

Application Guidelines and Campaign Instructions for TAFE State Officer School Candidates

Submit completed application and all supporting materials online by 5 p.m. on Dec. 14, 2016

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REFERENCE MATERIALS

Goals

Campaign rules are established with several goals in mind:

- A. To “equalize” opportunities for running for office among different sized schools and with varying economic potential, etc.
- B. To allow each candidate an opportunity to present its views.
- C. To insure an organized and safe campaign for all people, facilities and places involved.

Roles and Responsibilities

The primary responsibility of the state officer schools of TAFE is to be ambassadors for the organization and of the teacher profession. Effective state officers are articulate, self-motivated, outgoing, conscientious TAFE students with a passion for TAFE’s mission and vision who will promote the organization as essential to the cultivation of tomorrow’s great educators. Officers must be comfortable with public speaking and connecting with education stakeholders (students, teachers, administrators, policy-makers, etc.) both virtually and in person. (See Duties of the State Officers in the By-laws.)

Each role may contain specific duties unique to it, but all state student officers will:

- Travel several times throughout their term to TAFE events, including but not limited to:
 - Officer Training Retreat
 - TAFE Board of Directors Meetings
 - Summer Leadership Conference
 - FCSTAT Conference
 - Capital Leadership Day
 - TAFE Teach Tomorrow Summit
 - Advisor Workshop
 - Educators Rising National Conference
- * *See attached chart for dates and financial responsibilities.*
- Help plan the annual TAFE Teach Tomorrow Summit
- Participate in regular conference calls with other state student officers
- Serve as student author for TAFE publications
- Perform other duties as assigned as a positive, professional role model

The state student officers of TAFE will accomplish these and other responsibilities with the support of advisors. The term of office shall be one year, beginning at the TAFE Teach Tomorrow Summit at which the student is elected and ending at the following TAFE Teach Tomorrow Summit.

How to Apply for Candidacy

What are the requirements to apply?

To apply for candidacy, you must:

Schools:

- Be a member of TAFE the year preceding their nomination and attend the annual state conference the year preceding their nomination
- Candidate schools for state office must have served as a regional officer school within 5 years of running for state office.
- Select an Officer Representative Candidate
- Submit all required materials by 5 p.m. of December 14th of the calendar year prior to the election year

Officer Representative

- Be a member in good-standing of the Texas Association of Future Educators
- Must be in good disciplinary standing
- Be a high school sophomore or junior at the time of application
- Have a cumulative GPA of 3.0 or higher on a non-weighted scale

How does the application process work?

This application is for state officer school position. This means it is an application to be selected **as a candidate school** for one of the four (4) state officer positions: president school, vice-president school, secretary school, and historian school. **Only one application will be accepted per chapter.** The TAFE Credentials Committee will review all

applications to determine the slate of candidates eligible to run for state office. The officer role in which the school will serve will be based on the election results.

Materials Description and Submission Checklist

Below is a complete description of *all materials you must submit ONLINE when applying for a state office*. You may use this as a checklist to make sure you have all materials prepared correctly. The following information must be submitted for the Officer School Representative Candidate

- Résumé** - This should focus on your work and academic experiences, including your involvement in TAFE at the local or state level. Your résumé should highlight the skills and accomplishments that make you an exemplary candidate for a state student officer position.
- Cover Letter** - This should complement your résumé and introduce you to the TAFE Credentials Committee.
- Candidate Bio** - not to exceed 200 words. The bio should highlight the candidate's TAFE experiences and any other relevant information that describes why (s)he should be elected as a TAFE student officer. All candidates' bios will be posted on the TAFE website.
- Statements of Understanding** – included in this document.
- Campaign Video** - Applicants must provide a professional campaign video not to exceed three minutes with your voting peers as the intended audience.
 - The following guidelines should be followed:
 - The video should be filmed in a professional setting (i.e. standing behind a podium, on a stage, sitting behind a desk, etc.)
 - Candidates should be dressed professionally. All persons present in the video should be dressed appropriately in accordance with standard school dress-code guidelines.
 - Video should be recorded in landscape orientation and be mindful of the sound quality of the recording.
 - Video must be submitted in MP4 format. No other file format will be accepted.
- Administrator Approval Form** – included in this document.
- Photo Consent and Release Agreement** – included in this document.
- Photo**
- Two Signed Letters of Recommendation**
- Transcript**
- Preliminary Campaign Finance Report** – included in this document.

