

KIMBALL HIGH SCHOOL

ASSOCIATED STUDENT BODY

Application for Associated Student Body Class Officer

APPLICATIONS MUST BE COMPLETELY FILLED OUT AND SUBMITTED TO MRS. MASON IN G2 NO LATER THAN FEBRUARY 28, 2020 BY 4:00 PM.

Name _____ ID# _____ Class of _____

Position applying for: _____

In the event you do not win the office you are running for, would you consider being appointed to a commissioner position? ____ Yes ____ No (You are not required to resubmit an application. Mrs. Mason will contact you for a commissioner interview if necessary.)

Commissioner positions you are interested in (see KHS Activities website for list):

1. _____ 2. _____ 3. _____

Phone# _____ Address _____

February 24 th	Application Pick-up after school in G2, Available on school website
February 28 th	Applications Due to Mrs. Mason in G2 by 4:00 pm (Submit in person!)
March 9-20 th	Interviews for Class Officers at lunch and after school (times will be assigned by Elections commissioner)
March 9-20 th	Elections: Students will submit their vote electronically using 5Star
May 2020	Leadership Orientation, Room N1 3:30pm (Mandatory)
Summer	Leadership Retreat, Room N1 10-3pm (Mandatory)

In applying for an ASB Class Office, please consider the following rules and procedures:

- Applications and petitions must be completely filled out with all required signatures and turned in no later than the deadline at the top of this sheet. **No late or incomplete applications will be accepted. Applications must be submitted to Mrs. Mason in G2 in person. DO NOT PLACE APPLICATIONS IN HER MAILBOX- THEY WILL NOT BE ACCEPTED.**
- You are required to get at least 50 student signatures from Kimball students. Forgery of any signature will result in disqualification and possible disciplinary action.
- You are required to submit an unofficial transcript (printed from Aeries) that shows your academic eligibility.
- You must supply your own materials (paper, markers, tape, etc.) for your posters. You may not use ASB paints, tape, or other materials.
- Voting will take place on the two Class Election weeks. All students will vote online using the 5Star app.
- The winner will be determined by a combination of your interview score (40%), voting (20%), and your teacher evaluations (40%).
- Posters and tape may not be placed on painted or glass surfaces such as doors, trash cans, vending machine cages, windows, or campus signs. Signs may not be posted higher than 10 feet, or the height at which a person standing safely on a six-foot ladder can hang a sign. Do not tape posters on sidewalks and walkways. Do not use chalk or any other permanent or hard-to-remove media on walls or walkways. Do not fasten signs to trees or bushes. Candidates are responsible for all materials posted and distributed on their behalf. Candidates are not allowed to pass out flyers, 3x5 cards, buttons, etc. **Candidates must remove all posters by Friday, March 20th at 3:30pm.** Election results will only be announced after the campus is clean of all campaign materials.
- Any violation of campaign rules will result in a warning. Further violation will result in forfeiture of candidacy

**PLEASE REVIEW YOUR APPLICATION CAREFULLY.
ONLY COMPLETE APPLICATIONS THAT FOLLOW THE GUIDELINES WILL BE CONSIDERED.**

Please read and initial each of the following statements:

1. I agree to attend all meetings and functions concerning ASB matters, which may be called any time before school, after school, at lunch or on weekends. _____
2. I agree to do my ASB work before school, at lunch, and after school. _____
3. I understand that according to TUSD policy I currently must hold (according to the most recent report card), and I agree to maintain, at least a 2.0 GPA and No F's throughout my term in office. I understand that failure to maintain a 2.0 GPA will disqualify me from ASB. _____
4. I understand that if I am appointed, I must enroll in the Student Government Leadership class during 4th period for both semesters of the upcoming school year, and that failure to enroll in the class will result in forfeiture of office. _____
5. I understand the job description of an ASB team member, and the specific job description for the office to which I am applying. _____
6. All officers must uphold the high standards of Kimball High School ASB. Class officers are both leaders and role models. I understand that any student not maintaining high personal, academic, and behavioral standards both on and off campus may forfeit his/her office. _____
7. I have read and understand the co-curricular policy of the Tracy Unified School District regarding eligibility requirements for participation in school activities and agree to abide by these rules and regulations. _____
8. I understand that I am required to attend the Leadership Orientation in May and the Leadership Training Retreat over the summer. I understand that if I do not, I will give up my position and be removed from the Leadership class. _____

I hereby agree to all of the above statements, and I understand and accept all rules and regulations within this application.

Student signature _____ Date _____

Parent signature _____ Date _____

Class Schedule

Period	Room	Teacher	Period	Room	Teacher
1			4		
2			5		
3			6		

You must choose **THREE** teachers to recommend you for this position. You must give them a recommendation form. The teacher will submit that form directly to Mrs. Mason. You are not to see the scores or comments on the recommendation form. The due date for that form is located on the form itself.

