Brown 2020 UCS and UFB
Elections Procedures and Timeline

Thank you for your interest in student government! This handbook is by no means comprehensive; its purpose is to summarize much of the information found in the Elections Code, which can be found at https://www.brownucs.org/code-of-elections (which candidates are encouraged to read).

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If you have any questions, please don’t hesitate to contact your 2020 Elections Board. Inquiries and questions should be submitted to ucs-elections@brown.edu or to the board members’ personal emails.

2020 Elections Board:
• Alex Song, Chair alex_song@brown.edu
• Mary Stack, Chair mary_stack@brown.edu
• Elections Board Members will be found on our website: www.brownucs.org/elections

Good Luck!
POSITIONS AVAILABLE:
We encourage you to speak to people who’ve held these positions in the past. We can help get you in touch with them if need be.

Undergraduate Council of Students:
UCS President
UCS Vice-President
UCS Chair of Academic Affairs
UCS Chair of Campus Life
UCS Chair of Equity and Inclusion
UCS Chair of Student Activities
UCS Chair of Student Wellness

Undergraduate Finance Board:
UFB Chairperson
UFB Vice-Chairperson
UFB At-Large Representative (7)

Note: You CANNOT run for both a UCS AND a UFB position. Candidates for UFB Chair and Vice Chair will automatically be entered into the race for At-Large Representative, in case they are not elected to their leadership positions.

Proxies: You can run for a position from abroad through a proxy. A candidate must send an email to ucs-elections@brown.edu designating their proxy. The proxy must then send another email confirming their acceptance of these responsibilities.
A proxy:
◦ CANNOT be a candidate for any of the aforementioned positions
◦ CANNOT be a proxy for another person
◦ Must be a current undergraduate student
◦ Will have to act as any other candidate in that he or she must attend an info session, get a petition signed and turned in by the candidates meeting, and do all the necessary campaigning on campus itself. Proxies are required to follow the rules of any other participating candidate for that race.
**ELECTIONS SCHEDULE:**
*Some dates/times/locations will be subject to change, but we will email you accordingly

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| **INFO SESSION 1:** Monday, February 24th, 7-8 PM, Sayles Hall Room 205  
**INFO SESSION 2:** Thursday, February 27th, 7-8 PM, Salomon Room 003  
**INFO SESSION 3:** Saturday, February 29th, 3-4 PM, Friedman Hall Room 201 | **Information Session:** Overview of positions, elections calendar, and petition gathering. **MUST ATTEND ONE** before you are eligible to collect signatures for petition. |
| Sunday, March 8th, 12 - 1 PM, MacMillan 115 | **Candidates Meeting:** All petitions, candidate statements (that include a picture), reflection statements, and names of campaign managers are due at this meeting. The personal statements should be emailed BEFORE the start of the meeting (see below). Elections Board will review the elections calendar, rules of campaigning and approval of campaign materials. **Attendance is MANDATORY to declare your candidacy.** |
| Monday, March 9th, to Monday, March 16th, Page-Robinson Lobby  
**TIMES ANNOUNCED AT CANDIDATES MEETING (3/8)**  
(note: NO office hours on weekends and the last office hours slot will be held at 11AM on Monday, March 16th) | **Approval of Campaign Material:** Elections Board Officers will conduct regular office hours to answer questions and approve ALL campaign materials—stamp posters, okay online endeavors. |
| Friday, March 13th, 4:00-6:00 PM, 85 Waterman 130 | **UCS/UFB Candidate Debate:** This event will allow candidates for UCS President and Vice-President and UFB Chair and Vice-Chair to debate their platforms and campus issues.  
All Category 3 groups that want to endorse a UFB Chair or Vice Chair candidate, and any categorized groups that want to endorse a UCS President/Vice President must check-in at the debates. |
| Friday, March 13th at 6 PM to Monday, March 16 at 12 PM at [ucs-elections@brown.edu](mailto:ucs-elections@brown.edu) | **Student Group Endorsements Due:** All eligible categorized groups must send in their endorsements to the Elections email and CC at least 3 leadership members, which will then be posted on the elections webpage. |
| Monday, March 16th at 5 PM to Thursday, March 19th at 5 PM | **Voting Period:** The polls are open and voting occurs online through Qualtrics |
REQUIREMENTS FOR CANDIDACY:

Required Materials:

Signature Petition

- Petitions must be clearly labeled with your name and the position you are running for.
- Petitions must include the appropriate number of signatures as well as the class year of the signatories.
- All potential candidates for a UCS or UFB position (with the exception of UCS President, UCS Vice-President, UFB Chair, and UFB Vice-Chair) must complete a petition with at least 100 signatures from undergraduates.
- All potential candidates for UCS President, UCS Vice-President, UFB Chair, or UFB Vice-Chair must complete a petition with at least 200 signatures from undergraduates.
- Petitions will be collected at the Candidates’ Meeting on Sunday, March 8th, 2020.
- Candidates must use the petition template included in this packet and posted on the Elections website.
- At a candidate’s request, an online petition form will be provided by the elections committee.

Personal Statement

- Each candidate must submit a personal statement of no more than one standard page and of no more than 350 words.
- The statement must have a picture included in the one page.
- The statement can include but is not limited to: personal goals, qualifications, experience, intended projects, and collaboration with student groups.
- These statements will be uploaded to the UCS website so that voters can make a well-informed decision.
- This document should be e-mailed to ucs-elections@brown.edu before the Candidates Meeting on Sunday, March 8th, 2020. NO LATE STATEMENTS WILL BE ACCEPTED.
- An example of a personal statement is included at the end of the handbook.

Reflection Statement

- Each candidate must submit a reflection statement (plain word doc) of no more than 250 words.
- The statement is intended to be a reflection on the candidate’s engagement of the student body through the process of gathering signatures and building their personal statement.
- These statements will be uploaded to the UCS website.
- This document should be e-mailed to ucs-elections@brown.edu before the Candidates Meeting on Sunday, March 8th, 2020. NO LATE STATEMENTS WILL BE ACCEPTED.

SIGNATURES AND STATEMENT are due ON OR BEFORE SUNDAY, MARCH 8TH, AT 12:00 PM. NO EXCEPTIONS. Please note that 12PM on March 8th is also the deadline to declare up to four members of your campaign team.
ELECTION DATES AND PROCEDURES:

- The election will run for 72 hours from 5pm on Monday, March 16th through 5pm on Thursday, March 19th.
- The election will be online, through Qualtrics. When the election begins, the official voting link will be e-mailed to the student body. Using their Brown login and password, students will be able to access the ballot. The site will include each candidate’s personal statement. The ballot will include space to add write-in candidates.
- Election results will be announced on Thursday, March 19, 2020 on the steps of the Stephen Robert ’62 Campus Center at 10 PM.
- All Candidates must be elected by a majority vote with at-large balloting. We will be using the Instant Run-Off Voting mechanism for all positions in the event no candidate receives a majority of votes. That way, we won’t have to go into a separate run-off election. Exception: if after one instant run-off for UCS President and/or UFB Chair, no candidate attains a majority of the vote by a margin of greater than 1.00%, Elections Board reserves the right to call for an actual run-off election between the two candidates for each position with the highest number of votes.
- The eight (7) candidates for UFB At-Large Representative with the most votes shall be elected to member positions. In the event of a tie for the seventh position, a run-off election will be held between those candidates tying for seventh place.

CAMPAIGNING AND PUBLICITY REGULATIONS:
You will receive an email on Sunday afternoon (March 8th) after the candidate’s meeting, deeming that both your petition and personal statement have been verified and can be posted online. However, you cannot begin to put up additional campaign materials until they’ve been approved by the Elections Board at Office Hours (starting Monday, March 9th). ANY CANDIDATE DISSEMINATING CAMPAIGN MATERIALS (POSTERS, EVENTS, ETC.) OR DISPLAYING PUBLICITY BEFORE RECEIVING APPROVAL WILL BE DISQUALIFIED.

