



**Mansfield School District #207**  
**Associated Student Body**  
P.O. Box 188, 491 Road 14 NE  
Mansfield, WA 98830  
(509) 683-1012 FAX (509) 683-1281

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Dear Applicant:

Thank you for applying to be a part of Mansfield Associated Student Body Council. To be a member, you will be required to fill out an application and submit it by May 14, 2010. If you are selected to compete in the elections, you will need to prepare a speech for the entire student body. Below are some of the offices and their requirements to be fulfilled during the upcoming year.

**President:**

- Must be an incoming Junior or Senior
- Must maintain a cumulative 2.75 grade point average or higher
- Maintain and enforce the ASB Constitution
- Conduct meeting according to Robert's Rule's of Orders
- Represent the students at all School Board meetings
- Approach the administration with Students concerns.
- Create and distribute an Agenda for each ASB meeting
- Do one major community service project during the term

**Vice President:**

- Must be an incoming Junior or Senior
- Must maintain a cumulative 2.50 grade point average
- Perform duties of the other officers in case of temporary absence
- Oversee and coordinate Homecoming and Prom

**Secretary:**

- Must be an incoming Sophomore, Junior or Senior
- Must maintain a cumulative 2.50 grade
- Record and type all minutes of ASB Council meetings
- File a report of each meeting in the permanent record book
- Distribute minutes to the ASB officers and post a copy on the ASB bulletin board
- Take care of correspondence of the Association and keep a record of all incoming and outgoing mail
- Keep on file a record of the treasurers monthly report, the budget, documents, letters and all other paperwork of the Association

**Community Relations Officer:**

- Must be an incoming Junior or Senior
- Must maintain a cumulative 2.50 grade point average
- See that posters are made to advertise ASB events
- Preside over ASB bulletin board
- Notify media for scholastic events
- Communicate with the community
- Attend all school board meetings

**Activities Coordinator:**

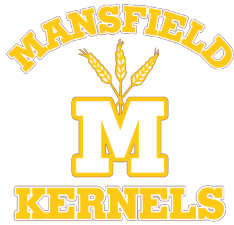
- Must be an incoming Sophomore, Junior or Senior
- Must maintain a 2.50 grade point average
- Maintain a calendar with the President's input
- Provide classes and clubs with necessary forms
- Preside over assembly schedule
- Oversee and coordinate Homecoming and Prom with the Vice President
- Develop and maintain Homecoming rules and regulations packet

**Treasurer (Appointed by the Administration):**

- Must be a incoming Sophomore, Junior or Senior
- Must maintain a cumulative 2.50 grade point average
- Keep a record of all money turned in to the student body
- Balance the books each monthly and at the end of the year and check the books of the classes and organizations

**Assistant Treasurer (Appointed by the Administration):**

- Must be an incoming Sophomore, Junior or Senior
- Assists Treasurer and prepares for the upcoming year in treasury



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## Associated Student Body Council Application

Position for which you are applying for: \_\_\_\_\_

Present cumulative grade point average: \_\_\_\_\_

Please circle your incoming grade level: 10 11 12

\_\_\_\_\_  
Name: (Last) (First) (Middle I)

\_\_\_\_\_  
Address: (Street) (City, State, Zip)

\_\_\_\_\_  
Date of Birth Telephone Number

Name of parent/guardian: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

List of current activities (last 3 years):

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Community Service:

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Essay: Why do you feel you are qualified to be a candidate for the ASB Council and how will you contribute to leading the student body?

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References: One staff member and one non-family source

1. \_\_\_\_\_  
Name Telephone Number

2. \_\_\_\_\_  
Name Telephone Number

**Certification:**

In submitting this application, I hereby certify that the information provided is complete and accurate to the best of my knowledge. Falsification of information may result in disqualification of this applicant.

By submitting this application, I also agree to uphold all ASB rules and District policies while fulfilling the duties accompanied by the desired Council position.

\_\_\_\_\_  
Applicant's Signature Date

\_\_\_\_\_  
Parent/Guardian's signature Date