

# **ULEAD**

## **MEMBERSHIP**

### **APPLICATION PACK**



**URANGAN STATE HIGH SCHOOL**

## PRINCIPAL'S INVITATION

*Dear Student of Urangan State High School*

*Student Leadership plays an important role in our school community and living our values. Our school motto – Working together to learn – highlights this, in foregrounding the importance of WORKING TOGETHER. Leadership is, at its core, an act of service, and of collaboration – the embodiment of “connected humans”. Without students working together with each other, it is difficult for a coherent student voice to be heard. Without students working together with staff, the impact of decisions made in the school on the development and opportunities for students is difficult to measure. It is the vital role that student leaders play, that empowers our community to develop curiosity, creativity, and connectedness.*

*As a service role, leadership requires the acceptance of a significant number of responsibilities. This is your opportunity to be involved with and to make a difference across, all aspects of school life. Dedication, creative thinking, the ability to influence, a willingness to listen, and respect for others are key qualities to becoming a good leader. Leadership is also about mentoring and supporting the leaders that come after you. Our ULEAD program is structured to ensure that students are supported to accept their responsibilities as student leaders, and that those skills are developed and grown within those who accept the challenge.*

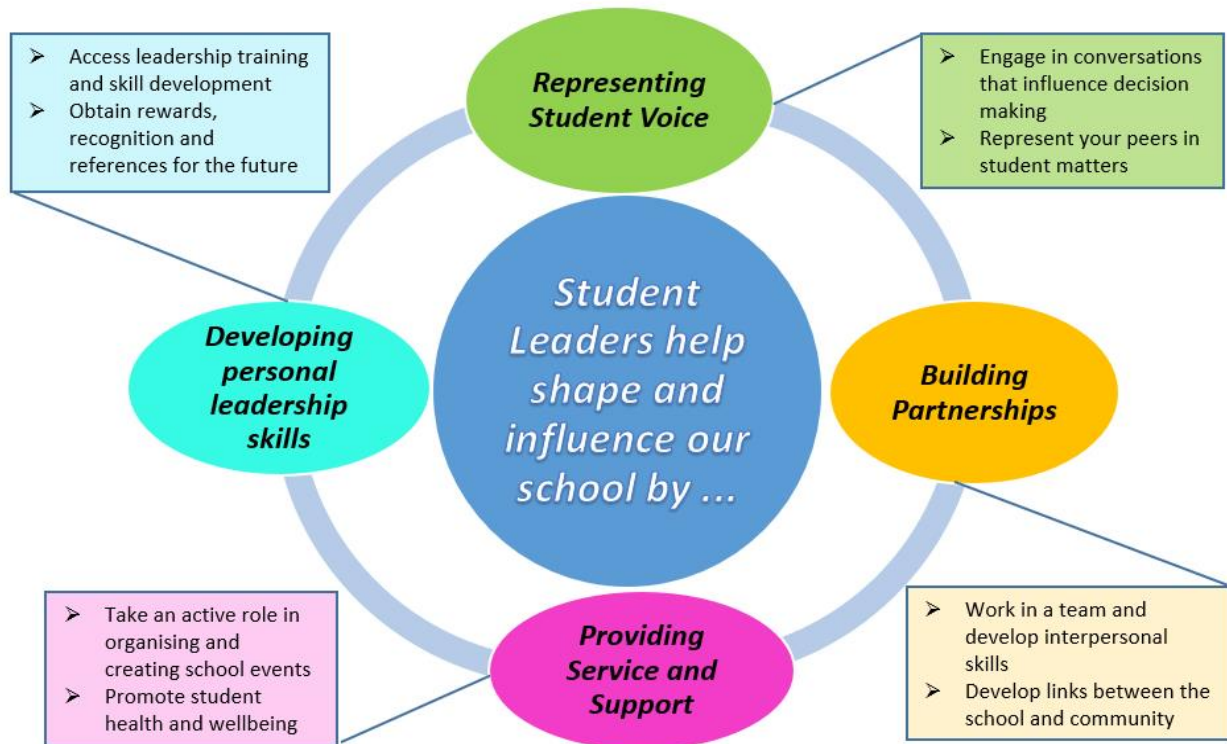
*I therefore invite you to accept the challenge of joining the Urangan State High School ULEAD team, and to explore the wide range of Student Leadership opportunities available to you. Your school life can potentially be filled with memorable experiences, developing skills that you can carry with you into life long after your school years. I look forward to working together, alongside you, in leading our school and empowering our community of curious learners, creative thinkers, and connected humans.*