PLEASE SAVE A COPY OF EVERYTHING YOU SUBMIT FOR YOUR RECORDS.

Submit completed application and all supporting materials online by 5:00 p.m. on Dec. 14th prior to the Teach Tomorrow Summit in which you will be campaigning.

APPLICATION FORMS

Statements of Understanding

Please read the statements below thoroughly. Next to each statement, write your initials to affirm your understanding.

I understand that this is an application for TAFE state officer candidacy, and that my candidacy is not guaranteed unless and until I receive confirmation from TAFE Credentials Committee Chairperson that I have been selected for state student officer candidacy.

_____ **Applicant Initials**

I understand that I am running as a candidate for a TAFE State Office — not for a specific office (i.e. President). If I am selected as a TAFE State Officer, I am prepared to take on the responsibilities of the specific office offered to me (i.e. President, Vice President, Secretary, Historian).

_____ **Applicant Initials**

I understand that if I am selected for candidacy, I will be responsible for conducting an election campaign. I understand that I am responsible for funding this campaign through private donations, use of my TAFE chapter's treasury, and/or fundraising efforts.

_____ **Applicant Initials**

I understand that if I am selected for candidacy, I must attend the TAFE Teach Tomorrow Summit, where the on-site voting will take place.

_____ **Applicant Initials**

I have read the requirements and job description for state officers, and I agree to abide by them if elected to office at the TAFE Teach Tomorrow Summit.

_____ **Applicant Initials**

I understand that, if elected to office at the TAFE Teach Tomorrow Summit, I may be relieved of said office during my term based on cause, including legal or school-based serious disciplinary action, or dereliction of duty. Such situations will be reviewed and decided on a case-by-case basis by TAFE Board of Directors.

_____ **Applicant Initials**

I understand that TAFE state officers are required to travel during the term of office. If elected to office at the TAFE Teach Tomorrow Summit, I agree to cooperate with TAFE in arranging travel.

_____ **Applicant Initials**

I understand that TAFE state officers are required to travel during the term of office. If elected to office at the TAFE Teach Tomorrow Summit, I agree to take the necessary steps to ensure that all school absences and missed work are pre-approved by my school administration.

_____ **Applicant Initials**

I understand that TAFE state officers are required to submit various assignments, such as newsletter articles, to the TAFE state director. I agree to submit assignments in accordance with all deadlines and guidelines.

_____ **Applicant Initials**

Statements of Understanding *(cont.)*

I understand and agree to abide by all the above statements.

Applicant Signature	Applicant Name (Please print or type)	Date
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I understand and agree to support my student in abiding by all the above statements.

Advisor Signature	Advisor Name (Please print or type)	Date
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I understand and agree to support the applicant in abiding by all the above statements.

Parent/Guardian Signature	Parent/Guardian Name (Please print or type)	Date
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Administrator Approval Form

Ask your school administrator to read the statements below thoroughly, and next to each statement, write his/her initials to affirm understanding. You will be asked to upload this completed document when applying online.

I understand that _____ (Applicant Name) is applying for consideration as a **candidate** for a state officer position in the Texas Association of Future Educators.

I understand that if this student is selected for **candidacy**, (s)he will be responsible for conducting an election campaign, which includes a campaign booth at the TAFE Teach Tomorrow Summit. **I understand** that (s)he is responsible for funding this campaign through private donations, use of the TAFE chapter's treasury, and/or fundraising efforts, **and I agree** to consent to fundraising activities in the school, as long as such activities do not violate school and/or district policies.

_____ **Administrator Initials**

I understand that if selected for candidacy, this student must attend the TAFE Teach Tomorrow Summit, where the on-site voting will take place. **I agree** to allow this student to attend the conference without penalty to his/her attendance record and to allow him/her to make up any work missed due to conference attendance.

_____ **Administrator Initials**

I understand that TAFE state student officers are required to travel during the term of office. If this student is **elected to office** at the TAFE Teach Tomorrow Summit, **I agree** to allow this student to attend TAFE events and training without penalty to his/her attendance record and to allow him/her to make up any work missed due to said travel **both this academic year and next academic year**.