We define campaigning as:
• Any act, process, or publication undertaken with the intent of soliciting votes. This includes, but is not limited to, the active dissemination of anything regarding the candidacy of any person through posters, word of mouth, email, electronic social networks, or any similar mode of communication.
• Petition signing isn’t considered campaigning (so it’s okay to be doing that prior to March 9th).
• As the Elections Board, we reserve the right to determine what is and is not campaign material.

CAMPAIGN TEAMS
Each candidate may choose to designate up to four (4) members of his or her official campaign team. Team members, in addition to the candidates, may come to office hours and get campaign material approved. They will also be held accountable for all electronic campaign material; i.e., anything that they post that is judged by Elections Board to be of a nature that relates to their campaign will count against a candidate’s point allocations and must have been approved by Elections Board. You must declare the names of all members of your campaign team when you submit your campaign materials at the Candidates’ Meeting on Sunday, March 8th.

APPROVAL OF MATERIALS:
All materials must be approved by a member of the Elections Board, even non-paper materials. Elections Board members will approve materials at daily office hours:

- Monday, March 9, 2020 to Monday, March 16, 2020, at the Page-Robinson Lobby. Please note: NO office hours over the weekend and the last set of office hours will be held from on Monday, March 16.
- Bring materials to the Elections Board
- Physical campaign material (name tags, posters, table slips, etc.): You must get them stamped before distribution at office hours.
- Electronic material like websites, Facebook posts, and Facebook groups or events can either be approved at office hours or with written confirmation over email.
- If you want to get online material approved over email with an Elections Board member, you must receive an affirmative response from that Elections Board member that it has been approved and that points have been deducted from your total BEFORE you post or make your event/group public.
- For things like Facebook groups, an EB member has to be added. See regulations below.
- Please note that ALL materials must be approved before polls open on Tuesday, March 16th at 5pm. No additional materials will be approved while polls are open (but pre-approved materials may be posted).

CAMPAIGN BUDGET BREAKDOWN:
- UCS encourages a face-to-face campaign strategy, aided by paper media.
- Candidates will be held to a monetary limit as well as a total publicity limit:
  - The Elections Board will collect receipts and/or estimate the cost of items to limit any spending advantages one candidate may have over another.
  - Any money that you spend towards the campaign must be deducted from your monetary limit. You will NOT receive any stipend for your campaign.
  - You must submit all the receipts and report honestly how much you’ve spent on campaign materials; if you do not, you will be subject to consequences at the discretion of the Elections Board.
- Take note:
  - If you borrow resources like markers and paint, we won’t deduct that from your monetary limit. However, it will be deducted from your publicity total.
  - If you spend money out of your BearBucks account or printing on your own computer, we will NOT charge you money, just publicity points. However, if you go to a print shop and print higher quality, you will obviously be spending your own money, and therefore will need to submit a receipt to have money deducted from your budget as well as publicity points.
- Regulating your budget:
Each candidate is allotted 100 publicity points and is limited to a $40 budget. Whichever you reach first is the end of your budget (i.e. you could spend the $40 limit without reaching your point total). You can develop your own strategy for when and what to do. Candidates are not permitted to share or transfer points or dollars. ALL campaign materials will inevitably cost you a certain number of publicity points (breakdowns below).

To ensure that there are no barriers deterring a candidate from running for a position, students with demonstrated financial need can contact Joie Steele (joie_steele@brown.edu) of the Student Activities Office, and their $40 budget will be covered.
POINT VALUES (listed in a per item basis):

*Please remember that all designs must be approved before they go up. All paper materials (posters, table slips) must be stamped!*

**Paper/poster:**

- Name tags are free (no points)
- Table Slips (one 8” x 11” sheet – 4 table slips) = ½ point
- Posters (black writing on whatever colored paper) = ½ point
- Posters (color writing on whatever colored paper) = 2 points
  - **Note:** Cost for any posters larger or smaller than 8.5” x 11” will be estimated based on how many standard sheets fit on it and as specified by the Elections Board
    - For instance, if you print a larger poster with colored writing that fits around 4 standard size posters in it, then we will charge you 8 points for that poster.
- Sandwich Board = 10 points
- Chalking (must be within SAO regulations): along with any cost that you might incur to buy the chalk, we will also charge 3 publicity points per piece of chalk you use
  - In order to get a chalk design approved, you need to submit the design on a piece of paper along with a note as to the location of the design and have that approved.

