Dear ASB Applicant,

Thank you for your interest in applying for Associated Student Body! Being on ASB is an important job that requires a lot of time, effort, dedication, and responsibility. It also is very rewarding, gives you great memories and opportunities to have fun, and gets you involved in the lives of all students on campus. ASB officers are in charge of the school activities for each semester.

**ASB will be a class in the block schedule next year.** As an ASB member, you must be RESPONSIBLE, RELIABLE, and DEPENDABLE. You will be responsible for work that must be done outside of ASB meetings and school hours such as attending school activities.

Student conduct throughout the election process is tightly monitored. Any poor sportsmanship or posting of non-positive election materials will result in immediate disqualification. Also any negative campaigning or destruction of other candidate’s materials will also result in disqualification.

Please read the packet carefully. Failure to comply with the rules and regulations will result in disqualification. Be very careful that you meet the GPA qualifications. If you have any questions, please see Mrs. Lester in the ASB office. Be sure you **know the deadlines and meet them.** Thank you for wanting to be a part of the ASB team. Good Luck!

Note to those running for elected positions: In the case that you lose your election, you will still be eligible to interview for an appointed position.

**Timeline**

March 24, 2016 – Applications are available on the school website
April 15, 2016 – All Application are due back to the ASB office completed
April 20, 2016 – Eligibility letters go out
April 24, 2016 – Set up campaign materials
April 25-29, 2016 – Campaign week!
April 29, 2016 – Voting before school, break, and lunch
May 2, 2016 – Winners announced, posted at ASB office
May 3-6, 2016 – Appointed Office Interviews before school
Positions available for Candidacy

Applicant must have prior ASB experience to run for:
ASB President
ASB Vice President
ASB Secretary
ASB Treasurer

No prior experience necessary to run for:
Senior Class President
Junior Class President
Sophomore Class President

Appointed Officers – These will not be voted on by the general population of the school. Please fill out your application for these positions and you will go through an interview process.

Appointed Commissioners (9):
- Commissioner of Pep
- Commissioner of Spirit
- Commissioner of Academics
- Commissioner of Athletics
- Commissioner of Publicity
- Commissioner of Marketing
- Commissioner of Community Involvement
- Commissioner of Technology
- Commissioner of Special Events

Coordinators (16): These members will be appointed to committees and will not have voting privileges.
Commission Officer Application Requirements

Please complete the related task and be as thorough as possible.

- **ASB President/Vice President**
  - Please outline your plan for the year and what you hope to accomplish with your administration.

- **Class Presidents**
  - Please outline your plan for activities for your class for the entire year. How can you bring your class together as a group?

- **Athletics Commissioner**
  - Please outline what lunchtime intramural activities you would organize (dodge ball, indoor soccer, etc.) and how you would make them happen.

- **Spirit Commissioner**
  - How can we improve freshman orientation? Also please make up 3 group cheers to be used in the stands for motivating athletes on the field and court.

- **Pep Commissioner**
  - Please write a sample assembly script including games, group performances, special recognitions, etc.

- **Marketing Commissioner**
  - What should we sell in the ASB office to encourage more students to buy spirit gear?
  - Also, please design a Battle of the Bell spirit shirt.

- **Community Involvement Commissioner**
  - Please come up with a plan for school wide community service events for the first semester. Please include dates, times, location, contact information and a sample flyer that you would use to promote the events.

- **Publicity Commissioner**
  - Please create one 3ft x 5ft poster used to promote the Battle of the Bell football game for the 2016 season. The poster must be positive in nature and not degrading to Costa Mesa. Please be creative.
  - Also please write a sample article describing a recent Estancia event.

- **Technology Commissioner**
  - Please create a 2 minute video that you would show during the Battle of the Bell Rally next year. The video must be positive in nature and not degrading to our rival school. Video must include music graphics, text, etc. Please put the video on YouTube and send the link to Mrs. Lester through School Loop.

- **Academics Commissioner**
  - What can we do to incentivize good grades and recognize students who show academic achievement? (Aside from Student of the Quarter, Honor Roll, etc.)

- **Special Events Commissioner**
  - Please outline how you would organize all aspects of the upcoming Homecoming dance.
Position Applying For: ________________________________

Name: ____________________________________________

Phone: ( _______ ) _________________________________

Email: _____________________________________________

Address: __________________________________________

City: ___________________________ Zip Code: __________

1. Teacher Recommendations:
   You must have at least two teachers fill out the teacher recommendation form on pages 7 and 8 of the application. The teacher must currently have you in their class. Coaches are not an acceptable choice for this recommendation.