KIMBALL HIGH SCHOOL
ASSOCIATED STUDENT BODY
Student Petition for ASB Class Officer (minimum of 50 signatures)

Let it be known that _____ is seeking the office of _____ for the upcoming school year.

By signing below, I certify that I am currently a student at Kimball High School and that I believe this person is qualified to run for office and represent the students of Kimball High School.

	<u>ID#</u>	<u>Print name</u>	<u>Signature</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____
16.	_____	_____	_____
17.	_____	_____	_____
18.	_____	_____	_____
19.	_____	_____	_____
20.	_____	_____	_____
21.	_____	_____	_____
22.	_____	_____	_____
23.	_____	_____	_____
24.	_____	_____	_____
25.	_____	_____	_____

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	<u>ID#</u>	<u>Print name</u>	<u>Signature</u>
26.	_____	_____	_____
27.	_____	_____	_____
28.	_____	_____	_____
29.	_____	_____	_____
30.	_____	_____	_____
31.	_____	_____	_____
32.	_____	_____	_____
33.	_____	_____	_____
34.	_____	_____	_____
35.	_____	_____	_____
36.	_____	_____	_____
37.	_____	_____	_____
38.	_____	_____	_____
39.	_____	_____	_____
40.	_____	_____	_____
41.	_____	_____	_____
42.	_____	_____	_____
43.	_____	_____	_____
44.	_____	_____	_____
45.	_____	_____	_____
46.	_____	_____	_____
47.	_____	_____	_____
48.	_____	_____	_____
49.	_____	_____	_____
50.	_____	_____	_____

Class Officer Position Descriptions

CLASS PRESIDENT

- Schedules and presides over all Class meetings and Class functions
- Represents the Class at all required class, school, district, and community events
- Serves as the spokesperson for the Class and presents reports regarding the Class every other week at Student Council meetings
- Attends all Student Council meetings, Class meetings and Presidents' meetings
- Develops the agenda for all Class meetings and distributes it to the ASB President, Class Officers, Class Advisor, and Activity Director
- Maintains a project file evaluation of all past and present Class activities, including agendas, minutes, and activity reports to share with Class Officers
- Maintains communication with all other Class Officers
- Oversees all the Class Officers and makes recommendations
- Participates and assists with Class fundraising activities
- Meets with the Class Advisor outside of class at least twice a month
- Coordinates and works with the Class Vice President in developing Student Involvement and Parent Volunteer/Club networks and contacts to assist in all major and applicable class fundraisers and activities
- Enrolls in the Leadership Class and assists with all ASB sponsored activities

CLASS VICE PRESIDENT

- Assumes the office and duties of the President in the absence of the President
- Represents the Class at required class, school, district and community events as requested by the President
- Coordinates and works with the Class President in developing Student Involvements and Parent Volunteer/Club networks and contacts to assist in all major and applicable class fundraisers and activities
- Maintains records of Student Involvement and Parent Volunteer/Club networks and contacts
- Attends all Student Council meetings, Class meetings and Vice Presidents' meetings
- Maintains communication with all other Class Officers
- Participates and assists with all Class fundraising activities
- Maintains a project file evaluation of all past and present Class activities, including agendas, minutes, and activity reports to share with Class Officers
- Meets with the Class Advisor outside of class at least twice a month
- Enrolls in the Leadership Class and assists with all ASB sponsored activities

CLASS SECRETARY

- Assists the President with the preparation of the agenda for all Class meetings
- Takes minutes in all formal meetings and distributes copies to the ASB Secretary, Class Advisor, Assistant Principal, Activities Director, Bookkeeper, and all Class Officers
- Types necessary materials for Class Officers and advisors
- Writes letters of appreciation on behalf of the Class
- Creates Class donation letters
- Submits advertisements on behalf of the Class for Jag TV video announcements to the Activities Director at least one week prior to running the announcement
- Maintains a project file evaluation of all past and present Class activities, including agendas, minutes, and activity reports to share with Class Officers
- Maintains communication with all other Class Officers
- Attends all Student Council meetings, Class meetings, and Secretaries' meetings
- Participates and assists with all Class fundraising activities
- Meets with the Class Advisor outside of Class at least twice a month
- Enrolls in the Leadership Class and assists with all ASB sponsored activities

CLASS TREASURER

- Is responsible for planning the fundraising activities for the Class
- Prepares a budget report of all income/expense accounts after completion of Class activities and shares with the Class Officers, Class Advisor, ASB Treasurer, and Activities Director
- Presents current Class financial information at Student Council meetings every other week
- Maintains the financial records of the class
- Submits monthly reports of financial activity to the ASB Treasurer
- Handles all purchase orders for the class
- Maintains a project file evaluation of all past and present Class activities, including agendas, minutes, and activity reports to share with Class Officers
- Maintains communication with all other Class Officers
- Attends all Student Council meetings, Class meetings and Treasurers' meetings
- Participates in all Class fundraising activities
- Meets with the Class Advisor outside of class at least twice a month
- Enrolls in the Leadership Class and assists with all ASB sponsored activities