

ASSOCIATED STUDENT BODY

GENERAL ELECTIONS 2025



INTERESTED IN REPRESENTING THE BALLARD STUDENT BODY?

ASB Officer Positions:

ASB President
ASB Vice President
ASB Secretary
ASB Treasurer
Advising Arts Director
Athletics Liaison
Clubs Coordinator
Community Outreach Advocate
Digital Marketing Manager
Link Crew Commissioners
Racial Justice Advocate
Student Senate Representative
Video Producer

Senior Class Positions:

Senior Class President
Senior Class Vice President
Senior Class Secretary/Treasurer

Junior Class Positions:

Junior Class Ambassador
Junior Class Ambassador
Junior Class Ambassador

Sophomore Class Positions:

Sophomore Class Ambassador
Sophomore Class Ambassador
Sophomore Class Ambassador

ELECTED POSITION APPLICATIONS DUE APRIL 25TH BY 4:00PM

APPOINTED POSITION APPLICATIONS DUE MAY 5TH BY 4:00PM

**USE YOUR SCHOOL EMAIL TO EMAIL THE VICE PRESIDENT
(1pcobenauer@seattleschools.org), SECRETARY (1ajseeman@seattleschools.org) AND
ASB ADVISOR (llehni@seattleschools.org).**

**Please see ASB Vice-President Piper Obenauer, ASB Secretary Alexa Seeman or Ms.
Lehni (S100) with any questions**

1pcobenauer@seattleschools.org / 1ajseeman@seattleschools.org / llehni@seattleschools.org

ASB & Class Officer Position Descriptions & Expectations

- Uphold and promote the ASB mission statement for your respective year.
- Respond and bring awareness to the student body's wants and needs, especially underrepresented groups.
- Communicate decisions made by ASB and receive/respond to feedback from the Student Body.
- Support all students, staff, sporting events, teams, programs, and clubs.
- Commit additional hours outside school day to support ASB activities.
- Attend school events and support school community.

The minimum qualifications TO RUN for any ASB position shall be:

1. A term GPA of 2.0 or higher earned during the previous grading period as well as earning a minimum of a 2.0 GPA during the grading period of the election. Non-academic classes, such as T.A. or office assistant, shall not count in computing the GPA for this requirement.
2. Possession of a current ASB activity card.
3. Be clear of all BHS fines.

ASB Officers

3rd Period Leadership Class Required

Elected Positions	
ASB President	Presides over all ASB class leadership meetings. Oversees work of all other officers. Assists ASB advisor in running the Leadership class. Serves as student representative to the BLT (Building Leadership Team), IC (Instructional Council), Administration, and PTSA. Must possess good communication, organization, public speaking, and delegating skills. Must be a senior and have at least 1 year of Leadership class experience. Member of ASB Cabinet.
ASB Vice President	Assists the president and serves in their place in his/her absence. Second in command to the ASB president, assists the student senate and is the leader of ASB elections. Must be extremely organized, committed, and able to delegate when times are stressful. Member of ASB Cabinet.
ASB Secretary	Takes meeting notes at all formal meetings when official decisions are made. Meeting minutes are legal ASB record, and candidates must have great attendance and organization. Member of ASB Cabinet.
ASB Treasurer	Helps to formulate and keep track of the ASB budget. Signs checks and purchase orders for all ASB related expenses. Must have excellent attendance and availability to assist the financial clerk. Participates as a voting member on school spring budget committee. Member of ASB Cabinet.

The minimum qualifications TO RUN for an elected position in the ASB cabinet position shall be:

1. President must be of Senior standing, based on credits and one year of ASB experience at the time of taking office.
2. Junior or Senior standing, based on credits, for Vice President, Secretary, and Treasurer at the time of taking office.
3. The President and Vice President must have completed a minimum of 2 consecutive semesters at Ballard High School at the time they take office.

