**OFFICER APPLICATION PACKET**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please check off all types of positions that you would be interested in:

\_\_\_\_ Manager (highest possible level of commitment) )

\_\_\_\_ Executive Board (very high commitment)

\_\_\_\_ General Board (commitment varies)

\_\_\_\_ Musical Board (commitment varies)

**What other clubs and positions within the school are you applying for?**

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**RESUME:** Please write a **Resume** that includes:

1) Your name and contact information

2) The skills you possess as a leader (musical or organizational)

3) Choir experience

4) Outside work/leadership experience (job, camp, other clubs, etc.)

You may use any format that suits you.

**COVER LETTER:** Please write a **letter** to your director and the current executive board addressing the following things:

1) Why you want to be an officer

2) How you have contributed to the choir and your past track record in choir

3) If we were to create the ideal position for you, what would it entail? Describe what you see yourself doing and how you can help the choir.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Due by \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_I have submitted and attached my resume

\_\_\_I have submitted and attached my cover letter, explaining my ideal position

\_\_\_I have submitted and attached my Daily Academic Performance in Choir survey

\_\_\_I have submitted and attached my skills/desires self-evaluation sheet

\_\_\_I have submitted and attached Officer evaluation (for current officers)

**Daily Academic Performance in Choir**

(Please rate yourself in regard to your daily participation in class)

4= all of the time 3= most of the time 2=some of the time 1=rarely NA=does not apply to you

\_\_\_\_\_ I am on time for class (in conjunction with class rules)

**\_\_\_\_\_** I leave the room to go to the bathroom

\_\_\_\_\_ I am prepared for class with a pencil

\_\_\_\_\_ I am organized and prepared everyday with my binder

\_\_\_\_\_ I take notes in my music without direction

\_\_\_\_\_ When singing, I sit properly by sitting up and with my legs uncrossed

\_\_\_\_\_ When singing, I stand properly, focusing on improving my body alignment on a daily basis

\_\_\_\_\_ I hold up my music when I’m singing

\_\_\_\_\_ I am always on task during class, starting exactly when I’m asked to, throughout the period

\_\_\_\_\_ I maximize the warm-ups by working on specific technique that relate to my personal growth

\_\_\_\_\_ I observe the class rules/guidelines and am a model student in regard to daily class behavior

\_\_\_\_\_ I am on top of my homework assignments

\_\_\_\_\_ I am self-motivated

\_\_\_\_\_ I am a role model for other students

\_\_\_\_\_ When I see a choir member who is left out of a social or musical activity I try to include them in

that activity

\_\_\_\_\_ I can think of solutions when problems or situations arise in choir

**Please rate every comment listed below based on your Desire and Skills/Ability.**

**Skills/Ability**

**3** = Exceptionally Well  **2** = Well **1** = OK  **0** = Not at All

**Desires**

**3** = Would love to and will do it **2** = Like it and could do it **1** = Don’t really like it but would do it

**0** = Don’t like it and wouldn’t do it

**Skills/Ability Desires**

\_\_\_ \_\_\_ Attending ALL officer meetings (no other commitments)

\_\_\_ \_\_\_ Attending occasional meetings (have other commitments)

\_\_\_ \_\_\_ Keeping positive attitude regarding choir activities

\_\_\_ \_\_\_ Perfect behavior in class: the role model student

\_\_\_ \_\_\_ Works well with others

\_\_\_ \_\_\_ Works really well independently (doesn’t need direction or help)

\_\_\_ \_\_\_ Leading and Running Executive board meetings

\_\_\_ \_\_\_ Creating a weekly agenda for meetings (in advance)

\_\_\_ \_\_\_ Delegating tasks to other board members & overseeing officers

\_\_\_ \_\_\_ Communicating with alumni via facebook, emails

\_\_\_ \_\_\_ Organizing, setting up, and breaking down Christmas lights

\_\_\_ \_\_\_ Working with the sound system

\_\_\_ \_\_\_ Visually artistic (drawing, painting, decorating)

\_\_\_ \_\_\_ Decorating the choir room (putting up photos/collages, etc without direction)

\_\_\_ \_\_\_ *Recruiting* and Leading others in decorating the choir room

\_\_\_ \_\_\_ Decorating the stage

\_\_\_ \_\_\_ *Recruiting a*nd Leading decorating the stage

\_\_\_ \_\_\_ Sending out info on remind me/email/Facebook such as lesson reminders

\_\_\_ \_\_\_ Creating organized lists such as birthday lists/carpool lists/sign-up sheets etc.

