

Samohi ASB Elections Application



Elected Position Job Descriptions
Application

Samohi Application Requirements

ASB Code of Conduct

ASB Commitment Acknowledgement

Campaign Guidelines

Form of Complaint

Teacher Recommendations

Elected Position Overall Job Descriptions

Any candidate running for an Executive Board position must have a minimum of one successful year in ASB at Santa Monica High School.

ASB President (*Executive Board*) - This position is the leader and face of the organization. The organization is as effective as is the president. The president must be committed to the aims and purposes of the organization and school system, and be respected by peers, the faculty, administration, and must abide by all school and ASB rules. The ASB President plans for the school year and leads retreat during the summer, runs each ASB meeting during the school year, and is responsible for specific committees while remaining cognizant of the *big picture* to ensure ASB's aims for the year are being met. This candidate is highly visible. He/She must be a leader whom others want to follow. Therefore, he/she must plan ahead, listen well, keep commitments, and lead by example to inspire others to do the same. This position is celebrated by the overall successes of ASB but also burdened by the overall failure of any ASB event or action by members, therefore the candidate must be able to handle the stress and be adept at problem solving.

ASB Vice President (*Executive Board*) - This position is a key person as the "right arm" to the president. The VP is the "doer" - the organizer, coordinator, and facilitator of a successful ASB. The VP is responsible for holding all ASB members responsible for their duties for the academic class of ASB. He/she will work closely with the Activities Director to log and organize academic performance, collect all paperwork that is assigned toward the academic grade for the class, and keeps permanent records. The VP will also be in charge of specific committees and events in ASB. The VP must share the president's vision and help to achieve ASB's goals.

ASB Treasurer (*Executive Board*) - This position is the gatekeeper of the Associated Student Body funds, working closely with the school accountant, ensuring that all funds are spent to directly benefit students. All monies through ASB are cleared through the Treasurer. He/she must keep records of all fundraising happening in the class and know what fundraisers are happening on campus. He/she must keep balance sheets, ensure ASB remains within the allotted budget, and that money gets deposited appropriately and immediately from all events. He/she is also in charge of fundraising for the ASB class and will be in charge of specific committees in ASB.

ASB Secretary (*Executive Board*) - This position requires attention to detail, not only in taking accurate notes of the proceedings, but also in preparing the minutes and in conducting correspondence on behalf of the organization. He/she must show efficiency, attention to detail, orderliness, trustworthiness, dependability, promptness, courtesy, and is responsible for updating the calendar of events for the organization. He/she will also be in charge of specific committees in ASB.

ASB Student Member of the Board (*Executive Board*) - This position represents the entire student body to the Board of Education. He/she is the face of SAMOHI and must be well-spoken, knowledgeable about what is going on at school, in tune with what the student body wants, and be proactive about discussing topics regarding school matters with adults. He/she must attend all board meetings twice a month and may be assigned to attend other district-level meetings (sparingly). This position will also be in charge of specific committees in ASB.

Class Presidents and Vice Presidents - (*Senior class president must have a minimum of one successful year of ASB at Santa Monica High School*) These positions oversee the organization of all class activities and serve as a liaison between the class, ASB, administration, and staff. These positions must know what the class needs and to support the students in the class. These positions will hold and lead Steering meetings once a week at lunch to discuss issues, to plan fundraisers, to

unify the class with class gear and class activities, to make goals, and to communicate any matters pertinent to the class. These positions should involve as many class members in decision making as possible, and use creative communication methods in order to get their class involved. Class events rely solely on the success of the Class Cabinet, of which these positions are in charge. Thus it is the responsibility of the president and VP to ensure success in all that they do to provide a fun, inclusive and positive year for the class.

Class Treasurers - This position will budget and plan for the class' fundraisers. The primary responsibility of the treasurer is to raise money and keep financial records for the class. He/she should have updated records of account balance and keep the rest of the class up to date on the progress toward financial goals. Treasurers must keep strict records of expenses and revenue, and hold members accountable for their participation in fundraisers.

