

## 2019-2020 ASB Cabinet Election Information

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### To all Candidates for ASB Office:

The following are the regulations for the 2019-2020 ASB elections. Any violation of, or failure to comply with, these rules will result in disqualification. If you have any questions, please contact Hannah Huynh (ASB President), Ashley Wang (ASB Vice-President), Mrs. Rushing (ASB Advisor), or Ms. Pauline (ASB Advisor). **The ASB Advisors and Administration reserve the right to make changes to these rules and regulations as deemed necessary.**

### 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.

**Only students with at least one year of prior ASB experience are allowed to run for the office of ASB President and ASB Vice President. All students running for ASB 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**

### Five Important Rules:

- All deadlines must be met. Failure to do so will result in the disqualification of the candidate.
- All candidates must present a speech the day of the elections  
Election Assembly (Tuesday, April 2): ASB President, ASB Vice-President, ASB Treasurer, ASB Secretary, ASB Activities, ASB Athletics, Sophomore Class President, Junior Class President, Senior Class President.
- The candidates' (1) application, (2) petitions, and (3) drafts of speeches as well as teacher recommendations should be turned to Mrs. Estrada in the APO no later than **3:30 pm on Thursday, March 14th, 2019**. All **UPDATED** speeches MUST be typed and turned into Mrs. Rushing or Ms. Pauline by **Monday, April 1 at 3:00pm.**
- Speeches that are derogatory in any way towards other candidates, or contain inappropriate language, mannerisms, or sexual references will result in disqualification.

- Permission to use ANYONE'S name must be granted when a speech is turned in.

### **Election Regulations:**

#### **A. SIGNS**

Signs may be put up after 6:30 a.m. on Wednesday, March 27. All ASB candidates are allowed 150 square feet of signs, INCLUDING FLYERS, and must comply with the following posting rules:

- Signs can only be posted on bulletin boards and railings. They can also be posted in classrooms, with the permission of teachers. The baseball chain link fence, all windows, all glass doors, railings, and stucco walls are off limits. Prior to posting, all signs must be approved by Ms. Pauline. Also, only one sign may be posted per bulletin board to allow enough space for every candidate.
- Students must use blue painter's tape. Signs placed illegally will be taken down immediately and cannot be replaced. If any sign is viewed as offensive, it will be taken down and the candidate will be disqualified. All publicity must be taken down by **4:00 p.m. on April 3.**
- Students may campaign online or via social media, but all posts must come down by **April 3 at 4:00pm.**

#### **B. EXPENSES**

Candidates are allowed up to \$150 for his/her campaign expenses and material donations. The value of any material, including donations, is included in the \$150 limit. Save all receipts and turn into Mrs. Rushing at the beginning of the election.

#### **C. SPEECHES**

- Candidates are allowed 2 minutes per speech. Time limits will be strictly enforced.
- Stunts, skits, and/or audience participation are not permitted during speeches. Students who alter their speeches from the original version in any way will be disqualified from the election.

#### **D. PETITIONS**

Candidates are required to obtain 100 peer signatures (any grade level), as well as an ASB Advisor's signature. (Mrs. Rushing or Ms. Pauline)

#### **E. IMPORTANT DATES**

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

All ASB position information meeting for elections and appointments.

##### **Thursday, March 14**

ASB and Class Officer: Candidacy forms, drafts of speeches and teacher recommendations due to Mrs. Estrada in the APO by 3:30pm. NO LATE APPLICATIONS ACCEPTED

##### **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, March 27**

All signs can go up after 6:30 am.

**Monday, April 1**

All *updated* speeches MUST be typed and turned into Mrs. Rushing or Ms. Pauline by 3:00pm.

