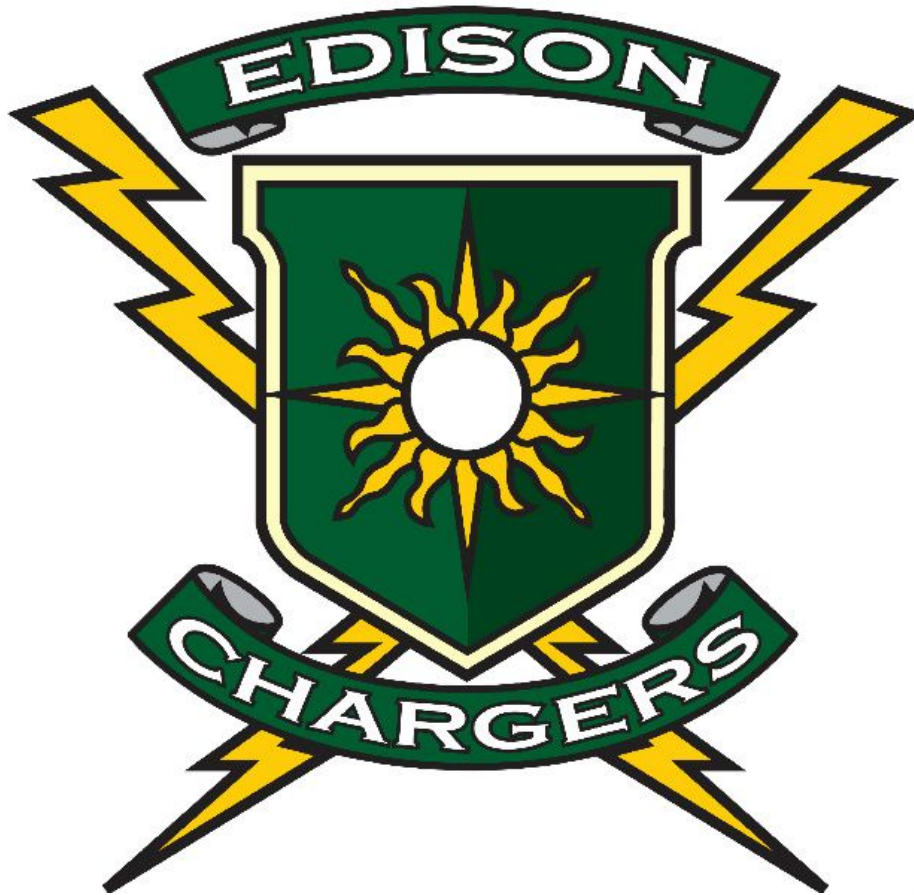


# **EDISON HIGH SCHOOL ASB APPLICATION FOR APPOINTED OFFICE**



**The Associated Student Body of Edison High School is wholly dedicated to the cause of connecting all Chargers through quality events, meaningful recognitions, and the creation of a positive school culture that is inclusive of everyone.**

**2019-2020 ASB APPLICATION INFORMATION**

**Congratulations on your decision to apply to be a part of ASB!**

**This packet of information includes everything you'll need to know to complete the application process. Please read through the packet thoroughly to ensure that you are aware of what you are signing up for and how to apply. Any questions? Email Mr. Lam at [jlam@hbuhdsd.edu](mailto:jlam@hbuhdsd.edu).**








**QUALIFICATIONS AND EXPECTATIONS FOR CANDIDACY**

- All candidates for ASB MUST BE eligible to participate in co-curricular activities and meet the following criteria:
  - The student received satisfactory or above marks in citizenship and work habits in all course work at the completion of the most recent grading period.
  - All students in ASB are required to maintain a “C” or better in ALL classes and maintain a 2.5 GPA. Elected candidates must maintain a minimum 3.0 GPA.
  - Student maintains a satisfactory attendance record with no excessive tardies and/or absences.
  - Student has had no history of discipline violations (no more than 10 hours of detention/Saturday School AND/OR has not been suspended at any point in high school.)
- Activities Director and/or Administration reserve the right to remove elected or appointed members from their positions if they fail to maintain the qualifications of their job.