_____ **Administrator Initials**

By signing below, I affirm my understanding of the requirements for the Texas Association of Future Educators state officer candidates. I agree to support, to the greatest extent possible, this student's efforts to run for office (and serve as a state student officer, if elected to the position).

Administrator Signature

Administrator Name (Please print or type)

Administrator's Title

Date

School Name

Transcript Release Form

Applicant Name

Applicants for candidacy as a Texas Association of Future Educators state student officer must submit a copy of their most recent school transcript. By signing this form, you consent to release the above-named student's school transcript to the Texas Association of Future Educators. Please mail to: TAFE, 1833 South IH-35, Austin, TX 78741.

Parent/Guardian Signature

Parent/Guardian Name (Please print or type)

Date

Photo/Video Release

I, _____ (Applicant Name), hereby give the Texas Association of Future Educators the absolute right and permission to photograph me. I hereby grant to the Texas Association of Future Educators all rights to reproduce and disseminate such photographs and images (as well as those I provide to the organization), in whole or in part, in conjunction with presentations, programs, and publications by the Texas Association of Future Educators.

I further grant the Texas Association of Future Educators all rights to make further reproductions of such pictures through any media for educational purposes, art, entertainment, advertising, and internal use for other lawful purposes. I also grant the Texas Association of Future Educators the right to copyright such pictures and images in its own name or to publish, to market, and to assign without compensation or report to me or my parent(s)/guardian(s).

I hereby waive the rights or interests that I may have in the pictures or images, including any rights to inspect and/or approve the finished photographs and images or the use of which it may be applied so long as its use shall be lawful.

I expressly release the Texas Association of Future Educators, their agents, employees, licensees, assigns, and volunteers from and against any and all claims which I have or may have for invasion of privacy, defamation, or any other case of action arising out of the production, distribution, publication, and exhibition of the photographs and images.

Applicant Signature

Applicant Name (Please print or type)

Parent/Guardian Signature

Parent/Guardian Name (Please print or type)

Date

Campaign Finance Report

Use this form to submit a preliminary Campaign Finance Report stating your intentions with your application. It must be submitted to the TAFE state office by 5 P.M. on Dec. 14th.

A final Campaign Finance Report with attached receipts and a statement verifying expenditures, must be turned in on day one of the Teach Tomorrow Summit at the Campaign Meeting, where candidate schools and their selected officer representative will be cleared to run for office.

Campaign expenditures must be limited to \$400, including current market value of donated items.

*Total Amount of Cash Donations + **Total Worth of Donated Items + ***Expenditures = Shall not exceed \$400 .00

Cash donations (Revenue)

Source	Amount of donation
<i>Example: Local grocery store</i>	\$50.00
*Total cash donations	\$

Donated Items

Item	Amount (what the item is worth)
<i>Example: Stickers from the party store</i>	\$25.00
<i>Example: Stuffed bear from home</i>	\$4.00 per ebay.com
*Total donated items	\$

Expenditures (Items purchased, must include receipts)

Item and Quantity	Amount
<i>Example: 1000 campaign buttons</i>	\$75.00
Expenditures	\$
Total Cash, donated items, and expenditures shall not exceed \$400.	\$

I certify that the information above is true and correct to the best of my knowledge. I understand that concealing donations or expenditures could result in disqualification and removal from the TAFE state student officer ballot.

Student Applicant Signature

Date

Advisor Signature

Date

**CAMPAIGN
INFORMATION
FOR
CANDIDATES**

Campaign Guidelines

Campaigning is an important part of the TAFE elections process. Therefore, candidates are required to participate in several campaign activities. Additionally, to ensure fairness and equality, there are several campaign rules and regulations that all candidates must adhere to. Required activities, rules, and regulations are outlined below.

Campaign Meeting

The officer candidate school representative and advisor shall attend a campaign meeting prior to campaigning. At this time, the final Campaign Finance Report will be given to the Credentials Committee. The Credentials Committee will review all the candidate school's campaign materials, handouts, and campaign speech. If campaign application is incomplete or campaign materials are inappropriate, the school could be disqualified and not allowed to run for office at the Political Rally.

Requirements for Approved Candidates

If you are selected as a candidate for TAFE state student office, you are required to participate in several campaign activities, some of which take place at the annual TAFE Teach Tomorrow Summit.

If a candidate misses any of the required campaign events or submission deadlines, (s)he will be removed from the ballot.

