

# ***ASSOCIATED STUDENT BODY (ASB)***

## **GENERAL ELECTIONS 2021-22**



**WANT TO MAKE A DIFFERENCE IN YOUR SCHOOL?  
RUN FOR STUDENT GOVERNMENT!**

**Applications due by Wednesday, May 12<sup>th</sup> at 9PM**

- Application includes:
  - Part 1: Intent to Run Declaration
  - Part 2: Voter's Guide Responses
  - Part 3: Recorded Video of Speech (Not applicable for Appointed Positions)
    - You can submit Part 1 and 2 in a single Word Doc.
- Email all application materials to both ASB Vice President Min Jang and ASB Advisor Mr. Kendrick.
  - [1mkjang@seattleschools.org](mailto:1mkjang@seattleschools.org) and [khkendrick@seattleschools.org](mailto:khkendrick@seattleschools.org)
  - You WILL get a confirmation email once your application is received, so if you don't get one, follow up!
- Candidates must demonstrate appropriate online behavior throughout the campaign process or will be subject to disqualification.
- If lack of access to technology is any barrier for you completing the requirements, please email Mr. Kendrick!
- Reach out with any questions!

### **ASB Officer Positions**

President  
Vice President  
Secretary  
Treasurer  
Communications Director  
Community Outreach Advocate  
Racial Justice Advocate  
Media Producer  
Advertising Art Director  
Student Senate Representative  
Clubs Coordinator  
Athletics Liaison

### **Senior Class Officer Positions**

President  
Vice President  
Secretary/Treasurer

### **Junior Class Officer Positions**

3 Ambassadors

### **Sophomore Class Officer Positions**

3 Ambassadors

## **ASB & Class Officer Position Descriptions & Expectations**

- Be involved and spirited in school events
- Represent the student body's wants and needs
- Communicate decisions made by ASB to student body
- Support all types of sporting events and teams
- Have a positive attitude and influence on your peers
- Be willing to put in many hours outside of the school day

## **Things to Consider When Deciding What Position to Run For...**

**ASB Officer Positions** require specific work related to the position, with duties and roles assigned to you from the beginning of the year to the end of the year. Be prepared to take the lead on certain responsibilities and events that are specific to your position. You should be passionate about your position and have ideas related to how to improve upon the position.

**Class Officer Positions** require you to collaborate with your classmates and represent the desires of your class. There will be general work that you will help complete (spirit weeks, assemblies, etc.). You should be passionate about representing your class and bringing them together; these positions are ideal for those who want ASB involvement more generally.

