

2020-2021  
STUDENT REPRESENTATIVE  
TO THE BOARD OF EDUCATION



***EAST AURORA***  
*SCHOOL DISTRICT 131*

**CANDIDATE APPLICATION**

APPLICATION DEADLINE: Friday, May 15, 2020

**Student Board Representative  
Application procedures**

Please use this form to ensure you have submitted all necessary materials.

STUDENT NAME: \_\_\_\_\_

The following four areas on the checklist **MUST** be **completed and submitted by Friday, May 15, 2020**. No applications will be considered after that date. Please review each item, check it off when you have completed it, and sign this page. *By signing this page, you have confirmed that the contents of the application package are complete.*

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**DESCRIPTION AND RESPONSIBILITIES (Page 3)**

Read the Student Representative Description and Responsibilities to make certain that you are able to uphold the standards and requirements of this office.

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**APPLICATION (Page 4)**

Complete each area of the application page: personal information, school involvement, and community involvement.

*The following items MUST be submitted with your packet:*

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**PERSONAL STATEMENT**

Please submit a one-page, typed statement that explains why you are seeking the position and how you hope to represent your student body, if you are selected.

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**LETTER OF REFERENCE**

Please submit two or more Letters of Reference. One **MUST** be submitted by a teacher or counselor. The other **MUST** be submitted by a coach or a sponsor. Any additional letters can come from any other sources (i.e. teachers, counselors, coaches, sponsors, administrators, parents, students, community leaders, etc.) **All letters must be typed.**

I \_\_\_\_\_ certify that I have completed and attached items from all four areas listed above. I confirm the validity of all documents by signing this page.

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

**APPLICATION IS DUE TO MR. TOM JACKSON BY 4:30 p.m. May 15, 2020**  
**McKnight School Service Center / 417 Fifth Street / Aurora, IL 60505**  
**or by email to: [tjackson@d131.org](mailto:tjackson@d131.org)**

*(Packets can also be left with Ms. Rivera in the main office at East Aurora High School.)*  
*Remote interviews will be arranged for the week of May 18, 2020.*

Submit to: Mr. Tom Jackson, Public Relations Officer  
McKnight School Service Center / 417 Fifth Street / Aurora, IL 60505 | [tjackson@d131.org](mailto:tjackson@d131.org)

## **Student Board Representative Description and responsibilities**

### **POSITION DESCRIPTION**

The Student Representative must currently be enrolled at East Aurora High School as a member of the 2021 graduating class.

The Student Representative must be in good academic standing and in the process of completing all requirements for graduation.

The Student Representative for the East Aurora School District 131 Board of Education serves as both a representative of the students to the Board, as well as a representative of the Board to students.

The Student Representative of the Board of Education will serve a term of office from September of their senior year to May of their senior year.

The Student Representative will serve as an advisory, non-voting member of the Board of Education and will not participate in executive, closed, or sub-committee meetings unless otherwise directed.

The Student Representative must meet and maintain the state and school guidelines for co-curricular participation.

Due to the responsibilities of the office, the Student Representative may not hold or be a candidate for an elected office in the Student Council at East Aurora High School during their tenure of office. The Student Representative, however, will hold an appointed seat on the Executive Board of the Student Council at East Aurora High School.

### **RESPONSIBILITIES**

The Student Representative of the Board of Education must uphold the following responsibilities during the term of office:

- Attend *every other* Board of Education meeting, held most often on the first and third Mondays of each month at 7 p.m. (If the first or third Monday is a holiday, the meeting will be held on the following Tuesday).
- Prepare a verbal report for all such meetings to be presented to the Board of Education.
- Communicate with the Public Relations Officer prior to each Board of Education meeting to discuss the contents of the report and any other topics deemed necessary.
- Serve as a member of the Executive Board of the Student Council at East Aurora High School and participate in Executive Board meetings and Full Council meetings.
- Prepare a written and verbal report for all such meetings to be presented to the Student Council on behalf of the Board of Education.
- Communicate with representatives of the Student Advisory Councils that are active throughout East Aurora School District 131.
- Periodically attend various school and community events as a representative of the Board of Education.

**Please initial to indicate you have read the student expectations: \_\_\_\_\_**

## STUDENT BOARD MEMBER APPLICATION

### STUDENT INFORMATION

First Name	Last Name	
Address		
Home Phone	Mobile Phone	E-mail

### SCHOOL INVOLVEMENT

*Please list your involvement at East Aurora High School in extracurricular programs and activities.*

ACTIVITY	YEAR OF PARTICIPATION (9 <sup>TH</sup> 10 <sup>TH</sup> 11 <sup>TH</sup> )	RESPONSIBILITIES/ OFFICES HELD

### COMMUNITY INVOLVEMENT

*Please list your involvement in the community outside of East Aurora High School.*

ACTIVITY	YEAR OF PARTICIPATION (9 <sup>TH</sup> 10 <sup>TH</sup> 11 <sup>TH</sup> )	RESPONSIBILITIES/ OFFICES HELD