   Please name the two teachers that you are receiving teacher recommendations from.

   1. ____________________________________________

   2. ____________________________________________

2. Assistant Principal Recommendation:
   I recommend the aforementioned candidate as an outstanding representative of Estancia High School.

________________________________________
Assistant Principal Signature

3. Guidance Counselor Recommendation:
   I recommend the aforementioned candidate as an outstanding representative of Estancia High School with a 2.5 GPA or greater for the previous semester.

__________________________  __________________________
Guidance Counselor Signature GPA for previous quarter

4. Written Response:
   Candidate will need to write a one page response to the questions on page 5 of the application.

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

6. Commissioner Task:
   Applicant must perform the task related to his/her position outlined on page 3.
Candidate Questions
Please write one page (be legible)

1. Low student turnout/participation has sometimes been a problem with ASB events. (For example, only 50 people showed up to Holiday Movie Night this year). How would you go about increasing student participation? (e.g. incentive, publicity, etc.)

2. How can we sell more ASB cards?
ASB Code of Conduct
Please read through carefully

I, the undersigned, solemnly swear that I will abide by the following Code of Conduct set forth by the Estancia 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 Estancia High School.
   c. I understand I may be asked to submit a record of my scholastic achievements to the Activities Director at the end of each grading period.

2. Behavioral Standards
   d. 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 Mrs. Lester if you need further explanation.)
   e. I will uphold the constitution and my oath of office.
   f. I will cooperate with and support the ASB President & Activities Director
   g. I will abide by school dress regulations at all times.
   h. I will not carry or use any illegal substances or stimulants, drugs, alcohol, etc. at any time, on and off campus.
   i. I will display good sportsmanship at all times
   j. I will maintain a satisfactory citizenship/attendance record.
   k. I understand that if I am suspended from Estancia High School, I may be suspended from ASB temporarily or permanently, as determined by the Estancia High School Administrative Team.
   l. Failure to comply with any of these rules may result in immediate removal from office as determined by the Estancia High School Administration Team.
   m. Posting of negative material on campus, within social media, etc. will result in immediate removal from ASB.

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.

4. Responsibilities of Office
   n. I understand that attendance to class is mandatory
   o. I understand that the same school rules apply in this classroom as any other.
   p. I understand that I am to show up to class on time. (Being late will result in a tardy.)
   q. I understand that I am not to use my cell phone in class. Class time will be used for instruction and class projects.
   r. I understand that it is my responsibility to work on projects/assignments given to me during class periods.
   s. I understand that, regardless of my position, I will be assigned various tasks that deal with all aspects of ASB.
   t. I understand that I will be assigned work tasks at all ASB functions and that it is my responsibility to work at ASB events.
   u. 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.
   v. I understand that I am expected to set up and clean up after all activities.
   w. I understand that if I am elected to a commission office, I must be enrolled in the Student Government class during the bell schedule.
   x. I understand that I will be assigned, and expected to execute, tasks by the Activities Director, Advisor and/or the ASB President.

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

Candidate’s Name ________________________________  Candidate’s Signature ________________________________

Parent or Guardian’s Name__________________________  Parent or Guardian’s Signature__________________________
ASB Recommendation Form

Teacher Name: ________________________ Student Name: ________________________

Position seeking: ____________________________

Teachers: Thank you for taking the time to fill out this form. Your input is a vital part of the selection process. When done, please turn in to the ASB mailbox no later than April 15, 2016. **Please do not give back to the student.**

Please rate this student’s: (1 being the lowest and 10 being the highest)

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<th>Work Ethic:</th>
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<th>Character &amp; Honor:</th>
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Would you recommend this student for the position aforementioned? Why or Why not?

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Please rate this student’s: (1 being the lowest and 10 being the highest)

Work Ethic: 1 2 3 4 5 6 7 8 9 10

Dependability: 1 2 3 4 5 6 7 8 9 10

Punctuality & Attendance:

Leadership Abilities: 1 2 3 4 5 6 7 8 9 10

Character & Honor: 1 2 3 4 5 6 7 8 9 10

Would you recommend this student for the position aforementioned? Why or Why not?

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