



## *Palos Verdes High School Be the Change Leadership*

**2019-20**

**Dear BTC Applicant:**

**Thank you for your interest in applying for Be the Change! Being a member of BTC is an important job that requires a lot of time, effort, dedication and responsibility. It is very rewarding, provides great memories and opportunities to have fun, and offers involvement in the lives of all students on campus. This is a fifth period class so it must fit into your schedule.**

**Please read the packet carefully. Failure to comply with the rules and regulations will result in disqualification. You must meet the GPA qualifications. Be sure you know the deadlines and meet them. If you have any questions, please see Mrs. Kostrencich in the Room 503 or email [kostrencikh@pvpusd.net](mailto:kostrencikh@pvpusd.net). Good Luck!**

### **Timeline and Important Dates for BTC Candidacy**

**May 1, 2019 – Mandatory lunch meeting in Room 503 for grades 9-11**

**May 6, 2019 – Applications DUE to Mrs. Kostrencich in 503 or front office mailbox**

**May 8, 2019 – Teacher Recommendations are due to Mrs. Kostrencich**

**May 8-10, 2019- Interviews will be scheduled throughout the day or after school**

**May 13, 2019 - Candidates are notified about results**

**August 27, 2019- Leadership Training at PVHS from 9:00-12:00**

**February 21, 2020-Remember the Tritons Memorial Walk (Mandatory)**

## **Positions in Be the Change**

**BTC President(s) – Applicant must have prior BTC experience to apply for this office.**

**BTC Vice President(s) - Applicant must have prior BTC experience to apply for this office.**

**Administrative Assistant – Applicant must have prior BTC experience and would be in charge of announcements, daily bulletin, Principal Update, thank you notes, minutes, etc.**

**Treasurer – Applicant must have prior BTC experience and would be in charge in the collection of funds throughout the year, walk sponsorships and registration, etc.**

**Commissioner of:**

**Activities - New Student Lunch, Remember the Tritons, etc.**

**Community Involvement - Pkgs for Patriots, Remember the Tritons Cultural Acknowledgment – Monthly campus events and history months, Diversity Week**

**Group Connections– organize events throughout the year for BTC members, Secret Snowmen, banquet, etc.**

**Publicity - posters, flyers, and other publicity for all BTC events**

**Special Projects - Red Ribbon Week, Yellow Ribbon Week, etc.**

**Student Recognition - birthdays, new student lunches and care pkg, etc.**

**Staff Appreciation - winter acknowledgement, Teacher Appreciation**

**Technology - Social Media, website, music, etc.**

**All of the commissioners above will have committees working with them. If you are especially interested in working with a specific committee, please let us know which that would be and why.**

**Commission Officer Application Requirements**

**THIS IS FOR RETURNING STUDENTS APPLYING FOR A COMMISSIONER POSITION ONLY.**

Please complete the related task and be as thorough as possible.

- **BTC President/Vice President**
  - Please outline your plan for the year and what you hope to accomplish with your administration.
  
- **Commissioner of Special Projects/Activities**
  - Please outline in detail any ideas for Red Ribbon Week or Yellow Ribbon Week that you may have. Also, include your thoughts on how to incorporate more student involvement into both of these events.
  
- **Administrative Assistant**
  - Please draft an email/letter to teachers to ask for volunteers for an event.
  
- **Commissioner of Community Involvement**
  - Please come up with a plan for school wide community service events for the first semester.
  
- **Commissioner of Publicity**
  - Create an 8 1/2 x 11 inch poster that promotes Yellow Ribbon Week. Show us your creativity.
  
- **Commissioner of Technology**
  - Create an inspirational cover page for the BTC website with a logo/slogan that is positive in nature and creative.
  
- **Commissioner of Student Recognition**
  - What other ways can BTC acknowledge the students at Palos Verdes High School?
  
- **Commissioner of Teacher Appreciation**
  - How would you show the staff and teachers that they are appreciated?
  
- **Commissioner of Group Connections**
  - List activities that would bring the group together or other ideas.

AP Tests: \_\_\_\_\_  
\_\_\_\_\_

## BTC Member, Commissioner or Appointed Office Application

Name: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Position/Committee  
(optional): \_\_\_\_\_

**Complete and staple pages 4-6 without acquiring your counselor's signature. Submit the entire packet to Mrs. Kostrencich in 503 or her mailbox in the front office. Requirement #2 will be acquired by the necessary parties. Thank you.**

### 1. Teacher Recommendations:

You must have at least five teachers fill out the teacher recommendation form on page 7 of the application. The teachers must currently have you in their class. Coaches are not an acceptable choice for this recommendation. **PRINT FIVE OF THE FORMS TO GIVE TEACHERS.**

**Please list the teachers from whom you are receiving teacher recommendations.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### 2. Academic Recommendation:

I confirm that I am a solid academic representative of Palos Verdes High School with a 2.5 GPA or greater for the previous semester. **Please attach a printed copy of your transcript page from Aeries.**

\_\_\_\_\_ GPA overall (unweighted)

### 3. Written Response:

Candidate will need to write a *one page* response to the question on page 5 of the application.

