# CANDIDATE APPLICATION FORMS

**(Deadline Date: 12:00 Noon Thursday, April 6, 2017)**

**PLEASE CHECK ONE.**

**I wish to run for the position of:**

* + President Vice-President Communications Officer
  + Secretary/Treasurer Conference Chair Student Trustee

# Two Year Term (Gr. 10)

School:

Student Name: Student Number:

Student Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please print clearly)

Address: (Street and Number) (City) (Postal Code)

Home Phone No.

Date of Birth:

(Day - Month - Year)

# Teacher and Administrator References:

Age:

Grade (as of September 2016):

1. Name:

Phone No.

Position/Title:

1. Name:

Phone No.

Position/Title:

# CANDIDATE APPLICATION FORM continued

**(Deadline Date: 12:00 Noon Thursday, April 6, 2017)**

**CANDIDATES FOR ALL EXECUTIVE POSITIONS (i.e. President, Vice-President, Student Trustee, Communications Officer, Conference Chair, Secretary/Treasurer) MUST SUBMIT THE FOLLOWING FORMS TO BE ELIGIBLE TO RUN:**

1. A Candidate Reference Forms (next few pages), **filled out by and signed by a teacher and also signed by a Principal or Vice Principal**.
2. A copy of your transcript or most recent report card.
3. A resume, outlining employment, extra-curricular activities, awards, outstanding achievements, etc.
4. Student Media/Website Release Form.
5. Parent/Guardian Permission for Excursion Form.

**Please forward all forms to Cynthia Nguyen, Vice Principal, Etobicoke School of the Arts via Board mail or by email to** [**cynthia.nguyen@tdsb.on.ca**](mailto:cynthia.nguyen@tdsb.on.ca) by **12 Noon Thursday, April 6, 2017**. Application packages will NOT be accepted after this date.

# IMPORTANT NOTE FOR ALL CANDIDATES:

There will be a **MANDATORY ALL CANDIDATES MEETING for all candidates wishing to run for an Executive position at 5050 Yonge Street in the Cafeteria on Wednesday, April 12, 2017 at 4:30pm**. Candidates who miss this meeting will not be allowed to run in the elections unless there is an extenuating circumstance that prevents them from attending. This circumstance must be communicated in writing to the staff advisors ([cynthia.nguyen@tdsb.on.ca](mailto:cynthia.nguyen@tdsb.on.ca) and alison.maclachlan@tdsb.on.ca) in advance of the meeting. If the circumstance is indeed determined to be extenuating by the staff advisors, the student will be allowed to participate in the elections and arrangements will be made for candidates to receive all information that was shared at the All Candidates Meeting.

# I certify that all the information in this application is true and accurate to the best of my knowledge and that I am aware of the MANDATORY All Candidates Meeting on Wednesday, April 12, 2017.

Signature of Student:

I give my permission for my son/daughter to run for a position on the SuperCouncil Executive:

Parent/Guardian Name (if student is under 18):

Signature of Parent/Guardian (if student is under 18):

# I am aware that this student in my school is eligible to run for a position on the SuperCouncil Executive. (The student is in full-time attendance with a minimum of eight (8) credits successfully completed or passing eight (8) credits at the time of the application.)

Signature of Principal:

# CANDIDATE REFERENCE FORMS for STUDENT TRUSTEE

**(Deadline Date: 12:00 NOON Thursday, April 6, 2017)**

**Student Trustee – One (1) Position, Two-Year Term (Student must be in Grade 10)**

* + Represent the students’ voice at monthly Board meetings and Board Standing Committees
  + Receive input, ideas, and/or recommendations from students through the Learning Centre meetings and from SuperCouncil events
  + Attend all Executive and regular TDSB SC Learning Centre meetings
  + Inform Executive of policies (which affect students) brought to Board for consideration by Standing Committees to assist them in the preparation of TDSB SuperCouncil meetings
  + Have a regular role on SuperCouncil agenda to report and to get input
  + Be a General Assembly member of the Ontario Student Trustees’ Association - l'Association des Élèves conseillers et conseillères de l'Ontario (OSTA-AECO).
  + Attend tri-annual General Assembly meetings held in Toronto and Ottawa where they will congregate with Student Trustees from across the province to work on Provincial education topics as well as to receive professional development for their roles.
  + Provide mentorship to their successors
  + Attend (by invitation) all official Board functions
  + Uphold and promote the Board’s mission and values in the performance of duties
  + Must demonstrate strong leadership with excellent skills in the areas of communications, critical thinking, time management/organizational skills
  + Must demonstrate passion, dedication and commitment to role
  + Is willing to commit time to Board and SC activities (10-20 hours per week)

**PLEASE NOTE: STUDENT TRUSTEE application process comprises of the following:**

* **Application & Reference Package**
* **15-20 minute Interview (up to 5 candidates will be shortlisted to run at the Elections Day Conference)**
* **3-minute speech on Elections Day**
* **2-minute speech for Top Two candidates**

Name of Candidate: School:

Name of Referee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone No.