Class Secretaries - This position is in charge of taking accurate attendance and minutes for every meeting and keeping them for official records. He/she reminds Steering of old and new business, and keeps logs of any activities the class participates in. This position is the organizer for the group: contact lists, reminders, etc. As a part of cabinet, he/she is also responsible for fundraising for the class.

Application for ASB

Student Name: _____

E-Mail Address: _____

Grade Next Year: **10 11 12** House: **S M O H I** Phone #:(____)_____ - _____

Position you are interested in running for:

- | | | |
|---|--|--|
| <input type="checkbox"/> ASB President** | <input type="checkbox"/> Senior Class Vice President | <input type="checkbox"/> Sophomore Class President |
| <input type="checkbox"/> ASB Vice President* | <input type="checkbox"/> Senior Class Secretary | <input type="checkbox"/> Sophomore Class Vice |
| <input type="checkbox"/> ASB Secretary* | <input type="checkbox"/> Senior Class Treasurer | <input type="checkbox"/> President |
| <input type="checkbox"/> ASB Treasurer* | <input type="checkbox"/> Junior Class President | <input type="checkbox"/> Sophomore Class Secretary |
| <input type="checkbox"/> ASB Student Member of the Board* | <input type="checkbox"/> Junior Class Vice President | <input type="checkbox"/> Sophomore Class Treasurer |
| <input type="checkbox"/> Senior Class President* | <input type="checkbox"/> Junior Class Secretary | |
| <input type="checkbox"/> Senior Class President* | <input type="checkbox"/> Junior Class Treasurer | |

*Need to have at least one year of prior ASB experience.

** Need at least one year of prior ASB experience and must be entering grade 12

Qualifications: (You must meet all)

1. 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: _____

2. Students who participate in a sport or SAMOHI summer activity **MUST** have a coach or director of the program acknowledge an understanding of their situation. 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.

Student Signature _____ Parent Signature _____

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. ***Note: you will need to fill out your name and the position you are interested in before you hand the teacher your recommendation.**

1. ASB Application
2. Resume

On a separate piece of paper, please create a personal school resume, which tells us about you. Samples of resumes can be found on the Internet. Your resume should include the following information:

- I. Name
- II. Grade
- III. Current Cumulative GPA
- IV. Current Class Schedule with a **printout** of your 1st Semester Grades
- V. Club memberships and offices/positions held (if applicable)
- VI. Student Council Experience
- VII. Community or Athletic Involvement
- VIII. Hobbies and Interests
- IX. Awards Won or Personal Achievements

3. Short Answers

- 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? (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?
 - g. (Executive Board Candidates Only)* How would you handle working with a difficult committee/member?
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 turn in your completed application to the Activities Director in the Activities Office by 3:30 PM on Tuesday, February 20, 2018. LATE APPLICATIONS WILL NOT BE ACCEPTED!

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, have fewer than 12 absences in a semester and zero trancies or suspensions.
- 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, in which case I will be removed from office and the class. If my GPA does not increase, I understand that I will be immediately removed from office and the class.
- C. If I earn more than 12 absences, I am required to attend Super Saturday to rectify my record. If I earn another 12 absences, I will be removed from office and the ASB class immediately.
- D. If I am truant to a class or to school, or if I am suspended for a school infraction, I will be removed from office and the class immediately.

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 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 and help the Activities Director, the ASB President and all ASB members when needed.
- E. I will carry my SMHS ID card at all times.
- F. I will carry out the responsibilities of my office as stated in the Bylaws of the SMHS Constitution.
- G. I will be on time to class and all ASB events.
- H. I will display good sportsmanship at all times and serve as an ambassador for SMHS at other schools.
- I. I will maintain at least a satisfactory citizenship record.
- J. 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.
- K. 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 or Executive Board, and I am responsible to execute those tasks.
- E. I understand that I am expected to attend the summer ASB retreat July 30th-August 3rd. **These retreats are mandatory**, and 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

I understand that being selected to be on ASB is a privilege. I agree to the responsibility that as a member of ASB, I will be required to spend time at lunch and outside of the school day to fully execute the position.