Campaign Videos, candidates' bios and photos will be posted on the TAFE website and will serve as the candidate's online campaign materials. Video will be uploaded to the TAFE website prior to the Teach Tomorrow Summit for preview and will be played at the political rally. Candidate bios and photos will also be included in the TAFE Teach Tomorrow Summit program book and mobile app.

Campaign Booth

- Each candidate school will be given booth space at the TAFE Teach Tomorrow Summit which will include one 6' table, 2 chairs, and 2' between candidate booths.
- Candidate school's booth location will be determined by a drawing and candidate schools will be notified of their booth location.
- Candidate schools should use the tabletop to display all campaign materials
- Candidates *may not* hold raffles at their campaign booths
- Campaign materials must not violate your school's policies about language, profanity, etc.
- **No additional campaigning will be allowed after the booths close. (This includes the continuation of distribution of campaign materials and handouts.)**

Campaign Materials

All banners, posters and campaign materials must be approved by the Credentials Committee before distribution, on the first day of the Teach Tomorrow Summit.

Acceptable materials are:

- Flyers can be no larger than 8 1/2" x 14".
- 6 Banners (not to exceed 3' x 6') may be displayed in your booth area, carried or worn as a sandwich board.
- Noisemakers, music instruments, amplifiers, and other approved demonstration materials may not be distributed to TAFE members, but may be used during the political rally. No amplified sound should detract from other candidate booths.
- Novelty items and candy may be distributed as long as they do not interfere in any way with the activities being conducted and they must be school appropriate. Secure approval for novelties before you order them.

Materials not acceptable are:

- Floating helium balloons
- Confetti-type materials
- Gummed labels

Distribution

- Handouts and other distributions may be made at the convention site according to the schedule. No distribution of materials may take place in the general session room at any time.
- Campaign materials may not be posted on walls, in the elevators, in the halls, on finished wood surfaces, on glass, on doors or door handles, on curtains or other fabrics, or hung from light fixtures, air conditioners, air supply ducts, return air grills and diffusers, obstruct exits or exit signs, be plugged into any light fixture or socket, posted outside the conference site, or slipped under doors of hotel rooms.
- Nothing is to be thrown into the audience during the rally. All "handouts" or "give-aways" are to be passed hand to hand only during the designated campaign time. Do not use straight pins to pin paper on people.

Clean-up

All campaign materials shall be cleaned up by the close of campaigning. Any campaign materials found not cleaned up could disqualify the school from running for office.

Campaign Violations

Any report of suspected campaign rule violations any time during or prior to the campaigning should be made immediately to the Credentials Committee Chairperson and TAFE Program Director. Depending on the severity of the alleged violation, the offending school may be asked to correct the infraction or be penalized by the Credentials Committee. This action may be appealed to the TAFE Board of Directors. A school's name may be removed from the ballot if the violation is intentional or flagrant. Each candidate school should avoid using any questionable materials or procedures that circumvent the intent of campaign rules.

Optional Campaign Activity: TAFE Social Media

Candidates are welcome to campaign on any official TAFE and Educators Rising social media site. Social media campaigning may not begin until the Credentials Committee has approved the candidacy. Posts must not violate your school's policies about language, profanity, etc., and **must not** contain any negative attacks on opponents.

Campaign Finance

- Candidates must fund their campaign materials through their TAFE chapter treasury, private donation(s), and/or money generated by fundraising efforts.
- **Campaign expenditures must be limited to \$400.** This includes all items associated with the campaign booth including materials, giveaways, handouts, etc.
- Candidates may accept donated items. However, the fair market value of donated items must be counted against the \$400 total. (i.e. a donated item might include copy paper supplied by the school used in preparing handouts. The candidate would need to ask school personnel the value of the paper and then record it on the Campaign Finance Report as a donated item. For items that may not have an easily obtainable value (such as an item from home, like a stuffed animal) the candidate would need to find a similar item online (use sites like ebay.com, amazon.com, etc.) for determining the fair market value and record it on the Campaign Finance Report.
- Receipts for all campaign materials, including proof of fair market value of the donated items, must be attached to the Campaign Finance Report.
- The final Campaign Finance Report and all receipts must be submitted to the TAFE state office before the mandatory meeting with the Credentials Committee at the Teach Tomorrow Summit.
- **TAFE encourages you to consider creative and low-cost ways to bring a meaningful message to attendees as a TAFE state student officer candidate.**

If you have questions about the Campaign Requirements and Guidelines for Candidates, please contact the TAFE state office.

