



DESERT MIRAGE HIGH SCHOOL

Class Officer 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 based on what position you are seeking on ASB. Verify that you can complete the duties listed on the ASB position description.

Class officer description listed on attached sheet:
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: This student has fewer than 10 absences per period for last year, excluding school functions.

Signature: _____ Absent # _____ 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 _____

If accepted as a Desert Mirage High School Class Officer for this school year, I will:

1. Abide by and hold the rules and regulations of Desert Mirage High School and CVUSD.
2. Uphold the high standards of conduct, this is expected of me as a student leader. I will display 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. Maintain good attendance, no more than 10 excused or unexcused absences during this 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 class functions regularly and never fall behind in classes.
4. Continue to maintain a minimum of a 3.0 cumulative G.P.A., no D's or F's on citizenship.
5. **Arrange transportation to and from school. Be willing to come to school early and stay a few hours late when my class advisor requires me to stay. Enroll in afterschool 7th period class. Stay afterschool with ASB Advisor weekly. Class activities must hold priority over all outside school activities.**
6. As a class officer I will conduct formal meetings and assure all proper ASB procedures and documentation is followed. Class officers will learn and follow proper parliamentary procedure for our meetings.
7. Class officers are expected to be involved within the community. Participation in charitable events is encouraged especially those promoted by ASB and or other campus clubs.
8. Assist my class in fundraising to generate funds and work directly with my advisor to ensure that all participants fully complete fundraising activities. Attend and support all school ASB events
9. **I am responsible for supporting class activities and events at Desert Mirage High School. This requires time beyond normal 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.**
10. I will return to the ASB office afterschool on the day of the application deadline for the Director's final approval my campaign 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.
 - b. Posters hung must use blue painters tape. Small posters on door must use clear tape
 - c. 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.
 - d. I will remove my posters by Thursday afterschool.

I have read and understand the above Class Representative 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: _____

Class Officer Descriptions (Elected Position)

PRESIDENT:

The Class President shall:

- Be in charge of all that pertain to their grade level (with the Class Advisor), and should promote these activities with their class.
- Be responsible for loving their class in events and activities at Desert Mirage High School.
- Inform the ASB Council of all Class Activities
- Be in charge of organizing and presiding over all class meetings.
- Be in charge of organizing fund-raising for the Class

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 that all Class Officers are participating in all activities that are associated with the class
- Oversee all clubs and campus organizations

TREASURER:

The Class Treasurer shall:

- Be responsible for maintaining a record of the Class funds
- Be responsible for a monthly financial report to the Class Officers.
- Be the official liaison between the class and the Student Accounts/ASB Office.
- Keep a file of all financial transactions

SECRETARY:

The Class Secretary shall:

- Keep minutes of all Class meetings
- Distribute copies of minutes to all Officers, Advisor, Student Accounts, and the ASB officer.
- 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.

REPRESENTATIVE:

The representative shall:

- Be responsible to attend all events and meetings
- Help officers with events and projects
- One Representative acts as Historian
- One Representative acts as Publicity
- One Representative acts as Activities

Class Officer Statement:

Applicant's Name _____ ID# _____

3rd period _____

Returning ASB members: What position are you running for: _____

Directions: Answer the following questions as best as you can. These statements will be utilized to make a decision on your application. This will finalize our application process. You will be informed if you were approved to run for office the day of your application deadline, afterschool.

1. Identify any prior jobs or roles that may have provided you with leadership skills.
2. Why are you running for this position, elected or appointed?
3. List your previous extra-curricular activities and plans for next year (Clubs, sports, groups, etc)
4. During fundraising events and school events, you will be expected to help set up booth sales and clean up.
Is that a problem or will this cause a transportation problem?