

BHS STUDENT COUNCIL PROGRAM

SO, WHAT IS ASB AND STUDENT COUNCIL?

ASB stands for Associated Student Body which is made up of all students at Bakersfield High School. Student Council is commonly referred to as the “Executive Board”—the governing body of both elected and appointed officers that serve as the voice and voting members for the entire student body. There are two branches of Student Council: ASB Officers (those who are elected to serve and plan events for the entire school/ASB) and Class Officers (those who are elected to serve and plan events specific to each class—freshmen, sophomore, junior, and senior). You must run in the election in order to be a part of Student Council.

STUDENT COUNCIL EXPECTATIONS:

This activity is a yearlong commitment and it is very time consuming! Be prepared to work hard and donate much of your time to school events and activities. All officers are expected to make Student Council a top priority and to carry out the duties of their offices. As an elected or appointed officer of Student Council you are expected to:

1. Maintain academic eligibility (at least a 2.0 or above and passing at least 20 units) during all grading periods. If at any time your GPA falls below a 2.0, you will be placed on probation until the next grading period. If you are ineligible for two grading periods, you will be removed from office.
2. ALL ASB and Senior Class positions including Danny and Dottie Driller must enroll in the designated ASB leadership class. This requirement is waived for all other 9th-11th class office positions.
3. Attend all Student Council meetings and any class meetings scheduled by your Class Advisor or Class President. Three missed meetings (ASB or Class) will result in removal from office.
 - Student Council Meetings - Last Tuesday of the month, rotational period schedule; possible zero period or after school meetings as needed
 - Class meetings - Every Monday during lunch for the first quarter. After Homecoming, class meetings will be every other Monday with additional class meetings as needed.
4. Attend and/or participate in ASB events/activities such as retreats, planning sessions, Homecoming float building, all dress-up days, freshmen orientation, rallies, assemblies, dances, Powder Puff, Fun Fest, other community service events, etc. This includes set-up and clean-up of these events—be prepared to arrive early and stay late! Lack of attendance or participation in Student Council events may result in removal from office.
5. Wear your Student Council shirt on meeting days and for any ASB events/activities. Shirts are \$10 each. If you cannot purchase a shirt, please see the Activities Director privately.
6. Be positive and supportive of our school, our staff and students, and our student council efforts at all times!
7. Be a good role model for others and lead with integrity on and off campus. This includes your social media accounts—anything negative on your social media including inappropriate language or profanity may result in removal from office. Pause before you post! Inappropriate conduct or behavior, on or off campus, may result in removal from office.
8. ACTIVELY PARTICIPATE! This means share ideas, show initiative, and follow through on your commitments.
9. Sign up for the Student Council text reminders. Good communication is expected. Communicate in advance with the Activities Director, Class Advisors, and ASB/Class President at all times if absent or late for meetings and/or events. Lack of communication may result in removal from office.
10. Student Council officers are expected to make every effort to attend any important Student Council dates including those held during the summer as assigned by the Activities Director and/or Class Advisors.

ELECTION PROCESS:

Elections take place in the fall for new freshmen and again in the spring for both ASB offices and Class offices. Once elected, freshmen will serve in their position until elections in the spring. If elected in the spring, officers will serve for the following school year. Freshmen and Sophomores may run for a class office position. Juniors and Seniors may run for either an ASB or class office position if pre-requisites are met and/or unless designated as a “seniors-only” position (please refer to Job Descriptions section of this handbook).

In order to run for a position on Student Council, you must meet the following requirements:

- Attend the pre-election meeting with the Activities Director
- Meet academic eligibility requirements from the most recent grading period (minimum 2.0 and passing 20 units)
- Be approved by the Dean of Students
- Submit a signed, completed candidate application including essay by the due date. (30 points)
- Submit three staff recommendations—one must be from a current teacher; one must be from your current Class Advisor if already on Student Council or a Club Advisor/Coach/Counselor if not; and one from a staff member of your choice. (45 points; average of three recommendations)
- Complete an interview with the Election Committee (75 points). Election Committee will be comprised of Senior ASB and/or Class officers, 1-3 staff members, and the Activities Director/Student Council Advisor. The Election Committee will be chaired by the ASB Vice President.
- Score for items above will be out of 150 total points possible and will count for 50% of your overall election score.

