President or Directors should they be indisposed
- Assist the President/Directors with planning, organization, & decisions
- Attend all major recruiting events and actively speak to prospective applicants and their parents to promote the academy
- Maintain and update the Google Drive Academy Officer Account
- Create sign-up lists and keep track of attendees for on campus enrichment and volunteer activities
- Regularly attend and participate in Academy events/functions
- Other duties as assigned

PRINT COMMUNICATIONS OFFICER

- Organize the making and distribution of flyers and posters
- Coordinate with the other officers to publicize all events, including enrichment events, volunteer events, fundraisers, and socials
- Work with the Director of Communications to communicate information to and from the Booster Club
- Attend all Booster Club meetings to represent the student body.
- Other duties as assigned

DIGITAL COMMUNICATIONS OFFICER

- Manages social media (Twitter, Facebook, Instagram) and Remind related to the academy
- Coordinate with the other officers to publicize all events, including enrichment events, volunteer events, fundraisers, and socials
- Work with the Director of Communications to communicate information to and from the Booster Club
- Attend all Booster Club meetings to represent the student body.
- Other duties as assigned

UPPERCLASSMAN EVENTS COORDINATOR (Must be in 10th or 11th grade)

- Find at least 2 enrichment activities and 2 volunteering opportunities outside of Dulles per semester that are of interest to upperclassman
- Create and Review applications for Mentors
- Monitor mentor performance & advise the coordinator and sponsor of concerns
- Work with the Director of Activities and the other Events Coordinator to create and organize enrichment activities, socials, and fundraisers.

- Must be able to network and communicate professionally to bring in a guest speakers for a planned activity.
- Must be open to making activities that meet fellow students' preferences.
- Other duties as assigned

UNDRERCLASSMAN EVENTS COORDINATOR (Must be in 9th grade)

- Find at least 2 enrichment activities and 2 volunteering opportunities outside of Dulles per semester that are of interest to underclassman
- Create and Review sign-ups of Mentees
- Assign all mentees to a mentor and help schedule appropriate times for meetings and activities
- Work with the Director of Activities and the other Events Coordinator to create and organize enrichment activities, socials, and fundraisers.

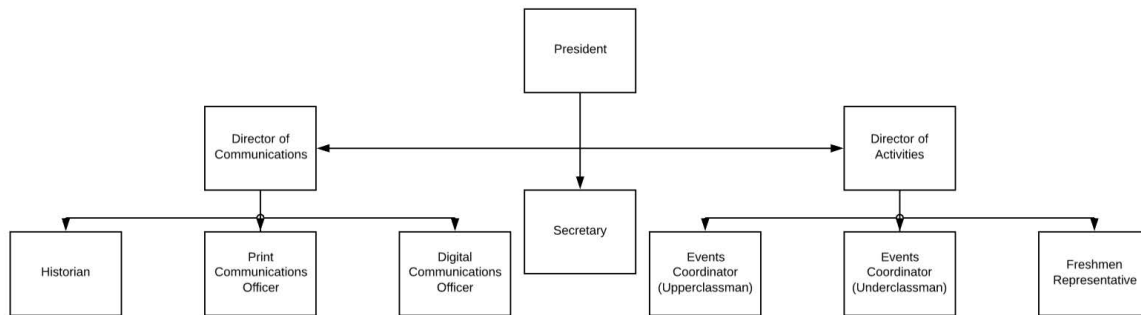
- Must be able to network and communicate professionally to bring in a guest speakers for a planned activity.
- Must be open to making activities that meet fellow students' preferences.
- Other duties as assigned

HISTORIAN

- Attend all major Academy events and presentations throughout the year to photograph, video, document etc.
- Provide the Print and Digital Communications Officers with photographs/videos for advertising purposes
- Put together & present an end-of-year slideshow for the Annual Banquet
- Keep all photographs, videos, etc in organized electronic files to be easily accessed by the Academy coordinator, sponsor, and the incoming Historian at the end of the year
- Provide the Academy coordinator with photographs/videos for the website

- Attend (when possible) events in which Academy students participate (i.e. fieldtrips, club activities, etc.)
- Gather photos, videos, documentation, etc. from other students/sources for additional events/awards in which Academy students participated/won and are pictured.
- Provide photos for the Yearbook and help organize the Senior Yearbook add
- Other duties as assigned

ACADEMY STUDENT OFFICER ORGANIZATIONAL CHART



STUDENT OFFICER APPLICATION SHORT ANSWER QUESTIONS

Please answer the following questions to the best of your ability on a separate sheet of paper. Answers can be typed or handwritten.

1. Why are you applying to become an Academy Student Officer?
2. Please describe any leadership role(s) you have previously held/currently hold within the Academy and how you have contributed to the Academy.
3. Please describe any leadership role(s) you have previously held/currently hold outside the Academy and how you've contributed to the organization or program.
4. What is your vision for the Academy and what do you see as the role of the Academy Student Officers? What are some specific plans you have for the position(s) you applied for?

(You must discuss plans for all positions to which you are applying or you will not be considered for that position)

Student Signature indicating they understand all duties of the position they are running for

Date

Parent Signature indicating they understand all duties of the position the student is running for

Date