**APPLICATION TIMELINE**

<b>Wed., April 24th</b>	<b>Informational Meeting for all candidates interested in applying to join ASB.</b>
<b>Mon., May 6th</b>	<b>Applications due to Mrs. Stocks in the Activities Office by 1PM.</b>
<b>May 8-20th</b>	<b>Interview Period</b>
<b>Wed., May 22nd</b>	<b>2019-2020 ASB Roster Posted on the Activities Office</b>

**APPLICATION CHECKLIST: Completed applications can be turned into Mrs. Stocks by 1PM on May 6th.**

	<b><u>Part 1:</u> Contact Information</b>
	<b><u>Part 2:</u> Clearance Signatures AND Copy of Unofficial Transcript</b>
	<b><u>Part 3:</u> Typed Statement of Intent/Free Response (separate sheet of paper, typed)</b>
	<b><u>Part 4:</u> Parent Permission/Acknowledgement of Duties and Commitment</b>
	<b><u>Part 5:</u> Parent Permission/Signed Code of Conduct</b>
	<b><u>Part 6:</u> Student Support Signatures</b>
	<b><u>Part 7:</u> Confidential Teacher Recommendations Sent to Mr. Lam</b>

**Below is a list of each of the ASB Commissioner Positions, along with the duties attached to each role.**

<b>POSITION</b>	<b>DESCRIPTION OF DUTIES</b>
<b>Commissioner of Pep and Spirit</b>	Oversees the student section and producing school spirit on campus and at school events. Pep commissioners are in charge of coordinating game themes, promos, and getting people to the games to be spirited! Must be high energy and enthusiastic!
<b>Commissioner of Assemblies and Hosting</b>	Oversees, hosts, and directs the the Homecoming, Bell Game, Winter Formal, and Prom assemblies. Also is in charge of coordinating scripts and assembly walkthroughs with ASB. Must be comfortable in front of large crowds or experienced with directing groups.
<b>Commissioner of Athletics (Boys or Girls)</b>	Oversees the all sports teams and is in charge of coordinating Games of the Week, school sports tournaments, and banquet speeches/awards.
<b>Commissioner of Clubs</b>	Oversees the activity of all clubs on campus and is in charge of coordinating Club Rush and other club related events.
<b>Commissioner of Communications</b>	Oversees the morning announcements and is in charge of gathering a team of students to do the morning announcements on a weekly basis. Also in charge of creating promos and advertisements to place on social media and school marquees. Experience in digital media/Adobe Spark recommended.
<b>Commissioner of Student/Staff Relations</b>	Acts as the liaison between staff and students and is in charge of coordinating monthly reports that are sent to the district board. Also includes attendance at PTA, school site, and school board meetings. Also works with Charger Connections and the Yearbook Staff to keep them in the loop on ASB activities.
<b>SAC Commissioner</b>	Oversees all SAC activities and is in charge of coordinating Abilities Awareness during Care Month, Walk A Day In My Shoes Simulation, SAC Dances, and school communications to the SAC department.
<b>Commissioner of BOLT TV</b>	Oversees Bolt TV and is in charge of coordinating episodes of Bolt TV, assembly clips, promo videos for ASB, and sports films. Must be a member of Bolt TV.
<b>Commissioner of Publicity</b>	Oversees the publicity of all school events and is in charge of creating posters and social media posts to keep all Chargers in the loop. Artistic skills required. Oversees Bell Week posters.
<b>Commissioner of Technology/ Media</b>	Oversees set up, clean up, and management of all audio/visual media for school events and assemblies. Manages the marquee in the English Hallway. Background in A/V highly recommended.
<b>Commissioner of Assembly Design</b>	Oversees the visual design and ambiance of each assembly. Assembly Design leaders must create decorations for the assemblies and during assembly set up, must take order and have duties ready to assign.
<b>Commissioner of Activities and Events</b>	Oversees development, planning, and implementation of breaktime activities and is in charge of coordinating dress up days for spirit weeks.
<b>Commissioner of Elections</b>	Oversees all schoolwide elections and is in charge of creating the google forms and tabulating the results of each dance king/queen/court. Also includes student elections.
<b>Commissioner of Community Service</b>	Oversees fundraising for the community and is in charge of coordinating the District Canned Food Drive, Blood Drives, Pennies for Patients, and the Resolution Run.
<b>Commissioner of Visual and Performing Arts</b>	Oversees the development and choreography of dances and performances (Talent Show, Greenman, various assemblies) and also acts as a liaison for the performing and fine arts on campus.



**PART 1: APPLICANT INFORMATION: Please print out the following information neatly in pen.**

NAME	GRADE LEVEL
HOME PHONE NUMBER	CELL PHONE NUMBER
SCHOOL EMAIL ADDRESS	SCHOOL ID NUMBER

In the box below, please indicate what position(s) you are applying for:
<p><b>First Choice:</b></p> <p><b>Second Choice:</b></p> <p><b>Third Choice:</b></p> <p style="text-align: center;"><b>(For your interview, you only need to prepare for your first choice)</b></p>

**PART 2: CLEARANCE SIGNATURES**

SUPERVISION: Please check in with the Supervision Office to verify that you haven no disciplinary issues.			
<input type="checkbox"/> ALL CLEAR <input type="checkbox"/> PLEASE CONTACT SUPERVISION		Signature:	Date:
ATTENDANCE: Please check in with the Attendance Office to verify your attendance record.			
Truancies for this year:	Tardies for this year:	Signature:	Date:
GPA VERIFICATION: Please check in with the Registrar to verify your GPA and obtain an unofficial copy of your transcript (attach to your application).			
Overall Weighted GPA:	Last Semester GPA:	Signature:	Date:

### **PART 3: STATEMENT OF INTENT/FREE RESPONSE**

**Please respond to the following questions on a separate typed page.**

- 1. List all of the extracurricular activities you are involved in on campus and in the community.**
- 2. How do you define leadership, and what makes you an effective leader?  
(250 words or less)**
- 3. Why do you want to be a part of Edison High School's ASB, and what do you hope to accomplish as an ASB Senator? (250 words or less)**
- 4. What position are you applying for, and what specific skills, connections, knowledge do you possess that make you stand out from other applicants? (250 words or less)**

### **PART 4: PARENT PERMISSION/ACKNOWLEDGEMENT OF CANDIDACY**

**Please review the following information with your parents, acknowledging that you are aware of the duties that you are committing yourself to in applying to join ASB.**

**Parent/Guardian Statement of ASB Appointed Office:**

**I am aware that my student is pursuing an opportunity to join Edison High School's ASB. I am acknowledging that that by joining ASB, there is an expectation that my student will:**

- Attend ASB Camp in the summer on August 6-9, (approximate cost \$290)**
- Purchase an ASB uniform (approximate cost \$100)**
- Enroll in the 0 period Principles of Leadership Course for the entire school year**
- Attend school events that are sometimes on the weekends or in the afternoons and evenings during the week (sports games, performances, meetings)**
- Participate in weekly leadership lessons assigned via Canvas**
- Aim to set an example to other students as a representative of student government**

**Parent Signature**

**Date:**

**Student Signature**

**Date:**

## **PART 5: PARENT PERMISSION/CODE OF CONDUCT**

**PLEASE READ THIS WITH YOUR PARENTS, INITIAL EACH LINE, AND SIGN AT THE BOTTOM OF THE PAGE TO ACKNOWLEDGE THAT YOU ARE AWARE OF THE EXPECTATION OF BEING A STUDENT LEADER ON ASB.**

**\_\_ BEHAVIOR:** I will remember that I, at all times, represent EHS students and staff and that my behavior will be such that it will bring respect to the office or position I hold, to EHS, to my family, and to myself.

**\_\_ DUTIES:** I will share equally in all duties of student government, which includes attending activities, projects assigned to my ASB Office, painting posters, wearing school colors, designated ASB shirts, dressing up on spirit days, and being a positive influence on and off campus.

**\_\_ 0-PERIOD:** I recognize that 0-Period is not a Study Hall time. I will not count on doing my homework during this period. Unless otherwise indicated by the advisor, I will work on the development of my leadership skills, projects related to my ASB Position, help others do work related to their position, paint posters, clean the ASB room, or any other job that might be assigned during this period.

**\_\_ ABSENCE/COVERAGE:** If I have specific responsibilities and am going to be absent, I will communicate that absence ahead of time via phone call or text and I will arrange for someone to take my place or cover my duties.

**\_\_ COMMUNICATION:** I will be open and honest with my advisor in all matters. If something is bothering me, I will bring my concerns to the Executive Council, and if there is a major issue, I will go directly to my advisor and not involve other ASB members.

**\_\_ RELATIONSHIP BUILDING:** I will do my best to meet new individuals on campus and broaden my relationships so I can truly represent those who have put me in a position of leadership.

**\_\_ TASTE/APPROPRIATENESS:** I understand that all ASB Activities for which I share a responsibility must be conducted in good taste/appropriateness and shall observe the norms of content suitable to traditional public school values.

**\_\_ APPROVAL:** I understand that all activities must be approved by the advisor in advance.

**\_\_ CODES/POLICIES:** I will set an example for the student body and follow all EHS rules and regulations including the Dress Code, the Academic Code of Honor, and all Discipline and Attendance Policies.

**\_\_ GPA:** I will maintain my grades in citizenship, effort, and academics according to the ASB Constitution. I understand that I must maintain a minimum GPA of 2.5 at the end of each semester to be a member of ASB.

**\_\_ SUBSTANCES:** I will abide by the EHS and HBUHSD rules regarding alcohol, drugs, and smoking. I understand that any violation of these rules will result in an automatic withdrawal from ASB, and that my involvement with any substances will jeopardize my participation in the ASB program.

**\_\_ SOCIAL MEDIA PRESENCE:** As a leader on campus, I acknowledge that what I am posting on social media is subject to review at any time by the ASB advisor. I will refrain from posting content that is crude, inappropriate for school, mean-spirited, alcohol or drug related, or bullying in nature.