ASB Officers

3rd Period Leadership Class Required

Appointed Positions (interviews with the Election Council will occur from May 8th–May 16th)	
Advising Arts Director	Heads poster making and physical advertisements for ASB events. Makes Spirit Week posters and collaborates with committees throughout the year to publicize information and events.
Athletics Liaison	Point person for all BHS Sports. Works to increase attendance at sporting events and must be in communication with team captains and Athletic Director. Responsible for making sports announcements, sports posts, and coordinates athletic ASB activities. Represents ASB at Athletic Booster Club Meetings.
Clubs Coordinator	Point person for all BHS ASB Student-led Clubs and Student Unions. Must be in communication with club leaders and in charge of keeping the school's club list updated. Responsible for aiding club announcements and promoting clubs in school.
Community Outreach Advocate	Involved in Ballard Community through philanthropic and other events. Oversees all community events within the school (community events include, but are not limited to awareness weeks, charitable events, etc.). Works to raise awareness about important topics during all awareness weeks. Works with Digital Marketing Manager to reach out with information to the student body. Must be passionate about student's physical/mental health, as well as equity and equal representation for all communities within Ballard.
Digital Marketing Manager	Deliver ASB information to student body and Ballard community. Responsible for organizing ASB work on updating calendars, Remind, Instagram, Tik Tok, and any other ASB social media. Also aids class ambassadors with posting on the class accounts and participates in morning announcements.
Link Crew Commissioner	Facilitates seamless communication between staff, administrators, Link Coordinators, and Link Crew Leaders, ensuring the effective operation of the Link Crew Program at BHS. Your Commitment and efforts support incoming freshmen, fostering community and assistance during a pivotal transitional phase.
Racial Justice Advocate	Acts as a partner with various Student Unions and underrepresented communities within Ballard. Serves as student representative to the BLT (Building Leadership Team). Seeks to address issues and concerns within those communities and brings them to the attention of ASB for all to act. Works with Community Outreach Advocate on awareness weeks/months.
Student Senate Representative	Point person and organizer of the BHS Student Senate. Works in conjunction with the Digital Marketing Manager and Media Producer to get information out to the student body. Must be attentive to student feedback and be the voice of the student body.
Video Producer	Create motion picture productions to communicate ASB messages to students. The ASB Video Producer will complete production on behalf of the ASB. <i>*Recommended to be enrolled in the Digital Filmmaking Program at the Intermediate or Advanced level. One can be nominated by the Digital Filmmaking teacher and referred to ASB and the Activity Coordinator.</i>

Class Officers (3 positions per class)

3rd period Leadership class required for Seniors, recommended for grade 10-11

Elected Positions	
Senior Class President	Preside over all Senior Class meetings. Oversee the work of all other Senior officers. Collaborate with Senior Class Vice President on Senior T-Shirts, Prom, Graduation, and other senior events.
Senior Class Vice President	Collaborates with Senior Class President on Senior T-Shirts, Prom, Graduation, and other senior events. Work and assist with all appropriate projects, planning, and duties.
Senior Class Secretary/Treasurer	Monitor class budget within the ASB budget. Report directly to ASB and fiscal secretary. Can sign checks reimbursement slips and purchase orders for class related expenses. Assist other class officers with all appropriate duties.
Class Ambassadors	Initiate and facilitate communication directly with their class. Serve as heads during Spirit Weeks and other ASB events with full class representation.

Rules and Regulations

Grade-level & Credits	All candidates must have earned the appropriate number of credits toward graduation for their grade level.
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Grade Point Average	All candidates must have and maintain a minimum 2.5 GPA in each official grade-reporting period during their year of service, and their cumulative grade point average (see Ms. Lehni for more information). Officers must carry at least 5 full subjects at Ballard High School – no running start students. Failure to meet grade requirements at any grade reporting time will result in temporary suspension from all officer-related activities. If grades are not satisfactory after the 5-week suspension period, officers will be removed from their position.
Activity Cards	All officers must hold an ASB Activity card while in office.
Sports Participation	Officers may participate in sports during their year of service.
Code of Conduct	As a representative of Ballard High School, officers must maintain only the highest expectations of behavior. Observance of all school and district rules will be mandatory. This will include a <u><i>no tolerance policy on the use, sale, and possession of tobacco products, alcohol, or illegal drugs.</i></u> Signature on the attached application shall serve as agreement to these terms.
Disciplinary Action	Elected officers involved in any disciplinary action with the administration, officer-related or not, may result in temporary suspension from one's position. Officers involved in any criminal behavior forfeit their position of leadership for the balance of the school year.
Leadership Class	All ASB officers (elected and appointed) and Senior Class officers must be enrolled in the 3 rd period leadership class. It is recommended but not required for Junior and Sophomore class ambassadors.

Final decisions regarding rules and regulations are determined by Ms. Lehni and Ms. Hunt.