A list of eligible, approved candidates will be posted on the SAB window the week prior to elections. During election week, you may campaign on campus and encourage students to vote according to the campaign rules. Your application/essay, staff recommendations, and interview will count for 50% of your election score as outlined above. Election day voting results will be given a scaled score out of 150 points which accounts for the other 50% of your total election score. These two scores combined (300 points total) will comprise the total election score. Final election results will be posted on the SAB window 24 hours after the election.

*Please note: The number of votes alone does not determine the final election results. Run-off elections will only be used in the case of ties or elections that are too close to call as determined by the Activities Director and/or ASB Vice President.

CAMPAIGN RULES:

1. The number of large election signs/posters is limited to five. (Standard poster board size)
2. Signs are only to be put on the Cafeteria or Student Store windows, the railing leading to the Boys Gym, the parking lot fences, the tennis court fences, or in a classroom with the teacher’s consent.
3. You must use only the blue painter’s tape to post your signs/posters. You may not put signs anywhere you cannot reach by hand. NO signs on building walls—inside or out—or on any other painted surfaces.
4. Signs may not be posted over other signs. Signs may be posted according to the election dates as determined by the Activities Director (refer to Important Dates attachment). Post at your own risk. Bakersfield High School and ASB are not responsible for signs removed or damaged.
5. Candidates and supporters may wear t-shirts and carry posters, sandwich boards, etc. These will not count as one of your five (5) hanging posters.
6. Flyers can be handed out, but NOT tossed around campus or put on cars.
7. No gummed or stick-on labels. (No stickers of any kind may be handed out.)
8. Candidates may NOT pass out candy, food, gum, toys, pencils, etc.
9. Each candidate is responsible for taking his/her signs down after the last day of elections. All signs must be down by 3:00 pm the day after elections have ended or the candidates will be issued Lunch Detention by the Dean’s Office.
10. NO CAMPAIGNING OUTSIDE OF CLASS DURING CLASS TIME! You are not allowed to miss class to campaign or make/distribute/post flyers and/or posters.
11. Campaigning is allowed before school, during lunch, after school, and during the passing periods only.

12. FOR ASB CANDIDATES—Election day will be set aside for campaigning during both lunch periods. All ASB Candidates, if you choose, will be cleared 4th & 5th periods that day to campaign on campus—that does not mean you are allowed to leave campus for lunch.
13. On Election Day, campaigning near the voting area is NOT ALLOWED! After voting, candidates must leave the voting area immediately and remain at least 50 yards from the election booths. Please do not allow your friends to campaign near the area as well.
14. Your campaign must run in good taste. This includes any campaigning conducted on your social media accounts. Negative or inappropriate language, or “smear” campaigns on campus or on social media will not be tolerated.
15. You must meet academic eligibility requirements from the most recent grading period to run for office (minimum 2.0 and passing 20 units). If elected, you must maintain at least a 2.0 GPA or higher to stay on the board and retain your position. If your GPA drops below a 2.0, you will be suspended from office until the next grading period. If you remain ineligible for more than one grading period, you will be removed from office.
16. ALL ASB and Senior Class Officer positions including Danny and Dottie Driller must be enrolled in the designated ASB Leadership class. If elected and you do not enroll in leadership, you will be removed from your position on the board and another student will be appointed in your place. Please DO NOT run for office if you cannot meet this class requirement.
17. Rule violations will be dealt with on an individual basis and at the discretion of the Activities Director and/or BHS Administration. ANYONE WHO DOES NOT ADHERE TO THESE CAMPAIGN RULES MAY BE DISQUALIFIED.

APPOINTED OFFICERS:

Appointed positions are those in which the Election Committee selects the best applicant for the job based on the candidate’s application, interview, and staff recommendations. Any candidates who run in the general elections for either ASB or Class office and lose their election are eligible for appointed positions. Once regular elections are over, appointed positions will be filled for the following reasons:

- Any open and/or new positions on Student Council in which no candidate runs for office
- Up to three (3) Member-at-Large positions on each class governing board (Serve in same capacity as class reps)
- Any other offices in which the Election Committee and/or the Activities Director deems it necessary to have more than one person carrying out the duties of that office.

*Special Note: If a candidate runs for an ASB position and loses, they have the option to re-run for a Class office. You must declare your candidacy for class office within 24 hours of the posted election results and notify the Activities Director in writing. If this condition is not met, your name will not appear on the ballot.

