

Samohi ASB Committee Application



Samohi Application Requirements
Application
ASB Job Descriptions
Task
Interview Schedule
ASB Code of Conduct
ASB Commitment Acknowledgement
Teacher Recommendations (2)

Santa Monica High School Application Requirements

All applicants must turn in the following items with their application.

All items must be stapled together in the order listed below. Late applications, applications not assembled in the correct order, and applications that are not complete, including signatures, will NOT be accepted. Please note that the teacher and counselor recommendations will be turned into the Activities Office by the person completing the form. You are not responsible for turning the two recommendations in personally. ***Fill out your name and the position you are interested in before you hand them your recommendation.**

1. ASB Application
2. Short Answers

On a separate sheet of paper, type or neatly write your answers to the following 6 questions.

- a. Why do you feel you are the candidate best fit for the position you are applying for?
 - b. What qualities do you think are necessary to be successful in ASB? Why?
 - c. What do you think are some great unifying activities that we can implement at Samohi to help embrace the diversity on our campus?
 - d. What experience have you had with leadership in the past? (Please feel free to state previous extracurricular activities you have been affiliated with, including current.)
 - e. Who do you look up to as a role model and how has that person influenced who you are today?
 - f. There's an empty lot in Santa Monica, what would you build or do there? Why?
4. Santa Monica High School ASB Code of Conduct (signed by you and your parent/guardian)
 5. ASB Commitment Acknowledgment
 6. Task Outline

**You must bring in your completed application with you to your interview!
Interview schedule is in this packet. Sign ups are first come, first served.
LATE APPLICATIONS WILL NOT BE ACCEPTED!**

Application for ASB

Student Name: _____

E-Mail Address: _____

Grade Next Year: 10 11 12 House: S M O H I

Phone #:(_____)_____-_____

Position I am Applying for:

1st choice _____

2nd choice _____

3rd choice _____

If I am not chosen for my preferred positions, I will happily accept any position needed in ASB that the interview panel believes I would be successful in: (circle one) **Yes or No**

Qualifications: (You must meet all)

Citizenship, Attendance and Discipline are in good standing. The student also has a cumulative GPA of 2.5 (Academics) or higher verified by signature of Academic Counselor.

Academic Counselor's Signature

Student's Cumulative GPA

Counselor Comments:

Students who participate in a sport or SAMOHI summer activity **MUST** have a coach or director of the program acknowledge an understanding that the mandatory ASB Summer Retreat is July 30 - August 3, 2018.

Coach or Program Director's Signature

I understand the duties and responsibilities of being a Samohi ASB officer and I promise to attend all meetings and functions required by the Student Government. If I fail to uphold my duties, I understand that I may be required to resign my position.

Candidate Signature

Parent Signature

Santa Monica High School ASB

Commissioner Job Descriptions 2018-2019

Commissioner job descriptions or titles may be adjusted at the discretion of the Activities Director

Activities Commissioner:

1. Plan Freshman or Welcome Back Dance
2. Plan and organize Homecoming game halftime show
3. Plan and organize Homecoming Royalty Court
4. Plan Homecoming Dance
5. Plan Homecoming Carnival
6. Plan Winter Festival and Spring Fling
7. Plan all lunchtime activities
8. Plan other dances, shows, or carnivals as needed
9. Procure all supplies, equipment, materials, paperwork and facilities needed for all above activities
10. Organize Teacher Appreciation Week, Custodial Appreciation Day, Counselor Appreciation Week, Boss' Day, and Classified Appreciation Week

Athletics Commissioner:

1. Contribute to halftime shows for football and basketball games
2. Organize school spirit decorations and make posters for all sports
3. Recognize outstanding athletes
4. Work with Publicity to advertise games, CIF and State for all sports
5. Meet with the Athletic Director as needed to support all sports
6. Plan and execute tournaments: Dodgeball, 3 on 3 basketball, etc.

ICC Commissioner:

1. Run ICC meetings
2. Organize and execute Club Day and Club Row
3. Educate all clubs and advisors about the responsibilities of SAMOHI clubs and of proper fundraising guidelines
4. Hold all clubs and advisors accountable for following proper guidelines
5. Organize the Remind for all ICC representatives and ensure proper and frequent communication with clubs
6. Advertise club events

Club Facilitator Commissioner:

1. Attend and assist at ICC meetings
2. Collect club applications and organize club minutes every month
3. Create club master list
4. Visit every club once a semester to observe, help, report back to ASB
5. Organize and choose clubs of the week to be read on the announcements

Community Service Commissioner:

1. Recognize and create events for heritage months and nationally recognized celebrations that promote unity and equality

2. Organize blood drives
3. Plan and execute Red Ribbon Week, Yellow Ribbon Week and other national prevention weeks
4. Work with service-oriented clubs to help promote/participate in their activities
5. Plan community service events each quarter

Historian Commissioner:

1. Manage the ASB webpage
2. Memorialize each ASB event through photos and video
3. Create the senior slideshow
4. Create the ASB slideshow
5. Attend SAMOHI events to take photos and videos for the ASB page

