Mater Dei Catholic High School

ASB Elections 2026-2027

The Nomination Procedure (Self Nomination with Contract):

In this process, a student can become a candidate when they submit the completed **ASB Application signed by the candidate, their parent/guardian, and their teachers & counselor**. Carefully read through the descriptions of the positions that you can run for included in this document.

It is very important that the **ASB Application Form** is approved by the Mater Dei Catholic faculty, staff, and administrators. Also, remember to attain your parent's signature on the form and submit it to Mrs. Abram. ASB Candidates need to take into consideration that this will be a commitment next year. Your dedication and participation in the Leadership class, ASB events and meetings are crucial.

Schedule of Events

Monday, March 23rd – Wednesday, April 15th
ASB Applications available in schoology and the school website. You can either print out the forms or get a copy from Mrs. Abram or Mrs. Farley.

Thursday, April 16th
All ASB, including Executive Officer applications, must be submitted to **Mrs. Abram** no later than 2:30 PM.

Friday, April 17th
Approved ASB candidates will be emailed.

Monday, April 20th
Mandatory Meeting for all ASB Candidates after school in the lecture hall (1:00 PM – 1:30 PM).

Tuesday, April 21st – Thursday, April 23rd

- Executive Officer interviews during class time and after school.
- Campaigning for ASB using only approved posters and materials.

Thursday, April 23rd
Campaign video speech due, 1-2 minutes.

Tuesday, April 28th – Thursday, April 30th
Video speech campaign during homeroom. Speeches will also be posted in class schoology pages.

Thursday, April 30th
Voting opens after homeroom and will close at 11:59pm

Friday, May 1st
Announcement of ASB officers will be posted to schoology (pending any tiebreakers).

ASB Application Form

This application is to be completed and turned in to Mrs. Abram no later than 2:30 pm on Thursday, April 16th.

Student Name: _____ Grade: _____

Position (Can only run for one):

Executive Officer *rank 1st choice, 2nd choice, etc.* _____ President _____ Vice President _____ Secretary _____ Treasurer *Resume and cover letter required. This position is not up for vote. Interviews will be conducted after Easter Break. Just in case you are not selected to be an Executive Officer, please select a back-up position to run for.*			
Class President ☐ Senior ☐ Junior ☐ Sophomore	**Teams (2 per grade)** ☐ Spirit ☐ Events ☐ Communications	**Sound Commissioner (1 per grade)** ☐ Senior ☐ Junior ☐ Sophomore	☐ Club Commissioner (must be in 11th or 12th grade)

ASB Requirements & Policies

I fully understand that being an ASB Officer is a serious responsibility. I am also aware of the following requirements:

1. I must have and maintain at least a **3.0 GPA** to qualify for election and during term of service.

2. I understand that I will be expected to be enrolled in the Leadership course
    a. Course is a UC approved elective and is graded as a Pass/Fail
    b. If a student fails at the semester, they will be removed from ASB
    c. The attendance policy is the same as it is for other MDCHS courses.

3. I promise to actively support, attend, and be on time for all ASB events, activities, and meetings.
    a. Required events:
        i. All home football games, including set-up and clean-up of student section
        ii. All school rallies, including set-up and clean-up
        iii. Open House
        iv. Leadership Class/ASB meetings
        v. Poster Making Days – dates TBD
        vi. ASB School Dances
        vii. ASB sponsored events assigned to my team

4. I understand that I will be expected to fulfill all job expectations and will be put on probation or removed from ASB if job expectations are not fulfilled.

a. ASB Probation Policy
    i. Event Attendance/Participation (if absence is unexcused)
        1. Miss 1 event – receive a warning via email (parent is included on the email)
        2. Miss 2 events – student is placed on probation and both student and parent are notified
        3. Miss 3 events – student is removed from ASB
    ii. When a student is placed on Probation from ASB, excluding academic eligibility, the probation is for the 9-week marking period. The student and parent will be notified when a student is placed on probation from ASB. When on probation:
        1. Student must have weekly check-ins with ASB Moderator to discuss time management and ways to improve and meet job requirements
        2. At the end of the marking period, the ASB Moderator will review student's performance and participation throughout the probationary period to determine their future in ASB. The ASB Moderator will then notify the student and parent if the probation has been lifted or if the student will be removed from ASB.