## ASB officers (10 positions)

Attendance in Leadership Class required

Elected Positions	
<b>ASB President</b>	Presides over all ASB council leadership meetings. Oversees work of all other officers. Assists ASB advisor in running the Leadership class. Serves as liaison to the BLT, IC, Administration, and PTSA. Must possess good communication, organization, public speaking, and delegating skills. Must have 1-year of ASB experience.
<b>ASB Vice President</b>	Assists the president and serves in their place in his/her absence. Facilitates the Rotary Student of the Month selection, and oversees ASB elections. Must be extremely organized, committed, and able to delegate when times are stressful. Must have 1-year of ASB experience.
<b>ASB Treasurer</b>	Signs checks and purchase orders for all ASB related expenses. Presents purchase orders to the ASB and leads approval process. Must have excellent attendance and availability to assist the financial clerk.
<b>ASB Secretary</b>	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.
Appointed Positions (interviews will occur on April 29th)	
<b>Digital Marketing Manager</b>	Deliver ASB information to student body and Ballard community via digital platforms. Social Media marketing skills encouraged. Runs ASB Instagram account, plans Remind messages, helps keep Ballard website up to date working with Ballard webmaster.
<b>Advertising Art Director</b>	Lead coordinator of advertising and postings around the school including large spirit week posters, weekly and/or monthly fliers for various events, bulletin boards, and more.
<b>Racial Justice Advocate</b>	Serve as liaison for students of color to have their experiences be heard and collaborate in determine appropriate trainings for ASB. Students of color especially encouraged to apply.
<b>Student Senate Representative</b>	Point person and organizer of the BHS Student Senate. Must relay information between the Student Senators and the ASB. Take the information gathered at Student Senate meetings and try to inform ASB activities and events. Make sure Student Senators feel heard.
<b>Clubs Coordinator</b>	Point person for all BHS ASB Student-led Clubs. Must be in communication with club leaders and in charge of keeping the school's club list updated. Responsible for promoting clubs in school and organizing club-related events and groups.
<b>Athletics Liaison</b>	Point person for all BHS Sports. Works to increase athletics recognition and attendance at sporting events. Stays in communication with team captains and Athletic Director.
<b>Community Outreach Advocate</b>	Involved in Ballard Community through philanthropic and other events. Point person for the Teen Health Center. Updates Reader Board. Works to raise awareness about important topics during all awareness weeks. Works with Communications Director to reach out with information to student body. Must be passionate about student mental and physical health.
<b>Media Producer</b>	Create motion picture productions to communicate ASB messages to students. ASB is the client for these productions. Hands-on production assistance on these projects must be provided by students in the Digital Filmmaking Program. <i>*Must be enrolled in the Digital Filmmaking Program at the Intermediate or Advanced level. They will be nominated by the Digital Filmmaking teacher and referred to ASB</i>

## Class Officers (3 positions per class)

Leadership Class required for Seniors, recommended for grade 9-11

Elected Positions	
<b>Senior Class President</b>	Lead class related activities and events. Oversee the work of all other officers. Serve as a facilitator to ASB Council and BHS Administration. Assist ASB with all appropriate duties.
<b>Senior Class Vice President</b>	Work with class president and assist with all appropriate projects, planning, and duties. Assist ASB with all appropriate duties.
<b>Senior Class Secretary/Treasurer</b>	Report directly to ASB and fiscal secretary. Can sign checks reimbursement slips and purchase orders in place of Treasurer. Takes over for Treasurer and/or Secretary in the event of an absence. Assist ASB with all appropriate duties.
<b>Sophomore/Junior Class Ambassadors</b>	Three positions per class. Collaborate with other ambassadors and represent their class. Assist ASB in execution of various activities and programs throughout the year.

## Rules and Regulations

Grade-level & Credits	All candidates must have earned the appropriate number of credits toward graduation for their grade level.
Grade Point Average	All candidates must have and maintain a minimum 2.0 GPA in each official grade-reporting period during their year of service, as well as from their April 2020 grades and their cumulative grade point average (see Mr. Kendrick for more information). 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 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 and Senior Officers must be enrolled in the Leadership Class. It is <b>highly</b> recommended but not required for Junior and Sophomore Class Ambassadors.