REMOVAL FROM OFFICE:

Disciplinary action will be determined on an individual basis depending on the violation and on the individual’s conduct history. Any member of Student Council may be suspended or removed from office by the Activities Director and/or the Election Committee for any of the following reasons:

1. Lack of dependability or communication
 - Failure to attend Student Council and/or Class meetings or other assigned Student Council activities; failure to communicate with the Activities Director and/or Class Advisor of an absence.
 - Arriving late or leaving early from assigned activities. This may result suspension from Student Council at the discretion of the Activities Director and/or Class Advisor.
 - Failure to carry out the duties of office as assigned; Failure to enroll in the designated Leadership Class as required by the position
2. Lack of cooperation or respect for others
 - Defiance of authority or failure to work with the ASB or Class President, other officers, Class Advisors, and/or the Activities Director.
 - Defiance of safety rules and regulations.
 - Continued failure to adhere to the specific Student Council expectations stated above.
 - Negative or inappropriate posts on social media accounts that reflect negatively on the individual, Student Council as a whole, our school, and/or the Activities Director, Class Advisors, or other BHS staff.
3. Failure to maintain school and district academic eligibility requirements.

4. Any violation of the ASBHS Constitution and/or Student Council Program Guidelines; any violation of BHS school rules and regulations; any violation of the KHSD Activity/Athletic Control Code.

5. Upon first unexcused absence and/or infraction, a verbal warning will be given by the Activities Director. After two unexcused absences and/or other infractions, a written warning will be issued to the student and parent notification will be made. Three unexcused absences from any meetings or assigned activities and/or other infractions outlined above will result in removal from office.

STUDENT COUNCIL POSITIONS AND JOB DUTIES:

ASB PRESIDENT (Seniors only)

- ✓ Pre-requisite to run is to have served on Executive Board for one year and have approval from the Activities Director
- ✓ Organize/Run/Lead all ASB Meetings
- ✓ Represent BHS at KASL meetings (monthly) and all other necessary functions and conventions
- ✓ Develop/Supervise weekly Board Business (meeting agendas, event requests, budgets, votes, purchase orders, etc.)
- ✓ Oversee all committees
- ✓ Organize/Lead all ASB team-building and leadership retreats
- ✓ Introduce/Lead all assemblies on campus
- ✓ Must be enrolled in designated Leadership Class
- ✓ Attend all Executive Board meetings
- ✓ Voting member of Executive Board
- ✓ Participate in ASB Sponsored Activities

ASB VICE PRESIDENT (Seniors only)

- ✓ Pre-requisite to run is to have served on Executive Board for one year and have approval from the Activities Director
- ✓ Run Board Meetings in absence of ASB President
- ✓ Run all school elections:
 1. Freshman Elections (Fall)
 2. Homecoming/Mr. and Miss BHS (Fall)
 3. ASB & Class Elections (Spring)
 4. Formal/Prom Royalty Elections
- ✓ Chair of Election Committee and Chair of Homecoming Committee
- ✓ Coordinate ASB Election Assemblies/Rallies
- ✓ Run Candidate Meetings/Oversee Rules and Revisions/Monitor Candidate Activity
- ✓ Serve on other committees
- ✓ Must be enrolled in designated Leadership Class
- ✓ Attend all Executive Board meetings
- ✓ Voting member of Executive Board
- ✓ Participate in ASB Sponsored Activities

ASB SECRETARY (Seniors only)

- ✓ Pre-requisite to run is to have served on Executive Board for one year and have approval from the Activities Director
- ✓ Take minutes at all Student Council Meetings/Maintain minutes binder
- ✓ Type/Copy agenda for Student Council Meetings
- ✓ Take roll at all Student Council Meetings and maintain accurate attendance records
- ✓ Create quarterly list of Student Council events for officers to sign up/create roll sheets for attendance at events
- ✓ Monitor Officer reports/binders
- ✓ Generate, update, and distribute Executive Board Contact List
- ✓ Maintain and distribute monthly Activities calendar

- ✓ Attend to any correspondence of ASB
- ✓ Maintain suggestion box/emails
- ✓ Serve on other committees
- ✓ Must be enrolled in designated Leadership Class
- ✓ Attend all Executive Board Meetings
- ✓ Voting member of Executive Board
- ✓ Participate in ASB Sponsored Activities

ASB TREASURER (Seniors only)