**Merchandise:**

- Banner = 25 points
- Buttons = ½ point
- T-Shirt or Hat or any other clothing item = each 5 points
- Face Paint= depends on the elaborateness of the design and EB judgment. Also, will cost points based on how many people are wearing it (similar to a button).

**Online campaigning**

*Note:* members of a candidate’s official campaign team are subject to the same regulations about posting approved materials as the candidates themselves. Candidates will be charged points based on the actions of their full teams, so if a campaign team member makes a Facebook group, that candidate will be assessed points. Candidates are ALSO responsible for ALL regulation of negative campaigning on their behalf. If the Elections Board becomes aware of a situation in which a third-party is negatively campaigning in a way that benefits one candidate over another, the candidate in the favored position is RESPONSIBLE for stopping that negative campaigning. Failure to comply with this rule will result in penalties.

- Facebook/Instagram:
  - Group, Event, or Page = 5 points.
    - **Note:** You must invite at least one Elections Board member so web-campaigning can be monitored
  - Statuses = free.
    - **Note:** statuses do not have to be approved, but must uphold the positive-only campaign standards.
  - “Official” Graphic/Poster = 1 point.
    - Graphics/posters must be approved and will cost 1 point at the time of approval. Each picture/official graphic can be posted and shared an unlimited amount of times after being approved and initially uploaded without an additional point deduction, but if the
image is changed in any way it will count as a new image and must be accordingly approved and deducted from a candidate’s allocation of points.

- Instagram and/or other uploaded photos that relate to a campaign but are not “official” campaign posters or graphics can be uploaded without approval/deduction of points
  - Please note: The Elections Board maintains the discretion to decide whether an image is “official” material. If you have questions or doubts, please ask an EB member.

As of 2/10/2020 - Please note that campaigning on a ticket is not allowed, and this policy extends to, for example, posting a Facebook status in support of another candidate.

- Emailing:
  - Emails that candidates/candidate team members send to solicit votes do not need to be approved nor will they cost publicity points.
  - No candidate is permitted to send campaign emails to class-wide or school-wide listservs. Please be conscious and considerate of community members’ time: note that face-to-face communication with a follow up email is much more effective than blanket spamming students on campus.
- Website = 15 points
- YouTube video = 12 points
  - For every version of a video, another 12 points will be spent
  - You can post the URL links for websites/videos on Facebook without costing you points

ONLINE CAMPAIGNING IS LIMITED TO THE MEDIA DESCRIBED ABOVE. Any related or relevant means of electronic campaigning can be assessed on an individual basis with Elections Board. Please note that it is the responsibility of the candidate to be aware of and put a stop to any negative campaigning on his or her behalf.

OTHER METHODS OF CAMPAIGNING will be evaluated on a case-by-case basis (based on SAO standards) and will be announced to all candidates upon EB approval. However, the above methods are most reliably accepted.

Stamping: All paper materials must be stamped before they are distributed around campus. However, images that go on t-shirts, buttons, the web, etc that are not actually on paper do not need to have a stamp to keep them as aesthetically pleasing as possible, BUT they MUST be approved.

To get them approved, you need to submit the design on a piece of paper. And we will stamp that. Otherwise, you run the risk of being disqualified.

You can get material stamped and approved at office hours from Monday, March 9, 2020 to Monday, March 16, 2020, at Page-Robinson Lobby.

Please note: NO office hours over the weekend and the last set of office hours will be held from 11AM to 12PM on Monday, March 16th.
MONETARY VALUE
Candidates must produce receipts for all of their materials. Without them, the Elections Board will assign a standardized cost to the item(s). Websites/Facebook activity and most online activities have no costs attached UNLESS you have to pay for some aspect of your website.

- Once you turn in your receipts with the number of items that you have produced, we will stamp those slips of paper to signify that the expenditure was recorded.
- However, if you get something printed and produced for NO cost to you, you still need to submit some kind of documentation (a slip of paper even) that details the number of copies or products you had made so that we can deduct it out of your points total. Remember, your points are deducted based on the number copies you actually made.

