

# Ocean Lakes High School SCA Executive Board Application 2009-2010



## Applicants:

The following application should be completed and turned in to the Student Activities Office, Room 161 ***no later than 2:10 p.m. on Friday, May 15, 2009.*** If you have any questions regarding the application or the selection process, please see Mr. Miller or Mrs. Burwell.

Thank You,

Mr. Miller & Mrs. Burwell  
SCA Advisers

Dear SCA Executive Board Applicant:

Thank you for taking the initiative to pick up a 2009-2010 Student Cooperative Association (SCA) Executive Board Application. Serving on the SCA Executive Board is a tremendous leadership opportunity that also will require a serious time commitment. We look forward to reviewing your application and learning how you feel you can best contribute to next year's Executive Board. **The Executive Board is a part of the decision-making body of the SCA, responsible for planning and executing all of the SCA projects, and responsible for the supervision of each committee. As an Executive Board member you are expected to attend ALL Executive Board and General Assembly meetings as well as ALL activities sponsored by the SCA.** This is a large time commitment and requires a great deal of participation on your part. A list of this school year's meeting dates is enclosed in this packet and should provide you with a better idea of the time commitment and attendance requirements. Please follow these instructions as you complete your application:

- **Part A** of the application is to be typed or neatly written in blue or black ink. This application and your written responses should be free of grammatical and spelling errors. Fully answer each question to the best of your ability.
- **Part B** is a Contract of Responsibilities that is essential to the packet and must be signed by both your parents and yourself.
- **Parts C** of the application should be completed by ONE TEACHER AND ONE ADVISER. These recommendations are confidential, and each teacher should return it directly to Mr. Miller or Mrs. Burwell.

Applicants interested in applying for a position as an Appointed Officer may do that at the conclusion of the SCA/Class Election cycle. Individuals who are interested in both the Executive Board and an Appointed Officer position should fill out both applications.

Executive Board applications are due back to Student Activities by **Friday, May 15, 2009**. Following a review of the applications, SCA Elections, and an interview process, final decisions will be made. We hope to contact all applicants no later than Tuesday, June 9, 2009 so that a meeting of the 2009-2010 SCA Executive Board may be held before summer break begins.

Thank you again for your interest in serving your school in this capacity. Do not hesitate to contact us with any questions in person or by email at [Jacob.Miller@vbschools.com](mailto:Jacob.Miller@vbschools.com) or [Lori.Burwell@vbschools.com](mailto:Lori.Burwell@vbschools.com).

Sincerely,

Mr. Miller & Mrs. Burwell  
SCA Advisers

# 2009-2010 SCA Executive Board Application Ocean Lakes High School

*(Please type or print neatly in blue or black ink.)*

*This application is available on the Ocean Lakes High School Website on the SCA homepage.*

Please include  
a recent photo  
with your  
application.

## Part A

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Full Address: \_\_\_\_\_ Email: \_\_\_\_\_

Grade Level (2009-10): Select your grade

GPA: \_\_\_\_\_ Confirmed By Counselor: \_\_\_\_\_

Please list your classes for the 2009-2010 school year. Include any excused blocks.

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

There are some important events that will take place over the summer, as we prepare for the beginning of the 2009-10 school year. Will you be available to attend a planning meeting in the afternoon of exam week plus the all day **Executive Board retreat on Saturday, August 15?** Additionally, you will need to be available for the Welcome Back Faculty Breakfast that will be held the Friday before students return to school for the 2009-2010 school year.

YES  NO

If no, please explain why: \_\_\_\_\_

### INTERVIEW AVAILABILITY:

Personal interviews with Mr. Miller and Mrs. Burwell will be one aspect of the Executive Board selection process. This provides for an opportunity to ask follow-up questions to your written responses and for applicants to ask questions about the organization and responsibilities of the Executive Board. Please mark your availability to meet for a 10-15 minute interview after school on the days listed below.

