



## Benefits of Being an SGA Officer

- Develop leadership and team building skills
- Learn parliamentary procedure
- Learn how to conduct meetings
- Enhance resume
- Increase possibility of getting scholarships and/or honors
- Scholarship/work study each semester
- Future job recommendations/references
- Attend state and division meetings and conferences for training and networking

## Qualifications of SGA Officers

- Demonstrated characteristics of scholarship, leadership, stability, honesty, initiative, and responsibility
- Minimum 2.5 GPA, or higher
- Ability to commit to a minimum of five hours weekly for SGA duties
- Ability to commit to attending N4CSGA division and state conferences in fall and spring semesters
- Commitment to attend campus meetings and to assume the responsibility of the office
- Currently hold officer position in active campus club, OR have recent, documented leadership experience
- Loyalty and commitment to core values of Haywood Community College
- Ability to take direction from SGA Advisor and HCC Student Government members

## Process and Timeline for Running for Office

- Submit an application with sixty (60) signatures representing at least five (5) different curriculum programs, any campaign materials, and flyer for the HCC website to the SGA Advisor for approval by **March 28**.
- Participate in a formal interview with the Student Activities Advisor. Schedule an appointment with Laura Simmons at 828.565.4098.
- Once approved by the Faculty/Staff Activity Committee, campaigning may begin on **March 29**.
- No more than \$25, including tax, can be spent in campaign giveaways. All receipts must be turned in to the SGA Advisor by **April 7**.
- Posters may not be hung on windows, glass, or doors
- Candidates will receive an automatic dismissal if guidelines are not followed or the HCC Code of Conduct is broken

For more information, contact the SGA advisor, Laura Simmons, at [lsimmons@haywood.edu](mailto:lsimmons@haywood.edu) 828.565.4098, or in Student Services.



**2017-2018 Application for Candidacy  
Student Government Association**

1. Name \_\_\_\_\_ Student ID \_\_\_\_\_

2. Address \_\_\_\_\_

3. Telephone (cell) \_\_\_\_\_ (home) \_\_\_\_\_

4. E-mail address: \_\_\_\_\_

5. For which position are you applying? \_\_\_\_\_

6. What is your current program of study? \_\_\_\_\_

7. Do you currently hold a GPA of 2.50 or higher? \_\_\_\_\_

8. From where did you graduate high school? \_\_\_\_\_

9. Are you currently working? \_\_\_\_\_

10. If yes, place of employment: \_\_\_\_\_ Job Title: \_\_\_\_\_

Work schedule: \_\_\_\_\_

11. How will you ensure that your schedule is flexible enough to permit active participation in the SGA? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



12. How long do you plan to be a student at HCC?

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. What do you plan to do with your education from HCC? What are your goals/aspirations?

\_\_\_\_\_

14. What are your hobbies and interests?

\_\_\_\_\_

15. Please list current community and/or campus involvement:

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

16. What are your special skills/qualifications? \_\_\_\_\_

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

What specific skills and knowledge do you hope to gain from your participation in the HCC Student Government Association?

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\_\_\_\_\_  
\_\_\_\_\_  
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*I have read the Consitution and By-Laws of Haywood Community College Student Government Association and agree that, if elected, to the office for which I file, to uphold these and to accept the responsibilities and to execute the provisions of the office for which I now file.*

**If the student is under the age of 18 at the time of applying to run for an SGA office a parent signature is REQUIRED.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## SGA Officer Candidate Letter of Recommendation

This letter of recommendation must be completed by an HCC faculty member and returned to the SGA Advisor by **March 17**.

Name of Candidate \_\_\_\_\_ Student ID \_\_\_\_\_

Thank you for completing this letter of recommendation. This letter of recommendation is confidential. Please answer the following questions honestly and give an example to support your answer. When complete, send this letter to Laura Simmons through the interoffice mail.

1. How many days has this student missed this semester? \_\_\_\_\_

2. Does the student come to class on time? \_\_\_\_\_

3. Is the student prepared for class? Explain.

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4. Does the student adhere to the Student Code of Conduct? Explain.

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5. Does the student dress professionally? Explain.

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6. Is the student a team player? Explain.

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7. How does the student display a positive attitude? Explain.

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8. How does the student respect others?

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9. Is the student organized? Explain.

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10. Is the student a good listener? Explain.

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11. Does the student show initiative? Explain.

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12. Why do you recommend this student as an SGA officer?

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13. Any other information that you would like the selection committee to know about the candidate?

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Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_



\_\_\_\_\_ (student name) is filing for candidacy for the following office:

\_\_\_ President \_\_\_ Vice President \_\_\_ Secretary

**Note: Candidate must obtain the signatures of 60 students from at least 5 different curriculum programs who support his or her candidacy.**

The above named person has expressed an interest and desire to be a candidate for the SGA office listed above. By signing, you agree that this person is qualified to represent the students of HCC.

	Signature	Program		Signature	Program
1			31		
2			32		
3			33		
4			34		
5			35		
6			36		
7			37		
8			38		
9			39		
10			40		
11			41		
12			42		
13			43		
14			44		
15			45		
16			46		
17			47		
18			48		
19			49		
20			50		
21			51		
22			52		
23			53		
24			54		
25			55		
26			56		
27			57		
28			58		
29			59		
30			60		