

## SCHOOL CAPTAIN APPLICATION

Your task is to write a letter addressing the 3 criteria listed below.

Set out as a letter. The format should include

Dear Classmates,

2 sentences explaining who you are:

e.g. My name is (your name). I have been at this school since Prep and have been involved in (list some of the roles you may have had).

e.g. My name is (your name) and my family has been a part of Moonee Ponds Primary community for the past 10 years. My sister Mary is in Year 3.

### **Paragraph 1:** Addressing Criteria 1. *Organizational skills*

As part of your role you will be assisting and organizing a wide range of events across the school community. Include examples of how being organized has been key to past successes you have had. Make sure you give specific examples that will be relevant to the role of school captain.

### **Paragraph 2:** Addressing Criteria 2. *Communication Skills*

You need to be able to work with a range of people of different ages, including students, parents, teachers and members of the wider community. You need good communication skills to work with others and also help to promote the school. Give examples of how you think you could do this.

### **Paragraph 3:** Addressing Criteria 3. *Being open to new learning experiences*

You will learn a range of new skills such as conducting meetings, doing administrative tasks, running promotional campaigns and liaising with others. List how you would learn these skills to help you in the future, for example I'm a good listener, I take on constructive criticism and I'm open to new and challenging experiences. Please list some examples of past experiences.

Kind regards,

(Your name)

Tips:

Include examples from in and out of school.

- Don't use headings in your letter
- Use specific examples that set you apart from others – don't be general
- Due on Friday October \_\_ 20\_\_ 29/10/15

Applicants will present their response to their fellow year 5 students and classroom teachers.