Campaign Process

March 24th through April 25th	Completed applications for elected positions must be turned in by Friday, <u>April 25th by 4:00PM to the Vice President (Piper Obenauer), Secretary (Alexa Seeman), ASB Advisor Classroom (S100), or Mailbox in the main office.</u> Upon approval of application, paper materials will be provided to assist in campaigning. Bulletin notices or other public-address forums may not be used. Social media sites can be used but only in promoting candidates. Any sites disparaging another candidate must be removed immediately and any candidate found to be in connection with these sites will be disqualified immediately.
Week of April 28th through May 2nd:	Campaign Week – Campaigning is an important part of the election process. Make sure your peers know who you are, what position you are running for, and why. Make them want to vote for YOU! Be yourself. The Voters Guide will be distributed this week as well (April 28 th). Encourage your classmates to read about you and other candidates so they can make an informed decision. Don't forget to hang your campaign posters too! The Talisman staff may also interview candidates during this week.
April 29th:	Primary Elections – If more than 3 candidates run for one position, excluding class officer positions, a Primary Election will be held on Wednesday, April 29 th through a Google Form, with decisions made based on what students read in the Voters' Guide. Advancing candidates will be notified that evening at the phone number on their application.
May 1st: 9 th grade: Period 1 10 th grade: Period 3 11 th grade: Period 5	General Elections - Live Speech Format: After primary elections, the final candidates will participate in LIVE SPEECHES in front of their class during the planned class period. All class officer candidates must be prepared with a speech, about 1 minute in length, to give to their classmates to introduce themselves and share why they want to be class officers. ASB officer candidates will answer "live" questions. Students will vote at the end of the speeches at their given meeting space when leaving.
May 5th:	Appointed Position Packet Due – Completed applications must be turned in Monday, May 5 th by 4:00pm to the <u>Vice President (Piper Obenauer), Secretary (Alexa Seeman), ASB Advisor Classroom (S100), or Staff Mailbox (Lehni) in the main office.</u>
May 8th – May 16th:	Appointed Position Interviews - Required interviews will take place on May 8 th – May 16 th before/during/after school. Prior to the date you will receive a time to show up to S100. These interviews will occur with Ms. Lehni, the current position holder, and the ASB Vice President and optionally the newly elected President and Vice President. The interview will be a crucial factor in a candidate's appointment – efforts should be made to be professional and prepared for this interview.

Voters' Guide Questions – Due April 25th

Class Officer and ASB Officer Candidates – Please answer the following questions and email them with your school email to Piper Obenauer, 1pcobenauer@seattleschools.org AND Alexa Seeman, 1ajseeman@seattleschools.org by **April 25th**. Answers handed in on a sheet of paper with the application will NOT be accepted. Your **answers will be published in the Voter's Guide** that will be distributed during Campaign Week to help students make their decisions for the Primary Election.

Required Question:

- As a member of student government, how will you promote inclusion and a sense of belonging among students in your school and community?

Choose 3 of the next 6

1. What are 2-3 of your values that will make you a successful school leader?
2. What are you involved in at Ballard High School?
3. If elected, how would you promote school spirit?
4. What is your favorite thing about Ballard High School?
5. If elected, how would you help make students feel welcome at school?
6. What is a specific cause or event that you feel passionate about at Ballard?

Live Speeches/Questions (Elected/Ambassadors Only) –

Due April 25th

Class Officer and ASB Officer Candidates – Please prepare your speech and/or answer the following questions and email them with your school email to Piper Obenauer, 1pcobenauer@seattleschools.org AND Alexa Seeman, 1ajseeman@seattleschools.org by **April 25th**. Answers handed in on a sheet of paper with the application will NOT be accepted. Slight changes to your speech are acceptable, but your draft must be shared for approval by **April 25th**.

Tips for speeches and answering questions.

- Don't make promises that you have no control over like "longer breaks" and "less homework".
- People take their choices very seriously; therefore, if you come off as professional and prepared, people will respect that.
- Be clear and concise - You have a limited amount of time to get their attention, so take advantage of your time!

Class Officer Candidates: Prepare a speech, about one minute in length, to give to your class. Be sure to include what position you are running for and why you think you are the best choice for that position. Tell your class about the new and exciting things you would like to accomplish at Ballard next year, and what changes you would like to see made. **Class Officer Candidates will speak in front of their class only.*

ASB Officer Candidates: ASB candidates will give a prepared speech in response to the required question. Candidates will also be asked 1 randomly chosen question from the remaining four. Candidates should be prepared to answer all of the questions throughout election week. **ASB Officer Candidates will speak in front of all grade levels.*

Required Question:

Why do you want to serve on ASB Leadership in this role specifically?

1 random question chosen from these 4 below

1. What values do you have that will help ASB succeed next year?
2. What is your past leadership experience and how will you make a good leader?
3. How will you work towards improving school spirit?
4. What is your favorite school event or tradition? Why?

ASB Appointed Position Interviews-

May 8th-16th

The process for selecting the Appointed Positions will consist of the following.

- Complete all packet components/requirements.
- The required interviews will take place from **May 8th- 16th** before, during, or after school. You will be emailed a place and time to interview. If you are unable to make that appointment it is your responsibility to reschedule ASAP with Ms. Lehni via email or in person in S100.
- The interview will be a crucial factor in a candidate's appointment – try to be excited and prepared for this interview.

Checklist for required application items:

Completed Ballard High School Leadership Application for ELECTED Positions

These Items are due April 25th:

- ☐ The Student Government Application Page.
- ☐ The intent to run form with student/staff signatures (25 for class officer candidates, 50 for ASB officer candidates).
- ☐ The voters' guide questions (This includes the required question and 3 / 6 of the optional prompts).
- ☐ Staff recommendation forms from two staff members. These are submitted directly to the Ms. Lehni or her mailbox in the Main office by **April 25th** for elected positions.
- ☐ A draft of your election speech is due **April 25th** via email. Make Sure your Speech/preparation addresses the specific questions relating to the role you are running for.