*Tony McCormack  
Principal*

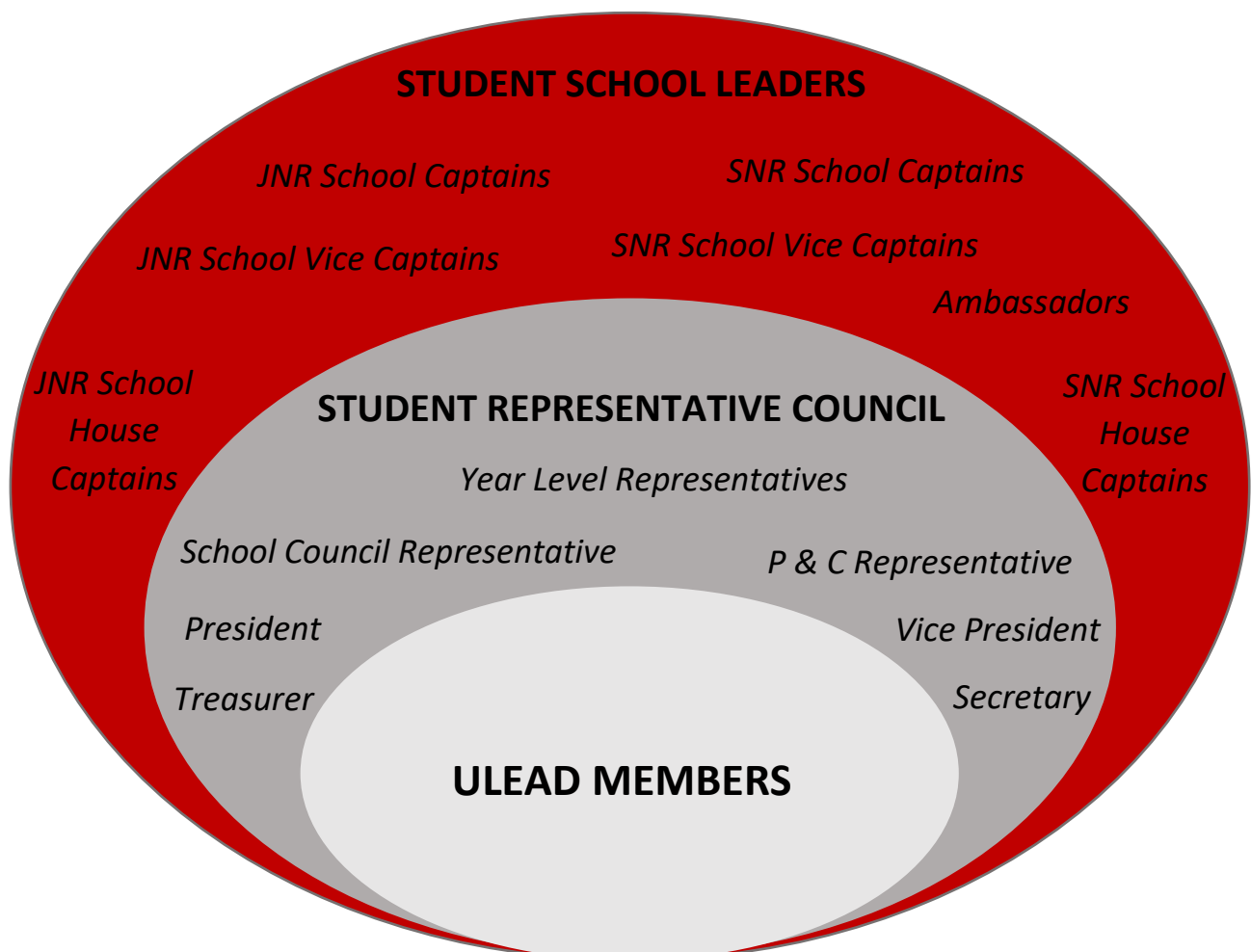
# ULEAD STUDENT LEADERSHIP STRUCTURE

## OUR STUDENT LEADERS



## ULEAD STUDENT LEADERSHIP STRUCTURE

*A place for everyone – work from the centre and choose your path as you progress through high school*



# GENERAL MEMBERSHIP APPLICATION

## WHY BECOME A USHS ULEAD STUDENT?

When you become a U-Lead member, you can:

- access to leadership training and skill development
- receive rewards and recognition
- participate in and lead school and community events
- obtain references for future employment and training
- build a new network of friends
- make a real difference to your school through your actions and ideas
- represent your peers in decision making
- develop links between the school and community
- learn skills related to fundraising and events organisation
- contribute to building a positive school culture

*\*When you have been a ULead member for at least one term, you are eligible to apply to fill specific leadership roles.*

## ULEAD GENERAL MEMBERSHIP PROCESS

### How do I nominate?

There are two methods for student nomination into the U-Lead program at Urangan State High School:

| 1. SELF NOMINATION   | 2. TEACHER NOMINATION  |
|--|--|
| <p><b>Students nominate themselves</b> by completing a <b>U-Lead Membership application form (Appendix 1)</b>.</p> <p>This form is available at Students Services.</p> | <p><b>Teachers nominate a student</b> based on observed behaviours and qualities that indicate membership into the U-Lead program.</p> <p>The teacher can give the student a <b>U-Lead Membership application form (Appendix 1)</b> directly or refer the student to Students Services to collect.</p> |

### When can I nominate?

Students can nominate themselves **at any time**, as can teachers. However, students must have been enrolled at Urangan SHS for a minimum of one Semester. The application form should be completed and submitted to Student Services. The application will be processed further by relevant staff.

### Who assesses the U-Lead General Membership applications?

The Head of Department for Student Leadership, and the Student Leadership Coordinator in consultation with other staff members will shortlist applicants. Final approval will be made by the relevant Head of Year. The Principal will make the final decision about the application.

### When will I find out if I am successful?

Applications are reviewed at least once per term. New members generally commence in ULead activities from the start of the following school term. U-Lead badges are awarded at the Leaders Induction Ceremony which is held annually. Successful applicants and their parent/ care giver will be informed via email and then be acknowledged at an assembly with a certificate of recognition. The final step for membership is to sign the Student Leadership Agreement.

### What if I am unsuccessful?

You will be given feedback from your Head of Year regarding the specific areas of improvement required. You will be invited to apply again at a later date. There are no limits to the number of times you can apply.

