

LAGUNA BEACH HIGH SCHOOL ASSOCIATED STUDENT BODY



Dear ASB Applicants,

Thank you for your interest in running 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, opportunities to have fun, and gets you involved in the school and the decisions that affect every student.

Please read this packet carefully. Failure to comply with the rules and regulations will result in disqualification. Be very careful that you meet the qualification of a 2.50 GPA. If you have any questions, please see Mr. Finn or Mrs. Lundblad in the activities office. Be sure you know the deadlines and meet them. Thanks for supporting your student body and good luck!

Sincerely,
Scott Finn & Jenn Lundblad
Activities Directors

ASB Elected Positions - Timeline

ASB President, ASB Vice President,
Secretary, Treasurer, Class Presidents and
Pep Commissioners

Friday, March 29th: Application Due
Packets Due by 2:30pm to Activities Office

Wednesday, April 3rd: Qualifiers Posted
Qualifiers posted at Activities Office window

Thursday, April 4th: Mandatory Meeting
*You may NOT run unless you attend this
meeting
NO EXCEPTIONS!*

Tuesday, April 16th: Speech Approval
*Speeches must be approved by
Mr. Finn & Mrs. Lundblad*

ASB Elected Position Checklist

- Application
- Campaign Rules & Guideline
- ASB Candidate Questionnaire
- Campaign Plan & Budget
- Campaign Poster Approval
- ASB Code of Conduct
- Teacher Recommendations
- Speech

ASB 2018-2019 AVAILABLE ELECTED POSITIONS

Elected Positions	Examples of Some Responsibilities
ASB President	Oversee all aspects of the Associated Student Body at LBHS. Manage all officers on ASB Council. Plan and run all ASB meetings. Expected to be present at ALL ASB activities. Chief liaison between ASB and LBHS Administration
ASB Vice President	Assumes the role of President should the vacancy occur. Help plan and run ASB meetings. In charge of inter-ASB events (retreats, holiday party, banquet, ASB breakfast etc.) Oversee all class officers. Expected to be present at ALL ASB activities. (*Should student Senate be established, will schedule, plan & oversee activity.)
ASB Secretary	Assist with planning for ASB meetings, take minutes to record during ASB meetings. Type minutes and email to Activities office. Create a binder to show documentation of events in ASB. Assist with all necessary correspondence. Expected to be present at ALL ASB activities. Regulate / keep inventory on all ASB supplies.
ASB Treasurer	With the help of the clerk, develop a working budget for the school year. Monitor spending of organizations/activities. Sign all financial requests. Create fundraising goals and events for ASB. Be present at ALL ASB activities. Oversee sales of student store.
Pep Commissioners (Two Positions)	Run pep rallies, spirit days, lunchtime activities at least once a week, class competitions. Work with activities and spirit commissioners to encourage school wide spirit and excitement for ASB functions.
Senior Class President	Act as the representative of your class to ASB. Organize and run class meetings, fundraisers, community service projects, and class functions. Organize all communication and planning with court members.
Junior Class President	Act as the representative of your class to ASB. Organize and run class meetings, fundraisers, community service projects, and class functions. Junior class president will be a part of the scholastic, spirit and athletic committees.
Sophomore Class President	Act as the representative of your class to ASB. Organize and run class meetings, fundraisers, community service projects, and class functions. Sophomore class president will be a part of the club committees.

<p>***Please understand that if you are not elected you may still interview for a commissioner position. ***</p>	<p><i>Please understand, this is just a glimpse of the responsibilities for each role. Every member of ASB will be asked and expected to step into various roles and assist with given projects throughout the course of the year.</i></p>
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Application & Recommendations

Position Sought

Name: _____

Cell: () _____

Current Grade/Year: _____

Email address: _____

APPLICANT VERIFICATION INFORMATION: You must get verification of your behavior, attendance, and academic performances **BEFORE** you submit your application. Remember, you need to budget time for signatures in case the offices are busy. Please verify that the student's GPA is a 2.5 or higher, they are in progress towards graduation, with their graduating class. Must also verify that attendance is in good standing and may not have any demerits to run for ASB.

Principal Signature
Dr. Allemann

Date

Academic Performance

Counselor Signature
Mrs. Brown, Mrs. Rosa, Mrs. Pilon

Date

Behavior and Attendance

Assistant Principal Signature
Mr. Billinger

Date

Verification of Completion

Parent/Guardian: I am aware that my student is pursuing the opportunity to run a campaign (elected positions) and/or interview for a position (appointed position) with ASB at LBHS. We are aware of the guidelines, due dates, and expectations associated with this leadership opportunity.