When you have reached your point limit OR monetary limit, you may no longer publicize.

The Elections Board reserves the right to disqualify any candidate at any time if a campaign rule is seriously violated. For more details on the consequences of a violation, please see the Election Code on the Website.

POSTERING AND PUBLICITY REGULATION:
1. The Elections Board reserves the right to disapprove and disallow any campaign material that it deems fraudulent or that it believes serves primarily to intimidate another candidate. To determine fraudulence, the Elections Board will contact the candidate who is referenced by the campaign material. That candidate will then have 24 hours in which to provide substantial, objective evidence, which proves the questionable campaign material is indeed slander. If the Elections Board validates the candidate’s objections, the campaign material will be disallowed, but no points or monetary value will be deducted.
2. The Elections Board does not allow campaigning on a ticket or negative campaigning, which we define as attributing negative qualities to another candidate in order to gain an advantage in the campaign. Therefore, campaign materials which violate these regulations will not be approved by the Elections Board.
3. If your publicly posted campaign material does not match the material you had approved by the elections board (perhaps you made changes after you had a design approved and proceeded to post it), the Elections Board reserves the right to penalize your campaigns.
   - Especially if the changes violate campaigning regulations (i.e. negative or ticket campaigning)
4. Candidates are expected to abide by the Student Activities Office’s policies regarding banners, posters, tableslips, flyers, chalking, and other promotional materials utilized anywhere on campus. These regulations can be found on the SAO website. Questions about the policies should be directed to the Student Activities Office. Below is a general summary of those regulations, but please look on the website for more details:
   - All publicity materials must clearly identify the sponsor.
   - Materials may not promote alcohol or drunkenness.
   - Posters may be placed only on bulletin boards or other spaces provided for that purpose. Only one poster per organization may be placed per board.
   - No materials may be posted on top of one already posted. Materials which have clearly expired may be removed. Otherwise the removal of any valid advertising materials by anyone other than an authorized university personnel is prohibited.
   - Posters may not be attached to doors, walls, window, gates, sidewalks, benches, or other places not designated for poster placement.
There is a one-week limit on hanging banners, especially for Faunce Arch. Banners may NOT be hung in the Leung Gallery. Groups are responsible for removing banners when their time has expired. Banners not removed by their groups will be discarded.

Remember, you must get approval from the Campus Center before putting anything up in the Faunce area.

Sponsor contact information is required on all promotional materials to provide a means for dialogue in the event that members of the community wish to express any concerns or share their reactions. Part of the responsibility that comes with disseminating promotional materials is the willingness to dialogue with individuals who may have a different perspective. For additional information, please reference Brown's Standards of Student Conduct, particularly Offense IV.

- Normally, violators of these policies will receive one warning letter from the Student Activities Office. Publicity materials must then be withdrawn by the student group. Repeat offenders of these policies may be subject to non-academic disciplinary action. Questions about these policies should be directed to the Student Activities Office.

5) Please respect other candidates by respecting their campaign material. From the off-set, communicate to all members of your campaign team and peripheral friends/supporters that removing other candidates’ campaign materials (e.g. posters) is a direct violation of the elections standards. If evidence suggests that members of your campaign team/your supporters have been tampering with other candidate’s materials, you will be held responsible.

ENDORSEMENTS:

- ONLY Category III groups may endorse candidates running for UFB Chair and Vice-Chair.
- ALL groups (with the exception of individual Greek houses, athletic teams, and uncategorized organizations of an academic nature) can endorse candidates running for UCS President and Vice President.
- Umbrella organizations may either make an umbrella endorsement or permit subgroups to endorse independently.
- To endorse a candidate:
  1. A group representative must attend the UCS/UFB debate on Friday, March 13th at 4:00 PM in BERT (85 Waterman Room 130). The group representative will be required to CHECK IN with an Elections Board member and stay for the entirety of the specific portion debate corresponding with the position for which the group wishes to submit an endorsement.
  2. The student group representative who attended the debate can submit an official endorsement after the conclusion of the debate (March 13th, 6pm) by sending their group’s endorsements to ucs-elections@brown.edu and CCing at least 3 leadership members of the group (if a group has fewer than 3 leadership members, the representative must CC all leadership members) by 12pm on Monday, March 16th. Endorsements will be posted on the UCS Elections Webpage thereafter. Candidates may not acknowledge nor publicize endorsements (or other statements of support) from student groups that do not meet this deadline or otherwise do not meet our criteria for endorsing. Candidates are also responsible for untagging themselves in any social media posts that accompany such endorsements (or other statements of support).
ETHICS