**Tuesday, April 2**

Election Assembly

Elections

Sophomore elections during lunch in the Webb

**Wednesday, April 3**

Junior elections during lunch in the Webb

Senior elections during lunch in the Neher

Signs and social media posts must be taken down by 4:00pm

**April 4 - April 11**

ASB Appointed Officer meetings 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, March 27. 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**

Election Results & Pep Rally during lunch

**F. ELECTED POSITIONS****1. ASB President**

- To assure all other officers perform the duties of their offices
- To notify all members of the Student Council of the Student Council meetings
- To preside over all meetings of the Student Council and all meetings of the student body
- To serve as ex-officio member of all committees
- To represent the ASB at community affairs
- To assist with all Student Council activities as necessary or assigned

**2. ASB Vice-President**

- To assume the duties of the President in his/her absence
- To enforce regulations set by the Student Council concerning all campaigns and elections
- To prepare an agenda and conduct the House of Representatives meetings on a quarterly basis
- To assist with all Student Council activities as necessary or assigned
- To prepare surveys and other methods of getting feedback and opinions on past and future events

**3. ASB Secretary**

- To keep the minutes of all general business assemblies of the student body and meetings of the Student Council in a binder that shall be preserved and handed over to the ASB Adviser at the end of each quarter or when requested
- To keep minutes of the House of Representatives meetings and turn them in to the ASB Adviser at the end of each quarter or when requested.
  - To edit any published documents going out to public (flyers, posters, social media posts, text on video, etc)
- To coordinate with ASB treasurer regarding check approvals and include as part of weekly minutes
- To assist with all Student Council activities as necessary or assigned

#### 4. ASB Treasurer

- To take charge of all student body finances under the supervision of the ASB Adviser or Auditor
- To take charge of the sale of all tickets for entertainment and games
- To assist with all Student Council activities as necessary or assigned he/she will collect from the APO each day all the reimbursement forms that have been collected. These must be recorded in the Treasurer's ASB books (excel file). Each reimbursement is given "approval" status. This list is presented to the ASB Officers at an official meeting conducted by the president or adviser once a week. The treasurer makes a motion to approve the list and after the motion is seconded, the council discusses, if needed, what is presented. In the event that one of the listed items falls under question, a motion can be made to exclude the item from the bulk approval vote, then that item must be approved by an individual vote. Once all discussion is finished, the council votes to approve the list.

#### 5. ASB Activities Commissioner

- To be responsible for all student body social activities under faculty supervision
- To coordinate the ASB calendar
- To be responsible for production of weekly bulletin
- To assist with all Student Council activities as necessary or assigned

In maintaining the ASB event calendar, he/she should make sure that the point person for all programs has begun planning at least two to three weeks prior to the event. He/she is responsible for submitting the following month's calendar to the adviser, for approval, on the twentieth day of the previous month. During officer reports, he/she should summarize the programs that are expected to take place in the next two weeks.

#### 6. ASB Athletics Commissioner

- To represent the ASB on all athletic matters
- To encourage interest in the school's athletic program
- To serve as the President of the Letterman's Club
- To report, to the APO and Student Council, all athletic results
- To prepare a calendar of athletic events in which ASB participation is needed
- To assist with all Student Council activities as necessary or assigned

**SAN MARINO HIGH SCHOOL  
ASB OFFICE CANDIDACY FORM**

I, \_\_\_\_\_, declare myself a candidate for the ASB Office

Of: \_\_\_\_\_. Email address \_\_\_\_\_, Cell Number ( ) \_\_\_\_\_,

Counselor \_\_\_\_\_, Current Grade Level \_\_\_\_\_

By your signature below you have declared yourself to be a candidate for ASB office. 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 ASB officers are required to attend this event. If your student is elected and unable to attend the retreat, he/she will be removed from office. 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. The deadline is 3:30 pm on Thursday, March 14th, 2019.











**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 Cabinet Elections- Applications due by March 14, 2019 by 3:30 to Mrs. Estrada in the APO.

*Please turn your applications in this order:*

- Candidacy form
- Picture of Yourself
- 100 signatures
- Copy of 1st Semester Report Card
- 3rd Quarter PowerSchool Print out
- Typed speech
- 1 Teacher Recommendation Letter (to be turned in directly to Mrs. Rushing or Ms. Pauline - check with teacher to make sure they've done this)

Campaign Week- March 27 through April 3

Election Day - April 2nd

Election Results - April 12th at lunchtime Pep Rally