*Please select a first and second choice for your interview time slot. Interview times will be posted on door of the Student Activities Office, Room 161, on Tuesday, May 19.*

- Wednesday, May 20 (A-Day) 2:15-3:15pm
- Friday, May 22 (A-Day) 2:15-3:15pm
- Tuesday, May 26 (B-Day) 2:15-3:15pm
- Wednesday, May 27 (A-Day) 2:15-3:15pm
- Thursday, May 28 (B-Day) 2:15-3:15pm
- Friday, May 29 (A-Day) 2:15-3:15pm

*If you are unavailable for each of these dates, other arrangements can be made. If this is the case, please attach an explanation as to why you are unavailable to interview any of the possible interview slots.*

## Part A. Continued

- 1) Please list any co-curricular and/or community activities or job commitments you are planning to be involved in during the 2009-2010 school year. Please rank these in order of importance, one (1) being most important. *You should include the SCA Executive Board on your priority list.*

1. \_\_\_\_\_ 5. \_\_\_\_\_

2. \_\_\_\_\_ 6. \_\_\_\_\_

3. \_\_\_\_\_ 7. \_\_\_\_\_

4. \_\_\_\_\_ 8. \_\_\_\_\_

**Please respond to the questions below on a separate piece of paper and label your answers with the corresponding number.**

- 2) Attached is a list of SCA committees. Directly on this attached list, please rank the committees on which you would like to serve in order of preference (1=most like / 8=least like). **On a separate piece of paper**, please re-list your top three committee preferences. Explain ideas that you have for the committees, explicate reasons you would like to serve on the committees, and/or describe what you can contribute to the committees. If you have an idea for a committee that is not listed, please feel free to add your comments regarding those ideas as well.
- 3) What is your perception of the responsibilities of an SCA Executive Board member? (Hint: Remember, the SCA does more than just planning school projects!)

**4) For the following two questions, please pick ONE to answer.**

Please discuss two ideas you have to encourage more student involvement in activities that the SCA plans within Ocean Lakes High School. Be sure to elaborate on each.

Write a mission/purpose statement that encapsulates the values and purpose of the Ocean Lakes SCA.

## 2009-2010 SCA Committees

*Please indicate on which committees you would most like to serve.*

*List in order of importance 1-8.*

*(1=most like; 8=least like).*

Rank Here **City-Wide-** Works closely with the Virginia Beach City-Wide SCA in order to create the Featured School presentation and to update other schools through school reports about the events occurring at Ocean Lakes. Assists with participation in City-Wide Benefit Dance, Angel Tree, Official For A Day, and Battle of the Cans. Also plans student exchanges and other outreach programs with other Virginia Beach high schools.

Rank Here **Events Blue-** Plans Homecoming, Middle School Leadership Workshop, Wiffle Ball, Dolphin Tree and other projects to primarily promote student involvement and directly reflect what the student body wants throughout the year.

Rank Here **Events Gold-** Plans Halloween Splash, Dolphin Plunge, Mr. OL, School Clean-Up Day, Adopt-a-Spot, and other projects to primarily promote student involvement and directly reflect what the student body wants throughout the year.

Rank Here **Events Silver-** Plans United Way Campaign, OL Gauntlet, Class Cup Competition, Fin Fest, and other projects to primarily promote student involvement and directly reflect what the student body wants throughout the school year.

Rank Here **Finance-** Plans projects to raise money for the SCA and Scholarship funds (i.e. Donut Sales, T-shirt sales, Candy Sales, etc.)

Rank Here **Spirit and Sportsmanship-** Promotes spirit and sportsmanship throughout the student body by planning spirit assemblies, welcoming visiting schools, creating good luck notes for sports and academic teams, attending / presenting at Sports Banquets and developing new means of encouraging school spirit.

Rank Here **Staff Relations-** Plans teacher breakfasts, Faculty For A Day and teacher & support staff appreciation days / weeks.

**Rank Here Student Services-** Updates the student body on various activities sponsored by the SCA through the Dolphin Weekly Report & Dolphin Update, calendars posted throughout the school and creates the SCA Scrapbook. Plans General Assembly retreats and keeps records for GA members.

