

2019-2020 ASB Class Office Election Application

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Note for Class Presidents Candidates: If you wish to run for an Appointed Position, as well as an Elected Position, please fill out both applications and submit your Class Office Election Application by Thursday, March 14 as well as your appointed application by Monday, March 25 at 3:30pm in the APO.

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 (5 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

For all interested candidates for ASB office there will be a mandatory meeting on Thursday January 17, 2019, at lunch in the Mrs. Rushing's Room 406. The candidates' applications, petitions, and 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.

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 Athletics, Sophomore Class President, Junior Class President, Senior Class President
- Sophomore Elections (Tuesday, April 2 - Webb): Vice-President, Treasurer, Secretary, Social Chair
- Junior Elections (Wednesday, April 3 - Webb Theatre): Vice-President, Treasurer, Secretary, Social Chair
- Senior Elections (Wednesday, April 3 - Neher): Vice-President, Treasurer, Secretary, Social Chair

● The candidates' applications, petitions, and 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.** Hand written ones will automatically disqualify you.

● 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 Wed, March 27. All ASB Class Office 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 Wednesday, April 3rd.**

● 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 \$100 limit. Save all receipts and turn in to Mrs. Rushing at the beginning of the election.

C. SPEECHES

- Candidates are allowed 2 minutes. 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 (own grade level), as well as an ASB Advisor's signature. (Mrs Rushing or Ms. Pauline)

F. ELECTED POSITIONS

1. Class President (Part of ASB, gives speech at the Elections Assembly)

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

All meetings should be conducted according to Robert's Rules of Order and therefore the president needs to be well versed.

2. Class Vice-President

- To assume the duties of the President in his/her absence
- To assist with all Class Council activities as necessary or assigned
- To prepare surveys and other methods of getting feedback and opinions on past and future events

3. Class Secretary

- To keep the minutes of all general business assemblies of the class and meetings of the Class Council in a binder that shall be preserved and handed over to the Class Adviser at the end of each quarter or when requested
- To coordinate with class treasurer regarding check approvals and include as part of weekly minutes
- To assist with all Class Council activities as necessary or assigned

4. Class Treasurer

- To take charge of all class finances under the supervision of the ASB or Class Adviser
- To take charge of the sale of all tickets for entertainment and games
- To assist with all Class Council activities as necessary or assigned

5. Class Social Chair

- To be responsible for all class social activities under faculty supervision
- To coordinate the class calendar
- To assist with all Class Council activities as necessary or assigned
- 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 assign

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

All campaign signs and social media posts must be taken down by 4:00pm

April 4 - 11 - Appointed position interviews

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

Election Results & Pep Rally during lunch

SAN MARINO HIGH SCHOOL
Class Officer CANDIDACY FORM

I, _____, declare myself a candidate for the Class 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/Class officers and appointed positions 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 ASB 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 ASB mailbox)

Campaign Week - March 27 through April 3

Election Day - April 2th

Election Results - April 12th at lunchtime Pep Rally