**TO APPLY TO BE A ULEAD MEMBER, COMPLETE APPENDIX 1 and SUBMIT TO STUDENT SERVICES**

# LEADERSHIP POSITION APPLICATION

## ULEAD STUDENT LEADER SELECTION PROCESS AND SCHEDULE

*\*Subject to change*

| PROCESS                        | DETAILS   | DATES  |
|--------------------------------|---|--|
| ULEAD campaign and information | <ul style="list-style-type: none"> <li>Communications and invitation to apply to all students</li> </ul>  | Week 8 Term 2 –<br>Week 1 Term 3   |
| Nominations accepted           | <ul style="list-style-type: none"> <li>Complete application form and letter addressing selection criteria.</li> <li>Hand completed form at STUDENT SERVICES in the NOMINATION FORMS collection box provided</li> </ul>  | Week 1 Term 3<br>Friday 12.07.24   |
| Processing and verifying       | <ul style="list-style-type: none"> <li>Applications will be evaluated by a panel of staff including Head of Year, Student Leadership Coordinator and Deputy Principals</li> <li>Applicants will be shortlisted and notified</li> </ul>  | Week 2 Term 3<br>15.07.24 –<br>19.07.24  |
| Voting preparation             | <ul style="list-style-type: none"> <li>Successful applicants informed.</li> <li>Voting Ballots printed and readied for distribution.</li> <li>Applicants to provide a recording of election speech being presented for staff voting purposes only (Week 5, Term 3 Monday - 02.08.24)</li> </ul>   | Week 4 Term 3<br>Monday 29.07.24   |
| Voting (Preferential voting)   | <p><b>Students:</b></p> <ul style="list-style-type: none"> <li>Year 8 cohort during PXC for <b>Junior Captains</b></li> <li>Year 11 cohort during PXC for <b>Senior Captain</b> and <b>SRC President</b>.<br/><i>*Candidates deliver speeches to cohort.</i></li> <li>Year 8 and Year 11 Students will vote on the day of speeches and ballot papers are collected before leaving meeting venues.</li> </ul> <p><b>Staff:</b></p> <ul style="list-style-type: none"> <li>Staff can vote at the assembly or view a recording of speeches and submit ballot papers to voting box in Common Room by end of Friday 09.08.24.</li> </ul> | <p><b>Students:</b><br/>Week 5 Term 3<br/>Friday 09.08.24</p> <p><b>Staff:</b><br/>Staff may vote at the assembly OR in the Common Room from Monday Week 5 Term 3 to Friday Week 5 Term 3 inclusive.</p> |
| Counting and results           | <ul style="list-style-type: none"> <li>ULEAD voting results counted</li> <li>Results are collated and submitted to Management for ratification and finalisation</li> </ul>  | Week 6 Term 3  |
| Ratification                   | <ul style="list-style-type: none"> <li>ULEAD positions approved and finalised by School Management</li> </ul>   | Week 6 Term 3<br>Friday 16.08.24   |
| ULEAD Positions announcement   | <ul style="list-style-type: none"> <li>Candidates and parents/ carers are notified and offered positions during PXC published</li> <li>Elected leaders receive induction coaching and preparation</li> </ul>  | Week 7 Term 3  |
| Leaders Induction Ceremony     | <ul style="list-style-type: none"> <li>ULEAD 2024-25 Student Leaders Induction Ceremony</li> </ul>  | Week 9 Term 3<br>Monday 02.09.24   |

**Completed application forms (Appendix 1 AND 2) need to be submitted to STUDENT SERVICES no later than:**

**3pm Friday 12 July 2024**

**If you need more information or assistance with completing your application, contact:**

|  |                    |  |             |
|--|--------------------|--|-------------|
| Student Leadership Program Coordinator | Mrs Ruby Peinke    | <a href="mailto:rpein2@eq.edu.au">rpein2@eq.edu.au</a>     | SR5         |
| Year 7 Head of Year                    | Ms Gemma Guttridge | <a href="mailto:ggutt1@eq.edu.au">ggutt1@eq.edu.au</a>     | ADMIN BLOCK |
| Year 8 Head of Year                    | Ms Clare Stroud    | <a href="mailto:cstro75@eq.edu.au">cstro75@eq.edu.au</a>   | ADMIN BLOCK |
| Year 9 Head of Year                    | Mrs Kate Austin    | <a href="mailto:kaust70@eq.edu.au">kaust70@eq.edu.au</a>   | ADMIN BLOCK |
| Year 10 Head of Year                   | Mrs Kim Vanzetta   | <a href="mailto:kvanz5@eq.edu.au">kvanz5@eq.edu.au</a>     | ADMIN BLOCK |
| Year 11 Head of Year                   | Mr Ben Austin      | <a href="mailto:baust54@eq.edu.au">baust54@eq.edu.au</a>   | ADMIN BLOCK |
| Year 12 Head of Year                   | Mrs Katie O'Neill  | <a href="mailto:konei122@eq.edu.au">konei122@eq.edu.au</a> | ADMIN BLOCK |



