

# Tomball Memorial HS Choir Officer Application

Thank you for considering to be an Officer for the TMHS Choir Program! Choir Officers are an integral part of making the choir program a success. Please read carefully before applying to be a TMHS Choir Officer. Anyone interested in being on the Council is to:

- View choir as a top priority
- Be a positive role model everywhere and everyday
- Have a track record of being a “do-er”
- Maintain eligibility all year long
- Go on the Spring Trip
- Support the directors in and out of the classroom

## QUALIFICATIONS, EXPECTATIONS AND RESPONSIBILITIES

Students must apply in order to be considered for a Choir Officer. This program is an elective that requires a great amount of commitment and time. Applicants must consider strongly their ability to commit to the Choir program. Knowing that many students are involved in numerous activities, we realize that sacrifices will have to be made. To be an Officer, Choir must be choice number one!

- A. Officers are expected to be committed to the high values of the choir program. The following is the commitment that each and every officer is expected to uphold.

AS A CHOIR OFFICER, I UNDERSTAND MY ROLE AS AN ENTRUSTED INDIVIDUAL TO UPHOLD THE REPUTATION OF THIS GROUP, AS WELL AS THAT OF FELLOW CHOIR MEMBERS. I WILL HONOR MY POSITION AS A CHOIR OFFICER AND BE A POSITIVE ROLE MODEL FOR MY PEERS AND COMMUNITY THROUGH MY ACTIONS AND WORDS.

By living this commitment, each student is choosing to lead a healthy lifestyle. This is necessary in order to be a positive role model and also to focus on the needs and well being of others. The commitment gives Choir students a reason to avoid unhealthy and dangerous activities that can be harmful to them and the Choir reputation. When in doubt, don't. Officers who make poor choices in this regard do not have their priorities in the proper place and may be removed from their office and the Choir program.

- B. Officers are expected to have exceptional attendance and are never late to a rehearsal/function. Council members who have more than one unexcused absence per semester (excluding doctor appointments or doctor instructions regarding your health) may be removed from their position. Being late by more than 5 minutes two times equals one unexcused absence. To avoid unexcused absences, the singer must communicate with the directors. Officers are expected to perform in every performance. **Scheduling conflicts should be communicated with the directors prior to the audition/interview**, and will be taken into consideration when determining placement in the council. **Work is not a suitable excuse for missing a meeting or obligation.**
- C. Officers are expected to have exemplary behavior. Discipline referrals should not be an issue when it comes to being a positive role model, no matter what the situation. This is also important because Officers are expected to have the character traits that Tomball Memorial High School is proud to exhibit. Therefore, a member who receives one discipline referral will be placed on probation. Upon the second discipline referral, the member has chosen to be removed from their position.
- D. Maintaining passing grades is essential in Choir. Occasionally, Officers will be asked to discuss with fellow choir members the importance of passing grades, i.e. benefits, doors opened, etc... It is difficult to do this if the Officer is not doing their best to pass or excel in their classes. We must be able to depend on you for all rehearsals and performances. You must remain eligible for the entire school year. A member who becomes ineligible will be placed on probation. An Officer who becomes ineligible a second time has chosen to be removed from their position.

TO THE PARENT/GUARDIAN:

The goal of these policies is to establish and clarify expectations of a TMHS Choir Officer and their parent/guardian(s). My student and I have carefully analyzed why he/she wants to be a TMHS Choir Officer. It is a privilege, not a right. I understand that this contract contains specific TMHS information, rules, and consequences, which are extremely important for me to discuss with my son/daughter.

**By signing this statement, I agree to be held responsible for the knowledge and adherence of all information contained in this contract. I have read and support the goals and expectations of this organization.**

TO THE STUDENT:

**By signing this statement, I agree to be held responsible for the knowledge and adherence of all information contained in this contract. I have read and support the goals and expectations of this organization.**

**This form is signed by the parent/guardian and student and returned to Mr. Ragsdale.**

PRINT Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/ Guardian \_\_\_\_\_ Date \_\_\_\_\_

PRINT Student \_\_\_\_\_ Date \_\_\_\_\_

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

**\*Included is \$100 toward the first spring trip payment of \$200 trip due in August, showing my commitment to the choir program.**

**MEDIA RELEASE**

My permission is given for \_\_\_\_\_ to be photographed or video recorded in school or Choir-related activities during the 2018-2019 school year. I understand that these photographs or videos may be used for school-related activities, school and community publications or websites, and district staff training/presentations or community presentations.

Signature of Parent/ Guardian \_\_\_\_\_ Date \_\_\_\_\_

**CHOIR COUNCIL APPLICATION 2018-2019**

As an officer candidate, you are expected to come to the Choir Banquet.

