

## **2019-2020 ASB Appointed Position Application**

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### **Qualifications:**

All candidates must be currently enrolled in at least thirty credits of academic work (five classes) and must possess a 3.0 citizenship average and a 2.5 academic grade average for each of the last two grading periods (first semester and third quarter to date), calculated separately. The two grading periods are not averaged together. SPECIAL NOTE REGARDING ADMINISTRATIVE CITIZENSHIP GRADE: If any candidate received an administrative citizenship grade drop at the end of the first semester or will be receiving one at the end of the second semester, for any reason (including missed detentions or closed campus violations), he/she is NOT ELIGIBLE to run for office.

**All students running for office must have completed a certain number of community service hours to be eligible to run and hold office. The requirements are as follows:**

**Future Sophomores 10 hours**

**Future Juniors 20 hours**

**Future Seniors 30 hours**

For all interested in appointed positions in ASB, there will be a mandatory meeting on Thursday, January 17 at lunch in room 406. The application packet should be turned in to Mrs. Estrada in the APO no later than **Monday March 25, 2019 at 3:30 pm in the APO.**

### **IMPORTANT RULES ABOUT THE APPOINTED OFFICE SELECTION PROCESS:**

1. These deadlines and requirements are to be met. If not, it may result in disqualification of the applicant.
2. Appointed positions are open to rising Sophomores, Juniors, and Seniors (grade level during 2019-2020 school year)
3. Applicants are asked to rank their preference of position from one to three. However, the ultimate decision on which position the applicants are selected for will lie in the decision of the committee.
4. Integrity is of the utmost importance. Applicants must not discuss anything regarding ASB with committee members prior to and following interviews. If you have any questions, you must direct them to Mrs. Rushing/Ms. Pauline.
5. Applicants must follow all rules and requirements on this application to be eligible to run for office. If any of these rules or requirements are not followed, the applicant will be subject to disqualification.

### **The following are the appointed positions to be interviewed for:**

Inter Club Council President - 2 positions

PTSA Board Representative

SMUSD School Board Representative

Spirit Commissioner - 2 positions

Publicity - 2 positions  
 Hospitality - 2 positions  
 Historian - 2 positions  
 Service Commissioner  
 Media Commissioner - 2 positions

### **MANDATORY ESSAY QUESTIONS**

#### **Essay requirements**

- **MLA Format (proper heading, double spaced, Times New Roman, size 12)**
- **Meet the minimum word count**

Respond to the following prompts. Each question should be answered separately. Answers **MUST** be typed

1. Why are you interested in becoming an ASB officer? (minimum **100** words)
2. Describe a difficult decision or choice you had to make in the last year. What was it and what did you learn from the decision or choice? (minimum **100** words)
3. Give 3 qualities you possess that you make you a viable ASB candidate. Explain. (minimum **100** words)
4. What do you find valuable when working in a group? What do you find challenging when working in a group? (minimum **150** words)
5. What other activities, extracurricular activities, athletics, etc. do you plan on participating in the 2019-2020 school year? Describe your level of involvement/ position in each activity. (minimum **50** words)
6. Please provide the names of three faculty members who would provide references for you if asked. This is in addition to the one teacher recommendation required.

#### **ADDITIONAL REQUIRED WRITTEN RESPONSE:**

Minimum word count: 500

**Prompt:** What qualifications/experience do you bring with you to serve in these offices?

**APPOINTED OFFICE INTERVIEWS:** *Prepare to show up in professional attire for this interview as if you are applying for an important job.* A failure to submit a complete application will result in disqualification. You will be assigned a meeting time (between Apr 4 -11) during your 4th period. There will be an email of the meeting schedules sent out by Wednesday, April 3. If you can not attend your assigned meeting time (*ex. test, presentation, emergency, etc.*), notify Hannah Huynh (ASB President | 626-278-0461) or Ashley Wang (ASB Vice-President | 626-228-9883).

#### **IMPORTANT DATES:**

##### **Thursday, Jan 17**

All ASB position information meeting for elections and appointments

##### **Monday, March 25**

Appointed Officer: application packet should be turned in to Mrs. Estrada in the APO no later than 3:30 pm in the APO.