Position/Title: Email:

I certify that all the information in this reference is true and accurate to the best of my knowledge. I believe that this student would be a great candidate for this position (as outlined in the responsibilities of the above role).

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Signature of Teacher Signature of Administrator

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**CANDIDATE REFERENCE FORMS for PRESIDENT**

**(Deadline Date: 12:00 NOON Thursday, April 6, 2017)**

**PRESIDENT RESPONSIBILITIES:**

* Acts as the primary spokesperson (news and media outlets) for the SuperCouncil (SC)
  + Sets meeting dates, and sets agendas in consultation with Executive and Staff Advisors for all Learning Centre (LC) and Executive meetings
    - * Is responsible for hosting a meeting with VP & Student Trustees to plan LC Agenda prior to the weekend before LC meetings to take place

Is responsible for hosting four separate calls with each LC to go over agenda to ensure that each LC understands the agenda and is prepared for their meetings (These four calls can take up to three hours.)

Is responsible for emailing the agenda to SC Staff Advisors

Participates in Conference Call with Staff Advisors to review Executive Agenda to make any last-minute changes

* + Chairs all Executive meetings and SuperCouncil meetings to ensure that the meetings stay on point and within time allotment; all executives are on task and focused, and the discussions are engaging and adhere to decorum
  + Helps facilitate communication among Executive members, and representatives from the four (4) Learning Centre SuperCouncils
  + Is ready to address questions and concerns from Council in a timely fashion
  + Ensures that all SC members are informed of all issues that may arise
  + Is a member of every committee within SuperCouncil
  + Approve along with SC Staff Advisors any guest speakers who wish to attend Executive meetings
  + Is willing to commit time to SC activities (3-4 hours per week)
  + Must currently be in Grade 9, 10, or 11

Name of Candidate: School:

Name of Referee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone No.

Position/Title: Email:

I certify that all the information in this reference is true and accurate to the best of my knowledge. I believe that this student would be a great candidate for this position (as outlined in the responsibilities of the above role).

Signature of Teacher Signature of Administrator

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**CANDIDATE REFERENCE FORMS for VICE-PRESIDENT**

**(Deadline Date: 12:00 NOON Thursday, April 6, 2017)**

**VICE-PRESIDENT RESPONSIBILITIES:**

* + Performs the duties and responsibilities of the President when the President is not available
  + These duties may include but are not limited to organizing conference calls, chairing meetings and conferences (see President Role description for a detailed outline on said duties)
  + Performs specific duties as assigned by the President
  + Serves as executive liaison for one (1) of the Learning Centre SuperCouncils
  + Is responsible for organizing the annual SuperCouncil Executive Leadership Retreat and the Grade 9/10 Student Leadership Conference
  + Is responsible (along with Staff Advisors) for the planning and running of both retreats that include setting agenda, organizing activities, and planning the menus
  + Is willing to commit time to SC activities (3-4 hours per week)
  + Must currently be in Grade 9, 10, or 11

Name of Candidate: School:

Name of Referee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone No.

Position/Title: Email:

I certify that all the information in this reference is true and accurate to the best of my knowledge. I believe that this student would be a great candidate for this position (as outlined in the responsibilities of the above role).

Signature of Teacher Signature of Administrator

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**CANDIDATE REFERENCE FORMS for CONFERENCE CHAIR**

**(Deadline Date: 12:00 NOON Thursday, April 6, 2017)**

**CONFERENCE CHAIR RESPONSIBILITIES:**

* + Organizes and chairs a committee to plan various conferences such as Student Leadership Day (November); Grade 7/8 Mental Health and Well-being Symposium (April); Elections Conference (May)
  + Chairs the annual elections conference
  + Liaises with Staff Advisors regarding the conference
  + Coordinates the promotion of the conference to students across the TDSB
  + Serves as executive liaison for one of the Learning Centre SuperCouncils
  + Must demonstrate strong organizational, communications and leadership skills
  + Is willing to commit time to planning the various conferences (several weeks needed for each conference planning)
  + Must currently be in Grade 9, 10, or 11

Name of Candidate: School:

Name of Referee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone No.