Officers may be required to attend monthly meetings on Tuesday morning at 7:00 AM in the Choir Room.

**RETURN THIS COMPLETED PACKET TO MR. RAGSDALE by this Thursday, March 29, 2018.**

NAME \_\_\_\_\_ BIRTH DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

CLASSIFICATION FOR 2018-2019 SCHOOL YEAR (example: freshman) \_\_\_\_\_

TSHIRT SIZE (CIRCLE ONE)      S      M      L      XL      XXL

1. Describe a positive choir role model. How would you fit this role for all choir members to follow?

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2. How do you handle stressful situations? Confrontations?

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3. What was the last thing you had to figure out on your own?

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4. What are you most proud of about yourself?

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**CHOIR COUNCIL APPLICATION 2018-2019**

Name \_\_\_\_\_ Grade next year: \_\_\_\_\_

I am interested in running for the following office(s): (it is *required* for you to apply for more than one office if you want to be an officer)

1. \_\_\_\_\_ 2. \_\_\_\_\_

Please explain WHY you should be nominated for your chosen offices. Please write your thoughts clearly and concisely as you may be quoted.

1<sup>st</sup> choice: I would like to be considered for the office of \_\_\_\_\_  
because:

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2<sup>nd</sup> choice: I would like to be considered for the office of \_\_\_\_\_  
because:

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List the various groups of which you are a member, both in and out of school:

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Do you like to work in a group or by yourself? Why?

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**SAFE AND DRUG FREE SCHOOLS  
CHOIR OFFICER LEADERSHIP PROGRAM  
POLICY AND PROCEDURE STATEMENT**

ADOPTED: May 7, 2009

SUBJECT: Code of Conduct for Choir Officers

PURPOSE: To clearly define the qualifications for participating as a role model in the Choir program. To reinforce the no-tolerance policy pertaining to tobacco, alcohol, or other drug use.

POLICY: Obtaining a Choir Officer position is a privilege, not a right. Students who successfully complete the application process and training are expected to comply with the school's no-tolerance policy regarding illegal use of tobacco, alcohol, or other drugs. TMHS Choir Officers must maintain integrity during their tenure at Tomball Memorial High School.

THE DIRECTIVE:

1. Every student who successfully completes the Choir Council application process is required to comply with the Tomball I.S.D. Code of Conduct.
2. The written Code of Conduct is a guide to the student when representing the Choir program.
3. This policy will be reviewed at leadership trainings during appropriate block of instruction.
4. The Code of Conduct reads as follows:

As a Choir Officer, I understand that my actions directly reflect on the choir program. I will conduct myself in a manner that will present a positive role model to the students I mentor and the community I serve.

I understand that becoming a Choir Officer is a privilege, not a right, and a violation of any of the following standards may result in removal from the position.

I understand that a Choir Officer is the most visible representation of the choir program. My conduct on or off campus is closely scrutinized and affects the program. Choir Officers must conduct themselves at all times in a manner which does not bring discredit to them, their teammates, or to the choir program.

I am giving the Directors the right to speak to me regarding character issues in my life that go against the core values of Tomball Memorial HS, the choir, and the directors.

I \_\_\_\_\_, acknowledge and accept the Code of Conduct.  
(student)

I \_\_\_\_\_, acknowledge and accept the Code of Conduct.  
(parent/guardian)

SENIOR EVALUATION FORM 2018-2019  
FOR CHOIR OFFICER CANDIDATES

APPLICANT NAME \_\_\_\_\_

We are beginning the process of selecting the Choir Officers for the 2018-2019 school year. Therefore, we are interested in finding out how students are seen by their peers. Below are some questions that we would like for you to answer. All responses are kept confidential.

PLEASE RETURN TO MR. RAGSDALE.

YOUR NAME \_\_\_\_\_

Please rate the candidate on a scale of 1 to 5 (5 being the highest).  
Please do not leave any category un-rated.

STUDENT IS A GOOD LISTENER	.....1	2	3	4	5
STUDENT IS HONEST AND RESPONSIBLE	.....1	2	3	4	5
STUDENT IS A POSITIVE ROLE MODEL.....	.....1	2	3	4	5
STUDENT IS CARING AND NONJUDGMENTAL	.....1	2	3	4	5
THIS STUDENT WOULD BE A GOOD REPRESENTATIVE OF TMHS.....	.....1	2	3	4	5

Why do you/don't you think that this person would be an excellent Choir Officer?

