

2023 – 2024



EDUCATORS RISING

ARIZONA

STATE OFFICER CANDIDATE APPLICATION PACKET



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All questions may be directed to the EdRising State Director at Julie.Ellis@azed.gov.

RUNNING FOR STATE OFFICE

WELCOME! Congratulations on pursuing the challenge for running for State Office! Being a State Officer Candidate is an accomplishment in itself and a fantastic opportunity to learn, make new friends, and strengthen your communication and leadership skills. Remember, whether you are elected or not, you've accomplished a great deal. Be yourself and do your very best.

GET READY!

Before you jump in with both feet, there are a few things you need to consider. Being a State Officer involves a tremendous time commitment and responsibility to the organization. As a State Officer, you will have the responsibility for more than 1,400 other members of the State Association. Educators Rising must be your top priority for the entire year. There will be times when other activities and interests may conflict with EdRising, and you will have to miss that special game or important performance. It is sometimes a sacrifice, but if you ask any past State Officer, they will agree that the benefits overshadow the sacrifices tenfold. Just keep in mind when evaluating your commitments for the coming year that EdRising must be your first priority.

REQUIREMENTS:

Only active, paid members are eligible to hold state office. To be considered for a State Officer position with Educators Rising Arizona, a Candidate shall:

- Have at least one year remaining in his/her high school educational program or be graduating high school and entering the first year of college in an education-related field
- Be recommended and endorsed by his/her local chapter teacher leader, principal and CTE Director, and parent/guardian by obtaining signatures
- File an official application with the state office before the determined deadline
- Demonstration of leadership
- Be available to attend State Officer Meetings
- Attend State Officer Trainings, events, and activities
- Be in good standing with the school with no disciplinary issues at any level
- Attend an interview at the state office at a set day/time after submission of the application
- Prepare a speech and campaign for State Leadership Conference.

PROCESS:

- All State Officer Candidates shall complete the application in its entirety. This includes any signatures and attachments. Any part of the application that is not complete shall consider the applicant disqualified to interview.
- Only two Candidates from any EdRising Arizona chapter may move on past the "State Officer Interview" to speak at the State Leadership Conference.
- A maximum of 10 Candidates will move on past the "State Officer Interview" to speak at the State Leadership Conference.
- Each Candidate and/or State Officer is responsible for their own transportation to and from all events and meetings.
- The six (6) Candidates with the highest votes at the State Leadership Conference will be "elected" as the State Officer Team and official positions on the team will be announced after State Officer Training.
- Upon the event of a State Officer Vacancy after voting, the State Advisor can appoint or select another student to fill the vacancy.

- Elections are considered official upon the conclusion of the Awards Session at the respective State Leadership Conference. Results will be certified by at least two members of the EdRising Arizona State Staff.
- Newly Elected State Officers are expected to attend all State Officer trainings, events, activities or request for their presence at classroom visits.
- Term of office will officially begin immediately following the National Conference and continue until after the conclusion of the National Conference the following year. The transition period from SLC to NLC will be used for training and preparation to take office.

*Please note that all state officers must provide their own transportation to/from EdRising Arizona events. If approved prior to the event, travel reimbursement may be available for State Officers for events such as Chapter Visits.





ARIZONA

DISCIPLINE POLICY AND PROCEDURES

EdRising State Officers are the face of EdRising Arizona. Our organization’s success relies heavily on the actions and representation of our State Officer Team. The “EdRising State Officers Code of Conduct” and the “State Officer Discipline Policy and Procedures” were developed and approved by the EdRising Executive Council and Board of Directors and will be enforced.

DISCIPLINE POLICY AND PROCEDURES FOR LEVEL ONE VIOLATIONS:

The following have been identified as “**extremely serious**” violations and will result in the “**Removal from Office**”:

1. Missing more than one required State Executive Council meeting or EdRising event.
2. Possession, consumption, transportation, or purchase of any alcoholic beverage or illegal drug; including but not limited to tobacco or any electronic smoking device.
3. Defacing, damaging, or stealing public or private property.
4. Violations not mentioned as identified by the State Advisor or Chapter Advisor.

DISCIPLINE POLICY AND PROCEDURES FOR LEVEL TWO VIOLATIONS:

The following have been identified as less serious violations. The State Officer will be suspended for the next EdRising event or until the matter is resolved.

1. Failure to complete assignments and/or reports on time.
2. Failure to turn in monthly reports on time.
3. Failure to follow the EdRising Arizona Dress Code.
4. Other violations not mentioned as identified by the State Advisor.

It is assumed that all members elected at EdRising Arizona State Officers are responsible, mature and of the highest moral character. Based on this premise, EdRising Arizona State Officers will be requested to perform assignments both as individuals and as a team. Neglect or failure of one team member to produce affects the entire team production. Disciplinary actions are at the discretion of the EdRising Arizona State Staff.

