

Application for Associated Student Body: 2017-2018

Submit this page to the Main Office by 3:45 on Friday, May 12, 2017

Name: _____

Office/Position Applying For: _____ Year of Graduation: _____

To Be Filled Out By Your Counselor

Accumulated GPA: _____ On track for graduation: Yes No

Counselor's Signature: _____

Teacher Recommendation

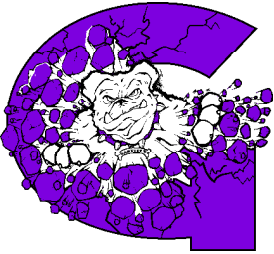
Name: _____ Dept: _____

Why would you recommend this student for this position? : _____

I have read and understand the Associated Student Body position that I am applying to run for. I am willing and able to meet the demands of this position. I also understand that my elected position may be revoked by administration at any time for just cause.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____



Please attach a legible (preferably typed) bio which includes:

- your passions and values as a leader
- your qualifications for holding office, which may include previous experience
- a statement about your leadership ability
- how you believe you can represent a wide variety of students.
- commitments to other clubs, organizations, sports, or other activities.

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Timeline

May 2 Application Available for Pickup in Main Office or Download

May 12 Application Due Date

May 15-26 Campaigning

May 15 Informational Interviews (2nd Period)

May 30 Live Speeches and Voting during class meetings

June 2 Candidates notified of results

June 9 Candidates announced at Purple and White assembly (Mandatory)

June 15 Mandatory ASG/ASB Training 3:45-5:45 (if elected)

August TBD Mandatory ASG/ASB Retreat

Candidate Requirements

To apply, you must:

1. Have an accumulated **GPA of 2.0 or higher**
2. Be **on track for graduation** (as verified by counselor)
3. Submit a **teacher recommendation**
4. Attach a **legible bio** which includes: your passions and values as a leader, your qualifications for holding office, which may include previous experience, a statement about your leadership ability, and how you believe you can represent a wide variety of students. You could also include your commitments to other clubs, organizations, sports or other activities.
5. Return application with legible (preferably typed) bio to the Main Office by **May 12, 2017 at 3:45 PM.**
6. Before your name is placed on the Official Ballot and any campaigning takes place, an **informational interview** will be held with the Activity Coordinator, a current Senior Officer, an Administrator, and/or a Teacher.

Officer Requirements

To hold a 2017-2018 ASB office, you must:

1. Be a senior
2. **Enroll in Leadership/Project Management** for at least one semester, except by specific permission.
3. Attend Garfield High School a minimum of three classes per semester for the 2017-2018 school year
4. Hold an activity card (ASB sticker,) except by permission from the Activities Coordinator
5. Have not previously received a suspension for hazing, fighting, weapons, alcohol, or drugs in the past year. Exceptions may be made by the Principal or his/her designee.
6. Attend 50% of regular meetings as arranged by Adviser
7. Attend after school training on **Thursday June 15, 2017** and participate in an ASB/ASG retreat in **August**.
8. Other leadership opportunities and positions exist by Adviser permission (BLT rep, PTSA rep, Spirit Committee, etc)

Campaign Procedure

1. Campaign posters may be displayed from 5/15-5/26 **in the Commons or on bulletin boards.**
2. No election materials may contain negative or degrading remarks about other candidates nor be inappropriate.
3. All **signs must be approved** by administration (Ms. Griffin) or the Activities Coordinator (Ms. Antoncich) before being posted.
4. Signs must be removed immediately after election.
5. A campaign speech will be presented to all students on Election Day and information regarding the candidates may be released via the school newspaper or on YouTube or another internet site to advertise the candidacies.
6. Social media campaigns are permissible, but anything posted must follow all school rules. No bribery, blackmail, or coercion of any nature is allowed.
7. The Activities Coordinator can print up to 50 copies of a poster on 8.5x11” white paper. Colored paper may be provided by the candidate.
8. Candidates **may not exceed a \$20 limit** on campaign spending. Candidates must bring in receipts of their spending if the candidate is challenged by the general public in their campaign spending. Posters printed by the Activities Coordinator are not included in these costs.
9. The activity coordinator and/or the candidates are required to publicize returning candidates’ overall meeting attendance in order to increase transparency. It is also highly recommended that returning candidates publicize the tasks they have completed while in office.

Job Descriptions

Keep this page for your reference

CLASS PRESIDENT

1. Plan and facilitate class ASB meetings. Class adviser must approve all meeting agendas.
2. Work with officers and class advisers to plan all-class meetings and attend meetings.
3. Work with adviser to plan and designate responsibilities for fundraising and class activities.
4. Give support to community service project.
5. Present the needs, concerns, and ideas of your class to the student government class.
6. Organize informal regular meetings with co-officers and class adviser.
7. Organize and participates on committees.
8. Participate in events/projects/assignments/etc., as designated by the Activity Coordinator/Instructor/ASG Adviser/Class Adviser or Administration.

CLASS VICE PRESIDENT

1. Back-up Class President.
2. Assist President with class projects and fundraisers. Work with committees.
3. Attend class ASB and all-class meetings with other officers. Help plan agenda for meetings.
4. Attend PTSA meetings.
5. Co-chair for community service project.
6. Chair publicity for all class projects, sales, and fundraisers.
7. Participate in events/projects/assignments/etc., as designated by the Activity Coordinator/Instructor/ASG Adviser/Class Adviser or Administration.

CLASS SECRETARY

1. Back up Class President and Vice-President.
2. Attend and takes notes at class and senate meetings.
3. Submit minutes regularly to ASB Adviser.
4. Communicate class activities to classmates, Leadership class/ASB, staff and parents.
5. Assists will all class activities and fundraising efforts.
6. Help organize class activities and fundraisers.
7. Participate in events/projects/assignments/etc., as designated by the Activity Coordinator/Instructor/ASG Adviser/Class Adviser or Administration.

CLASS TREASURER

1. Back up Class President, Vice-President, and Secretary.
2. Keep an accounting ledger for all class fundraisers, sales, and class moneys.
3. Set class fundraising goals.
4. Submit proper paperwork for class fundraising activities.
5. Prepare financial reports for class ASB and all-class meetings.
6. Help organize class activities and fundraisers.
7. Participate in events/projects/assignments/etc., as designated by the Activity Coordinator/Instructor/ASG Adviser/Class Adviser or Administration.

CLASS SENATOR

1. Back up Class President, Vice-President, Secretary, and Treasurer.
2. Serve as Site Council and/or BLT Representative.
3. Attend senate meetings with co-officers.
4. Assist with all class activities and fundraising efforts.
5. Co-chair community service project(s).
6. Assist ASG Senator in managing, connecting and working with clubs.
7. Participate in events/projects/assignments/etc., as designated by the Activity Coordinator/Instructor/ASG Adviser/Class Adviser or Administration.