# ULEAD STUDENT LEADER ROLES, RESPONSIBILITIES and OPPORTUNITIES

## Sporting, Cultural, Academic & Leadership Events elected candidates may be required to participate in:

| Senior School Captains & Vice Captains   | Senior House Captains   | Junior Captains   | Student Council Elect   |
|--|---|---|---|
| <ul style="list-style-type: none"> <li>● 2024 Awards Night</li> <li>● 2024 Leavers Ceremony</li> <li>● 2024 Year 12 Formal</li> <li>● 2024 Induction Ceremony</li> <li>● 2024 Last Week Activities</li> <li>● House Parades before each carnival</li> <li>● Student Council Meetings – min 1 per fortnight</li> <li>● Meeting with Principal – 1 per month</li> <li>● Year Level Parades</li> <li>● Senior School Swimming Carnival</li> <li>● School Cross Country</li> <li>● School Athletics Carnival</li> <li>● Welcome BBQ Year 7 &amp; 8</li> <li>● Clean Up Australia Day</li> <li>● School Photos</li> <li>● University Roadshow</li> <li>● Primary School Visits</li> <li>● Fraser Coast Regional Captains Youth Leaders Breakfasts</li> <li>● Senior ANZAC Day School Ceremony – speeches and wreath lay</li> <li>● ANZAC Day March – wreath laying</li> <li>● NAIDOC Ceremony – speeches</li> <li>● Remembrance Day – wreath laying</li> <li>● Fundraising – both school and community</li> <li>● Halogen Young Leaders Day</li> <li>● U-Lead Leadership Conference</li> <li>● Grip Leadership Conference</li> <li>● Junior Sports Shed</li> <li>● Junior Games in the Map</li> <li>● Reconciliation Week</li> <li>● At least 2 Community Awareness Events</li> <li>● Student Council Fundraising</li> <li>● + other events you may be called upon</li> </ul> | <ul style="list-style-type: none"> <li>● 2024 Awards Night</li> <li>● 2024 Leavers Ceremony</li> <li>● 2024 Year 12 Formal</li> <li>● 2024 Induction Ceremony</li> <li>● 2024 Last Week Activities</li> <li>● House Parades before each carnival</li> <li>● Student Council Meetings – min 1 per fortnight</li> <li>● Meeting with Principal – 1 per month</li> <li>● Year Level Parades</li> <li>● Senior School Swimming Carnival</li> <li>● School Cross Country</li> <li>● School Athletics Carnival</li> <li>● Welcome BBQ Year 7 &amp; 8</li> <li>● Clean Up Australia Day</li> <li>● School Photos</li> <li>● University Roadshow</li> <li>● Senior ANZAC Day School Ceremony – speeches</li> <li>● ANZAC Day March</li> <li>● NAIDOC Ceremony – speeches</li> <li>● Fundraising – both school and community</li> <li>● U-Lead Leadership Conference</li> <li>● Grip Leadership Conference</li> <li>● Junior Sports Shed</li> <li>● Junior Games in the Map</li> <li>● Reconciliation Week</li> <li>● At least 2 Community Awareness Events</li> <li>● Student Council Fundraising</li> <li>● + other events you may be called upon</li> </ul> | <ul style="list-style-type: none"> <li>● 2024 Awards Night</li> <li>● 2024 Leavers Ceremony</li> <li>● 2024 Year 12 Formal</li> <li>● 2024 Induction Ceremony</li> <li>● House Parades before each carnival</li> <li>● Student Council Meetings – min 1 per fortnight</li> <li>● Year Level Parades</li> <li>● Junior School Swimming Carnival</li> <li>● School Cross Country</li> <li>● School Athletics Carnival</li> <li>● Clean Up Australia Day</li> <li>● School Photos</li> <li>● Primary School Visits</li> <li>● Junior ANZAC Day School Ceremony – speeches and wreath lay</li> <li>● ANZAC Day March – wreath laying</li> <li>● Fundraising – both school and community</li> <li>● U-Lead Leadership Conference</li> <li>● Grip Leadership Conference</li> <li>● Junior Sports Shed</li> <li>● Junior Games in the Map</li> <li>● Reconciliation Week</li> <li>● At least 2 Community Awareness Events</li> <li>● Student Council Fundraising</li> <li>● + other events you may be called upon</li> </ul> | <ul style="list-style-type: none"> <li>● President – Chairs meetings</li> <li>● Vice-President – supports president and other positions in case of absence</li> <li>● Secretary – records minutes, prepares agendas, prepares correspondence</li> <li>● Treasurer – handles accounts and reports on profit and loss</li> <li>● Delegate x 2 – P&amp;C Representation</li> <li>● Delegate x 2 – School Council Representation</li> <li>● Student Council Meetings – min 1 per fortnight</li> <li>● Student Council Fundraising Ventures</li> <li>● 2024 Awards Night</li> <li>● 2024 Leavers Ceremony</li> <li>● 2024 Induction Ceremony</li> <li>● House Parades before each carnival</li> <li>● Senior School Swimming Carnival</li> <li>● School Cross Country</li> <li>● School Athletics Carnival</li> <li>● Clean Up Australia Day</li> <li>● School Photos</li> <li>● University Roadshow</li> <li>● ANZAC Day School Ceremony</li> <li>● ANZAC Day March</li> <li>● NAIDOC Ceremony</li> <li>● U-Lead Leadership Conference</li> <li>● Grip Leadership Conference</li> <li>● Junior Sports Shed</li> <li>● Junior Games in the Map</li> <li>● Reconciliation Week</li> <li>● At least 2 Community Awareness Events</li> <li>● + other events you may be called upon</li> </ul> |
| <p>Events on this list are subject to change throughout your term.</p>   |   |   |   |