- ✓ Pre-requisite to run is to have served on Executive Board for one year and have approval from the Activities Director
- ✓ Work with Finance Office regarding all board financial matters (daily plus weekly in the summer)
- ✓ Provide weekly Treasurer's Report at Executive Board Meetings
- ✓ Help supervise/monitor activity budgets (Rallies, Formal, Fun Fest)
- ✓ Chair the Fundraising Committee
- ✓ Organize/Carry out all fundraising opportunities for Executive Board
- ✓ Organize fundraising catalog/library, making resources available to clubs
- ✓ Maintain the Event Request binder/forms and Finance Binder/forms
- ✓ Maintain a fundraising calendar for all campus fundraisers
- ✓ Must be enrolled in designated Leadership Class
- ✓ Attend all Executive Board meetings
- ✓ Voting member of Executive Board
- ✓ Participate in ASB Sponsored Activities

ASB HISTORIAN (Seniors only)

- ✓ Pre-requisite to run is to have served on Executive Board for one year and have approval from the Activities Director
- ✓ Take pictures at ASB/Class events and all school activities; Must have access to a digital camera
- ✓ Maintain contacts with representatives from the Oracle and the Blue and White
- ✓ Create and maintain bulletin boards for SAB
- ✓ Maintain Activities page of the BHS website (submit photos regularly)
- ✓ Create Memory Book for BHS archives using photos, news articles, other memorabilia (Due by end of school year)
- ✓ Help put together visual presentations of ASB/Club activities for Back to School Night (fall) and 9th Grade Orientation/registration (spring)
- ✓ Create slideshow for end of the year awards night
- ✓ Serve on other committees
- ✓ Must enroll in either the designated Leadership Class and/or Yearbook class
- ✓ Attend all Executive Board meetings
- ✓ Voting member of Executive Board
- ✓ Participate in ASB Sponsored Activities

ASB COMMISSIONER OF ATHLETICS (Juniors or Seniors)

- ✓ Work with Athletic Director and Athletics Secretary in coordinating Sports Awards Nights (fall, winter, spring)
- ✓ Keep up-to-date file of all athletic award winners
- ✓ Organize lunchtime inter-mural program
- ✓ Chair Powder Puff game and Iron Man Volleyball game
- ✓ Work with Rally Commissioner to plan rallies and coordinate sports teams at rallies
- ✓ Maintain weekly updates of all sports scores on the BHS website
- ✓ Serve on other committees
- ✓ Must be enrolled in designated Leadership Class
- ✓ Attend all Executive Board meetings
- ✓ Voting member of Executive Board

- ✓ Participate in ASB Sponsored Activities

ASB COMMISSIONER OF COMMUNITY SERVICE (Juniors or Seniors)

- ✓ Develop and contact agencies for community service needs, resources, and projects
- ✓ Create guidebook for clubs and organizations of above agencies
- ✓ Serve as liaison and resource for community service projects on campus
- ✓ Coordinate Houchin Blood Drive (2-3 times per year)
- ✓ Coordinate Thanksgiving baskets for families in need
- ✓ Chair of Driller Giving Tree project in December
- ✓ Chair of Fun Fest project in spring semester
- ✓ Schedule and organize community service projects for Executive Board and/or schoolwide efforts
- ✓ Maintain Community Service Calendar
- ✓ Chair/serve on committees
- ✓ Must be enrolled in designated Leadership Class
- ✓ Attend all Executive Board meetings
- ✓ Voting member of Executive Board
- ✓ Participate in ASB Sponsored Activities

ASB COMMISSIONER OF RALLIES & ASSEMBLIES (Juniors or Seniors)

- ✓ Chair Rally Committee
- ✓ Plan/Organize/Run Rallies
- ✓ Schedule facility requests for rallies
- ✓ Develop criteria and evaluations for rally auditions
- ✓ Maintain a rally suggestion box
- ✓ Liaison with coaches, teachers, advisors, etc. for rallies
- ✓ Plan and present all rally agendas
- ✓ Maintain record of class points throughout the year and organize class award/banner for class with the most points
- ✓ Chair all assemblies, assist with planning of assemblies including Red Ribbon Assembly
- ✓ Organize/carry out any lunchtime activities
- ✓ Serve on other committees
- ✓ Must be enrolled in designated Leadership Class
- ✓ Attend all Executive Board meetings
- ✓ Voting member of Executive Board
- ✓ Participate in ASB Sponsored Activities