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THANK YOU FOR TAKING THE TIME TO COMPLETE THIS FORM  
YOUR INPUT IS GREATLY APPRECIATED

**PLEASE RETURN THIS TO MR. RAGSDALE in Room 1900 by Thursday,  
March 29, 2018.**

FOR CHOIR OFFICER CANDIDATES  
TEACHER FORM 2018-2019

APPLICANT NAME \_\_\_\_\_

Officer Position Applying for: 1<sup>st</sup> Choice: \_\_\_\_\_ 2<sup>nd</sup> Choice: \_\_\_\_\_

We are beginning the process of selecting the Choir Officers for the 2018-2019 school year. Therefore, we are interested in finding out how students are seen by their teachers. Below are some questions that we would like for you to answer. All responses are kept confidential.

PLEASE RETURN TO THE BOX OF JED RAGSDALE.

YOUR NAME \_\_\_\_\_

Please rate the candidate on a scale of 1 to 5 (5 being the highest).  
Please do not leave any category un-rated.

STUDENT IS A GOOD LISTENER	.....1	2	3	4	5
STUDENT IS HONEST AND RESPONSIBLE	.....1	2	3	4	5
STUDENT IS A POSITIVE ROLE MODEL.....	.....1	2	3	4	5
STUDENT IS CARING AND NONJUDGMENTAL	.....1	2	3	4	5
THIS STUDENT WOULD BE A GOOD REPRESENTATIVE OF TMHS.....	1	2	3	4	5

Why do you/don't you think that this person would be an excellent Choir Officer for the positions listed above?

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**THANK YOU FOR TAKING THE TIME TO COMPLETE THIS FORM  
YOUR INPUT IS GREATLY APPRECIATED.**

**PLEASE RETURN THIS TO THE BOX OF JED RAGSDALE, by Thursday, March 29.**

## Tomball Memorial High School Choir Officer Descriptions

Please **READ** carefully before filing for an office -- anyone interested in being an officer should be a **POSITIVE** role model in and out of the classroom, should have a track record of being a “Do-er” and should be **TOTALLY “Gung Ho” CHOIR ☺**

**\*\*Auditions for EVERYTHING, is welcoming to EVERYONE, has excellent attendance, passes classes, supports the Choir Program in and out of the classroom, etc.\*\***

**President (Must be a Junior or Senior)** – Should exhibit a daily work ethic of the highest caliber. In charge of running officer meetings as needed. Primarily responsible for organizing, following up, and delegating for projects and any other duties allocated by the director(s). Delegate duties for Pop Show and is Stage Manager. The President is expected to attend any and all social events and fundraisers and helps organize Banquet. The President should be a constant advocate for Choir and must attend every Choir Officer meeting, without exception. He/she must also attend Booster Club meetings. Must make sure all officers are aware of the events and needs throughout the year.

**Vice-President (Must be a Junior or Senior)** – Supports the President. Should exhibit a daily work ethic of the highest caliber. Primarily responsible for performing any duties needed by the President or the directors. He/She is expected to attend any and all social events and fundraisers. The Vice President should be a constant advocate for Choir. Must attend every Officer meeting, without exception. Attends monthly Booster Club meetings. Is in charge of helping with distribution of materials & information to students who are absent. Needs to be willing to step into the role of President if the current President cannot fulfill their duties. Vice-President is in charge of updating Letter Jacket point record.

**Student Conductor (Senior only)** – Responsible for running rehearsals in the directors absence, warming up choirs on occasion, conducting the Irish Blessing on Fridays. Needs to have a good ear to hear and address problems in the rehearsal.

**Secretary** – Must have excellent attendance, be meticulous, methodical and capable of multi-tasking accurately; supports the President. Takes minutes at Officer Meetings and keeps records and information for all things choir and helps relay information to other students. Organizes the Wall Calendar. He/She must be a constant advocate for choir and is expected to attend every officer meeting, fundraisers and social events. Helps keep website updated.

**Treasurer-** Help keep record of monies turned in. Help write receipts before or after school. Give financial updates to class and officer meetings.

**Historians (2)** – Must LOVE to take pictures, be inclusive, and be at ALL events with camera in hand. In charge of the end-of-year slide show at the banquet; supports the President.

**Chaplain** – Supports the President; should be of fine moral character; Is available to all choir members to help and provide support in time of crisis.

**Sergeant at Arms** – In charge of keeping order at all things choir related. Including, but not limited to: Rehearsals, performances, social events, pop show, Friday Brags, Irish Blessing on Friday.

**Librarians (at least 2)** – Must be able and willing to spend time before/after school as needed (there are times where there is a LOT to do and times when there is NOT); must be organized, able to take direction, multi-task and not be afraid to ASK questions; need basic computer skills for inputting data; supports the President. Assists with copying music, checking out music and keeps a record of printed music checked out.

**Publicity (1-2)** – Oversees production of posters for all events. Helps type announcements for school morning announcements. Corresponds with Booster Club Publicity Chair about various events.

**Social Chairs (2)** – Organizes socials and helps with hospitality for any guests.