

LAGUNA BEACH HIGH SCHOOL ASSOCIATED STUDENT BODY



Dear ASB Applicants,

Thank you for your interest in running for the Associated Student Body! Being on ASB is an important job that requires a lot of time, effort, dedication, and responsibility. It's also 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 **total 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

ASB Appointed Positions Timeline

Activities & Events, Athletics, Clubs, Community
Activities & Service, Decoration & Artistry,
Elections & Public Opinion, Publicity & Media,
and Technology

April 3rd: Applications Due
Packets Due via email by 11:59pm

April 13th - 17th: Review / Interview
Review of candidates. Potential virtual meeting.

April 22nd: Results
Results will be emailed out.

If you are not appointed into the position you interviewed for, please consider being a student representative in the Student Senate.

ASB Appointed Position Checklist

- Application
- ASB Candidate Questionnaire
- ASB Code of Conduct
- Teacher Recommendations

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

ASB 2020-2021 AVAILABLE APPOINTED POSITIONS

Appointed Positions	Examples of Some Responsibilities
Commissioner(s) of Activities and Events	Organize all set Associated Student Body events and activities, such as dances and lunchtime games. Create proposals for occasions to be recognized by the ASB. Oversee the conduct and organization of new events. Announce and publicise ASB events with the Commissioner of Publicity and Media.
Commissioner(s) of Athletics	Represent the Athletic Department in the Associated Student Body. Organize all athletic events on campus. Select and contact all athletes involved in ASB activities. Organize intramural athletic events on campus. Coordinate all promotional events for athletics with the Athletics Director.
Commissioner(s) of Clubs	Coordinate the creation and conduct of all clubs registered with the Associated Student Body. Meet with the leaders of clubs on campus. Enforce all regulations of clubs on campus, being able to sanction and disband them if necessary. Keeps records of club registration and activity, processing the aspects of minutes and fundraiser requests club secretaries do not.
Commissioner(s) of Community Activities and Service	Manage all relations between the Associated Student Body and the Laguna Beach community. Assist the Activities Clerk with recording all student community service. Direct ASB charitable events and community campaigns. Act as the liaison between the ASB and nonprofits.
Commissioner(s) of Decoration and Artistry	Direct all Associated Student Body art projects and demonstrations. Oversee the production of decoration for ASB events. Creates the designs for ASB advertisements with the Commissioner of Publicity and Media. Advise the ASB on aesthetically appealing choices of events, venues, and decorations with the ASB Clerk.
Commissioner(s) of Election and Public Opinion	Gauge the opinion of the student body. Runs all elections of Associated Student Body officials with the ASB Clerk. Organize polls of the student body, administration, and ASB. Act as the liaison between the student body and the ASB when opinion is concerned.
Commissioner(s) of Publicity and Media	Conduct all Associated Student Body advertising, mainly for events and extracurricular activities. Control the social media accounts and assist the website for the ASB. Manage the quad jumbotron and other campus electronic displays. Manage the production of physical advertisements (flyers, posters, etc.) with the Commissioner of Decoration and Artistry.
Commissioner(s) of Technology	Manage all technological productions by the Associated Student Body on campus. Compile videos, photos, and music to be shown at ASB events. Direct video and photography for ASB activities. Manage electronic displays on campus with the Commissioner of Publicity and Media.

Please understand, this is just a glimpse of the responsibilities for each role. Every member of ASB will be asked & expected to step into various roles & assist with projects throughout the course of the year.

****RETURN THIS WITH YOUR APPLICATION****

Application & Recommendations

Name: _____ Position Sought: _____
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 **total 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 <i>Dr. Allemann</i>	Date

Academic Performance	
_____	_____
Counselor Signature <i>Mrs. Brown, Mrs. Rosa, Mrs. Pilon</i>	Date

Behavior and Attendance	
_____	_____
Assistant Principal Signature <i>Mr. Miller or Ms. King</i>	Date

Verification of Completion

****RETURN THIS WITH YOUR APPLICATION****

Student: I have reviewed the terms outlined in this packet. I have read through and understand the responsibilities and roles of the position I am applying for. I am aware of the guidelines, due dates, and expectations associated with this leadership opportunity.

Student (Applicant Signature)

DATE

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

PARENT / GUARDIAN SIGNATURE

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

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 by 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 understand that if I have 5 or more demerits I may lose my position in ASB and be removed from class.

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

- 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 4-7 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 **April 29, 2020 (if new to ASB)**
- 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.

IV. 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.

****RETURN THIS WITH YOUR APPLICATION****

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. **The evaluation is due no later than Wednesday, March 4th at lunch.**

1. _____

2. _____

3. _____

TEACHER EVALUATION FORM

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, April 17 at lunch. 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.	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 is willing to assist others without thought of personal gain.	1	2	3	4	5	N/A

Comments:

Evaluated by: _____

(teacher name)

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