ASB COMMISSIONER OF CLUBS & ORGANIZATIONS (Juniors or Seniors)

- ✓ Coordinate all club-related events:
 1. Food Sales (4 times/year)
 2. Club Fair (fall)
 3. Fun Fest Co-Chair (spring)
 4. Advisors Luncheon (spring)
 5. Cultural Club Week
- ✓ Put together monthly club event/meeting calendars to duplicate and post
- ✓ Organize and maintain all club paperwork (budgets, constitutions, etc.)
- ✓ Help put together Club Advisor's Binder
- ✓ Chair of monthly Inter-Club Council meetings with all Club Presidents and team captains
- ✓ Serve on other committees
- ✓ Must be enrolled in designated Leadership Class
- ✓ Attend all Executive Board meetings
- ✓ Voting member of Executive Board
- ✓ Participate in ASB Sponsored Activities

ASB COMMISSIONER OF PUBLICITY (Juniors or Seniors)

- ✓ Chair/Serve on the Marketing Committee to advertise/publicize all Student Body events
- ✓ Create materials for promotion of events including but not limited to:
 1. Flyers/Posters
 2. Daily Announcements
 3. Bits and Pieces Newsletter (4 times per year)
 4. School newspaper
- ✓ Develop new ideas for publicity on campus
- ✓ Assist Clubs and Organizations with publicity, as needed/requested
- ✓ Keep inventory of all poster/paint supplies including tape, paper, paint refills, etc. and order supplies as needed
- ✓ Keep poster/paint supplies neat and organized
- ✓ Must be enrolled in designated Leadership Class
- ✓ Attend all Executive Board meetings
- ✓ Voting member of Executive Board
- ✓ Participate in ASB Sponsored Activities

ASB COMMISSIONER OF MEDIA (Juniors or Seniors)

- ✓ Serve on the Marketing Committee to advertise/publicize all Student Body events
- ✓ Be responsible for maintaining the following:
 1. BHS Activities Page on the BHS website (work with ASB Historian)
 2. Media Liaison/Create press releases for major events
 3. School-related Social media pages/forums (must post daily on all school social media accounts)
- ✓ Develop new ideas for publicity on campus
- ✓ Assist Clubs and Organizations with publicity, as needed/requested
- ✓ Must be enrolled in designated Leadership Class
- ✓ Attend all Executive Board meetings
- ✓ Voting member of Executive Board
- ✓ Participate in ASB Sponsored Activities

ASB COMMISSIONER OF TECHNOLOGY (Juniors or Seniors)

- ✓ Serve on the Marketing Committee to advertise/publicize all Student Body events
- ✓ Create, write, edit, and direct video productions for school event promotion and/or Driller Way lessons
- ✓ Create video announcements
- ✓ Develop new ideas for video publicity on campus
- ✓ Learn how to operate camera equipment and be responsible for all set up and tear down of equipment
- ✓ Maintain equipment in good working order and notify advisor of any equipment needs or repairs
- ✓ Must be enrolled in designated Leadership Class
- ✓ Attend all Executive Board meetings
- ✓ Voting member of Executive Board
- ✓ Participate in ASB Sponsored Activities

ASB COMMISSIONER OF DANCES & SOCIAL AFFAIRS (Juniors or Seniors)

- ✓ Chair, Social Events Committee (Formal Committee)
- ✓ Plan/organize all school dances including Howdy Hop, Homecoming Dance, Winter Formal, Sadie's, Prom, and Luau Dance
- ✓ Plan/organize other social events such as Movie Night, etc.
- ✓ Assist Junior Class with Prom Planning
- ✓ Organize spirit weeks for Homecoming, Powder Puff, Winter Dress-up week, etc.
- ✓ Must be enrolled in designated Leadership Class
- ✓ Attend all Executive Board meetings
- ✓ Voting member of Executive Board
- ✓ Participate in ASB Sponsored Activities

ASB COMMISSIONER OF CAMPUS RECOGNITION (Juniors or Seniors)

