

HAWTHORNE HIGH SCHOOL ASB APPLICATION CHECK OFF LIST

ALL OF THE FOLLOWING ITEMS ARE REQUIRED TO COMPLETE THE APPLICATION

- ASB Positive Social Behavior Agreement
- Student Council Officer Evaluation from a teacher/counselor
- ASB Candidate Petition
- 2 Teacher Recommendations must be turned into Mr. Hughes' Mailbox



COUGARS

***Failure to comply with the above-stated rules and procedures will result in possible disciplinary action and/or disqualification from the election.**

NO EXCEPTIONS!*

- I agree to follow all terms regarding the election process. If elected, I shall be subject to the rules, regulations and procedures entitled to the privileges of my position.
- I understand that I must attend and/or assist in all ASB functions.
- I understand that any decision or activities that we plan are to be in the best interest of Hawthorne High School's Student Body.
- I understand that in the event of not following through with the duties and responsibilities associated with my position as an ASB Officer, I will be re-evaluated by the ASB Director and/or the Executive Board and if necessary, removed from my position in office according to the HHS ASB Constitution.
- **I understand the amount of time outside of class ASB demands and can make a commitment to meet those hours (roughly 60hr. per semester).**
- I understand and agree to comply with all rules, regulations and guidelines set forth in this elections packet.
- I understand that as a leader of HHS, I am held, accountable for my actions and will abide by all school rules set forth by HHS. These include but are not limited to: possessing, consuming or being under the influence of alcohol, narcotics, dangerous drugs and or other controlled substances or intoxicants of any kind.
- Violation of this agreement will result in the immediate removal from the ASB Student Council.

Printed Name: _____ ID: _____

Signature of Applicant: _____

Date _____

Printed Name: _____

Signature of Parent: _____

Date _____

HAWTHORNE HIGH SCHOOL ASB APPLICATION PETITION

Student Name:

ID#:

GPA(Semester)_____ Counselor Verification/Signature: _____

Parent Name and Signature: _____

Applicant Signature: _____

Approval of 4 Current Teachers:

- 1)
- 2)
- 3)
- 4)

40 Student valid signatures that will approve your petition.

1.	21.
2.	22.
3.	23.
4.	24.
5.	25.
6.	26.
7.	27.
8.	28.
9.	29.
10.	30.
11.	31.
12.	32.
13.	33.
14.	34.
15.	35.
16.	36.
17.	37.
18.	38.
19.	39.
20.	40.

Hawthorne High School ASB Student Council Officer Evaluation

Student Name: _____ **ID:** _____

Teacher/Counselor Name: _____

Grade in August 2019: _____

Please rate this student on the following. When finished, please return to Mr. Hughes' mailbox. Thank you for your time!

POOR

EXCELLENT

Reliability:

1 2 3 4 5 6 7 8 9 10 Unsure

Communication/ Public Speaking Skills:

1 2 3 4 5 6 7 8 9 10 Unsure

Maturity:

1 2 3 4 5 6 7 8 9 10 Unsure

Works Well With Others:

1 2 3 4 5 6 7 8 9 10 Unsure

Integrity:

1 2 3 4 5 6 7 8 9 10 Unsure

Leadership Ability:

1 2 3 4 5 6 7 8 9 10 Unsure

Work Habits/Ethic:

1 2 3 4 5 6 7 8 9 10 Unsure

Time Management:

1 2 3 4 5 6 7 8 9 10 Unsure

General Ability to Complete ASB Tasks:

1 2 3 4 5 6 7 8 9 10 Unsure

Do you find ANY reason whatsoever that this student may be unable to complete the tasks and responsibilities associated with ASB? (If so, please explain) YES NO

Additional Comments on back please:

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DUTIES OF THE OFFICE

The *ASB President* shall have the following duties:

- Preside over all meetings of the student council.
- Call special meetings of the student council.
- Plan and prepare an agenda for the student council meetings.
- Appoint all committee members and chairpersons.
- Serve as ex-officio member of all committees.
- Represent the student council at all school and school district meetings where this representation is appropriate.
- Preside at all student body assemblies or authorize someone to do so in his/her place.
- Vote in student council only in cases where his/her vote would affect the result.

The *ASB Vice-President* shall have the following duties:

- Serve as the ASB President if the president becomes unable to fulfill his/her duties either temporarily or permanently.
- Serve as chairperson of the Elections Committee and supervise all student body elections.
- Lead the flag salute at all student council meetings, student body activities, assemblies, or authorize another member of student council to do so in his/her place.

The *ASB Treasurer* shall have the following duties:

- Maintain complete and accurate record of all ASB receipts and disbursements.
- Prepare monthly reports for the student council on the ASB bank balances and receipts and disbursements to date.
- Serve as chairperson of the Finance Committee with the assistance of the student body bookkeeper and a district business staff member.
- Act as co-chair of the Fund-Raising Standing Committee.
- Keep accurate profit and loss statements of all ASB functions and assist classes and clubs in keeping accurate records.
- Supervise the preparation of the annual budget.

The *ASB Secretary* shall have the following duties:

- Maintain accurate minutes of each student council meeting.
- Complete the minutes in the prescribed format by the next meeting of the student council for distribution to all members.
- Carry out all necessary correspondence for the student council.
- Record and distribute an agenda for each student council meeting.

The *Activities Chair (or Commissioner of Activities)* shall have the following duties:

- Coordinate and maintain the master calendar of all student body activities.
- Serve as chairperson of the Activities Committee.
- Serve as co-chair of the Fund-Raising Standing Committee.

The *Publicity Chair (or Commissioner of Publicity)* shall have the following duties:

- Publicize all school activities through the school newspaper, the school marquee, and school bulletin boards.

- Issue news releases to the press, radio and television stations. Make public announcements (PA) daily.

The *Athletics Chair (or Commissioner of Athletics)* shall have the following duties:

- To initiate and organize the intramural sports.

The *Academics Chair (or Commissioner of Academics)* shall have the following duty:

- To serve as the representative to the district governing board.

Duties of Class Officers:

Class Presidents and Vice Presidents

- Serves on the Student Council in the fourth Period ASB Class
- Are in charge of a cabinet of four officers (themselves, a secretary and a treasurer) whom represent the respective class in all things ASB related
- Host weekly cabinet meetings to discuss events sponsored by the class, and fundraisers or other events pertaining to the school and ASB
- Host monthly class meeting discuss events sponsored by the class, and fundraisers or other events pertaining to the school and ASB

Class President

- Leads a cabinet of four officers, serves on the student council
- Heads a committee for respective events and activities hosted by their class
- Reports to ASB President with concerns in regards to ASB and aids in all ASB and Class Events

Class Vice President

- Presides over a cabinet of four officers, serves as class president in absence, illness, or ineligibility of said president.

Class Treasurer

- Balances, maintains and oversees the budget for each class,
- Maintains contact with the ASB Treasurer on all affairs financial
- Aids in all ASB and Class events

Class Secretary

- Records and maintains minutes for all cabinet meetings, maintains proper paperwork for all events and activities hosted by the respective class
- Reports to the ASB Secretary in regards to compilation of the minutes for each cabinet at the end of each semester
- Aids in all ASB and Class events