



**ASB Application**

**Applicant Information (Print Neatly: Ink Only):** Only completed, accurate applications will be accepted. No late applications, no excuses.

Applicant Name _____	ID # _____
Phone # _____	email address: _____
Current Grade _____	

**ASB POSITION INFORMATION:** Please complete the information below. Verify that you can complete the duties listed on the ASB position descriptions. If application is approved you will receive an interview date.

Description on attached sheet, check one: ASB Council Elections _____ ASB Commissioner _____
Position you are running for: _____

**APPLICANT VERIFICATION INFORMATION:** You must get verification of your behavior, attendance, and academic performance BEFORE you submit your application. Remember, you need to make time to request all signatures in case the offices are busy. ASK ADULTS POLITELY; EXPLAIN WHAT YOU NEED, AND ALWAYS SAY PLEASE AND THANK YOU.

**ATTENDANCE OFFICE:** Confirm that his student has fewer than 10 absences per period, excluding school functions.

Signature: _____	Absent Excused : _____	Unexcused: _____
Tardy # if excessive _____		Date : _____

**DISCIPLINE OFFICE/STUDENT SERVICES:** Indicate the number of major offenses and suspensions the student has for the current school year.

Signature: _____	Major Offenses _____	Suspensions _____
		Date : _____

**ASB/ Student Accounts Office:** The student has above a 2.0 Cumulative and current GPA

Signature: _____	Current GPA _____	Overall GPA (9-11) _____
Fines to pay(include amount): _____	Date : _____	

## Desert Mirage High School ASB Class Contract/ Requirements

**If accepted to the Desert Mirage High School ASB Leadership Class for this school year, I will:**

1. Abide by and hold the rules and regulations of Desert Mirage High School and Coachella Valley Unified School District.
  2. Uphold the high standards of conduct expected of me as a student leader displaying characteristics of a positive role model for our student body. I will continue to be trustworthy, responsible, respectful, fair, enthusiastic, self-motivated, and dependable and honest.
  3. Have good attendance, no more than 10 unexcused absences during applicable school year; this excludes school functions such as athletic events and/or DMHS Club trips. I understand that this is done to ensure that I can continue to participate in ASB functions regularly and never fall behind in classes.
  4. Continue to maintain a minimum of a 2.0 cumulative G.P.A., no D's or F's on citizenship. Grade Checks will be conducted.
  5. Grades are earned and weighed for this leadership course as follows: Mandatory Events and Dance preparations 30%, Spirit Week and Activities 30%, Daily Duties 20%, Community Service 20%.
  - 6. Arrange transportation to and from school. Be willing to come to school early and stay a few hours late when required in addition to helping on scheduled Saturdays and summer days.**
  7. Assist with the organization of school assemblies and other events such as; back to school night, sport banquets, orientations, registration, end of the year ceremonies amongst others. Daily obligations include stocking vending machines, counting money, restocking our ASB materials, maintenance of ASB room and equipment.
  8. Promote the A.S.B.'s mission to create a united student body and promote a positive school culture. ASB will show support to all groups on campus by attending all home football games, at least one major game for every sport, one major performance, and or one academic competition during the school year. The advisor will post the schedule to follow at least 2 weeks in advance. Failure to attend will reflect negatively on your leadership class grade and lead to your exclusion from reward dinners and trips.
- Personally inform the ASB advisor and ASB president if I cannot attend an event in advance. **ASB requires time beyond normal school hours. In addition, members are expected to devote some of their time before or after school, holidays, and on weekends to work on activities and events. ASB activities must hold priority over all commitments outside of school activities. (Ex: Job, other clubs)**
9. **ASB student trips "Cancellation Policy"** Travel expenses paid by ASB funds that include tickets, conferences and hotel cost that are non-refundable, student/parents will be responsible for reimbursement to the ASB Account for any cost incurred and cancelled by student/parent at the last minute.
  10. Attend formal meetings on a weekly basis to assure that all proper ASB procedures and documentation is followed. **Attend afterschool classes with ASB.** Register for the 7<sup>th</sup> period class. I will follow proper parliamentary procedure.
  11. Attend summer meetings, help with registration, and freshmen orientation, ASB room clean out, two weeks before school starts. Shifts for summer work will be presented in our first summer meeting. Dates and times for summer duties will be given out the last week of our current school year.

**I have read and understand the above Associated Student Body Contract and promise to abide by the rules set forth. I understand that by not fulfilling the obligations, I may be removed from the course. I promise to serve the students and staff of DMHS to the best of my ability.**

Student Signature: \_\_\_\_\_

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

Parent Signature: \_\_\_\_\_

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

## Council Descriptions (Elected Position)

**ASB Council:** Elected by our student body after a week of campaign. You must follow the campaign guidelines, and application process. To run for office you must be in good academic standing as listed on the cover of our application, must be a member of ASB for at least 2 years. If no applicants, we move to 2 semesters as a member of ASB, and if no applicants, we move to a council member of an active DMHS club larger than 25 students. Students must be a Junior/Senior.

**Election Week:** If I am approved, I will only be allowed to campaign from Monday – Thursday the week after the application deadline. I must follow the rules listed below or I will be disqualified from the election.