- ✓ Serve on the BHS Driller Way Committee and help carry out our school-wide student recognition program
- ✓ Plan all student recognition assemblies and activities including Academic Rally
- ✓ Coordinate student incentives such as giveaways, prizes, etc for student achievement
- ✓ Coordinate "Driller of the Month" prizes and publicity, monthly pizza party
- ✓ Coordinate all staff appreciation including the staff breakfast in August
- ✓ Plan/Organize all kindness week activities, staff and student recognition
- ✓ Look for opportunities to connect Student Council and other groups on campus
- ✓ Organize Staff Shout outs
- ✓ Serve on other committees
- ✓ Must be enrolled in designated Leadership class
- ✓ Attend all Executive Board meetings
- ✓ Voting member of Executive Board
- ✓ Participate in ASB Sponsored Activities

ASB COMMISSIONER OF MUSIC (Juniors or Seniors)

- ✓ Organize/Maintain the ASB iPod of music for all ASB events and activities
- ✓ Learn how to operate sound system and be responsible for all set up and tear down of equipment
- ✓ Actively create playlists to be used at school events
- ✓ Print and maintain binder of approved song lyrics
- ✓ Run the sound system during lunch activities and other school events such as rallies, assemblies, freshmen orientation/registration, yearbook distribution, etc.
- ✓ Review and approve all playlists/songs/CDs to be used during athletic events
- ✓ Maintain sound system and notify advisor of any equipment needs or repairs
- ✓ Work together with the varsity cheer captain and/or cheer advisor to coordinate efforts between the cheerleaders and the crowd
- ✓ Work together with the drum major and/or Band Director to coordinate efforts between the marching band and the crowd
- ✓ Serve on Committees
- ✓ Must enroll in designated Leadership Class and participate in ASB Sponsored Activities
- ✓ Attend all Executive Board meetings
- ✓ Voting member of Executive Board

ASB COMMISSIONER OF LINK CREW (Appointed only)

- ✓ Will serve as President of Link Crew
- ✓ Work closely with Link Crew advisors to develop calendars, maintain contacts/reminders with link crew leaders
- ✓ Develop new ways to encourage freshmen involvement and develop freshmen recognition efforts
- ✓ Plan freshmen events for Link Crew including quarterly GPA incentives and any after school activities
- ✓ Attend all freshmen orientation events (August and April)
- ✓ Create flyers for summer orientation day
- ✓ Assist Link Crew advisors with link crew training days (May and August)
- ✓ Lead monthly Link Crew meetings
- ✓ Serve on other committees
- ✓ Must be enrolled in designated Leadership Class
- ✓ Attend all Executive Board meetings
- ✓ Voting member of Executive Board
- ✓ Participate in ASB Sponsored Activities

ASB COMMISSIONER OF SCHOOL SPIRIT (Appointed only)

- ✓ Chair of the School Spirit Committee and will serve as President of Drill Crew (spirit club)
- ✓ Develop new ways to continue building school spirit campus-wide
- ✓ Attend varsity athletic events throughout the year and lead Drill Crew spirit club in the stands/bleachers

- ✓ Adhere to school and district policies regarding music and work with the Music Commissioner to create play lists for the school iPod
- ✓ Work together with the varsity cheer captain and/or cheer advisor to coordinate efforts between the cheerleaders and the crowd
- ✓ Work together with the drum major and/or Band Director to coordinate efforts between the marching band and the crowd
- ✓ Encourage positive sportsmanship and positive school spirit with Drill Crew
- ✓ Assist with fundraising efforts of school spirit items
- ✓ Serve on other committees
- ✓ Must be enrolled in designated Leadership Class
- ✓ Attend all Executive Board meetings
- ✓ Voting member of Executive Board
- ✓ Participate in ASB Sponsored Activities

DANNY DRILLER, DOTTIE DRILLER, DRILLER MASCOT (Juniors or Seniors; May also run for another position at the same time)

- ✓ Serve as a member of both Student Council and the Varsity Cheer Squad
- ✓ Must work with both the Activities Director and the Cheer Advisor/Coach
- ✓ Attend all Student Council meetings
- ✓ Attend all Varsity Cheer events including varsity athletic events, team fundraisers, practices, cheer meetings, etc.
- ✓ Work closely with Commissioner of Drill Crew to lead school spirit committee
- ✓ Work closely with Commissioner of Rallies to plan and lead all rallies and assemblies
- ✓ Work together with the varsity cheer captain and/or cheer advisor to coordinate efforts between the cheerleaders and the crowd
- ✓ Work together with the drum major and/or Band Director to coordinate efforts between the marching band and the crowd
- ✓ Danny and Dottie Driller will read the daily announcements during 2nd period
- ✓ Must have good speaking/communication skills and be able to effectively lead the crowd
- ✓ May be called upon to serve as the MCs for school assemblies
- ✓ Must enroll in the designated Leadership Class
- ✓ May be called upon to represent BHS at community events
- ✓ Participate in ASB Sponsored Activities
- ✓ Voting Member of Executive Board