PARENT/ GUARDIAN NAME (PLEASE PRINT)

CONTACT PHONE

ASB Code of Conduct

I, _____, do solemnly swear that I will abide by the following Code of Conduct set forth by the Laguna Beach High School ASB student government and constitution. The following standards of eligibility, conduct, and responsibilities shall apply to all members during their term of office. The term of office shall run from July 1 until the last day of the given school year.

I. Academic Achievement

- A. I will maintain an academic 2.5 grade point average computed on a 4.0 scale.
- B. I will maintain at least a 2.5 GPA with no failures and no unsatisfactory throughout the entire term of office. If I receive less than a 2.5 GPA, I understand that I will be administratively dismissed.
- 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.

II. Behavioral Standards

- A. **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. Ask Mr. Finn or Mrs. Lundblad if you need further explanation).*
- B. I will uphold the constitution and my oath of office
- C. I will cooperate with and support the ASB President and Activities Director.
- D. I will abide school dress regulations at all times.
- E. I will not carry nor use any illegal chemical substances or stimulants, drugs, alcohol, etc. at any time, on and off campus.
- F. I will display good sportsmanship at all times and serve as an ambassador for Laguna Beach High School at other schools.

**** Keep this page for reference ****

- G. I will maintain a satisfactory citizenship record. No unsatisfactory ratings will be acceptable.
- H. I understand if I am suspended for any reason, I can be permanently removed from ASB.
- I. Failure to comply with any of these rules may result in immediate removal from office as determined by the LBHS Administration Team.

III. Responsibilities of Office

A. *Summer Obligations*

- 1. I understand that I am responsible for attendance at ASB camp during the summer (August 7-10 University of California at Santa Barbara - Santa Barbara).
- 2. I understand that I am responsible for attending all ASB meetings during the summer for the new school year (beginning in August).
- 3. I understand that I am responsible for attendance at Freshman Orientation (end of August).
- 4. I understand that I am responsible for all summer reading and corresponding assignments and that this will be a part of my grade (when applicable).

B. *Regular School Year*

- 1. I understand that I am responsible for attending the High School Spring Conference on **May 2, 2019**
- 2. I understand that it is my responsibility to work on projects assigned to me during work periods and by the Constitution.
- 3. I understand that I will be assigned work tasks at **all** ASB functions and that it is my responsibility to work at these events and stay until the end. Officers who miss several functions could be placed on probation and/or be dismissed administratively by the Activities Director.
- 4. I understand that if I am elected to an executive council position, I must be enrolled in Student Leadership Class.
- 5. I understand that I am responsible for all my duties enumerated in the ASB Constitution of LBHS regarding my office.
- 6. I understand that I will be assigned tasks by the ASB President and/or Activities Director that may at times have no bearing on my office and that I will carry them out to the best of my ability.

**** Keep this page for reference ****

7. I understand that I must adhere to the LBHS code of conduct at all times (24/7: including weekends and after-school hours). Additionally, if at any time during my tenure of office, I am found guilty of being directly involved in any of the following offenses: possession of alcohol or drugs, theft, vandalism, fighting, plagiarism or forgery of a note, I will be declared ineligible to carry out the duties of my office and will be removed from the leadership class with a grade of WF.
8. I will honor my position, my school, my family and myself by taking this commitment seriously. I understand that with my position, comes a higher expectation and a commitment outside the classroom. I am willing to do my best to make the necessary sacrifices. Should I neglect my position and/or duties related to ASB during my tenure in office, I may be asked to resign and be placed in another class with a "No Grade" for the remainder of the semester.

V. GRADING PROCEDURE

- C. I understand that my grade in the student leadership course will reflect my ability to deal with the stated requirements.
- D. I understand that my grade will be evaluated in a joint discussion between the Assistant Principal, Activities Director, and ASB Leadership.
- E. I understand that I will be responsible for assignments in class and outside of class. Failure to complete an assignment will negatively affect my grade.