Political Rally

Speech

- Speeches should reflect the school's campaign platform and TAFE Theme or TRAFLES.
- At the political rally, each officer candidate school shall be allotted three minutes to give their campaign speech. Each officer candidate will be given a silent 30 second warning to complete their speech. At the end of 3 minutes, the student Vice-President shall announce, "Your time has expired."
- Any continuation of presentation beyond five seconds after notification shall result in disqualification.

Interview

Applicants will participate in a live personal interview on stage at the political rally. Candidates will answer one question asked by the Vice-President as assigned by the TAFE Credential Committee. The following is a list categories questions may come from.

- Personal Traits
- TAFE Vision
- Current Education Issues
- TAFE Facts

Elections

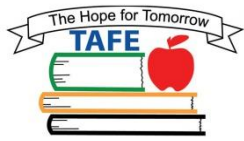
The election shall be by secret ballot and shall be held immediately following the Political Rally.

Obligations of Elected Schools/Officers

If elected all officers shall fulfill obligations as outlined in the bylaws and on the calendar at the end of this document.

Newly Elected Officer Meeting

All new elected state officers and their advisors will be required to stay after the conclusion of the Teach Tomorrow Summit for a short officer meeting.



Texas Association of Future Educators State Officer Commitments

Date(s)	Event	Location	Expectations	Officer(s)	Who pays?
December 14, 2016	Application to run for office	Submitted online	Application should be submitted online by 5 p.m. Dec. 14 th .	All candidate schools	No cost
February 17-19, 2017	2016 TAFE Teach Tomorrow Summit	University of Houston	Campaign for office Present speech	All candidate schools	Officer chapter
May 11-14, 2017 (Th - Sun)	State and Region Officer Retreat	Highland Lakes Camp and Conference Center, Spicewood, TX	Thursday – state officer training Fri – Sun – state & region officer training & conference planning	All state officers Region officers	State Office pays for state student officers
June 14-15, 2017 (Wed - Th)	Texas Assoc. of Secondary School Principals Summer Leadership Workshop	Austin Convention Center, Austin, TX	Bring greetings from TAFE to TASSP during general session work TAFE booth at exhibit hall	State president	State Office pays for officer and advisor – travel, hotel, and food
June 23-26, 2017	National Educators Rising Conference	Boston University	Lead the Texas delegation Present breakout session 2x	All state officers	State TAFE Office pays lodging and conference registration for officer & advisor and up to \$600 travel per school
Mid June to Early July	TAFE Board of Directors Meeting	Austin, TX	Attend board meeting and participate in the decision-making process	All state officers	State Office pays for officer and advisor – travel, hotel, and food
June or July (3 days)	Summer Leadership Workshop	Universities with teacher education programs	Participate in general leadership training activities	All state officers	State Office pays for officer & advisor – travel, lodging, and food
Late July/early August (Sun - Tues)	TAFE Advisors Workshop	Sheraton Hotel Dallas, TX	Present breakout session	All state officers	State Office pays for student officer travel, hotel, and food
Late July/early August (Tues - Wed)	FCSTAT Conference	Sheraton Hotel, Dallas, TX	Work TAFE booth at exhibit hall Bring greetings from TAFE at opening general session	All state officers	State Office pays for officers and teacher leaders – travel, lodging, and food
Planning meeting if needed Nov./Dec.	TAFE Officers work session	Austin, TX	Continue to plan state conference and finalize scripts	All state officers	State Office pays for officer’s and teacher leader’s travel, hotel, and food
Early February	Capital Leadership Day	Austin, TX	Represent TAFE at Capital Leadership Training	All state officers	State Office pays for officers and advisors – travel, hotel, and food
Third weekend of February 16-18, 2018	TAFE Teach Tomorrow Summit	Location Varies	Carry out assigned duties at state conference	All state officers	Officer Chapter
As requested and able Attend Region Conferences	Region Conferences	Various locations throughout Texas	Attend and bring TAFE greetings to region conferences. Encourage members to attend state conference	Dependent on location and invitation	Inviting Region
On-going	Conference Calls		Participate in specially called BOD meetings via phone	All state officers	State TAFE Office