**This is a tentative committee list for the 2009-2010 SCA. Changes could be made following discussions between the advisers and new officers. We welcome your comments on the proposal of new committees.**

Please **RETURN** with application

**CONTRACT OF RESPONSIBILITIES**  
**SCA Executive Board Member**

**Part B**

1. Attend **ALL** of the organization's activities and meetings (this includes, but is not limited to, the following: Executive Board meetings, General Assembly meetings, and any SCA-sponsored activities). Please see attached list of meeting dates for the 2008-09 Executive Board for a better idea of the time commitment.
2. Be available to help with the planning of projects during your SCA service block and before or after school when necessary.
3. Work to fulfill the responsibilities of your assigned committee and support other SCA projects as needed.
4. In the event of an unavoidable absence from meetings and/or events they should be excused by the advisers in advance.
5. Perform other duties as assigned by the SCA Advisers.
6. Remain in good standing as a student at Ocean Lakes High School as per the student code of conduct and honor code.

I, \_\_\_\_\_, have read and understand all of the responsibilities of serving as an SCA Executive Board member. I pledge to uphold the above contract and realize that failure to fulfill my duties as a board member may result in my removal from the group.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I have read the above information, and I understand the responsibilities my son/daughter will encounter if he/she is chosen to serve as a member of the SCA Executive Board. In addition, I am aware that my son/daughter may be removed from the board if he/she does not meet the expectations for members of the board.

**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please **KEEP** for your records

**Part B. continued**

## **CONTRACT OF RESPONSIBILITIES**

### **SCA Executive Board Member**

1. Attend **ALL** of the organization's activities and meetings (this includes, but is not limited to, the following: Executive Board meetings, General Assembly meetings, and any SCA-sponsored activities). Please see attached list of meeting dates for the 2008-09 Executive Board for a better idea of the time commitment.
2. Be available to help with the planning of projects during your SCA service block and before or after school when necessary.
3. Work to fulfill the responsibilities of your assigned committee and support other SCA projects as needed.
4. In the event of an unavoidable absence from meetings and/or events they should be excused by the advisers in advance.
5. Perform other duties as assigned by the SCA Advisers.
6. Remain in good standing as a student at Ocean Lakes High School as per the student code of conduct and honor code.

# Recommendations

## Part C

Please ask one ADVISER/COACH AND one current TEACHER to write a recommendation for a position on the Executive Board. These recommendations are confidential and should be returned directly to Mr. Miller or Mrs. Burwell. Recommendations are due on **Friday, May 15, 2009**. Please list the name of the adviser/coach and teacher you are asking for recommendations.

**Adviser Recommendation (Name of Adviser/Coach) \_\_\_\_\_**

**Teacher Recommendation (Name of Teacher) \_\_\_\_\_**

This form should be returned with the application packet!

## TEACHER Recommendation

Student's Name: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Please return this form to Mr. Jake Miller or Mrs. Lori Burwell by **Friday, May 15, 2009**.  
**Please DO NOT RETURN THIS FORM TO THE STUDENT. THANK YOU!**

Dear Teacher,

The above student is applying for a position on the SCA Executive Board for the 2009-2010 school year. A board member must show a high level of commitment and responsibility. We are looking for students who possess excellent leadership and communication skills. They will be responsible for planning many important activities that involve the entire student body. We are depending on your confidential evaluation of this student. Please rate the student and **make any comments** that would be of use in the selection process (*use the back of the page if necessary*).

Thank you for your cooperation and time.

Jake Miller & Lori Burwell

|                           | Lowest |   |   |   | Highest |
|---------------------------|--------|---|---|---|---------|
| <b>Leadership Ability</b> | 1      | 2 | 3 | 4 | 5       |

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

|                             |   |   |   |   |   |
|-----------------------------|---|---|---|---|---|
| <b>Communication Skills</b> | 1 | 2 | 3 | 4 | 5 |
|-----------------------------|---|---|---|---|---|

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

|                      |   |   |   |   |   |
|----------------------|---|---|---|---|---|
| <b>Dependability</b> | 1 | 2 | 3 | 4 | 5 |
|----------------------|---|---|---|---|---|

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

|                   |   |   |   |   |   |
|-------------------|---|---|---|---|---|
| <b>Work Ethic</b> | 1 | 2 | 3 | 4 | 5 |
|-------------------|---|---|---|---|---|

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ADVISER/COACH Recommendation

Student's Name: \_\_\_\_\_

Coach or Adviser's Name: \_\_\_\_\_

Please return this form to Mr. Jake Miller or Mrs. Lori Burwell by **Friday, May 15, 2009.**

**Please DO NOT RETURN THIS FORM TO THE STUDENT. THANK YOU!**

Dear Teacher,

The above student is applying for a position on the SCA Executive Board for the 2009-2010 school year. A board member must show a high level of commitment and responsibility. We are looking for students who possess excellent leadership and communication skills. They will be responsible for planning many important activities that involve the entire student body. We are depending on your confidential evaluation of this student. Please rate the student and **make any comments** that would be of use in the selection process (*use the back of the page if necessary*).

