



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

**Dear ASB Applicant for the 2023-2024 School Year,**

Thank you for your interest in applying 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 and opportunities to have fun, and gets you involved in the lives of all students on campus. ASB officers are in charge of the school activities for each semester.

**ASB is a class in our block schedule.** As an ASB member, you must be RESPONSIBLE, RELIABLE, and DEPENDABLE. You will be responsible for work that must be done outside of ASB meetings and school hours such as attending school activities.

Student conduct throughout the election process is tightly monitored. Any poor sportsmanship or posting of non-positive election materials will result in immediate disqualification. Also any negative campaigning or destruction of other candidate's materials will also result in disqualification.

Please read the packet carefully. Failure to comply with the rules and regulations will result in disqualification. Be very careful that you meet the GPA qualifications. If you have any questions, please see Ms. Figueroa in the ASB office. Be sure you **know the deadlines and meet them**. Thank you for wanting to be a part of the ASB team. Good Luck!

**\*Note to those running for elected positions: In the case that you lose your election, you will still be eligible to interview for an appointed position.**

### **\*ASB Application Process Timeline\***

**January 23<sup>rd</sup>, 2023** – Applications are available on the school website

**January 26<sup>th</sup>, 2023**-ASB informational meeting (Room TBD)-**MANDATORY TO ATTEND**

**February 17<sup>th</sup>, 2023**-Teacher Recommendations due

**February 17<sup>th</sup>, 2023**– **All applications are due back to the ASB office completed**

**February 28<sup>th</sup>, 2023** – Eligibility emails go out

**March 14<sup>th</sup>-15<sup>th</sup>, 2023** –Set up campaign materials/Campaign week!

**March 16<sup>th</sup> 2023** –Voting in-person in the Commons

**April 5<sup>th</sup>, 2023**-Appointed Office Interviews TBD

**April 7<sup>th</sup>, 2023** –ASB Notifications are sent via Schoology

## **Positions available for Candidacy**

**Applicant must have prior ASB experience and have an interview with Ms. Figueroa. These positions will be voted on by the school student body.**

ASB President

ASB Vice President

ASB Secretary

ASB Treasurer

**No prior experience necessary to run for:**

Senior Class President

Junior Class President

Sophomore Class President

**-These positions will be voted on by the school student body.**

**Appointed Officers** – These **will not be voted on** by the general population of the school. Please fill out your application for these positions and you will go through an interview process.

**Appointed Commissioners:**

- Commissioner of Pep
- Commissioner of Spirit
- Commissioner of Academics
- Commissioner of Athletics
- Commissioner of Publicity
- Commissioner of Marketing
- Commissioner of All Inclusion/Community Involvement
- Commissioner of Technology
- Commissioner of Special Events

**Coordinators:** These members will be appointed to committees and will not have voting privileges.

## **Commission Officer Application Requirements**

Please complete the related task and be as thorough as possible.

**(See Ms. Figueroa if you have any questions)**

- **ASB President/Vice President**
  - Please outline your plan/ideas for the year and what you hope to accomplish with your administration.
- **Class Presidents**
  - Please outline your plan for activities for your class for the entire year. How can you bring your class together as a group?
- **Athletics Commissioner**
  - Please outline what lunchtime intramural activities you would organize (dodge ball, indoor soccer, etc.) and how you would make them happen. How can we get more staff members and students to attend school sports games?
- **Spirit Commissioner**
  - **Please answer the following questions on a word document:**  
Low student turnout/participation has sometimes been a problem with ASB events. (For example, attending sports events and school dances). How would you go about increasing student participation? (e.g. incentive, publicity, etc.)
  - How can we specifically increase our school spirit?
- **Pep Commissioner**
  - Please write ideas/themes for future Pep Assemblies or Rallies: include games, group performances, special recognitions, etc.
- **Marketing Commissioner**
  - What are some items that we could sell in the ASB store? How can we encourage more students to buy spirit gear? How can we advertise our dances and sports events on campus or in the community?
- **All Inclusion/Community Involvement Commissioner**
  - Please come up with a plan or ideas for school wide community service events during the school year and how can we encourage students to participate. How can we create a more all-inclusive campus within our student body?
- **Publicity Commissioner**
  - Please create one 3ft x 5ft poster or a flyer to promote the Battle of the Bell football game for the 2022 season. The poster/flyer must be positive in nature and not degrading to Costa Mesa. Please be creative!
- **Technology Commissioner**
  - Please write ideas on how we can improve or incorporate technology in our Pep Assemblies and Pep Rallies on campus. Do you consider yourself to be great with technology?
- **Academics Commissioner**
  - What can we do to incentivize good grades and recognize students who show academic achievement? (Aside from Student of the Quarter, Honor Roll, etc.)
- **Special Events Commissioner**
  - Please write ideas about future dance themes for our four dances we have throughout the school year. Feel free to share any creative ideas for our school dances or venues.