Outreach Commissioner:

1. Organize social events throughout the year to encourage student involvement and promote unity.
2. Create ways to connect with the student body
3. Organize and lead parent tours once a month
4. Recognize and celebrate all ASB birthdays
5. Send condolences to students or faculty with illnesses or tragedy in family
6. Work as House representative (TBD) and help to create House activities alongside teacher leaders

Publicity Commissioner:

1. Oversee all ASB promotional activities
2. Organize and maintain all on and off campus signage
3. Advertise all major school events via bulletin boards, social media and the school marquee
4. Create digital advertisements
5. Manage all social media accounts
6. Organize and oversee all sign groups, enforce quality control, and sign storage

Spirit Commissioner:

1. Organize and execute pep rallies
2. Organize spirit weeks
3. Work with Activities to increase school spirit
4. Work with ASB manager to plan and execute all ASB parties

ASB Manager:

1. Organize and supervise ASB classroom and storage room
2. Create and oversee all bulletin boards and decorations in ASB classroom
3. Oversee supply quantity and ordering
4. Help commissioners create supply lists and ensure quantity for all events
5. Oversee supply use during and after events
6. Organize all ASB parties

Fundraising Chair:

1. Work with ASB Treasurer to organize and oversee all ASB fundraisers
 2. Create new ASB fundraisers
 3. Enlist ASB members to help execute fundraisers
 4. Publicize ASB fundraisers
 5. Work with Mrs. Nicholas to deposit and keep account of ASB funds
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TASK: On a separate sheet of paper, describe how you would plan one of the following tasks and bring it with you the day of your interview.

- Plan one homecoming event that includes Samohi clubs and alumni
- Plan a school fundraiser that includes multiple groups
- Plan an event to showcase Samohi to our alumni or incoming Vikings
- Plan a theme for a football or basketball game be sure to include poster ideas and a half time activity.
- Plan one event and one spirit day for one of the following weeks: Red Ribbon Week, Breast Cancer Awareness Week, Mental Health Week or Childhood Cancer Awareness Week.
- Bring two ideas of ways to show staff appreciation
- create a Samohi spirit shirt design
- an incoming Freshman event
- Come up with a rally theme and one activity for the rally as well as two spirit days.

Interview Schedule

All interviews will take place at Santa Monica High School in classroom B100.

Interviews will be at the following times. You must fill in the sign up sheet **using the link below**. Interview times are **first come, first served**. You will receive a confirmation email of your appointment time.

**Email Mrs. Sherie Rotondi or the ASB Vice President, Hannah Sabbe,
if you have any questions or concerns:
srotondi@smmusd.org
hannahesabbe@gmail.com**

Sign Up for an interview time at: <https://tinyurl.com/asbinterviewsignup>

It is your responsibility to come prepared to your interview with your completed application and on time to your appointment. Be dressed in business casual.

Tuesday, April 10	Wednesday, April 11	Thursday, April 12	Friday, April 13
12:40pm	8:30am	12:40pm	12:40pm
12:50pm	8:40am	12:50pm	12:50pm
1:00pm	8:50am	1:00pm	1:00pm
3:20pm	9:00am	3:20pm	3:20pm
3:30pm	9:10am	3:30pm	3:30pm
3:40pm	9:20am	3:40pm	3:40pm
3:50pm	12:15pm	3:50pm	3:50pm
4:00pm	12:25pm	4:00pm	4:00pm
4:10pm	12:35pm	4:10pm	
4:20pm	3:20pm	4:20pm	
4:30pm	3:30pm	4:30pm	
4:40pm	3:40pm	4:40pm	
4:50pm	3:50pm	4:50pm	
5:00pm	4:00pm	5:00pm	
	4:10pm		
	4:20pm		
	4:30pm		

Santa Monica High School

ASB Code of Conduct

I, the undersigned, do solemnly swear that I will abide by the following Code of Conduct set forth by the Santa Monica High School ASB. The following standards of eligibility, conduct, and responsibilities shall apply to all members during their one year term of office.

I. Academic Achievement

- A. I will maintain a minimum GPA of a 2.5 Grade Point Average.
- B. If I receive less than a 2.5 GPA, I understand that I will be placed on probation, unless I have already been placed on probation. Only one period of probation is allowed during my term. If my GPA does not increase, I understand that I will be immediately removed from office.

II. Behavior Standards

- A. As a member of ASB, I realize that my conduct must be beyond reproach at all times, both on and off campus. ASB is set to higher standards, because I represent the entire school, AT ALL TIMES!
- B. I will abide by the SMHS School Handbook, and I understand the use of alcohol, tobacco, or any controlled substance is prohibited.
- C. I will uphold the ASB Constitution.
- D. I will cooperate with the Activities Director and the ASB President.
- E. I will cooperate with all ASB members and help wherever it is needed.
- F. I will abide by the school dress code at all times.
- G. I will carry my SMHS ID card at all times.
- H. I will carry out the responsibilities of my office as stated in the Bylaws of the SMHS Constitution.
- I. I will be on time to class and all ASB events.
- J. I will display good sportsmanship at all times and serve as an ambassador for SMHS at other schools.
- K. I will maintain at least a satisfactory citizenship record.
- L. I understand that if I am suspended from Santa Monica High School, I may be suspended or permanently removed from my ASB office, as determined by the Activities Director and the Administration.
- M. Failure to comply with any of these rules may result in immediate removal from office as determined by the SMHS Activities Director and the Administration.