*** I have read the job description for which I am applying and agree to its duties. I understand that being elected to a position of leadership is a great responsibility and that the student body is counting on me to fulfill its obligations with integrity. I understand that I will be held accountable to fulfill my duties in office by the Activities Director and that he/she will determine my successes in the form of a letter grade in the class.

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

1. Attend ASB Retreat (July 30th - August 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 or that my position is responsible for.

By signing, I understand all duties, responsibilities, and commitments of being a member of ASB. If I fail to uphold my duties, I understand that I may be required to resign my position.

_____ Parent Signature

_____ Candidate Signature

Campaigning Guidelines

Anyone planning to run for an elected position **must** be present at the **mandatory** meeting in **B100** during **lunch on Friday, February 16, 2018.**

Campaign Rules

Failure to abide by the campaigning rules will result in disqualification.

- You must **not** exceed a \$100 maximum limit on your campaign supplies. (Please note that you may not have anything donated to your campaign. All supplies used must be accounted for in your \$100 budget.)
- Black and white copies of posters will count as 10¢ each
- Colored copies of posters will count as 15¢ each
- You may not run your campaign with another person
- No stickers
- Your speech may not include the use of singing, rapping, dancing, or spoken word poetry.
- All posters must be on 8.5" x 11" printer-sized paper
- Only **two** campaign posters are allowed per person per bulletin board (bulletin board must say ELECTIONS at the top) or blue box
- Campaign posters are only allowed in teacher classrooms, on bulletin boards, or on the blue boxes.
- All campaigns must be run in good spirit and with great sportsmanship.
- If you choose to use food or candy, it must be prepackaged and store bought.
- The use of social media (by you, or anyone else) is prohibited

Receiving Approval of Campaigning Supplies

The ASB application is due on Tuesday, February 20, 2018. If you are planning to campaign for the election, you will need to attach your campaign plan. This includes but is not limited to:

- Campaign Posters
- Slogans
- Receipts (laying out \$100 budget)
- Candy to be passed out
- Pins/Buttons
- Food
- Speech

For all supplies, include the number of items and cost of each. You will be notified of approval/disapproval.

Campaign Week

Campaign Week will begin at 8:00am on February 26, 2018 and conclude on March 2, 2018. You may not continue to pass out fliers on the day of the election, and all fliers must be removed from teachers classrooms and bulletin boards by 3:30 pm on Tuesday, March 2, 2018.

Election Day

All speeches may not exceed one minute. If running for ASB President, speech may not exceed two minutes.

Schedule:

- 1st Period : Freshmen candidates and Executive Board will give their speech
- 2nd Period : Sophomore candidates and Executive Board will give their speech
- 3rd Period : Junior candidates and Executive Board will give their speech

Notification Period

You will be notified of the election results by a phone call from either the current ASB Vice President or Activities Director afterschool on the day of the election.

Form of Complaint

I, _____ would like to file a form of complaint against
_____ because I believe they have violated the campaign rules for
the 2018-2019 ASB election.

Date of violation: _____

Please select the rule(s) they violated:

- Exceeded the \$100 maximum limit on campaign supplies
- Ran campaign with another person
- Used stickers
- Used posters larger than the allocated size of 8.5" x 11"
- Used more than **two** campaign posters on a bulletin board
- Campaign posters were put on unapproved bulletin boards, fences, walls, or other locations
- Campaign was not run with good spirit or sportsmanship
- Candy/Food used for campaigning was not store bought
- Advertised campaign on social media
- Speech included the use of singing, rapping, dancing, or spoken word poetry
- Other: _____

Please explain why you believe there was a campaign violation:

Candidate's Signature

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, February 20, 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

To be successful in ASB, one must be trustworthy, have strong work ethic, have integrity, and be self-motivated. Please share your honest comments about this student's ability to be an asset to ASB.

Teacher's Signature

Date

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, February 20, 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

To be successful in ASB, one must be trustworthy, have strong work ethic, have integrity, and be self-motivated. Please share your honest comments about this student's ability to be an asset to ASB.

Teacher's Signature

Date