5. I understand that I am not eligible to run or may forfeit my position of service and leadership, if elected, should I be suspended from school, be placed on disciplinary probation, or become academically ineligible.

    a. Disciplinary Probation
        i. Depends on the severity and is handled on a case-by-case basis.
        ii. The maximum consequence could be removal from ASB.

    b. Academic Eligibility
        i. Must abide by the Academic Eligibility requirements stated in the student handbook.
        ii. If student becomes academically ineligible, student will no longer be pulled from class for school day meetings and events.
        iii. Student is still required to attend Leadership class because it is a graded course that is in the student's schedule but will spend class time as an independent study hall. Student will be assigned a grade-check log to complete each week of other coursework to improve their grades and become academically eligible.
        iv. Student will have until the next 5-week grade check to become academically eligible or the student will be removed from ASB.

6. I understand that I must be registered to attend Mater Dei Catholic High School for the 2026-2027 school year.

I have read, certify, and understand the requirements, and promise, if elected, to fulfill the job description of the position of leadership and service I am seeking to the best of my ability. I also give permission to use the information provided on the other side of this form in preparing candidate information for voters.

Student Signature _____ Date _____

I support my child's application to be elected to a position of leadership and service to Mater Dei High School ASB for 2026-2027 school year.

Parent Signature _____ Date _____

Faculty & Administration Signatures

I support my student's application to be elected to a position of leadership and service to Mater Dei High School ASB for 2026-2027 school year.

_____	_____
Counselor	**Dean's Office (Mr. Drake or Mr. Gaeta)**
_____	_____
Block 1 Teacher	**Block 2 Teacher**
_____	_____
Block 3 Teacher	**Block 4 Teacher**
_____	_____
Block 5 Teacher	**Block 6 Teacher**
_____	_____
Block 7 Teacher	**Homeroom Teacher**

Description of Positions

- **EXECUTIVE OFFICERS**: ***(pre-requisite of at least 1 year holding an ASB position at MDCHS and be a junior or a senior next school year)***
    - President:
        - Represent the entire student body, 9th – 12th grade
        - Set the vision for ASB
        - Stay informed on anything pertaining to ASB
        - Work collaboratively with other executive officers
        - Always be on time
        - Lead meetings
        - Keep team accountable
    - Vice President:
        - Support and be able to replace president when needed
        - Help president on decisions
        - Assist president with responsibilities
        - Meeting and event attendance
        - Publicity liaison/contact, if need be, for future events
    - Secretary:
        - Keeping records of meeting agendas
        - Take notes of all meetings and share with ASB Moderator and ASB members
        - Work with spirit team to keep record of spirit points
    - Treasurer:
        - Maintain records of ASB budget
        - Communicate budget updates to ASB
        - Fundraising tracking
        - Work with ASB Moderator on event budgets
        - Work with and oversee fundraising team
- **CLASS PRESIDENTS:**
        - Continuous communication with executives
        - Be the liaison between the ASB and students in your grade level
        - Build class identity and spirit
        - Attain participation in ASB events from students in your grade level
        - Collaborate with the Events Team to plan class-specific events
- **TEAMS:**
    - Spirit
        - Plan and facilitate all school rallies, spirit days, and student section themes
        - Work with class presidents to find game participants
        - Collaborate with Communications team to promote all activities
        - Collaborate with Class Presidents and Events team
        - Work with Secretary to record spirit points
        - In charge of creating**/**promoting student sections for games for sports activities
        - Communicate with sound commissioners about music for all rallies, games, and student sections
        - Creating chants and hyping up the student body
        - Communicate with sports coaches and Athletic Directors
        - Collaborate with communications team to promote sporting events**/**student section

- Events
    - Organize ASB sponsored events: Welcome days, class-specific events, lunchtime activities, school dances and monthly fundraisers
    - Strong collaboration with Spirit and Communications teams to ensure students are participating in events
    - Communicate with sound commissioners about music for all events

- Communications
    - In charge of flyers**/**posters for all events
    - In charge of updating the bulletin boards
    - Work with Yearbook**/**MDTV and act as a communication liaison
    - In charge of daily morning announcements
    - Announce all student life events in athletics, vapa, clubs, etc.

- Sound
    - In charge of setting up**/**playing music for **all** ASB events, including but not limited to:
        - athletic events
        - lunchtime activities
        - rallies
        - student welcome/orientations
    - Liaison between IT and ASB
    - Ensure sound equipment is properly stored after all ASB events

- **CLUB COMMISSIONER:**
    - One student (in 11th or 12th grade) will assist the ASB Moderator and AP of Student Life by helping manage and monitor all club activity
    - Serve as the liaison between ASB and all student clubs on campus
    - Maintain an up-to-date list of active clubs and their leadership
    - Assist with organization and promotion of Club Day