**** Keep this page for reference ****

LBHS CAMPAIGN GUIDELINES

1. No candidate shall, in any way, make negative or slanderous statements about other candidates on posters, flyers, social media, etc. or in speeches. All campaign material should be in good taste and may be subject to approval by the Activities Director.
2. LBUSD Board Policy requires candidates carry a 2.5 minimum GPA from the previous semester and while holding office. You must ask your academic advisor to verify your GPA and include it on page 5 of this packet. The Activities Director will be checking grade point averages (GPA), and students who do not meet the requirements will not be allowed to run for office. This GPA must be maintained during the time you are an officer. Candidates may not be on any level of a discipline contract.
3. Candidates must meet all deadlines and attend all meetings as described in the timeline.
4. The limit on campaign expenditures is **\$50.00 or VALUED at \$50.00**, including donations. (You must verify cost with receipts. Attach original or copies of receipts to the final expenditure report.) *Do not exceed this limit.*
5. Candidates may have posters and other campaign material including, but not limited to pins, pennants, and buttons. However, no adhesive stickers may be used. Provide your own materials. Each candidate is allowed 4 free *butcher paper posters (36"X96")*. Posters should be in good taste and promote the candidate who is running. You may not endorse other candidates. Negative or slanderous comments about other candidates will not be tolerated. All posters must be approved in advance by the Activities Director.
6. Each candidate is allowed **no more than FOUR (4) 36"X96"** posters and fifty (50) 8.5"X11" sheets of paper. All text must be shown on the *Campaign Plan* portion of this form and approved in advance by the Activities Director.
7. **Candy and food MAY NOT BE USED for promotions of your candidacy.** Abuse of this rule will result in automatic candidate dismissal.
8. **YOU MUST USE BLUE PAINTER'S TAPE** on any painted surfaces. Posters are not allowed in the classrooms without the teacher's permission. **NO CAMPAIGN MATERIAL IS ALLOWED TO BE HUNG OFF CAMPUS.**
9. No candidate shall use a ladder.
10. Results of the election will not be announced until the campus is free from all posters and campaign materials.
11. Candidates must submit a campaign plan to the Activities Director prior to the campaign (see page 8). Candidates must describe their marketing strategy and include text for any posters that go up.
12. **Any violation of the above rules and regulations will result in disqualification.**

If act of vandalism can be verified by members of the LBHS Administrative Team, the person responsible may be disqualified from the election, or other consequence. You are to encourage a positive campaign. Do not touch other candidate's posters!

Speech Guidelines

1. Speeches will be no longer than 1 minute 30 seconds. NO EXCEPTIONS.
2. Within the allotted time frame consider addressing:
 - Who are you?
 - Why do you want this position?
 - How have your previous experiences prepared you for this position?
 - What ideas / goals do you have to improve this student body and school?
3. Speeches must be appropriate and consistent with the Campaign Rules and Guidelines. No one is allowed on the stage other than those giving speeches. You may not endorse another candidate during your speech.
4. All candidates **MUST** submit their speeches by Tuesday April 16th 2019 no later than 2:30pm.

Poster Text Approval

Please draw all your poster text for Activities Director's approval. If you are using the same design on more than one poster, please only illustrate the design on one square. These must be approved by the Activities Director before you post them. Any poster hung without the Activities Director's approval will be removed immediately.

1. 4 – 3 ft X 8 ft & 50 – 8.5" X 11"
2. Use ONLY **BLUE PAINTERS TAPE** to hang posters.
3. NO STICKERS!
4. Posters in classrooms with teacher permission only!
5. No posters or flyers off campus.
6. All posters must be removed and campus clean of all campaign Materials before results will be read.

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Return this portion of the election packet!

Teacher Evaluation

Please list the teachers that you have given your evaluation form to. Make sure to inform the teacher that they will return the evaluation to our mail boxes in the front office.

1. _____

2. _____

3. _____

TEACHER EVALUATION FORM

For ASB Candidate

Teachers,

Please complete this confidential evaluation of the candidate in each of the categories listed. I appreciate the time that you spend preparing for your classes and the extra effort that this takes, but please understand the importance of this document to the students who have asked for your recommendation. This evaluation is due no later than Friday, March 29th, 2019 at 3:00pm. These recommendations are not shared with the candidates. Your confidentiality is protected.

Thank you,

Scott Finn & Jenn Lundblad
Activities Director

Student:	Circle One					
	Low				High	
Student consistently turns in work completed and on time.	1	2	3	4	5	N/A
Student puts in effort to turn in quality work.	1	2	3	4	5	N/A
Student is enthusiastic about being a student here at LBHS.	1	2	3	4	5	N/A
Student pays close attention to detail.	1	2	3	4	5	N/A
Student is punctual.	1	2	3	4	5	N/A
Student works on their own without constant supervision.	1	2	3	4	5	N/A
Student works well with people of authority.	1	2	3	4	5	N/A
Student is proficient as a self-advocate.	1	2	3	4	5	N/A
Student demonstrates strong listening skills.	1	2	3	4	5	N/A
Student works well on a team and is willing to share different roles at different times.	1	2	3	4	5	N/A
Student is a creative thinker, can see a bigger picture and comes up with new ideas to solve problems.	1	2	3	4	5	N/A
Student shows willingness to assist others without thought of personal gain.	1	2	3	4	5	N/A
Student can identify problems and takes initiative to solve them.	1	2	3	4	5	N/A

Please choose and distribute this to your current teachers at LBHS. It is your responsibility to make sure at least three (3) teachers have turned this evaluation form into Mr. Finn & Mrs. Lundblad by March 29th.

Evaluated by: _____

(teacher name)

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