III. Responsibilities of Office

- A. I understand that if I am elected or appointed to an ASB position I must be enrolled in the Leadership class.
- B. I understand that attendance in that class is mandatory.
- C. I understand that I may be assigned tasks at ASB functions and that it is my responsibility to work at and prepare for all ASB events.
- D. I understand that I will be assigned tasks by the Activities Director and/or the ASB President, and I am responsible to execute those tasks.
- E. I understand that I am expected to attend the summer ASB retreat on July 30th - August 3rd. I must obtain special permission prior to the retreat if I cannot make it. Failure to attend may result in removal from office.

Student Signature

Parent/Guardian Signature

ASB Commitment Acknowledgement

If you are already committed to many extra-curricular activities, understand that your ASB commitment will need to come second after your school work. This is not a job to be taken lightly. If selected, you will have the opportunity to help lead the future of Santa Monica High School. We have many challenges ahead of us next school year and this school needs your ideas, leadership, and commitment to make this a better place for everyone.

***I have read over the job description for the commission position that I am applying for and I understand that I will be held accountable for these jobs if selected for this position. Students who are applying to be an ASB commissioner understand that they will be selected from an interview process with the ASB President and Vice President for 2017/18 and 2018/19 and the Activities Director. Commissioner selections will be based on your interview, the presentation of your task, application, recommendations, and experience.

I also understand that being selected to be on ASB is a privilege. As a member of ASB I will be required to spend time outside of the school day planning for my school. The activities sponsored by ASB throughout the year require commitment, patience, care, and devotion.

I understand that if selected to be a member of ASB I am **REQUIRED** to:

1. Attend ASB Retreat (July 30th - Aug 3rd)
2. Attend assigned SAMOHI events throughout the school year (Registration, performing arts, sports events, awards ceremonies, back to school night, open house, freshman orientation, all ASB events, etc.)
3. Attend summer, lunch, and after school meetings (including House Advisory meetings and grade steerings)
4. Wear ASB gear whenever necessary, with honor & pride.
5. Lead by example and always strive to make Santa Monica High School the best that it can be.
6. Complete all work that is assigned to me or that my position is responsible for.

By signing, I understand all duties, responsibilities, and commitments of being a member of ASB and I promise to attend all meetings and functions required by the Samohi student leadership position that I am applying for. If I fail to uphold my duties, I understand that I may be required to resign my position.

_____ Parent Signature

_____ Candidate Signature

Santa Monica High School ASB Teacher Recommendation #1

Student Name (Candidate): _____

Candidate's Intended Position: _____

Recommending Teacher: _____

Dear teacher,

Your name has been submitted by the student named above for a recommendation to become an ASB Officer. Please take a few minutes to complete this **CONFIDENTIAL** form and return it to S. Rotondi's mailbox in the S-House or Activities office by **Tuesday, April 10, 2018**. Thank you for your time and honest evaluation of this candidate.

Please circle one:	P - Poor	A - Average	G - Good	S - Superior
Responsibility	P	A	G	S
Honesty	P	A	G	S
Class Behavior	P	A	G	S
Care for others	P	A	G	S
Academic Effort	P	A	G	S
Attitude	P	A	G	S
Leadership	P	A	G	S
Social Skills w/ peers	P	A	G	S
Communication Skills	P	A	G	S
Overall ASB potential	P	A	G	S

How well do you know this student?

- Very Well
 Well
 Average
 Not very well

How strongly would you recommend this student?

- Not at all
 with some reservation
 Recommend
 Strongly recommend

Additional Comments:

Signature: _____ Date: _____

Santa Monica High School ASB Teacher Recommendation #2

Student Name (Candidate): _____

Candidate's Intended Position: _____

Recommending Teacher: _____

Dear teacher,

Your name has been submitted by the student named above for a recommendation to become an ASB Officer. Please take a few minutes to complete this **CONFIDENTIAL** form and return it to S. Rotondi's mailbox in the S-House or Activities office by **Tuesday, April 10, 2018**. Thank you for your time and honest evaluation of this candidate.

Please circle one:	P - Poor	A - Average	G - Good	S - Superior
Responsibility	P	A	G	S
Honesty	P	A	G	S
Class Behavior	P	A	G	S
Care for others	P	A	G	S
Academic Effort	P	A	G	S
Attitude	P	A	G	S
Leadership	P	A	G	S
Social Skills w/ peers	P	A	G	S
Communication Skills	P	A	G	S
Overall ASB potential	P	A	G	S

How well do you know this student?

- Very Well Well Average Not very well

How strongly would you recommend this student?

- Not at all with some reservation Recommend Strongly recommend

Additional Comments:

Signature: _____ Date: _____