



MKHS Alliance
Board & Committee Positions for Students
2019-2020



Students interested in an Alliance board position must be able to attend at least 4 of our 6 meetings. Committee heads must attend at least 2 meetings. We have 6 meetings each school year. They are at 7pm in the cafeteria. Our 2019-2020 meetings are on 8/28, 9/25, 1/29, 2/26, 4/29, 5/27. The August & September meetings are about 2 hours, January & February about 1.5 hours, & April & May about 1 hour.

Students would also promote the Alliance & our events amongst their classmates, relatives, family friends, & the Keppel community. This would include verbally promoting the Alliance as you pass out flyers at school events such as PTSA's College Night programs, VAPA performances, Back to School Night, etc.

Board Positions for the 2019-2020 school year:

- **Recording Secretary** – 1 student to attend Alliance's meetings & take minutes. Student would be mentored by an adult Alliance member & will work with current secretaries. Minutes are typed up & sent to the mentor for review. After the mentor's OK, minutes are emailed to everyone who attended that meeting. Student may be assigned other secretarial responsibilities & tasks.
- **Corresponding Secretary** – 1 student to assist with Alliance's correspondence. Student would be mentored by an adult Alliance member & will work with current secretaries. Correspondence includes customizing grant decision letters, scholarship letters, & thank you letters from existing templates, emailing meeting reminder notices & minutes, composing letters & messages, & addressing envelopes. Student may be assigned other responsibilities & tasks related to correspondence.
- **Student Ambassador** – 2+ students in grades 9-10 & 1 student in grades 11-12 who are proactive, responsible, & dependable to seek Keppel related events/opportunities to promote the Alliance. Additional tasks would include working with our Publicity Committee, recruit & coordinate Keppel students & Alliance student members to assist at these events, distribute promotional material, etc. Student will be mentored by an adult & student Alliance Board Members & will learn all about the Alliance in order to answer questions, promote our events, & recruit people to be active in the Alliance. Student must not be afraid to approach & start a conversation with people. Student will give an oral report on their activities at our meetings & submit a written report at each meeting. Student may be assigned other responsibilities & tasks related to promoting the Alliance.

Committee Head positions for the 2019-2020 school year:

- **Fireworks Fundraiser Co-Chair** – 1 student to co-chair with an adult. The event is June 28 – July 4. There's a city meeting early June. Student can attend this meeting. Student would assist with recruiting & scheduling volunteers & advertising. Student can assist with booth setup, sales, & cleanup. Student must work at least one shift at the booth. After the event, student will enter data into Excel, create tables, email volunteers, & present a written & oral report at our August meeting.
- **Grant Committee Co-Chairperson** – 1 student to co-chair with an adult. Grant applications are passed out in August & are due early September. The student would summarize grant application info & enter into Excel, scan & email all grant applications & the Excel file to everyone in the Grant Committee, schedule & attend Grant Recommendations meeting & vote. Meeting would be on a weekday in September at Keppel & lasts about 2 hours. It would take place on a date before the Alliance's September meeting. The date selection is based on when the Principal & committee co-chairs can attend along w/ the majority of the committee members. Student will create a table of the committee's recommended grants & present it at our September meeting. Student must be able to attend our August & September meetings.
- **Newsletter Editor Chairperson** – create 1 or 2 newsletters each school year detailing Alliance's activities &/or write articles for the Monterey Park & Alhambra newspapers. Works with our publicity chairperson to create ads for the May issue of the school paper.
- **[Closed] Publicity Chairperson** – create ads for the Alliance to be placed in the programs for Keppel's plays, cable TV, local newspapers, etc. Works with our newsletter editor to create ads for the May issue of the school paper. Create & post flyers & banners for our events, maintain & update our bulletin board.
- **AP Scholarship Chairperson** – talks to AP teachers & students from December - January to promote this scholarship, pass out & collect applications, write & pass out notification letters, send meeting invites to AP teachers of recipients, introduces & talks about each recipient at our February meeting. Must be able to attend our February meeting.