Position/Title: Email:

I certify that all the information in this reference is true and accurate to the best of my knowledge. I believe that this student would be a great candidate for this position (as outlined in the responsibilities of the above role).

Signature of Teacher Signature of Administrator

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**CANDIDATE REFERENCE FORMS for COMMUNICATIONS OFFICER**

**(Deadline Date: 12:00 NOON Thursday, April 6, 2017)**

**COMMUNICATIONS OFFICER RESPONSIBILITIES:**

* Is responsible for managing the public relations, social media, digital media distribution of the TDSB SuperCouncil
* Liaises with the Communications and Public Affairs Department of the TDSB to assist in publicizing activities of TDSB SuperCouncil through the following Social Media platforms: Facebook (/TDSBSuperCouncil); Twitter (@SuperCouncil); Instagram(@TDSBSuperCouncil); Snapchat (@SuperCouncil); and YouTube (/TDSB SuperCouncil)
* Manage and create content for all of these sites
* Is responsible for producing the annual TDSB SuperCouncil report/newsletter (with Staff Advisor & TDSB Communications approval) to be distributed across the TDSB that outlines the SuperCouncil’s accomplishments, events, etc.
* Chairs the Outreach Committee (TDSB SC members) that oversees the organization of digital media and representation of the SuperCouncil at various events
* Approves (along with the SC President) all partnerships, collaborations, and promotional distribution
* Addresses any questions, comments and/or concerns of the public (students, staff, parents, etc.)
* Takes the promotional content lead for all SuperCouncil related initiatives (e.g. monthly LC meetings, Student Leadership Day, Mental Health Symposium, Leadership Retreat, SC Elections)
* Liaises with other Boards’ Student Councils
* Serves as Executive Liaison for one of the Area Student Councils
* Must currently be in Grade 9, 10, or 11

Name of Candidate: School:

Name of Referee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone No.

Position/Title: Email:

I certify that all the information in this reference is true and accurate to the best of my knowledge. I believe that this student would be a great candidate for this position (as outlined in the responsibilities of the above role).

Signature of Teacher Signature of Administrator

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**CANDIDATE REFERENCE FORMS for SECRETARY/TREASURER**

**(Deadline Date: 12:00 NOON Thursday, April 6, 2017)**

**SECRETARY/TREASURER RESPONSIBILITIES:**

* + Is responsible for taking the minutes and attendance of all Executive and SuperCouncil meetings
  + Produces the agendas in consultation with the President
  + Produces and distributes the minutes in a timely fashion
  + Maintains correspondence with other groups as required
  + Keeps accounts of money spent as well as requests for meetings and conference
  + Serves as executive liaison for one of the Learning Centre SuperCouncils
  + Must currently be in Grade 9, 10, or 11

Name of Candidate: School:

Name of Referee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone No.

Position/Title: Email:

I certify that all the information in this reference is true and accurate to the best of my knowledge. I believe that this student would be a great candidate for this position (as outlined in the responsibilities of the above role).

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# CANDIDATE REFERENCE FORM continued

**(Deadline Date: 12:00 NOON Thursday, April 6, 2017)**

# Please complete the following questions for this student:

# How long have you known the candidate?

# 

# In what capacity have you known the candidate?

1. Provide specific examples of how the candidate has shown leadership initiative with student/youth/education issues.
2. Provide specific examples of the candidate’s ability to initiate and complete tasks in an organized manner.

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1. Provide specific examples of the candidate’s ability to communicate effectively, to function as part of a team and to work well with others.

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1. Please provide specific examples of this candidate’s dedication and commitment.

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1. Why do you feel this student is a strong candidate for this particular position?

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**Student SuperCouncil Elections Conference 2017**

**TDSB Student Media/Website Release Form (DEADLINE DATE: 12:00 Noon Thursday, April 6, 2017)**

I, hereby

(Name of Parent/Guardian if Student is Under 18 Years of Age)

consent to my child being filmed, audiotaped, videotaped and /or photographed, by the media (print and broadcast), and /or by employees, agents, or servants of the Toronto District School Board, or being pictured and named on the TDSB or Student SuperCouncil website while attending the Student SuperCouncil Leadership Conference on Friday, May 5, 2017 located at the North York Civic Centre.