Please note that running for and being elected to any of the open positions is a sizable time commitment and requires significant time and energy. All candidates are expected to consider how much time they will be able to spend on their position before they declare candidacy. Additionally, all elected individuals are expected to consider their position a TOP PRIORITY, and fulfill all roles and responsibilities that come with the position.

It is the further expectation of the Elections Board that all candidates will act throughout the course of the campaign period in a considerate manner, which extends beyond the positive-only-campaign rule to include running a clean, honorable campaign.

VIOLATIONS/MISCONDUCT:

- Any person directly involved in the elections process may file a formal, written complaint of alleged violation of the Elections Code and/or any rules formally established by the Elections Board regarding the elections process.
- With the exception of complaints filed against the Elections Board itself, all complaints filed relating to alleged violations of this Code shall be heard by the Elections Board. Should a complaint be filed against the Elections Board, that case would then be heard by a separate ad hoc Elections Appeals Board.
- If the complainant is dissatisfied with the Elections Board, this decision may be appealed to the ad hoc Elections Appeals Board.
- To file a complaint, candidates should go www.brownucs.org/elections2020 to access the violations form. Please fill it out and email any supplemental materials that support your case to elections.ucs@gmail.com.
- For more details, please see the violations section of the code on the elections website. Below is a general outline of the consequences for violations in general:
  - Minor Infractions – These include, but are not limited to: failing to register election materials, etc. Such infractions are punishable by a reduction in the candidates’ allocated campaign budget.
  - Moderate Infractions – These include, but are not limited to: the distribution of campaign materials prior to the schedules date, etc. Such violations are punishable by the suspension of the candidate involved from further participation in the election in any capacity, including all further acts of campaigning.
  - Major Infractions – These include, but are not limited to: knowingly disseminating false information about a candidate, bribing of any sort, coercion or intimidation of any sort, tampering with the elections systems or results, tampering with campaign materials of another candidate, etc. Such actions may provide grounds for the disqualification of a candidate.
  - For the most egregious of violations, the Elections Board shall reserve the right to pursue additional repercussions through the appropriate University disciplinary channels.

Please see sample candidate statement below (note it includes platform and picture—all on one page)

Candidates may format their one page statement in any way they see fit—this is merely one example.
As UCS Vice-President, I am committed to working on issues that provide tangible benefits to student organizations, enhance community life, and impact all Brown students. I currently serve as the UCS Appointments Chair. I will seek to:

1. **Work with University to increase Brown’s financial transparency.**
   With tuition breaking the $50,000 mark, Brown students deserve to know how their money is being spent. Initiatives will include an annual State of Brown address from the Brown President at the start of the Spring Semester.

2. **Improve academics at Brown**
   Work with individual departments to place syllabi online in time for shopping period. In addition, I hope to replace pre-requisites with recommended courses to preserve the Open Curriculum.

3. **Enhance Advising**
   Work to enhance Sophomore Advising through a second-year peer advising program.

4. **Another Good Idea!**

5. **More Good Ideas!**

**BIOGRAPHY:**
I am a Psychoceramics Concentrator from New York City. I have served for the past two years on UCS. My accomplishments in these roles include:
   - Accomplishment
   - Another accomplishment
   - Another accomplishment

I am also involved on campus as a Meiklejohn and tour guide for the Bruin Club.
2020 UCS/UFB Elections Petition

I, ________________________________, hereby pledge my candidacy for the position of ______________________________ for the 2020-2021 academic year.

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