\_\_\_ \_\_\_ Taking photographs at all events (without being told)

\_\_\_ \_\_\_ Submitting photos and press releases to newspapers, alumni, and school

\_\_\_ \_\_\_ Creating flyers for choir events (photoshop skills) (without being told)

\_\_\_ \_\_\_ Organized with paperwork

\_\_\_ \_\_\_ Making verbal announcements in front of the choir - outgoing

\_\_\_ \_\_\_ Singing vocal part in front of class without volunteering

\_\_\_ \_\_\_ Writing/submitting verbal announcements for Ms. Schack

\_\_\_ \_\_\_ Creating Facebook events

\_\_\_ \_\_\_ Collecting money (organized, responsible)

\_\_\_ \_\_\_ Leading of section (vocally)

\_\_\_ \_\_\_ Running/scheduling make up lessons

\_\_\_ \_\_\_ Working with students privately on solo repertoire

\_\_\_ \_\_\_ Working with students privately on sight-reading/aural training

\_\_\_ \_\_\_ Leading Group and Class warm-ups

**Skills/Ability Desires**

\_\_\_ \_\_\_ Conducting the choir

\_\_\_ \_\_\_ Make recorded part tapes of choir selections for students to practice at home

\_\_\_ \_\_\_ Working on sections of choir repertoire with entire choir

\_\_\_ \_\_\_ Taking notes at weekly meetings, typing them up, and sending them via email

\_\_\_ \_\_\_ Taking attendance (during choir/ at events)

\_\_\_ \_\_\_ Organizing fundraising after school and being present(reserving a table, etc.)

\_\_\_ \_\_\_ Coordinating choir library/choir room after school-usage with sign-out sheet

\_\_\_ \_\_\_ Organizing the choir closet (continuously, whenever necessary)

\_\_\_ \_\_\_ Organizing the choir room (continuously, whenever necessary)

\_\_\_ \_\_\_ Organizing the choir library (continuously, whenever necessary)

\_\_\_ \_\_\_ Numbering choir music (whenever music is ready to be distributed)

\_\_\_ \_\_\_ Frequently updating extra binders

\_\_\_ \_\_\_ Ensuring lost binders are replaced

\_\_\_ \_\_\_ Cleaning up after Monday Night Choir

\_\_\_ \_\_\_ Handling robes fittings, handing out and collecting robes

\_\_\_ \_\_\_ Calling outside venue to schedule choir events (outgoing/responsible)

\_\_\_ \_\_\_ Setting up chairs throughout the year

\_\_\_ \_\_\_ Writing thank you notes whenever necessary (without being told)

\_\_\_ \_\_\_ Coordinating A-Cappella meetings

\_\_\_ \_\_\_ Managing A-Cappella program, overseeing song selection

\_\_\_ \_\_\_ Overseeing issues between and within A-Cappella groups

\_\_\_ \_\_\_ Running A-Cappella auditions

\_\_\_ \_\_\_ Promoting A-Cappella program to Middle Schoolers, throughout the school

\_\_\_ \_\_\_ Ordering tickets, shirts, and other materials for the A-Cappella program

\_\_\_ \_\_\_ Coordinating Night of A-Cappella

\_\_\_ \_\_\_ Coordinating all outside A-Cappella festivals and performance opportunities

(speaking and coordinating with numerous adults and responding in a timely manner)

Questions: For Current Positions only

\_\_\_\_ I have performed all jobs and duties required of my position, always following through

\_\_\_\_ I have been a model choir student for my peers

\_\_\_\_ I have offered to help without asking or being told with tasks unrelated to my position

\_\_\_\_ I have completed every task that is given to me with 100% effort

Questions: For Current Section Leaders

\_\_\_\_ I have ensured that my section knows the music

\_\_\_\_ I have run sectionals any time my section or members of my section need help

\_\_\_\_ I have continually made markings in my music for other members of my section to see