##### **Wednesday, April 3**

Interview notifications go out to Appointed officer candidates

**April 4 - April 11**

ASB Appointed Officer interviews begin. You will be assigned a meeting time during your 4th period. There will be an email of the meeting schedules sent out by Wednesday, April 3. If you can not attend your assigned meeting time (*ex. test, presentation, emergency, etc.*), notify Hannah Huynh (ASB President | 626-278-0461) or Ashley Wang (ASB Vice-President | 626-228-9883).

**Friday, April 12**

New ASB, Election Results Pep Rally during lunch

### SAN MARINO HIGH SCHOOL ASB APPOINTED POSITION FORM

I, \_\_\_\_\_, declare myself a candidate for the APPOINTED OFFICE of (rank in order of preference)

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

3. \_\_\_\_\_

Counselor \_\_\_\_\_ Current Grade \_\_\_ Email Address \_\_\_\_\_

By your signature below you have declared yourself to be applying for an ASB positions. Candidates are reminded that to be eligible they must have earned a minimum academic grade point average of 2.5 and a minimum citizenship average of 3.0 for each of the last two grading periods (first semester and third quarter) calculated separately and not averaged together.

The mandatory ASB retreat will be held from July 24 to July 27, 2019. All of ASB are required to attend this event. If your student is selected and unable to attend the retreat, he/she will be removed from their position as an ASB officer. There are no exceptions to this rule.

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Parent Signature)

Course	1st Semester Grade	3rd Quarter Grades to Date	Teachers' Signature
0			
1			
2			
3			
4			
5			
6			

\* You MUST attach a copy of your first semester report card, your 3rd quarter PowerSchool print out and a picture of yourself. When the above information is completed, please return this form with the rest of your application to Mrs. Estrada in the APO. Appointed position applications are due March 25 at 3:30 pm in the APO.











**San Marino High School  
ASB Candidate Teacher Evaluation Form 2019-2020**

STUDENT SHOULD FILL THIS BOX OUT BEFORE HANDING TO THE TEACHER. ALL OTHER  
INFORMATION IS FILLED OUT BY THE EVALUATING INSTRUCTOR.

STUDENT NAME: \_\_\_\_\_ ID#: \_\_\_\_\_

TEACHER NAME: \_\_\_\_\_

**DIRECTIONS:** Please score the candidate whose name appears above on the following criteria. These scores count for a good portion of the selection score index, so your honest assessment of this student is taken very seriously. While comments are not required, they can improve enormously helpful in a very competitive process such as this.

**DO NOT GIVE THIS TO THE STUDENT:** Your individual scores and comments are NEVER shown to the student or parents, to maintain confidentiality. Please return to Mrs. Rushing's or Ms. Pauline's mailbox by March 14, 2019 for candidates in the election or March 25, 2019 for appointed ASB positions. THANK YOU FOR YOUR TIME!

CHARACTERISTIC	SCORE (1 - 5)
Student enthusiastically participates in class activities and discussions.	
Student takes initiative and shows self-motivation.	
Student shows respect for both adults and peers.	
Student demonstrates emotional maturity.	
Student is on time to class and turns in assignments on time.	
Student is trustworthy and honest.	
Student is kind and caring to others in both words and actions.	
Student works well as a member of a team.	
Student is a positive leader in class.	
"Gut feeling"-what is this student?	

1 is a low rating, 5 is the highest, N/A means you haven't been able to observe this in your class.

Why would this candidate make a desirable addition to the ASB? \_\_\_\_\_

\_\_\_\_\_

TEACHER SIGNATURE: \_\_\_\_\_

Checklist:

ASB Appointed Position Applications due by Monday, March 25, 2019 by 3:30 to Mrs. Estrada in the APO. *Please turn your applications in this order:*

- Application form
- Picture of Yourself
- 100 signatures
- Copy of 1st Semester Report Card
- 3rd Quarter PowerSchool Print out
- Typed answers to Mandatory Essay questions
- Typed written response
- 1 Teacher Recommendation Letter (to be turned in to ASB mailbox)