- a. Posters must contain words or phrases that are school appropriate, must be approved Monday morning of the campaign week.
- b. Small posters and fliers are only allowed on the windows but with clear tape
- c. Poster placed only on the walls must be hung with blue painter tape
- d. Small items, beads, and stickers are ok to pass out
- e. Fliers can be passed out but I am responsible for picking them up if found on the floor. They are not to be put up on teacher's doors unless permission is granted by the teacher.
- f. I will remove all of my posters by Thursday afterschool.
- g. All candidates must submit a 3-5 minute campaign speech for approval prior to a debate, scheduled to be held during both lunches on Wednesday of this same week. In addition to the speech, you will each have 2 minutes to answer questions from our student body.

### **PRESIDENT:**

The Class President shall:

- Oversee all ASB activities, assemblies, fieldtrips, and other school events.
- Plan and execute ASB Fundraisers.
- Lead ASB in community service events.
- Be in charge of organizing and presiding over all class meetings.
- Attend monthly meetings with the ASB Director and Bi-Monthly School Board Meeting

### **VICE PRESIDENT:**

The Vice President Shall:

- Assume all Presidential duties and responsibilities in their absence
- Succeed automatically to the Presidency in the event of impeachment, resignation, or disqualification
- Oversee all clubs and campus organizations
- Oversee Student Senate monthly meetings. Create and agenda for the meeting.
- Attend monthly meetings with the ASB Director and Bi-Monthly School Board Meeting

### **TREASURER:**

The Class Treasurer shall:

- Be responsible for maintaining a record of the Class funds and financial report
- Be the official liaison between the class and the Student Accounts/ASB Office.
- Complete and sign deposit slips for ASB vending machines
- Attend monthly meetings with the ASB Director and Bi-Monthly School Board Meeting

### **SECRETARY:**

The Class Secretary shall:

- Keep minutes of all Class meetings and keep a file of all minutes for future reference.
- Be responsible for taking attendance to all meetings.
- Write up purchase orders at least one day before our weekly meeting.
- Update activities on our calendars
- Attend monthly meetings with the ASB Director and Bi-Monthly School Board Meeting

## SCHOOL BOARD REP:

The School Board Rep. shall:

- Must attend all District School Board meetings, held once a month at the District office and present a summary of our school events to the board.
- Act as Sargent of Arms
- Coordinate events, activities, and dances with ASB Director

## DIRECTOR OF ACTIVITIES:

- **Activities Manager** Supervise the assembly, and make sure everyone has an assigned job. Organize run-through of assembly, make final contact with performers.
- Update activities on our calendars
- Attend monthly meetings with the ASB Director and Bi-Monthly School Board Meeting

## DIRECTOR OF PUBLICITY:

- **Publicity Manager** Supervise and make sure requests are complete. Organize posters and committee. Make final deliveries and posts. Over see, help, and guide commissioners of publicity
- Attend monthly meetings with the ASB Director and Bi-Monthly School Board Meeting

## ASB Appointed Commissioner Positions (Interview Required)

All commissioners must submit an application, teacher recommendations, and must go through an interview process. Interviews will be conducted by a panel of two adults, the ASB President and Vice-President. To interview for these positions you must meet the basic requirements listed on the cover of the application and abide by the ASB Contract. Come prepared with a 2-3 minute introduction, a visual representation of yourself, a poster, or PowerPoint, anything that demonstrates your skills for the position you are applying for. Do research on what ASB is about and be ready to stand out from the rest.

**Pep Commissioners (4 students):** Plan out assemblies and spirit weeks. Work under the Director of Assemblies. Organize lunch activities

- **Spirit Leader-** Supervise and direct spirit activities during school lunches, assemblies and events. Friday's are spirit days; make sure all ASB members participate.

**Commissioner of Public Relations (2 student):** Start online media connections, such as Facebook, update website information, make bulletin announcements, presides over all social media. Complete poster orders and school special announcements. Publicizes special events in creative ways, videos, slideshows, etc... Works under Director of Publicity

**Commissioner of Athletics (2 student):** Updates athlete of the week on the bulletin, posters, and works with public relations commissioner. Must be in contact with all coaches. Assists staff in all athletic banquets. Attend sporting events. Make sure announcements are set (Game day/post game). Set up sound system for games. Assists staff in all athletic Banquets.

**Historian (2 student):** Takes pictures of all events, decorates our ASB walls, creates an ASB memory wall and slide show. Provides pictures for ASB website, Facebook and Twitter accounts. Works closely with PR.

**Sound Crew (2 students):** Prepare sound equipment before and after ASB events, prepare voiceovers for our assemblies, edit songs for assemblies, maintain all technological equipment in good condition. Set up for lunch activities and all events

## ASB Applicant Statement:

Applicant's Name \_\_\_\_\_ ID# \_\_\_\_\_

3rd Period Class \_\_\_\_\_

**Returning ASB members: What position are you running for:** \_\_\_\_\_

**(New members) Desired Commissioner Position:**

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

3<sup>rd</sup> Choice: \_\_\_\_\_

**Directions:** Answer the following questions as best as you can. These statements will be utilized to make a decision on your application. If your application is accepted, you will receive an interview date; this will finalize our application process.

1. What is one project that would improve school culture, which you would like to lead with ASB? Why is this project important and how could it improve our school culture?
2. Describe your ethical beliefs. What do you value, how can you impact our school?
3. List your previous extra-curricular activities. Freshmen year until now.
4. List extra-curricular activities will you be in next school year?
5. **During fundraising events and school events, you will be expected to help set up booth sales and clean up at the end. Is that a problem or will this cause a transportation problem?**