School Governance Council Candidate Declaration and Elections Work Plan

Jan 7th - February 1st – **Setting Purpose with your SGC and informing your public about elections**

Complete	By	Task	Supporting Resource	Person Responsible
☐	Feb 1	Place links to candidate declaration on school website	SGC Elections School Webpage Document	
☐	Feb 1	Post flyers about SGC Elections are coming	SGC Elections Flyer	
☐	Feb 1	Distribute letter to school community	Principal Letter to School Community	
☐	Feb 4	Send out phone blast or School Messenger email regarding Candidate Declaration	Start of Candidate Declaration Messenger Samples	
☐	Feb 1	Ensure parent emails are updated		
☐	Ongoing	Host SGC meeting discussing purpose of SGC elections and planning for turnout goals	Planning for SGC Elections SGC meeting Elections FAQ	

Feb 4th – February 20th – **Candidate Declaration and Building Enthusiasm**

Complete	By	Task	Supporting Resource	Person Responsible
☐	Feb 22	Add candidate statements in school newsletter or flyer and print candidate statements hard copies for front office **(Your facilitator will send you a list of all candidates and candidate statements once the declaration window has closed.)**	Candidate Statements Newsletter & Messenger Blurb (you will receive statements from our team)	
☐	Ongoing	Share new school strategic plan with public	Updated strategic plan	
☐	Ongoing	Hold Candidate Meet & Greet or Forum		
☐		Use social media to drum up excitement	Leverage Flipgrid for candidates to share video statements on website for example	

March 11th - March 18th – **SGC Elections**

Complete	By	Task	Supporting Resource	Person Responsible
☐	Mar 11	Send "Voting open" message in newsletter/flyer	Voting Open Messenger Blurb	
☐	Ongoing	Send tracking updates to school community about voting turnout and participation **(The School Governance department will send updates to each SGC as to the number of people voting in their school elections.)**		
☐	Ongoing	Hold staff meeting with voting stations		

☐	Ongoing	Distribute "I Voted" stickers to school staff and parents **(The School Governance department will provide each SGC with stickers to distribute)**	I Voted Stickers toolkit document	
☐	Ongoing	Take pictures of candidates voting and post to website as "breaking news"		
☐	Ongoing	Use social media to drum up excitement		