



## *Palos Verdes High School* *ASB Leadership* *2017-2018*

**Dear ASB Applicants:**

**Thank you for your interest in applying for ASB! Being a member of ASB is an important job that requires a lot of time, effort, dedication and responsibility. It is very rewarding, provides great memories and opportunities to have fun, and offers involvement in the lives of all students on campus.**

**Please read the packet carefully. Failure to comply with the rules and regulations will result in disqualification. You must meet the GPA qualifications. Be sure you know the deadlines and meet them. If you have any questions, please see Mrs. Maxfield in Room 301.**

### **Timeline and Important Dates for ASB Candidacy**

**September 7 – Mandatory information meeting for ALL candidates at lunch in Room 302.**

**September 11 – Elected positions applications DUE to Mrs. Maxfield in Room 301 or front office mailbox.**

**September 11-14 – Campaign Week**

**September 18, 2017 – Campaign speeches LIVE on 205 after fourth period.**

**September 19, 2017 – Interviews for elected positions during 2<sup>nd</sup> period in Room 302.**

**September 19 & 20 – Voting**

**September 21- Announce winner of Freshman elections**

**September 25-Freshman winners join 2<sup>nd</sup> period**

## **Positions Available for Candidacy**

### **Elected Positions:**

1. ASB President
2. ASB Vice President
3. ASB Treasurer
4. ASB Secretary
5. Senior Class President
6. Senior Class VP
7. Junior Class President
8. Junior Class VP
9. Sophomore Class President
10. Sophomore Class VP
11. Freshman Class President
12. Freshman Class VP

### **Appointed Positions:**

1. Commissioners of Special Events
2. Commissioner of Spirit, Athletics, & Red Tide (can be held with another position)
3. Commissioner of Clubs & Elections
4. Commissioner of Sea King Pride
5. Commissioner of Public Relations & Marketing
6. Commissioner of Community Service & Fundraising
7. Commissioner of Technology & Sound
8. Commissioner of Communication & History
9. Commissioner of Art & Construction

## ASB Officer Application

Name: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### 1. Teacher Recommendations:

You must have at least two teachers fill out the teacher recommendation form on page 7 of the application. The teachers must currently have you in their class. Coaches are not an acceptable choice for this recommendation.

**PRINT FOUR OF THE FORMS TO GIVE TEACHERS.**

**Please list the teachers from whom you are receiving teacher recommendations.**

1. \_\_\_\_\_ 3. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_

### 2. Assistant Principal Recommendation:

I recommend the aforementioned candidate as an outstanding representative of Palos Verdes High School.

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Assistant Principal Signature

### 3. Guidance Counselor Recommendation:

I recommend the aforementioned candidate as an outstanding representative of Palos Verdes High School with a 2.5 GPA or greater for the previous semester. **PLEASE PRINT YOUR MOST RECENT TRANSCRIPT OFF OF AERIES AND ATTACH TO THIS FORM.**

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Guidance Counselor Signature

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GPA overall

### 4. Written Response:

Candidate will need to write a one page response to the question on page 5 of the application.

### 5. ASB Code of Conduct:

Student and parent must sign the ASB Code of Conduct prior to submission of the application.

For office use only:

Reviewed by: \_\_\_\_\_

All Signatures are present

Yes No

Project Present: \_\_\_\_\_

Letters of Recommendation are present

Yes No

Student is eligible for candidacy review

Yes No

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

**Candidate Question**  
Please answer thoroughly

**Why do you want to be in ASB?**

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**How do you think you would be a positive impact in ASB?**

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**If you were in the middle of Red Tide and heard a negative chant, what would you do to deter their behavior?**

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## ASB Code of Conduct

I, the undersigned, solemnly swear that I will abide by the following Code of Conduct set forth by the Palos Verdes High School ASB. The following standards of eligibility, conduct, and responsibilities shall apply to all members during their term of office. The term of office shall run for the entire school year.

### 1. Academic Achievement

- a. I will maintain an academic 2.5 GPA computed on a 4.0 scale
- b. If I receive less than a 2.5 GPA during my term, I understand that there will be consequences and limitations to my involvement in ASB. Receiving less than 2.5 could be cause for dismissal from the office by the administration of Palos Verdes High School.
- c. I understand I may be asked to submit a record of my scholastic achievements to the ASB Director at the end of each grading period.