Thank you for your cooperation and time.

Jake Miller & Lori Burwell

|                           |               |   |   |   |   |                |
|---------------------------|---------------|---|---|---|---|----------------|
|                           | <b>Lowest</b> |   |   |   |   | <b>Highest</b> |
| <b>Leadership Ability</b> | 1             | 2 | 3 | 4 | 5 |                |

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

|                             |   |   |   |   |   |  |
|-----------------------------|---|---|---|---|---|--|
|                             |   |   |   |   |   |  |
| <b>Communication Skills</b> | 1 | 2 | 3 | 4 | 5 |  |

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

|                      |   |   |   |   |   |  |
|----------------------|---|---|---|---|---|--|
|                      |   |   |   |   |   |  |
| <b>Dependability</b> | 1 | 2 | 3 | 4 | 5 |  |

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

|                   |   |   |   |   |   |  |
|-------------------|---|---|---|---|---|--|
|                   |   |   |   |   |   |  |
| <b>Work Ethic</b> | 1 | 2 | 3 | 4 | 5 |  |

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **SCA Officer and Executive Board Attendance Requirements**

Listed below is a list of meetings and SCA activities for which Officers and Executive Board members are required to attend during the school year. This list does not include some of the committee specific activities or individual committee meetings Executive Board members would have after school for their respective committees. This list is included to provide applicants with a better understand of the time commitment required of them for meetings and activities. These dates; however, are tentative and may be changed as the year progresses and more projects are planned. In addition, specific times will be given as the year progresses. Please see Mr. Miller or Mrs. Burwell with any questions or concerns.

### **August**

Executive Board Planning Retreat  
Several Welcome Back Teacher Dance Practice Scheduled  
Assist with Freshman Orientation  
"Welcome Back" Teacher Breakfast, set up 6:30am  
EB meeting – day of welcome back teacher breakfast

### **September**

Fall Spirit Assembly, set up 6:30am  
EB meeting  
City Wide Meeting 7pm  
Powder Puff Game / Teacher Tape Up  
General Assembly Meeting  
Pack the Stadium

### **October**

General Assembly Retreat  
Homecoming Dance Ticket Sales  
EB Meeting  
United Way 2A/2B class Collections –counting after school  
City Wide Meeting 7pm  
General Assembly Meeting  
Class vs. Class Hall Decorating Competition  
Homecoming Bon Fire  
Homecoming Assembly, set up 6:30am  
Homecoming Game / Alumni Tent  
Homecoming Dance / set-up & clean up  
Halloween Splash

### **November**

Battle of the Cans Canned Food Drive  
EB Meeting  
Faculty For A Day  
General Assembly Meeting  
City Wide Meeting 7pm  
Fin Films

### **December**

EB Meeting  
General Assembly Meeting  
Winter Sports Assembly set up 6:30am  
Judeo Christian Outreach Holiday Gift Wrapping Meeting  
Judeo Christian Outreach Holiday Party  
City Wide 7pm

### **January**

General Assembly Meeting 1-2  
EB Meeting  
City Wide Meeting 7pm  
Dolphin Plunge

### **February**

EB Meeting  
General Assembly Meeting 3-2  
City Wide Meeting 7pm  
Founder's Week Assembly, set up 6:30am

### **March**

Mr. OL Pageant  
EB Meeting  
Spring Sports Assembly set up 6:30am  
General Assembly Meeting 4-1

### **April**

Indoor/Outdoor Clean Up  
Middle School Workshop  
EB Meeting  
General Meeting 3-1  
City Wide Meeting 7pm

### **May**

General Assembly Meeting 2-2  
EB Meeting  
City Wide Meeting 7pm

### **June**

Wiffle Ball / Fin Films  
Fin Fest / set up & clean up