



## Student Government Day

### **What is it?**

Student Government Day (“SGD”) is an opportunity for civic-minded middle and high school students, selected by an application process, to spend a day at Town Hall and experience first-hand our local government in action, learning about the policy-making procedures and operations of municipal government.

Participants will meet the Mayor, Town Council Members, Town Department Heads and Town Staff, and will engage in discussions with them about important Town matters. They will learn about the services provided by Town government and play the roles of Mayor, Council Members, Town Staff and Citizens in a Mock Special Town Council Meeting.

### **When and Where?**

**Middle School Students - November 1st, 2016**

**High School Students - November 15th, 2016**

**The day begins at 8:30am and ends at approximately 4:30pm**

**All program activities occur at: Hilton Head Island Town Hall**

**One Town Center Court**

**Hilton Head Island, SC 29928**

### **Applications and Eligibility:**

All Hilton Head Island middle and high school students (including those from public schools, private schools and home-based schools) are eligible to apply, regardless of their primary residence. Additionally, Hilton Head Island middle and high school residents who attend school outside of Hilton Head Island are eligible to apply.

The Town will select 16 middle school students and 16 high school students for each SGD. Middle school students may participate once during their middle school grades, but may reapply as high school students. High school students may apply and participate in SGD up to 2 times while in grades 9-12.

**Applications may be found on the Town of Hilton Head Island website ([hiltonheadislandsc.gov](http://hiltonheadislandsc.gov)) and must be completed and returned by September 16th, 2016.** Applications will be reviewed by Town Staff for completeness and eligibility and forwarded to Town Council's Community Services Committee for selection.

**Student Responsibilities prior to SGD:**

Prior to SGD, eligible students must complete and submit an application by September 16th, 2016. If selected, the participant will engage in the pre-SGD communications, including submitting topics of interests for discussion and preparing "campaign" materials.

**Student Responsibilities during SGD:**

Students must arrive at Town Hall promptly at 8:30am and complete their Student Government Worksheets throughout the day. **Proper dress** is required. Please dress as you would for a job interview. (No jeans, miniskirts, leggings, t-shirts, sneakers, shorts, sleeveless tops or flip flops.) **Exemplary Conduct is expected**, including courtesy and respect toward all staff, officials and other participants. Participants should be punctual and attentive throughout the course of SGD.

## **Student Government Day Schedule**

### **ARRIVAL - 8:30am**

Participants arrive at Hilton Head Island Town Hall, One Town Center Court, and proceed to the Benjamin M. Racusin Council Chambers. Students are responsible for transportation to and from Town Hall. If transportation is needed, the participant should contact their school administrator, and participant's school administrator should contact the Town to make appropriate arrangements.

### **ORIENTATION, ELECTION AND INTRODUCTION TO TOWN MANAGER 8:45am-9:30am**

This session will begin with distribution of materials, an overview of the day's activities, and a review of expectations for students, followed by campaigning, speeches, and election of the Mayor and 6 Town Council Members. The elected Town Council will then interview and hire a Town Manager and an Assistant Town Manager. The balance of participants will choose from various staff positions or be citizens of the public poised to speak their voice during the Mock Special Town Council Meeting's public comment period.

### **PRESENTATION ON MUNICIPAL GOVERNMENT - 9:30am-10:00am**

A brief introduction to municipal government and our Town's specific form of government, together with the Town's organizational structure will be presented. Participants will learn about the roles that resolutions and ordinances play in Town administration.

### **FACILITATED DISCUSSION WITH TOWN MANAGER AND DEPARTMENT HEADS - 10:00am-10:45am**

The Town Manager and Department Heads will facilitate a discussion with students using a current Town issue or project determined in advance to demonstrate each department's roles and responsibilities in Town matters.

### **BREAK - 10:45am-11:00am**

**EXECUTIVE PANEL WITH THE MAYOR AND TOWN COUNCIL MEMBERS, INCLUDING QUESTION AND ANSWER SESSION -11:00am-11:50am**

This will be an interactive session, where students will discuss with the Mayor and Town Council those issues they have identified as important for the Town to consider. Participants will learn about the function that Town Council Committees play in assisting the efficient operation of Town Council and achievement of Town Council priorities. Time will be given for a general question and answer session, and students will be given an opportunity to find out about their geographical ward and representatives.

**LUNCH AND GROUP PHOTO WITH THE MAYOR AND TOWN COUNCIL MEMBERS - 12:00pm -12:45pm**

Lunch will be provided by the Town of Hilton Head Island and a group photo will be taken at the conclusion of lunch.

**PRESENTATION BY OTHER KEY STAFF MEMBERS AND OUTSIDE AGENCY REPRESENTATIVES- 12:45pm - 2:05pm**

- Website Administrator
- AutoCAD presentation by an engineering representative
- Shore Beach Service, Inc. and/or BCSO Representative
- Town Volunteers
- Fire/EMS Representative and on-site tour of apparatus

**BREAK - 2:00pm - 2:15pm**

**DISCUSSION SESSION FOR MOCK SPECIAL TOWN COUNCIL MEETING - 2:15pm -3:00pm**

Students will be instructed as to how Town Council meetings are conducted and how decisions for the Town are adopted. Their Mock Special Town Council Meeting's agenda will include vetting the issue discussed during the morning session with the Town Staff. Time will be allotted for the students to form assignment groups and discuss with each other their roles during the Mock Special Town Council Meeting.

**MOCK SPECIAL TOWN COUNCIL MEETING - 3:00pm-3:30pm**

Students will discover first-hand how local government works as they conduct a Mock Special Town Council Meeting where the assigned Mayor and Council Members will discuss a proposed Town issue; the Staff Members will address Council with their input; and the citizens will speak in favor or against the Agenda item and a vote for approval or disapproval will occur.

**FEEDBACK SESSION AND COMPLETION OF STUDENT GOVERNMENT WORKSHEET - Conference Room 3  
- 3:30pm-4:00pm**

Provide program feedback and complete the student government worksheet.

**TOWN COUNCIL MEETING – Town Council Chambers- 4:00pm**

Students will be recognized during the proclamations and commendations portion of the agenda. Students are free to leave after the conclusion of the recognition.