

## ***Laguna Beach High School Associated Student Body***

Dear ASB Applicants,

Thank you for your interest in applying for Associated Student Body! Being a part of 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. If you have any questions, please email Mr. Finn or Mrs. Lundblad in the activities office. Be sure you know the deadlines and meet them. Thank you for supporting your student body and good luck!

Sincerely,  
Scott Finn & Jenn Lundblad  
Activities Directors

### **FRESHMAN PRESIDENT**

**Wednesday, Sep 6<sup>th</sup>: Application due.**  
*Packets Due by 2:30 PM to Activities Office.*

**September 9th - 12th: Campaign**  
Campaign for yourself. Inform students why they should choose you.

**September 13th: Election**

### **ASB Appointed Position Checklist**

- **Application & Recommendations**
- **ASB Candidate Questionnaire**
- **ASB Code of Conduct**

***\*Incomplete or late  
application will not be  
accepted\****

**ASB 2019-2020 AVAILABLE APPOINTED POSITIONS**

**Please type your response on a separate paper and attach to the end of this application. Please make sure your name is on the typed response. Your answers should be thoughtful, meaningful and TRUTHFUL.**

1. Define a good leader? Do you believe you have similar qualities as a good leader? Explain.
2. What is ONE project to better (i.e. IMPROVE) school culture you would like to accomplish? Why is this project important and how could it help improve school culture positively?
3. Why do you want the position for which you are applying? Explain.
4. List current and future (next year) activities you are involved with and the approximate time commitment. Briefly explain how you will balance your education, time, events, and life.

**APPLICANT STATEMENT:** Write out the following *ITALICIZED* statement in your own handwriting on the lines provided below. Complete the form with your signature and the signature of your parent/guardian.

*As a candidate and/or member of ASB at Laguna Beach High School, I (insert name) have read and am familiar with the school and ASB's Academic and Behavioral Standards, the Code of Conduct and all other information in this packet. I will display excellent, appropriate behavior at all times or face immediate removal from ASB.*

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**Student (Applicant Signature)** \_\_\_\_\_

**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 total 2.5 grade point average computed on a 4.0 scale.
- B. I will maintain at least a total 2.5 GPA with no failures and no unsatisfactory throughout the entire term of office. If I receive less than a total 2.5 GPA, I understand that I will be placed on probation and removed from class activities. If the total GPA does not reach a 2.5 by the next grading period, I understand that I may lose my position in ASB and be removed from the class.
- 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.
- 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. *Regular School Year***

1. I understand that I am responsible for attending the High School Spring Conference on **May 2, 2018**
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 appointed to an commissioner 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 ASB 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.
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**

- B. I understand that my grade in the student leadership course will reflect my ability to deal with the stated requirements.
- C. I understand that my grade will be evaluated in a joint discussion between the Assistant Principal, Activities Director, and ASB Leadership.

- D. 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.

NOTE: A majority of the votes cast by the Student Body is necessary for the election of a candidate for office. In the event that there are more than two candidates for a single office and no candidate receives a majority of the votes cast, a run-off election between the two candidates that received the most votes shall be held the following day to determine the winner.

# Cover Page

(Please return with your application)

Name: \_\_\_\_\_

Cell: (    ) \_\_\_\_\_

Email  
address: \_\_\_\_\_

- Acknowledgement of ASB Code of Conduct
- Acknowledgement of LBHS campaign guidelines

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*student signature*

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*parent signature*

- Applicant Verification
- ASB Questionnaire

**\*\* 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 total 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.