**Position Applying For:** \_\_\_\_\_

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

**Phone:** (     ) \_\_\_\_\_

**Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**1. Teacher Recommendations:**

You must have at least two teachers fill out the teacher recommendation form on pages 8 and 9 of the application. The teacher must currently have you in their class. Coaches are not an acceptable choice for this recommendation.

**Please name the two teachers that you are receiving teacher recommendations from.**

1. \_\_\_\_\_

2. \_\_\_\_\_

**2. Assistant Principal Recommendation:**

I recommend the aforementioned candidate as an outstanding representative of Estancia High School.

\_\_\_\_\_  
Assistant Principal Signature

**3. Guidance Counselor Recommendation:**

I recommend the aforementioned candidate as an outstanding representative of Estancia High School with a 2.75 GPA or greater for the previous semester.

\_\_\_\_\_  
Guidance Counselor Signature

\_\_\_\_\_  
GPA for previous quarter

**4. Written Response:**

Candidate will need to write a one page response to the questions on page 5 of the application.

**5. ASB Code of Conduct:**

Student and parent must read and sign the ASB Code of Conduct prior to submission of the application.

**6. Commissioner Task:**

Applicant must perform the task related to his/her position outlined on page 3.





**ASB Code of Conduct**  
Please read through carefully

I, the undersigned, solemnly swear that I will abide by the following Code of Conduct set forth by the Estancia High School ASB. The following standards of eligibility, conduct, and responsibilities shall apply to all members during their term of office. The term of office shall run for the entire school year.

**1. Academic Achievement**

- a. I will maintain an academic 2.75 GPA computed on a 4.0 scale
- b. If I receive less than a 2.75 GPA during my term, I understand that there will be consequences and limitations to my involvement in ASB. Receiving less than 2.75 could be cause for dismissal from the office by the administration of Estancia High School.
- 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.

**2. Behavioral Standards**

- d. 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. Violation will result in dismissal from office. Ask Ms. Figueroa if you need further explanation.)
- e. I will uphold the constitution and my oath of office.
- f. I will cooperate with and support the ASB President & Activities Director
- g. I will abide by school dress regulations at all times.
- h. I will not carry or use any illegal substances or stimulants, drugs, alcohol, etc. at any time, on and off campus.
- i. I will display good sportsmanship at all times
- j. I will maintain a satisfactory citizenship/ attendance record.
- k. I understand that if I am suspended from Estancia High School, I may be suspended from ASB temporarily or permanently, as determined by the Estancia High School Administrative Team.
- l. Failure to comply with any of these rules may result in immediate removal from office as determined by the Estancia High School Administration Team.
- m. Posting of negative material on campus, within social media, etc. will result in immediate removal from ASB.

**3. Leadership Class**

Leadership class is an essential part of ASB. Being a part of this class means you will constantly learn how to improve your leadership skills.

**4. Responsibilities of Office**

- n. I understand that attendance to class is mandatory
- o. I understand that the same school rules apply in this classroom as any other.
- p. I understand that I am to show up to class on time. (Being late will result in a tardy.)
- q. I understand that I am not to use my cell phone in class. Class time will be used for instruction and class projects.
- r. I understand that it is my responsibility to work on projects/ assignments given to me during class periods.
- s. I understand that, regardless of my position, I will be assigned various tasks that deal with all aspects of ASB.
- t. I understand that I will be assigned work tasks at all ASB functions and that it is my responsibility to work at ASB events.
- u. I understand that being on ASB is a huge time commitment. I am prepared to work during break, lunch, after school, and some evenings to fulfill my duties.
- v. I understand that I am expected to set up and clean up after all activities.
- w. I understand that if I am elected to a commission office, I must be enrolled in the Student Government class during the bell schedule.
- x. I understand that I will be assigned, and expected to execute, tasks by the Activities Director, Advisor and /or the ASB President.

Violation of any of the stated rules is cause for removal from office. Removal from office is determined by the Estancia High School Administration Team, pursuant to the regulations set forth by the ASB constitution.

Candidate's Name \_\_\_\_\_ Candidate's Signature \_\_\_\_\_

Parent or Guardian's Name \_\_\_\_\_ Parent or Guardian's Signature \_\_\_\_\_