**Final decisions regarding rules and regulations are determined by Mr. Kendrick and Mr. Wynkoop.**

## Campaign Process

<b>April 28<sup>th</sup> - May 12<sup>th</sup></b>	<b>Application Completion Period</b> – Make sure to complete and turn in your applications during this time! All components of the application must be completed and turned in to be in the campaign process. <b>NO LATE APPLICATION MATERIALS ACCEPTED!</b>
<b>May 12<sup>th</sup> - 17<sup>th</sup></b>	<b>Campaign Week</b> - Campaigning is an important part of the election process, but is only necessary for ELECTED positions. Social media sites can be used but only in promoting candidates, not attacking. <b>To reach a broader audience during Hybrid School you may create one digital flier that will be posted on Ballard's Instagram during this week – make it look nice and be creative! There will be more information to come out on these guidelines.</b> Candidates should not spend any additional money on special papers, candies, buttons, etc. Make sure your peers know who you are, what position you are running for, and why. Make them want to vote for YOU! The Voter's Guide will be distributed this week as well. Only ELECTED positions will be in the Voter's Guide. Encourage your classmates to read about you and other candidates so they can make an informed decision.
<b>May 18<sup>th</sup></b>	<b>Primary Elections (For ASB Elected and Class Elected Positions)</b> – If more than 2 candidates run for one <b>ASB ELECTED POSITION</b> , or one specific <b>SENIOR CLASS POSITION</b> , or more than six <b>SOPHOMORE/JUNIOR CLASS POSITIONS</b> , a Primary Election will be held digitally on Tuesday, May 18th. Links to voting will be distributed over Instagram and Remind. <b>Two</b> final candidates for each <b>SENIOR CLASS POSITION</b> and <b>six</b> final candidates for the <b>SOPHOMORE/JUNIOR ABASSADORS</b> will be determined. <b>Two</b> final candidates for each <b>ASB ELECTED POSITION</b> will be determined.
<b>May 19<sup>th</sup> - 21<sup>st</sup></b>	<b>General Elections</b> - During this time period all voting for elected positions will be happening digitally. You will find the link to vote on the Ballard Library Support Schoology Page. Links will go live on May 19 <sup>th</sup> and close May 21 <sup>st</sup> at 5pm.
<b>May 19<sup>th</sup></b>	<b>Appointed Position Interviews</b> – Required interviews will take place on May 19 <sup>th</sup> and students will have the option to attend these interviews in person at Ballard, or online via Teams. Prior to the interview you will receive a time and link to meet digitally. The interview will be a crucial factor in a candidate's appointment – efforts should be made to be professional and prepared for this interview.

## Intent to Run Declaration – Part 1 of Application

To make sure that you fully understand the rules and have read everything carefully, **please type up the following statement in the box word for word**, filling in some blanks with your information, and send it in a document as part of your application.

I, (*full first & last name*), am choosing to run for (*name of position*). Next year I will be in (*10/11/12*) grade. I am prepared to complete the work required to participate in the election, and am prepared to be an involved member of ASB next year if I make it through the election process. I understand taking the Leadership class is required of most positions on ASB. I acknowledge that I have read the rules and regulations for being on ASB at Ballard High School and agree to abide by them.

## Voters' Guide Questions – Part 2 of Application

(Completed by everyone)

If you are running for any ELECTED position, **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. If you are running for any APPOINTED position, **your answers will be used by those interviewing you** to get a better sense of who you are before the interview.

### Required Question:

- Why do you want to be on ASB?

### Choose 2 of the next 5

1. What is the most important value you believe a leader should have?
2. Why are you the best candidate for your position?
3. If elected, how would you increase school spirit and participation at Ballard?
4. What event or activity would you like to lead at Ballard and why?
5. How will you help Ballard come back stronger than ever after a year+ of online school?

## Pre-Recorded Video Speech – Part 3 of Application

(Only completed by Elected Positions, not appointed)

Because of Hybrid School, those running for an elected position will deliver your speech in a pre-recorded 60 second video clip (no longer) that will be edited together with your opponent's speeches and sent out to your peers prior to voting. **Your video should be filmed in landscape format** (horizontal, not vertical). Email your video file along with Parts 1 & 2 of your Application for a complete application.

Introduce yourself to those voting for you! 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 (or the student body if running for ASB) about new and exciting things you would like to accomplish at Ballard next year, and what changes you would like to see made. Share your values! Comment on what are you most passionate about and excited for regarding the duties of your specific position.

This is a new dynamic in the election (having speeches be delivered by video). Feel free to be fun and creative, while keeping your speech substantive and appropriate.

## Appointed Position Interviews - (Only applicable if running for APPOINTED position)

- You still need to complete Parts 1 & 2 of the Application Process (Intent to run declaration & Voter's Guide)
- Required interviews will take place on May 19<sup>th</sup>. Prior to the date you will receive a time to meet along with info on how, and be able to decide if you will interview remotely or in-person.
- The interview will be a crucial factor in a candidate's appointment – efforts should be made to be professional and prepared for this interview.