

# 2018-2019 Samohi ASB Incoming Freshman Application



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Teacher Recommendation (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. Note that the teacher recommendations will be turned into the Activities Office by the person completing the form, not you. However, be sure to fill out your name and position, and communicate with your teachers that they need to turn it into SAMOHI Activities Office as soon as they can.

**1. ASB Application**

**2. Short Answers**

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

1. What makes you are the best candidate for the position you are applying for?
2. What qualities do you think are necessary to be successful at Samohi and in life? Why?
3. What do you think are some great unifying activities that we can implement at Samohi to help embrace our diverse campus?
4. 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).
5. Who do you look up to as a role model or ideal leader that has had an influence on your life?
6. In your time here at Samohi, (or at your previous school) have there been any experiences that have resonated within you that you either wish to change or build upon at Samohi?

**3. Completed Task assignment**

**4. Santa Monica High School ASB Code of Conduct (signed by you and your parent/guardian)**

**5. ASB Commitment Acknowledgment**

**You will turn in your completed application to  
the Activities Director at the time of your interview.**

**LATE APPLICATIONS WILL NOT BE ACCEPTED!**

# Santa Monica High School ASB Application

**Student Name:**

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**E-Mail Address (PRINT neatly):**

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**Phone Number:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_      **Grade Next Year:** 9

**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)**

Cumulative GPA is 2.5 or higher (Academics), and Citizenship & Discipline are in good standing, verified by signature of Academic Counselor

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Academic Counselor's Signature

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Student's Cumulative GPA

*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.*

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*Candidate Signature*

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*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

# **Santa Monica High School ASB**

## **Class Cabinet Job Descriptions 2018-2019**

### **Freshman Class President**

- Preside over and prepare agenda for all regularly held Class Council meetings
- Meet with Freshman Class Advisor on a regular basis
- Represent Freshman Class Council at all Inter-Club Council meetings
- Assist ASB Student Outreach Commissioner with reaching out to freshman class and new students
- With Freshman Class Vice-President, fundraise for Freshman Class
- With Freshman Class Vice-President, recruit Class Council members to help staff ASB activities

### **Freshman Class Vice-President**

- Shall assume office of President in case of President's absence or impeachment
- Meet with Freshman Class Cabinet on a regular basis
- Assist ASB Student Outreach Commissioner with reaching out to freshman class and new students
- With Freshman Class President, fundraise for Freshman Class
- With Freshman Class President, coordinate pep rally decorations
- With Freshman Class President, recruit Class Council members to help staff ASB activities
- With all ASB Class Presidents and Vice-Presidents, plan ASB bonding activities

### **Freshman Class Secretary**

- Take minutes at every meeting and type a master copy; provide a copy to the Activities Director
- Distribute copies of the minutes before weekly meetings for approval
- Take notes during non-meeting sessions, such as brainstorming ideas, committee lists, etc.
- Secure a substitute secretary in case of absence to read minutes and take minutes at business meetings
- Organize communication within ASB, such as calling/texting important reminders to the other cabinet members
- Recognize and celebrate ASB Cabinet member birthdays

### **Freshman Class Treasurer**

- Sign and date all ASB financial disbursements, checking for proper signatures; pull out any questionable disbursements and check with the ASB Accountant
- Facilitate fundraising request process for all clubs, teams, and class councils; send approval/denial notices to organizations for fundraisers
- Organize any ASB fundraisers
- Promote and organize ticket sales for all ASB events
- Keep an up-to-date inventory of ASB supplies; notify Activities Director when running low
- Coordinate deposit process of club funds for large fundraisers with Clubs Commissioner
- Establish ASB budget (with Activities Director) in beginning of year and update throughout the year

**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
- Plan a school fundraiser
- Plan a theme for a football or basketball game. Include a halftime activity.
- Plan one event for one of the following weeks: Red Ribbon Week, Breast Cancer Awareness Week, Mental Health Week or Childhood Cancer Awareness Week.
- Plan an event for staff appreciation
- Plan an incoming freshman event
- Plan a theme for a rally. Include one activity during the rally.

\*Optional

Feel free to include any of the following in your task outline:

- Ticket design
- Flyer design
- Map of event
- Pricings
- Description of game(s)

## 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.

The following days/times are the options you will find on the sign up link.

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 must wear Viking Blue and Gold attire every Friday.
- E. 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.
- F. 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.

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Student Signature

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Parent/guardian Signature

# ASB Commitment Acknowledgement

If you are already committed to many extra-curricular activities, please 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 executive board for 2016-2017 and the Activities Director. Commissioner selections will be based on your interview, the presentation of your task, application, resume, and past leadership experiences.

I also understand that being selected to be on ASB is a privilege. If selected I understand the responsibility of ASB. As a member of ASB I will be required to spend hours outside of the school day in meetings planning for my school. Many of the activities sponsored by ASB throughout the year will also require great amounts of time, 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, sports events, award ceremonies, back to school night, open house, freshman orientation, all ASB events, etc.)
3. Attend summer, lunch, and after school meetings.
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 or that the 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: \_\_\_\_\_

From: Ms. Rotondi

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. Please return it to me via district mail or scan and email it to me by April 10<sup>th</sup>, 2018. Thank you for your time and honest evaluation of this candidate.

<b>Please circle one:</b>	<b>P - Poor</b>	<b>A - Average</b>	<b>G - Good</b>	<b>S - Superior</b>
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:

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Santa Monica High School ASB Teacher Recommendation #2

Student Name (Candidate): \_\_\_\_\_

Candidate's Intended Position: \_\_\_\_\_

Recommending Teacher: \_\_\_\_\_

From: Ms. Rotondi

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. Please return it to me via district mail or scan and email it to me by April 10<sup>th</sup>, 2018. Thank you for your time and honest evaluation of this candidate.

<b>Please circle one:</b>	<b>P - Poor</b>	<b>A - Average</b>	<b>G - Good</b>	<b>S - Superior</b>
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:

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_