Talk to Ms. Lehni, Piper Obenauer or Alexa Seeman about complications prior to April 25^h.

Completed Ballard High School Leadership Application for APPOINTED Positions

These Items are due May 5th:

- ☐ The Student Government Application Page.
- ☐ The intent to run form with student/staff signatures (25 for appointed positions)

These items are required with a different due date:

- ☐ Staff recommendation forms from two staff members. These are submitted directly to Ms. Lehni or her mailbox in the Main office by **April 25th** for appointed positions.
- ☐ An email response to Ms. Lehni confirming your interview Date and Time by **May 7th**.

Talk to Ms. Lehni, Piper Obenauer or Alexa Seeman about complications prior to May 7th.

**Reminder: you could be disqualified for "any comments or materials that may be interpreted as negative, derogatory, or offensive to any persons or groups, as well as any references to any type of illegal substance use."*

****Speeches and answers to all questions must be approved by Ms. Lehni, Vice President Piper Obenauer, and Secretary Alexa Seeman. Changes to the speech or live questions between the due date and live speech must be approved! Any unannounced changes may result in disqualification from the election process.**

Good luck!

BALLARD HIGH SCHOOL
STUDENT GOVERNMENT LEADERSHIP APPLICATION

POSITION APPLYING FOR: _____

Name: _____ **2025-2026 Grade Level:** _____

Address: _____ **ZIP:** _____

Phone #: _____ **E-mail:** _____

Guardian Name(s): _____

Current Class Schedule:

Period	Class	Teacher	Room #	Current Grade in Class
1				
2				
3				
4				
5				
6				

By signing below, I acknowledge that I have read the rules and regulations for being a Student Government Officer at Ballard High School and agree to abide by them.

_____ Signature of Applicant	_____ Date	_____ Signature of Guardian	_____ Date
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(For office use only)

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|---|-------------------------------|---------------------------|
| <input type="checkbox"/> GPA: | 1 st Sem GPA _____ | Core Cumulative GPA _____ |
| <input type="checkbox"/> Voters' Guide Question Answers | | |
| <input type="checkbox"/> Rough draft of Live Speech/Answers | | |
| <input type="checkbox"/> Staff Recommendation Forms | 1 st _____ | 2 nd _____ |
| <input type="checkbox"/> Intent-to-Run form. | | |

ELECTED POSITION APPLICATIONS DUE APRIL 25TH BY 4:00PM

APPOINTED POSITION APPLICATIONS DUE MAY 5TH BY 4:00PM

INTENT TO RUN

It is important to make sure that your peers know who you are and what position you are running for. To accept your application, please find the appropriate number of students and staff for your position and ask them to write their name and sign this form to show that they are aware of your candidacy. Note: Students CAN sign more than one Intent-to-Run form as this is not agreeing to vote for you, they are just acknowledging that they know you are a candidate for your desired position.

- **Class Officer and Appointed Position candidates – 25 students in your grade level, and 3 staff signatures**
- **ASB Cabinet candidates – 50 students in the school, and 6 staff signatures**

By signing below I acknowledge being aware of the candidacy of _____ (*name of candidate*) for the position on the Student Government Council of _____ (*name of position*). I am aware I am not formally agreeing to vote for this candidate by signing below.

NAME (please print clearly)	Signature
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Staff Name	Staff Signature
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6**	

**Only required for ASB Cabinet candidates

ELECTED POSITION APPLICATIONS DUE APRIL 25TH BY 4:00PM
APPOINTED POSITION APPLICATIONS DUE MAY 5TH BY 4:00PM

To: Staff

Candidate Name: _____

From: ASB and Ms. Lehni

Staff Name: _____

Position Applying For: _____

The candidate above wishes to run for an ASB or a Class Officer position. Please evaluate them on the following areas by circling the appropriate word.

Leadership Potential:	Unsatisfactory	Satisfactory	Above Average	Excellent
Responsibility:	Unsatisfactory	Satisfactory	Above Average	Excellent
Integrity:	Unsatisfactory	Satisfactory	Above Average	Excellent
Overall Impression of Character:	Unsatisfactory	Satisfactory	Above Average	Excellent

Please take a moment to explain or describe what this person can bring to ASB:

Staff, please return this form directly to Ms. Lehni / her mailbox by Friday, April 25th for elected positions.
AND appointed positions.
(Please do not return to student)

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To: Staff

Candidate Name: _____

From: ASB and Ms. Lehni

Staff Name: _____

Position Applying For: _____

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AND appointed positions.
(Please do not return to student)