CLASS PRESIDENT

- ✓ Must have approval from the Activities Director to run for President.
- ✓ For Senior Class President only, you must have served on Student Council for at least one year
- ✓ Organize/Lead all class meetings
- ✓ Plan/Supervise Homecoming float theme & float-building
- ✓ Plan/carry out a class Community service project
- ✓ Organize & Supervise all other class activities:
 1. Senior Class—Senior Activities, Baccalaureate, Senior Breakfast & Hypnotist Show, Senior Sunrise/Sunset, Baccalaureate speeches, Grad Night (with PTSA)
 2. Junior Class—Plan Prom
 3. Sophomore & Freshmen Class—Help with rallies, community service, and Fun Fest
- ✓ Enroll in Leadership class (Senior Class President required; all other class presidents strongly encouraged)
- ✓ Voting member of Executive Board
- ✓ If elected you will also serve as the elected student representative on School Site Council which meets after school at 3pm in the SAB once per month.
- ✓ Attend all school site council meetings after school
- ✓ Attend all Student Council meetings
- ✓ Participate in ASB Sponsored Activities
- ✓ Participate in Class Sponsored Activities

CLASS VICE-PRESIDENT

- ✓ Organize/Lead all class board meetings in the absence of the President
- ✓ Assist with Homecoming float planning
- ✓ Participate in all class activities
- ✓ Assist ASB Vice President with all campus elections
- ✓ Help organize/plan a class Community service project
- ✓ Encouraged to enroll in Leadership Class
- ✓ Attend all Student Council and Class meetings
- ✓ Participate in ASB Sponsored Activities
- ✓ Participate in Class Sponsored Activities

CLASS SECRETARY

- ✓ Take minutes at all Class Board Meetings/Maintain minutes binder
- ✓ Type/Copy agenda for Class Board Meetings
- ✓ Take roll at all Class Board Meetings
- ✓ Generate, update, and distribute Class Board Contact List
- ✓ Maintain Class Event Calendar
- ✓ Help publicize all Class events
- ✓ Help organize/plan a class Community service project
- ✓ Encouraged to enroll in 4th period Leadership Class
- ✓ Attend all Student Council and Class meetings
- ✓ Participate in ASB Sponsored Activities
- ✓ Participate in Class Sponsored Activities

CLASS TREASURER

- ✓ Work with Finance Office regarding all class financial matters
- ✓ Provide Treasurer's Report at Class Board Meetings
- ✓ Help supervise/monitor class budgets
- ✓ Plan/organize class fundraisers
- ✓ Help organize/plan a class Community service project
- ✓ Encouraged to enroll in 4th period Leadership Class
- ✓ Attend all Student Council and Class meetings
- ✓ Participate in ASB Sponsored Activities
- ✓ Participate in Class Sponsored Activities

CLASS HISTORIAN

- ✓ Must have access to a digital camera
- ✓ Take pictures at ASB/Class events and school activities
- ✓ Will assist ASB Historian with the following projects:
 1. Bulletin boards for SAB
 2. Activities page of the BHS website
 3. Submit photos, news articles, other memorabilia to ASB Historian for Memory Book for BHS archives
 4. Help put together visual presentations of ASB/Club activities for Class Assemblies (fall) and 8th Grade Orientation (spring)
 5. Put together display for Back to School Night (fall) and freshmen registration days (spring)
 6. Create slideshow for end of the year awards night
- ✓ Help organize/plan a class Community service project
- ✓ Attend all Student Council and Class meetings
- ✓ Participate in ASB Sponsored Activities
- ✓ Participate in Class Sponsored Activities

CLASS REPRESENTATIVES AND MEMBERS-AT-LARGE (2 Class Reps will be elected; Up to 3 may be appointed after elections)

- ✓ Assist with Homecoming float planning, dances, rallies, etc.
- ✓ Help organize/plan a class Community service project
- ✓ Attend all Student Council and Class meetings
- ✓ Serve on other committees and participate in ASB and Class Sponsored Activities
- ✓ Encouraged to enroll in Leadership Class