**\_\_ ACCOUNTABILITY/GRADES:** I understand that the purpose of the Leadership class (0 Period) is to build my own leadership capacity while providing intention, inspiration, and purpose to the activities that I plan on campus. I understand that I will, at times, be given "homework" and "classwork" during ASB that is related to building my leadership capacity and will participate.

**\_\_\_ WE UNDERSTAND THAT VIOLATION OF ANY OF THESE POLICIES WILL RESULT IN DISCIPLINARY ACTION, UP TO AND INCLUDING POSSIBLE REMOVAL FROM THE ASB PROGRAM.**

**PRINT STUDENT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_**

**PARENT SIGNATURE: \_\_\_\_\_**

**PART 6: STUDENT SUPPORT:** Please obtain the signatures of 25 EHS students who support you being on ASB.

1.	ID#:
2.	ID#:
3.	ID#:
4.	ID#:
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23.	ID#:
24.	ID#:
25.	ID#:



## PART 7: TEACHER RECOMMENDATIONS

Please give this slip of paper to a teacher that you would like to recommend you for admission to ASB.

<b>Student Name:</b>		<b>Teacher/Recommender Name:</b>
<b>Current Grade Level:</b>	<b>Date Form Was Given to Teacher:</b>	<b>Position Running For:</b>

Dear Teacher/Recommender,

Thank you for your help in this process! Please go to the link below to fill out the ASB Teacher Recommendation Google form. All forms need to be completed by \_\_\_\_\_.

LINK: <https://goo.gl/forms/16ocWNbBFviBnv292>

QUESTIONS? Contact Mr. Lam at [jlam@hbuhsd.edu](mailto:jlam@hbuhsd.edu)

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QUESTIONS? Contact Mr. Lam at [jlam@hbuhsd.edu](mailto:jlam@hbuhsd.edu)



## PART 8: COMMISSIONER SPECIFIC INTERVIEW PREPARATION

<b>Please review the following information to prepare for your specific interview. Don't be unprepared!</b>	
<b>POSITION</b>	<b>HOW TO PREPARE &amp; WHAT TO BRING (IF NEEDED)</b>
<b>Commissioner of Pep and Spirit</b>	Come prepared with a shortlist of cheers that you would like to implement as well as ideas for how to grow the Student Section (theme nights, giveaways, etc.). Be ready to "lead a cheer" to Exec Board during your interview.
<b>Commissioner of Assemblies and Hosting</b>	Come prepared with a list of activities that you would like to see implemented during Edison's rallies/assemblies. Assembly themes, games, hype activities, and ways to feature students from different groups are a must.
<b>Commissioner of Athletics (Boys or Girls)</b>	Brainstorm different on campus tournaments that students might enjoy, as well as ways to recognize and celebrate sports teams and promote the Game of the Week.
<b>Commissioner of Clubs</b>	Come prepared with ways to make Club Rush run more smoothly. Also think of ways to support, promote, and recognize on campus clubs.
<b>Commissioner of Communications</b>	Come prepared with samples of announcements that you have written as well as samples of online promos (you can have them on your phone to show during the interview).
<b>Commissioner of Student/Staff Relations</b>	Brainstorm different ways to celebrate, connect, and recognize both staff and students.
<b>SAC Commissioner</b>	See Mr. Lam or Mr. Loomis (in the SAC Department).
<b>Commissioner of BOLT TV</b>	See Mr. Hayes (BOLT TV Advisor).
<b>Commissioner of Publicity</b>	Please come prepared with samples of your artistic ability. On a separate sheet of paper, please bring in a mock up of two Bell Game posters that showcase your skills, wit, and creativity.
<b>Commissioner of Technology/ Media</b>	Be prepared to share your experience with Tech and AIV and what events you have helped coordinate and facilitate in the past.
<b>Commissioner At Large/ Assembly Design</b>	Please come prepared with brainstorm ideas for assembly themes and how you would decorate the gym for those themes. Outside the box ideas that make a statement and a big visual impact are a must! More than just balloons!
<b>Commissioner of Activities and Events</b>	Please come prepared with ideas for breaktime activities and games that you would want to see played in assemblies and rallies. Try and think of games that involve different populations, including staff AND students.
<b>Commissioner of Elections</b>	Please bring in a sample of a google form that you have created that you would use for an election.
<b>Commissioner of Community Service</b>	Please brainstorm different community based projects that ASB could partner with to give back to the community. Also think of ways that ASB could involve all students in being service-oriented.
<b>Commissioner of Visual and Performing Arts</b>	Be prepared to discuss your ideas for the ASB Camp Talent Show and the Bell Game Green Man Dance. Also think of ways to recognize, promote, and celebrate Visual Performing Arts on campus (Band, Music Industry, Color Guard, Dance, Art, Ceramics).