

**The Li-Ming Chinese Academy**  
**Student Government Association (SGA) Advisor**  
**Standard Operating Procedure**

**黎明中文學校 學生會輔導老師 的工作內容**

revised 8/22/08

**Duties: Organize SGA election and assist students to execute activities 主辦選舉、輔導活動**

**1) Elect SGA Officers 學生會幹事選舉**

- **Before school starts 開學前預訂開會場地 Reserve room for:**
  - **Third Sunday of school 第三週 - candidate meeting 12:30 p.m. – 1:30 p.m.**
  - **Fourth Sunday of school 第四週 - ballot counting 12:30 p.m. – 1:30 p.m.**
  - **Fifth Sunday of school 第五週 - SGA meeting 12:30 p.m. – 1:30 p.m.**
- **First day of school 第一週**
  - **Morning assembly - Announce SGA election & application process 朝會宣布程序**
  - **Prepare application form to each student for grades 8-12 發報名表給高班**
- **Second Sunday of school 第二週**
  - **Morning assembly - Announce SGA election & application process 朝會再宣布程序**
  - **Application form available at front desk 可在櫃台領取報名表**
  - **Contact room parent as Ballot officers. Need 5 officers during morning assembly (10:00 – 10:30 a.m.) and 4 during ballots counting (12:30 – 13:30 p.m.) 通知五個高班的班父(母)下週擔任上午收票員和下午監票員**
- **Third Sunday of school 第三週**
  - **Morning assembly – Announce application due and candidate meeting 朝會宣布報名截止和候選人會議時間、地點**
  - **Candidates meeting @12:30 p.m. 開候選人會議**
  - **Teachers collect the filled application forms and give it to SGA advisor or front desk 請導師收集報名表交給 SGA 輔導老師或櫃台**
- **Fourth Sunday of school 第四週**
  - **Morning assembly: campaign speech (approx. 1min/person) 朝會時各人發表政見**
  - **Election 進教室投票**
  - **12:30 p.m. : Ballot counting 午後開票**
  - **Give SGA Constitution and By-laws to each SGA officers 當選人領取 SGA 規章**
- **Fifth Sunday of school 第五週**
  - **Introduce new SGA officers during morning assembly 朝會介紹當選人**
  - **First SGA meeting 午後開第一次會議**

**2) Oct: Halloween event: e.g.,: announce food drive 主辦萬聖節活動, 如收集罐頭食品濟貧**

- 3) Nov: Thanksgiving event: e.g.,: Raffle ticket sale for pie drawings (5 winners) 主辦**感恩節**活動, 如抽獎
- 4) Dec: Year-end party: e.g.,: group game 協辦**佳節同樂會**, 如主持團體遊戲
- 5) April: Field Day: e.g.,: shaved ice 協辦校際**運動會**, 如分發冰條和賣刨冰
- 6) May: Graduation: speech, gift, MC 協辦**畢業典禮**, 如在校生致詞、贈送畢業生禮品和主持儀式
- 7) June: Submit meeting minutes and treasurer's report + cash on hand 收集會議**記錄**和**財務**收支、保管**餘款**
- 8) On-going: explore other community service opportunity, used book sale, etc. 留意其他社區**服務**機會, 如舊書義賣等.