# Name of Student (please print):

**Home Telephone Number:**

**Name of School:**

**Signature of Parent/Guardian if Student is a Minor - under 18 Years of Age.**

**Date**

**TDSB Parent/Guardian Permission for Excursion (Deadline Date: 12:00 Noon Thursday, April 6, 2017)**

The collection and retention of the information requested on this form is authorized and governed by the Ontario *Education Act* and the *Municipal Freedom of Information and Protection of Privacy Act.*

**All students attending the conference as a delegate or candidate must complete this form. Please forward to Cynthia Nguyen, Vice Principal, Etobicoke School of the Arts via Board mail route SW or by email to** [**cynthia.nguyen@tdsb.on.ca.**](mailto:cynthia.nguyen@tdsb.on.ca) **All application material must be received by 12:00 Noon Thursday, April 6, 2017.**

Student: Last Name: \_ \_ First Name: \_

School: \_ \_ Home Telephone:

Student Email Address: Grade:

Gender: \_

Home Address: \_ Health Card # : Date of Excursion: Friday, May 5, 2017 Nature of Activity: TDSB Student SuperCouncil Elections

Conference

Destination: North York Civic Centre 5100 Yonge Street

**To Parents and Guardian(s):**

The purpose of this form is to inform you about the excursion and to seek your support and permission for your child/ward to participate. This information may be shared as necessary with adults supervising the excursion.

**Purpose of the excursion**: This excursion will provide students from across the Toronto District School Board with an opportunity to interact with government officials and inquire leadership experience. Students will also have the chance to elect the TDSB Student SuperCouncil Executive and Student Trustee representatives for the next school year.

**Itinerary**

Program/itinerary: Students will query and communicate with government officials, then elect SuperCouncil Executive. Departure: Students must make their way to the site of the conference. Registration is at 8:00 a.m. Please make arrangements

with the Teacher/Principal sponsor in your school. Paid parking is available nearby.

Return: Conference ends at 3:00 p.m. Students are dismissed from the site.

**Date: Friday, May 5, 2017**

(In exceptional circumstances, dates and times may change. Every effort will be made to communicate these changes to you ahead of time)

**Method of Travel**

TDSB bus x Public transit

Private vehicle (adult driver)\* Private vehicle (Student driver)\*

Commercial vehicle

\*Approval of the Principal is required for all volunteer drivers. The school will make every effort to ensure that Parent/Guardian consent is obtained for each excursion for students to travel in private vehicles.

**Requirements for Participants**

Food/snacks: none (snacks and lunch will be provided) – please inform us of any dietary restrictions or concerns on the next page

Money: none Notebook: yes Clothing and equipment: no special clothing or equipment required

**Accommodation** (if required) **Financial Arrangements** Total cost per student: $ 0 **Deposit required**: $ none **Payable to**: N/A

**Excursion Staff** Teacher: \_

Staff Supervisor: **Cynthia Nguyen Contact during the excursion: (416) 985-1760**

Volunteer Supervisors (if known): \_

Teacher Signature Date

Administrator: Cynthia Nguyen, TDSB Student SuperCouncil Staff Advisor Date: March 7, 2016

**Please sign in either the YES or the NO box and submit this form to Cynthia Nguyen, Vice Principal, Etobicoke School of the Arts via Board mail Route SW or by email to** [**cynthia.nguyen@tdsb.on.ca.**](mailto:cynthia.nguyen@tdsb.on.ca) **All application material must be received by 12:00 Noon Thursday, April 6, 2017. All students, both delegates and candidates, must complete this form.**

**YES**

I/we give permission for my/our child/ward, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, to participate in the excursion to **North York Civic Centre.**

Emergency Contact:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Emergency Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I/we give permission for my/our child/ward to be transported in a private vehicle (adult driver) \_\_\_\_, private vehicle

(student driver)\_\_\_\_ who has been authorized by the principal.

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is there any change in medical information or a medical reason why your child should not participate in the activity, or which may lead him/her to require special attention during the activity?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please outline any dietary restrictions or concerns that apply to this student:

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Should it become necessary for my/our child/ward to have medical care, I/we hereby give the teacher permission to use her/his best judgment in obtaining the best of such service for my/our child/ward. I/we understand that any cost will be my/our responsibility. I/we also understand that in the event of illness or accident, I/we will be notified as soon as possible.

Name of Parent/Guardian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(printed name of parent/guardian)

Signature of Parent/Guardian Today’s date:

(or student, if 18 years old or older)

For students’ 18 years old or older, it is strongly recommended that the parent/guardian also sign this form.

I wish to volunteer on this trip: Yes\_\_\_\_\_\_ No\_\_\_\_\_\_

Signature of Parent/Guardian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Today’s date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(or student, if 18 years old or older)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NO**

I/we do not give permission for my/our child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to participate in the excursion to North York Civic Centre.

Name of Parent/Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (printed name of parent/guardian)

Signature of Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Today’s date: \_\_\_\_\_\_\_\_\_\_\_ (or student, if 18 years old or older)