

**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.

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**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)
___	___	<i>Recruiting</i> and Leading others in decorating the choir room
___	___	Decorating the stage
___	___	<i>Recruiting</i> and 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**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Conducting the choir  |
| <input type="checkbox"/> | <input type="checkbox"/> | Make recorded part tapes of choir selections for students to practice at home   |
| <input type="checkbox"/> | <input type="checkbox"/> | Working on sections of choir repertoire with entire choir   |
| <input type="checkbox"/> | <input type="checkbox"/> | Taking notes at weekly meetings, typing them up, and sending them via email   |
| <input type="checkbox"/> | <input type="checkbox"/> | Taking attendance (during choir/ at events)   |
| <input type="checkbox"/> | <input type="checkbox"/> | Organizing fundraising after school and being present(reserving a table, etc.)  |
| <input type="checkbox"/> | <input type="checkbox"/> | Coordinating choir library/choir room after school-usage with sign-out sheet  |
| <input type="checkbox"/> | <input type="checkbox"/> | Organizing the choir closet (continuously, whenever necessary)  |
| <input type="checkbox"/> | <input type="checkbox"/> | Organizing the choir room (continuously, whenever necessary)  |
| <input type="checkbox"/> | <input type="checkbox"/> | Organizing the choir library (continuously, whenever necessary)   |
| <input type="checkbox"/> | <input type="checkbox"/> | Numbering choir music (whenever music is ready to be distributed)   |
| <input type="checkbox"/> | <input type="checkbox"/> | Frequently updating extra binders   |
| <input type="checkbox"/> | <input type="checkbox"/> | Ensuring lost binders are replaced  |
| <input type="checkbox"/> | <input type="checkbox"/> | Cleaning up after Monday Night Choir  |
| <input type="checkbox"/> | <input type="checkbox"/> | Handling robes fittings, handing out and collecting robes   |
| <input type="checkbox"/> | <input type="checkbox"/> | Calling outside venue to schedule choir events (outgoing/responsible)   |
| <input type="checkbox"/> | <input type="checkbox"/> | Setting up chairs throughout the year   |
| <input type="checkbox"/> | <input type="checkbox"/> | Writing thank you notes whenever necessary (without being told)   |
| <input type="checkbox"/> | <input type="checkbox"/> | Coordinating A-Cappella meetings  |
| <input type="checkbox"/> | <input type="checkbox"/> | Managing A-Cappella program, overseeing song selection  |
| <input type="checkbox"/> | <input type="checkbox"/> | Overseeing issues between and within A-Cappella groups  |
| <input type="checkbox"/> | <input type="checkbox"/> | Running A-Cappella auditions  |
| <input type="checkbox"/> | <input type="checkbox"/> | Promoting A-Cappella program to Middle Schoolers, throughout the school   |
| <input type="checkbox"/> | <input type="checkbox"/> | Ordering tickets, shirts, and other materials for the A-Cappella program  |
| <input type="checkbox"/> | <input type="checkbox"/> | Coordinating Night of A-Cappella  |
| <input type="checkbox"/> | <input type="checkbox"/> | Coordinating all outside A-Cappella festivals and performance opportunities<br>(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