# U-LEAD GENERAL MEMBERSHIP APPLICATION

## APPENDIX 1:

*\*you can write or type your responses; you will need at least one teacher to sign your responses sheet.*

**Full Name:**  **Form Class:**  **Date:**

### **Answer the following questions and provide evidence where relevant**

*\*keep responses brief, but feel free to attach copies of supporting documents such as attainment certificates or service statements*

#### **Why do you want to join the ULEAD program?**

*\*Consider what you can offer and what you wish to gain from the experience.*

#### **How do you believe that you have demonstrated leadership qualities at Urangan SHS, or your previous school?**

*\*Consider aspects such as attendance, work ethic, effort, behaviour, extra-curricular involvement.*

#### **What opportunities, experiences or interests have pursued beyond school, that has assisted you in developing your leadership skills?**

*\*Consider activities such as part-time work; caring for others; responsibilities you have managed on your own; leading or being responsible for sports, cultural or community teams.*

**Are you willing and able to participate in school and community events in your own time (after school and on weekends)?**

Yes

No

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Parent/Carer signature





# ULEAD STUDENT LEADER APPLICATION FORM

## APPENDIX 2:

*\*Leadership Cycle – Term 4 2024 to Term 3 2025*

### Provide your details:

|                    |  |                           |  |
|--------------------|--|---------------------------|--|
| <b>First Name:</b> |  |                           |  |
| <b>Surname:</b>    |  |                           |  |
| <b>Form Class:</b> |  | <b>Gender:</b> (Optional) |  |

