How to Use the SIC Elections Toolkit

This Toolkit was created for School Improvement Councils (SICs) who would like additional guidance on how to conduct elections and examples of election materials. The Toolkit includes the following:

SIC Election Guide. Your SIC can download and print this short booklet that contains information about state law requirements and suggested procedures for conducting parent, teacher and student SIC elections.

SIC Sample Parent Nomination form and Ballot. Your SIC is not required to use any particular format for parent nomination forms and ballots. These are simply examples that have been adapted from materials actually used in an SIC middle school parent election.

SICs are welcome to substitute their own school name and election information on the sample nomination form and ballot and use them in their own parent elections.

Sample Parent Candidate Statement sheet. One way to get more parents interested in voting for their SIC representatives is to provide parents with information about each candidate.

You can do this by asking all of the parent candidates to write a couple of sentences about themselves and why they would like to serve on the SIC. SICs can print the statements on the reverse side of the ballot sheet or copy them on a separate sheet for voters to pick up with their ballot. Asking candidates to provide a photo will make it even easier for parents to connect the names on the ballot with faces of parents they know.

If your SIC decides to collect and publish candidate information, make sure to give each candidate a fair chance to respond. If you don't receive a response to your first request, check the contact information or try contacting the candidate another way.

In order to avoid the appearance of favoritism, list candidate names and information in alphabetical order. Treat all candidates the same way. For example, don't correct the spelling and grammar errors in a statement submitted by one candidate unless you plan to do the same for all candidates.

If after your best efforts you still have not received the requested information from one or more candidates, you may still go ahead and publish the information received from other candidates. You may want to consider including a statement letting parents know that your SIC made the *same* invitation to all candidates and is publishing all of the responses received.

Template for local SIC brochure (with instructions). Some parents at your school will not be familiar with what an SIC is or what your SIC has been working on. It may be helpful to have a brochure on hand that introduces parents to your SIC. The template for a local SIC brochure in this Toolkit can be downloaded and modified to meet the needs of your SIC.

We welcome your input on how we can make these tools more useful to SIC members as well as any suggestions you may have for additions to the Toolkit. Please contact the SC School Improvement Council office at (803) 777-7658 (toll free 1-800-868-2232) or sic@mailbox.sc.edu with your comments and questions. Thank you!