

CDS CHOIR COUNCIL APPLICATION

2018-2019

SUBMISSION DEADLINE: MAY 23, 2018

NAME (please print legibly): _____

EMAIL (please use your PARENTS): _____

Extra Email address (mom or dad): _____

PHONE (please use YOUR cell phone): _____

Please read through all of the job descriptions and find the three that you think are most appropriate for you. Please list your preferences below, and realize you may or may not be placed in the position you are applying for, but are willing to serve in another role if necessary.

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

Being selected as a part of the choir council is an honor, and if chosen I acknowledge that I will be expected to be a role model in the program during class, at meetings, and even after school. In addition, by signing this application, I am making a commitment to the following:

- Attend after school meetings on Fridays from 2:30pm – 3:30pm.
- Attend and be willing to work at all choir activities (i.e. Retreats, Memory Night, Field Trips, etc.).
- **BE A LEADER!** There are many ways to be a leader, but enthusiastic service is the most important.
- Participation in all fundraisers (i.e. Butter Braids, Cookie Dough, and Restaurant Nights).
- Participation in all Spirit Days.
- Take on extra tasks and support the other offices on council.
- Maintain a positive attitude and make active and engaged contributions in all meetings.
- **MEET ALL DEADLINES (including this application)!**

Student Signature

Date

Class Officer Descriptions

Class Uniform Manager: (Organized, Helpful, Orderly)

- Keeps roster with student uniform information
- Assists parent volunteer with organization of uniforms
- Keeps uniform neat and organized

Class Spirit Director: (Charismatic, Cheerful, Innovation, Outgoing)

- As the epitome of a dedicated and motivated choir student, this position includes pumping the class up about choir events, opportunities, spirit days, etc.
- Keeps an updated calendar for all choir events
- Plans and runs the Spirit Store

Class Event Planning Director: (Creative, Outgoing, Resourceful)

- Works under the leadership of the Club Event Planning Director and communicates with team
- Helps plan council social events (i.e. Halloween, Christmas party, etc.) and works closely with team
- Actively searches and plans events and opportunities for all students to get involved
- Thank you notes and appreciation gifts to parent and students that help and go above and beyond

Class Historian: (Knowledge of cameras, Assertive, Organized, Communicative)

- Takes photos of choir throughout the year and gives them to the Historian and Web Manager
- Must be able to operate a personal – or borrowed – camera of good quality
- Takes individual photos at the start of the year and passes on the file to the Club President
- Helps with the Senior Pictures Slide Show for the end of the year concert
- Helps with the Choir Memory Slide Show

Class Librarian: (Organized, Adaptable, Decisive, Insightful)

- Keeps roster with folder numbers and organizes music in the cave
- Stamps, numbers, and files all music for your class
- Takes pride in the cave, and regularly cleans and organizes

Class Treasurer: (Organized, Communicative, Mathematical)

- Keeps a roster of each student and an up to date spreadsheet of all expenses
- Collects receipts and keeps solid records
- Communicates directly with treasury team and choir director

Class Vice-President: (Cooperative, Organized, Responsible, Strong-Leader)

- Helps choir teacher with roll for class and all choir related events
- Keeps an up to date roster
- Leads in the absence of the President
- Posts letter points on line

Class President: (Charismatic, Vision and Team Oriented, Outgoing, Organized)

- Organizes meetings with each individual class council
- Keeps track of BIRTHDAYS (and keeps director and VP informed) so EVERY STUDENT is recognized
- Responsible for Student of the Month (keeps photos, and certificates organized, printed, and ready)
- Leads class when choir teacher is absent

Club Officer Descriptions

Club Media Manager: (Well versed in social media and web design, DEPENDABLE)

As Club Media Manager, you will need to run and consistently maintain the choir website. You will need to set up Remind Text Messages, and all other forms of communication through the internet. You will communicate with the director weekly on updates, posts, and student communication.

NEW – Club Public Relations Manager: (Communicative, Creative, Resourceful)

As Club Public Relations Manager you will be in charge of ALL publicity. Some, but not limited to, of your duties will be school 3rd hour announcement submissions, school marquee, yearbook communication, school/local newspapers, and cdstv. Your mission is to let EVERYONE on our campus know about our choir program.

Club Spirit Director: (Charismatic, Cheerful, Innovation, Outgoing)

As Club Spirit Director you will be in charge of the spirit store, and all other activities that fall in line with choir spirit, like spirit days. You and your team will be the ones the program leans on to show the most spirit, and be extra enthusiastic.

Club Fundraising Manager: (Innovative, Resourceful, Personable)

As Club Fundraising Manager you will be in charge of the Restaurant Nights. You will need to communicate with the choir director, and reach out to the different vendors in our area to solicit business.

Club Uniform Manager: (Organized, Helpful, Orderly)

As Club Uniform Manager you will oversee all uniform duties and work directly with the parent volunteer. You will keep a roster of every choir student in all class and support all students with uniform needs.

Club Spirit Director: (Charismatic, Cheerful, Innovation, Outgoing)

As Club Spirit Director you will be in charge of the spirit store, and all other activities that fall in line with choir spirit, like spirit days. You and your team will be the ones the program leans on to show the most spirit, and be extra enthusiastic.

Club Event Planning Director: (Creative, Outgoing, Resourceful)

As Club Event Planning Director, you will be in charge of all extra events outside of concerts, retreats, and field trips. You will oversee the duties of your event planning team, and communicate with the choir director on all details.

Club Historian: (Knowledge of cameras, Assertive, Organized, Communicative)

As Club Historian you will oversee all historian duties, and put together the Choir Memory Night Slide Show, along with the Senior Slide Show for the end of the year concerts.

Club Librarian: (Organized, Adaptable, Decisive, Insightful)

As Club Librarian you will need to keep track of all music that comes in and out of the cave. You will need to double check and be sure that all librarians have filed music appropriately, and be willing to work extra in order to support them to complete this task.

Club Treasurer: (Organized, Communicative, Mathematical)

As Club Treasurer you will need to collect all information from the rest of your Treasury team, and communicate with the choir director and bookstore manager. You will need to keep a separate log of tax credit monies, and student funds. At times you will need to collect cash for parent gift donations, etc.

Club Vice-President: (Cooperative, Organized, Responsible, Strong-Leader)

As Club VP you will function in two ways. Firstly, you will assist the Club President in every aspect. From rosters to meeting planning, you will be the right hand of the Club President. This also includes writing minutes during the meetings and posting, as well as meeting attendance. Secondly, you will work closely with your VP team, and be responsible for following through with letter points and attendance of concerts. You should make an effort to learn every student's name in the choir program.

Club President: (Charismatic, Vision and Team Oriented, Outgoing, Organized)

As Club President, you will be the face of the choir council. You will be asked to lead and plan all council meetings. In addition, you will lead the choir council retreat, choir retreat, and choir memory night. You must be able to communicate with the choir teacher on a regular basis, and lead the choir program when called upon. You will work closely with your president team, and be responsible for following through with Student of the Month, and Birthdays. You should have a roster of all classes, and make an effort to learn every student's name in the choir program. You MUST have vision, a strong work ethic, and ability to delegate with a relentlessly positive attitude.

Questions

(Please handwritten clearly or type below)

Why do you want to be on choir council, and how can your skills support the program?

What other clubs/sports/jobs will you be involved in next year, and will they conflict with council? If there are conflicts, please be as specific as you can.

What new ideas can you bring to the program for next year (i.e. things you have seen in other programs)?

Please list below any out of town travel this summer (i.e. July 3-10 Family Vacation, etc.).