I understand the above policy and procedures and agree to abide by the regulations for the EdRising Arizona State Officers.

Candidate Signature: _____ Date _____

Parent / Guardian Signature: _____ Date _____

Chapter Advisor Signature: _____ Date _____

School Administrator Signature: _____ Date _____

CTE Director Signature: _____ Date _____





ARIZONA

EDRISING CODE OF ETHICS

The Code of Ethics is a standard of conduct that should be ascribed to by all EdRising members and Advisors. As role models, State Officers must conduct themselves according to the Code of Ethics at all times.

- I will be honest and sincere.
- I will periodically evaluate my personality and attitude, making every effort to improve myself.
- I will approach each task with confidence in my ability to perform my work at a high standard.
- I will willingly accept responsibilities and duties and consider all assignments as important.
- I will be flexible and understanding as I accept assignments on behalf of EdRising Arizona.
- I will seek to profit by my mistakes, and to take suggestions and criticisms directed toward the improvement of my work and me.
- I will abide by the rules and regulations of my school.
- I will exercise initiative and responsibility and will cooperate with my employer and fellow workers.
- I will dress and act in a manner that will bring respect to me, my school and EdRising.
- I will seek to improve my community by contributing my efforts and resources to worthwhile projects.
- I will be willing to travel to serve the EdRising Arizona organization.
- I will be dedicated and committed to EdRising and the total program of the organization and Education Professions and Early Education Programs.

I have read, understand, and agree to adhere to the Code of Ethics and the high standards and tradition of EdRising.

Candidate Signature: _____ Date _____

Parent / Guardian Signature: _____ Date _____

Chapter Advisor Signature: _____ Date _____

School Administrator Signature: _____ Date _____

CTE Director Signature: _____ Date _____



APPLICATION PROCESS

STEP 1: APPLY *December 5, 2022 – February 3, 2022*

The first step to becoming an Educators Rising Arizona State Officer is to complete a State Officer Application online at www.edrisingaz.org. To submit a complete application, you will need the following:

- Resume
- Transcripts
- Two Teacher Recommendation Letters
- State Officer Required Signature Form (see website)
- Essay Submission “The Impact of a Student Leader” (400 - 650 words)
- Comprehensive Consent Form (your teacher has this)

You will also need to answer the following questions:

1. Please describe your involvement in your high school Educators Rising Chapter.
2. What skills do you have that qualify you to be an Educators Rising State Officer?
3. As an Educators Rising State Officer, what will you do to promote EdRising?
4. Brief Bio – Tell us a little bit about yourself.

*Once you complete the application, you will be contacted with an interview time.

STEP 2: MANDATORY INTERVIEW DATE *February 16, 2023*

All State Officer Applicants will have an in-person interview. Interviews will be held at the Arizona Department of Education at 100 N 15th Avenue, Floor 4, Phoenix, Arizona 85007. You will be emailed an interview time and parking directions. You must be available on this day to interview. No exceptions to this date will be allowed.

*Once you complete the interview, only the top 10 candidates will move onto the next steps.

STEP 3: SPEECH *March 20, 2023*

Students are required to prepare an election speech that they will present at the *Opening Session* of the State Leadership Conference. Each speech should be less than 3 minutes in length and PRACTICED for presentation. The speech will explain why students should vote for them and will cover:

1. Introduction (name, chapter, school district)
2. Body (personal story/experience and how this helped shape you as a person and things you learned from this experience)
3. Conclusion (the impact you will have as a State Officer and why you believe you are the best candidate for this position)

STEP 4: CAMPAIGN *March 21, 2023*

Candidates may create information flyers, posters, buttons to promote their campaign for State Office at the State Leadership Conference.

- A table will be provided at the conference to display candidacy. IF the candidate requests a table via email to the State Directors at least two weeks prior to the State Conference. **(Please note that you will NOT have a display table if you do not request it on time.)**
- Candidates will be responsible for setting up and cleaning up their display tables.

- Candidates must canvas the area after voting is complete to ensure no campaign materials are found on the floors or conference areas.
- Posters will not be allowed to be taped to walls. All posters may be displayed on a display table and may also be used during speeches.
- Students may not spend more than \$100 on the campaign. If requested, candidates must submit receipts to the State Office.
- Violations of campaigning or general conference rules may result in your disqualification, so please be responsible.

STEP 5: ELECTION *March 22, 2023*

The Voting of State Officers will take place at the Annual Meeting at the State Conference at the *Closing Ceremony* by the Voting Delegates.

- Officers will be announced at the close of the State Conference
- Votes will be tallied during the conference by EdRising AZ Officials
- The Top Candidates will be elected to the State Officer Team
- After Leadership Training, the State Officer Team positions will be appointed by the State Director

QUESTIONS:

All questions may be directed to the EdRising State Director at Julie.Ellis@azed.gov.