### 4. BTC Code of Conduct:

Student and parent must sign the BTC Code of Conduct on page 6 prior to submission of the application.

For office use only:

Reviewed by: \_\_\_\_\_

All Signatures are present

Yes    No

Project Present: \_\_\_\_\_

Letters of Recommendation are present

Yes    No

Student is eligible for candidacy review

Yes    No

Date: \_\_\_\_\_

## Candidate Questions

Bring to your Interview

**Why do you think you would like to participate in Be the Change at PVHS?**

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**What activities are you already involved in on and off campus for next year?**

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**How would you encourage student involvement on the PVHS campus? What specific ideas do you have to make this successful?**

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**Is there anything else you would like to tell us about your possible involvement in BTC next year?**

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**BTC Code of Conduct**

I, the undersigned, solemnly swear that I will abide by the following Code of Conduct set forth by the Palos Verdes High School BTC. The following standards of eligibility, conduct, and responsibilities shall apply to all members during their term of office. The term of office shall run for the entire school year.

**1. Academic Achievement**

- a. I will maintain an academic 2.5 GPA computed on a 4.0 scale
- b. If I receive less than a 2.5 GPA during my term, I understand that there will be consequences and limitations to my involvement in BTC. Receiving less than 2.5 could be cause for dismissal from the office by the administration of Palos Verdes High School.
- c. I understand I may be asked to submit a record of my scholastic achievements to the BTC Director at the end of each grading period.

**2. Behavioral Standards**

- a. As a member of BTC, I realize that my conduct must be beyond reproach at all times, on and off campus. (It is critical that you understand the full implications of this statement. Violation will result in dismissal from office. Ask the AP of Discipline if you need further explanation.)
- b. I will uphold the constitution and my oath of office.
- c. I will cooperate with and support the BTC President & Director
- d. I will abide by school dress regulations at all times.
- e. I will not carry or use any illegal substances or stimulants, drugs, alcohol, etc. at any time, on and off campus.
- f. I will display good sportsmanship at all times and serve as an ambassador for Palos Verdes High School at other schools.
- g. I will maintain a satisfactory citizenship/ attendance record.
- h. I understand that if I am suspended from Palos Verdes High School, I may be suspended from BTC temporarily or permanently, as determined by the Palos Verdes High School Administrative Team.
- i. Failure to comply with any of these rules may result in immediate removal from office as determined by the Palos Verdes High School Administration Team.

**3. Leadership Class**

Leadership class is an essential part of BTC. Being a part of this class means you will constantly learn how to improve your leadership skills. Leadership class will meet during fifth period.

**4. Responsibilities of Office**

- a. I understand that attendance to class is mandatory
- b. I understand that the same school rules apply in this classroom as any other.
- c. I understand that I am to show up to class on time. (Being late will result in a tardy.)
- d. I understand that I am not to use my cell phone in class. Class time will be used for instruction and class projects.
- e. I understand that it is my responsibility to work on projects/ assignments given to me during class periods.
- f. I understand that, regardless of my position, I will be assigned various tasks that deal with all aspects of BTC.
- g. I understand that I will be assigned work tasks at all BTC functions and that it is my responsibility to work at BTC events.
- h. I understand that being on BTC is a time commitment. I am prepared to work during break, lunch, after school, and some evenings to fulfill my duties.
- i. I understand that I am expected to set up and clean up after all activities.
- j. I understand that if I am elected to a commission office, I must be enrolled in the Leadership class during fifth period.
- k. I understand that I will be assigned, and expected to execute, tasks by the ASB Director, BTC Advisor and /or the BTC/ASB President(s).

Violation of any of the stated rules is cause for removal from office. Removal from office is determined by the Palos Verdes High School Administration Team, pursuant to the regulations set forth by the BTC Constitution.

\_\_\_\_\_  
Candidate's Name (Printed Clearly)

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Parent or Guardian's Name (Print Clearly)

\_\_\_\_\_  
Parent or Guardian's Signature

**Palos Verdes High School Be the Change  
Teacher Recommendation Form**

Student Name: \_\_\_\_\_

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.

**DO NOT GIVE THIS BACK TO THE STUDENT. Your individual scores are NEVER shown to the students or parents to maintain confidentiality.**

**Thank you so much 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 to 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 work and actions.	
Student works well as a member of a team.	
Student is a positive leader in class.	
"Gut feeling"- on a scale of 1-5, what is this student's overall BTC potential.	

**GUIDELINES FOR SCORING BTC CANDIDATES:**

- 1 - the student never or hardly ever displays the characteristic at all.
- 2 - the student displays the characteristic less than what is expected of an average BTC student.
- 3 - the student displays the characteristic as expected of an average BTC student.
- 4 - the student displays the characteristic more often than expected of an average BTC student.
- 5 - the student displays the characteristic at the very highest level; this student serves as a clear example to others in this particular area, and few others match this student's excellence in this area
- "N/A" - the student may or may not display this characteristic, but you have not had a chance to observe it in your particular class setting; a score of "n/a" will not factor into the student's final score index.

**Comments:**

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**Teacher's Signature:** \_\_\_\_\_

**PLEASE RETURN TO KOSTRENCICH BY WEDNESDAY, MAY 8.**