### 2. Behavioral Standards

- a. As a member of ASB, I realize that my conduct must be beyond reproach at all times, on and off campus. (It is critical that you understand the full implications of this statement. Violation will result in dismissal from office. Ask the AP of Discipline if you need further explanation.)
- b. I will uphold the constitution and my oath of office.
- c. I will cooperate with and support the ASB President & ASB Director.
- d. I will abide by school dress regulations at all times.
- e. I will not carry or use any illegal substances or stimulants, drugs, alcohol, etc. at any time, on and off campus.
- f. I will display good sportsmanship at all times and serve as an ambassador for Palos Verdes High School at other schools.
- g. I will maintain a satisfactory citizenship/ attendance record.
- h. I understand that if I am suspended from Palos Verdes High School, I may be suspended from ASB temporarily or permanently, as determined by the Palos Verdes High School Administrative Team.
- i. Failure to comply with any of these rules may result in immediate removal from office as determined by the Palos Verdes High School Administration Team.

### 3. Leadership Class

Leadership class is an essential part of ASB. Being a part of this class means you will constantly learn how to improve your leadership skills. Leadership class will meet during 2nd period.

### 4. Responsibilities of Office

- a. I understand that attendance to class is mandatory
- b. I understand that the same school rules apply in this classroom as any other.
- c. I understand that I am to show up to class on time. (Being late will result in a tardy.)
- d. I understand that I am not to use my cell phone in class. Class time will be used for instruction and class projects.
- e. I understand that it is my responsibility to work on projects/ assignments given to me during class periods and to finish all tasks outside of class if needed.
- f. I understand that, regardless of my position, I will be assigned various tasks that deal with all aspects of ASB.
- g. I understand that I will be assigned work tasks at all ASB functions and that it is my responsibility to work at ASB events.
- h. I understand that being on ASB is a huge time commitment. I am prepared to work during break, lunch, after school, and some evenings to fulfill my duties.
- i. I understand that I am expected to set up and clean up after all activities.
- j. I understand that if I am elected to a commission office, I must be enrolled in the Leadership class during 2<sup>nd</sup> period.
- k. I understand that I will be assigned, and expected to execute, tasks by the ASB Director, BTC Advisor and /or the ASB President and Executive board.

Violation of any of the stated rules is cause for removal from office. Removal from office is determined by the Palos Verdes High School Administration Team, pursuant to the regulations set forth by the ASB Constitution.

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Candidate's Name (Printed Clearly)

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Candidate's Signature

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Parent or Guardian's Name (Print Clearly)

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Parent or Guardian's Signature

## Palos Verdes High School Associated Student Body Teacher Recommendation Form

Student Name: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

**Directions:** Please score the candidate whose name appears above on the following criteria. These scores count for a good portion of the selection score index, so your honest assessment of this student is taken very seriously.

**DO NOT GIVE THIS BACK TO THE STUDENT.** Your individual scores are NEVER shown to the students or parents to maintain confidentiality. Please return this to Jama Maxfield by Monday, September 18<sup>th</sup> Thank you so much for your time.

Characteristic	Score 1-5
Student enthusiastically participates in class activities and discussions.	
Student takes initiative and shows self-motivation.	
Student shows respect to both adults and peers.	
Student demonstrates emotional maturity.	
Student is on time to class and turns in assignments on time.	
Student is trustworthy and honest.	
Student is kind and caring to others in both work and actions.	
Student works well as a member of a team.	
Student is a positive leader in class.	
"Gut feeling"- on a scale of 1-5, what is this student's overall ASB potential.	

### **GUIDELINES FOR SCORING BTC CANDIDATES:**

- 1 - The student never or hardly ever displays the characteristic at all.
  - 2 - The student displays the characteristic less than what is expected of an average ASB student.
  - 3 - The student displays the characteristic as expected of an average ASB student.
  - 4 - The student displays the characteristic more often than expected of an average ASB student.
  - 5 - The student displays the characteristic at the very highest level; this student serves as a clear example to others in this particular area, and few others match this student's excellence in this area
- "N/A" - the student may or may not display this characteristic, but you have not had a chance to observe it in your particular class setting; a score of "n/a" will not factor into the student's final score index.

### **Comments:**

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**Teacher's Signature:** \_\_\_\_\_