### All ULEAD applications - tick the appropriate box/es:

**ULEAD Membership:**    **New**     **Renewal**

### Please tick in the boxes of the position/s you would like to apply for

*check that you are \*eligible (see below)*

*IF you are applying for multiple positions, use numbers to show preference (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> etc.) next to each box*

| JUNIOR                   |  | SENIOR                   |  | SRC EXECUTIVE COMMITTEE  |                               |
|--------------------------|--|--------------------------|--|--------------------------|-------------------------------|
| <input type="checkbox"/> | <i>JUNIOR School Captain</i>           | <input type="checkbox"/> | <i>SENIOR School Captain</i>           | <input type="checkbox"/> | <i>President</i>              |
| <input type="checkbox"/> | <i>JUNIOR School Vice-Captain</i>      | <input type="checkbox"/> | <i>SENIOR School Vice-Captain</i>      | <input type="checkbox"/> | <i>Vice President</i>         |
| <input type="checkbox"/> | <i>JUNIOR House Captain<br/>BALER</i>  | <input type="checkbox"/> | <i>SENIOR House Captain<br/>BALER</i>  | <input type="checkbox"/> | <i>Secretary</i>              |
| <input type="checkbox"/> | <i>JUNIOR House Captain<br/>COWRIE</i> | <input type="checkbox"/> | <i>SENIOR House Captain<br/>COWRIE</i> | <input type="checkbox"/> | <i>Treasurer</i>              |
| <input type="checkbox"/> | <i>JUNIOR House Captain<br/>TRITON</i> | <input type="checkbox"/> | <i>SENIOR House Captain<br/>TRITON</i> | <input type="checkbox"/> | <i>P&amp;C Representative</i> |
| <input type="checkbox"/> | <i>SRC YEAR 8 Year Level Rep</i>       | <input type="checkbox"/> | <i>SRC YEAR 10 Year Level Rep</i>      | <input type="checkbox"/> | <i>School Council Rep</i>     |
| <input type="checkbox"/> | <i>SRC YEAR 9 Year Level Rep</i>       | <input type="checkbox"/> | <i>SRC YEAR 11 Year Level Rep</i>      |                          |                               |
|                          |  | <input type="checkbox"/> | <i>SRC YEAR 12 Year Level Rep</i>      |                          |                               |

**AMBASSADORS**     Indigenous     Sport     Service     Inclusivity     Academic

### **\*ELIGIBILITY:** Please note when you are able to apply for THESE specific roles

|  |  |
|--|--|
| <i>JUNIOR School Captains/ School Vice Captains / House Captains</i> | <i>&gt;&gt;&gt;&gt;&gt;&gt;&gt; when you are in Year 8 going into year 9</i>   |
| <i>SENIOR School Captains/ School Vice Captains / House Captains</i> | <i>&gt;&gt;&gt;&gt;&gt;&gt;&gt; when you are in Year 11 going into year 12</i> |
| <i>SRC Executive Committee</i>                                       | <i>&gt;&gt;&gt;&gt;&gt;&gt;&gt; when you are in Year 11 going into year 12</i> |
| <i>SRC Year Level Representatives</i>                                | <i>&gt;&gt;&gt;&gt;&gt;&gt;&gt; for the Year level you will be in, in 2025</i> |
| <i>Ambassadors</i>   | <i>&gt;&gt;&gt;&gt;&gt;&gt;&gt; for students in Year 10, 11 or 12 in 2025</i>  |

### SIGN YOUR APPLICATION:

- *I understand the requirements of the ULEAD program and that leadership activities can take place outside normal school hours.*
- *I agree to commit to the ULEAD program as per the role and responsibilities that are allocated.*

|                   |                        |      |
|-------------------|------------------------|------|
| Student Name      | Student Signature      | Date |
| Parent/Carer Name | Parent/Carer Signature | Date |

## APPENDIX 2: TEACHER ENDORSEMENT

You must get 2 of your current teachers to endorse your application for school leadership.

Teacher 1 (*current teacher*)

*I believe that this student has leadership potential and I have sighted and support their application*

*Additional Comments (optional)*

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Teacher Name

Teacher Signature

Teacher Position

Date

Teacher 1 (*can be a past/previous teacher*)

*I believe that this student has leadership potential and I have sighted and support their application*

*Additional Comments (optional)*

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Teacher Name

Teacher Signature

Teacher Position

Date