EDUCATORS RISING

STATE OFFICER POSITIONS

The officers of the State Association of Educators Rising Executive Council shall be a President, Vice-President At-Large, Vice President of Media Relations, Vice President of Correspondence, Vice President of Membership, and Vice President of Training & Development. The State Officers and the State Educators Rising Director will constitute the Executive Council of the State Association. The Executive Council of the State Association shall meet a minimum of three times per school year. Tentative dates will coincide with State Educators Rising Conferences in October and March and a late summer meeting for New Officer Orientation. Positions and duties will be assigned to each State Officer by the State Director as outlined in the "State Officer Guidelines".

DUTIES OF THE STATE EDUCATORS RISING OFFICERS:

PRESIDENT:

- Represent Educators Rising Arizona at all events
- Be the spokesperson for Educators Rising Arizona
- Contact and remain in consistent communication with the State Officers on a regular basis
- Shall represent Educators Rising at special events
- Assign his/her officers' responsibilities for projects, conferences, trainings, special events
- Lead in the development of a Program of Work for State Officers
- Attend all board meetings
- Assist with planning, organization, facilitation, and supervision of regional and state conferences
- Promote Educators Rising Arizona

VICE PRESIDENT AT-LARGE:

- Work with the President to assign State Officers responsibilities for projects, conferences, trainings, special events
- Contact and communicate with State Officers on a regular, consistent basis
- Update the Educators Rising Arizona website on a weekly basis
- Ensure all photos from each event are uploaded to Dropbox within 24 hours after the event
- Provide support to State Officers and their responsibilities when needed

VICE PRESIDENT OF MEDIA RELATIONS:

- Oversee the operation, supervision, and management of all Educators Rising Social Media sites
- Be a representative of Educators Rising Arizona on social media
- Be aware of special events (Week of the Child, Education Week) and holidays to promote on social media
- Promote relevant articles and inspirational quotes on all social media sites
- Create social media contests and games for Educators Rising Arizona conferences
- Increase social media participation each year by no less than 10% on each social media site
- Maintain records of social media followings and increases in participation
- Assist with planning, organization, facilitation, and supervision of media relations (social media games, pictures, promos) at regional and state conferences.

VICE PRESIDENT OF MEMBERSHIP:

- Oversee membership recruitment and retention efforts
- Provide chapters with assistance in strategies to increase membership
- Provide assistance in preparing students to run for state office
- Serve as the coordinator between the State Office and the chapters to schedule Chapter Visits
- Maintain records of Chapter Visit Data and prepare the State Officers with materials for each Chapter Visit
- Update and maintain the Alumni database and gather new Alumni information at SLC

VICE PRESIDENT OF CORRESPONDENCE:

- Serve as the correspondent between Educators Rising Arizona and industry partners
- Seek fundraising opportunities and share with State Officers
- Seek to gain sponsorships from industry partners
- Seek to gain promotional items from industry partners
- Update donation and sponsorship letters, flyers, handouts
- Provide industry partners with tax donation letters
- Maintain records of data relating to sponsorships

VICE PRESIDENT OF TRAINING & DEVELOPMENT:

- Recruit members to apply for State Office
- Oversee communication to State Officers for training and development
- Organize and schedule training sessions
- Prepare training materials for State Officers
- Assist in preparation of training materials for Advisors
- Provide chapters with any assistance they request

DUTIES OF ALL STATE OFFICERS:

- Participate in projects, conferences, trainings, special events
- Represent Educators Rising at events
- Submit 5th of the month reports and grade checks in a timely manner
- Attend Chapter Visits
- Assist with planning, organization, facilitation, and supervision of regional and state conferences
- Attend all State Officer Trainings
- Check Educators Rising email daily and respond to emails within 24 hours
- Seek to obtain sponsorships and promotional items from industry partners
- Be on time for all events



ARIZONA

STATE OFFICER REQUIRED SIGNATURE FORM

State Officer Candidate Name (printed)

Endorsements

The student named above has demonstrated responsibility and overall good citizenship while a member of our student body. I understand that all travel to and from events is the candidate/state officer's responsibility with reimbursement options available. I, therefore, endorse his/her candidacy for the Educators Rising Arizona State Officer and will support this candidate at any Educators Rising Arizona event or activity in which the State Officer is required to attend.

EdRising Advisor Signature

Date

School Administrator/Principal Signature

Date

CTE Director Signature

Date

Intent

I fully understand the responsibilities and obligations of an Educators Rising Arizona State Officer. If elected, I will fulfill all assignments to the best of my ability. I understand that all travel to and from events is the Candidate/State Officer's responsibility with reimbursement options available. To the best of my knowledge, all submitted information is accurate and correct. By signing below, the candidate and I will support this candidate at any Educators Rising Arizona event or activity in which their attendance is required.

Candidate Signature

Date

Candidate's Parent/Guardian Signature

Date

