

ASB Officer Candidate Packet

2010-2011 Elections

The 2010 ASB Elections will take place at lunch on the quad Monday, May 24th, Tuesday, May 25th and Wednesday, May 26th.

Candidates for elected positions must attend a mandatory lunchtime meeting on May 14th in the SAO.

Interviews for appointed positions will take place during the weeks of May 17th and May 24th.

All candidates for appointed and elected positions must turn in their preliminary application to the SAO by May 14th at 11:40 a.m.

Candidates for appointed positions must schedule an interview with the Elections Committee by May 14th at 3:00 p.m.

Candidates for appointed positions that have supplemental requirements must turn these in one day prior to their scheduled interview.

Qualifications:

Candidates for ASB office (appointed and elected) must:

- Have a minimum cumulative grade point average of 2.5.
- Have satisfactory discipline and attendance records.
- Have the approval of their teacher advisor (TA), an administrator and the recommendation of one additional Paly staff member.
- Be willing and able to enroll in 4th period leadership, for the entire 2010-2011 school year
- Be willing and able to attend general ASB meetings at lunch.
- Submit the attached application to the SAO on or before Friday, May 14th at 12:00 p.m.
- Email a 100-word (max) candidate statement to the Ms. Launer on or before Friday, May 14th. This bio will appear on the official student ballot. (Exception: candidates applying for an appointed office do not need to submit a bio).
- It is HIGHLY recommended that a candidate running for ASB President or ASB Vice President have previous Paly ASB experience (i.e. served as an ASB officer, commissioner, class officer or rep for at least one year).

EMAIL YOUR BIO TO: klauner@pausd.org

Campaign Policies and Procedures:

Campaigning on campus may officially start the morning of Monday, May 17th.

- Candidates may only run for one office
- Candidates may post 8" x 11" flyers around campus during campaign week. These must be approved by the Elections Committee and Ms. Launer PRIOR to posting. You must use BLUE painters tape when posting a flyer anywhere other than on a campus bulletin board. DO NOT POST flyers on trees, cars or painted building exteriors.
- Candidates may place a maximum of three 22" by 28" posters (standard poster board size) on the campus bulletin boards. These must also have prior approval of the Elections Committee.
- Other reasonably priced campaign materials may be used such as stickers, pencils and buttons, but also must be approved by the Elections Committee PRIOR TO PURCHASE. A maximum of \$100 may be spent on campaign materials.
- The Elections Committee must approve the content of all flyers, posters, stickers, pencils, buttons and other campaign materials in advance.
- All candidates running for ASB President, Vice President, Secretary, Treasurer, Social Commissioner and Sports Commissioner should film a one minute campaign video to air on InFocus during campaign week. Turn videos in to Ms. Launer no later than Friday, May 14th.
- All campaign materials must be taken down after school Wednesday, May 26th. Failure to do so will delay the posting of election results.

OFFICER RESPONSIBILITIES PACKET

Elected ASB Officers:

President, Vice President, Treasurer, Secretary, two Social Commissioners, Athletic Commissioner, Class President and Class Vice President

Appointed ASB Officers:

PAUSD Board Rep, Communications Officer, two Spirit Commissioners and four Class Site Council Reps (1 per class), and one Multicultural Commissioner.

Article II of the ASB Constitution– Officer Responsibilities

All ASB officers will assist in the planning and preparation for all-school events and activities.

The ASB President shall have the following responsibilities:

1. Preside over all ASB meetings.
2. Plan and prepare an agenda for all ASB and general ASB meetings.
3. Call special ASB meetings.
4. Represent ASB at all school and school district meetings where student representation is appropriate.
5. Preside at all student body assemblies/events or appoint someone to do so in his/her place.
6. Establish and execute ASB goals.
7. Vote in ASB only in cases where his/her vote would affect the result.
8. Co-author the monthly article for the Reporter.
9. Work closely with the Director of Student Activities, meeting whenever necessary, including, before and after school, brunch, lunch, prep period(s), during school breaks and summer vacation.

The ASB Vice-President shall have the following responsibilities:

1. Serve as the ASB president if the president becomes unable to fulfill his or her duties either temporarily or permanently.
2. Assist the president with his/her responsibilities and accept additional duties as delegated by the president.
3. Communicate regularly with club presidents and monitor club activity.
4. Assemble and chair the ASB Election Committee, supervise all student elections and oversee the counting of ballots or appoint someone to do so in his/her place.

The ASB Treasurer shall have the following responsibilities:

1. Review all ASB receipts and disbursements with the ASB Bookkeeper (Auditor) and sign all ASB check requests and purchase orders that have been approved either by the ASB or club officers.
2. Prepare monthly reports for the ASB officers on all ASB account balances, budget updates, receipts and disbursements to date.
3. Keep accurate profit and loss statements for all ASB events/activities.
4. Assist class and club officers in keeping accurate financial records.
5. Supervise the preparation of the annual ASB budget.
6. Update the ASB budget monthly.
7. Work closely with the ASB bookkeeper (auditor), meeting whenever necessary, including, before and after school, brunch, lunch and prep period(s),

The ASB Secretary shall have the following responsibilities:

1. Inform the student body of all upcoming general ASB meetings.
2. Maintain accurate minutes of both closed and general ASB meetings.
3. Complete ASB meeting minutes in the prescribed format and make sure they are approved at the next ASB meeting...All meeting minutes must be approved prior to filing or posting.
4. Have minutes ready to both file (hard copy) and post online (PDF format) by the next class meeting.
5. Keep track of ASB officers' attendance at both open and closed ASB meetings.
6. Carry out all necessary ASB correspondence.
7. Post or distribute the agenda for each ASB meeting..

The ASB Communications Officer shall have the following responsibilities:

1. Chair the ASB publicity committee.
2. Assist the Director of Student Activities and the ASB Bookkeeper (auditor) in maintaining the Student Activities and Viking Shoppe websites
3. Investigate and utilize other forms of electronic communication (i.e. Student center digital bulletin board, blogs, Facebook ASB update, etc...).
4. Approve the content all ASB posters and flyers before they are posted around campus.
5. Assemble members of the publicity committee, as needed, to remove outdated posters and flyers from campus bulletin boards

The Spirit Commissioners shall have the following responsibilities:

1. Preside over all aspects of spirit week and make executive decisions when necessary.
2. Meet frequently with class presidents both during and prior to spirit week.
3. Create spirit week checklists and timelines for all ASB officers.
4. Create and distribute a spirit week calendar for all ASB officers and PALY staff members.
5. Organize lunchtime rallies and other school events for the purpose of promoting school spirit throughout the school year.
6. Assist the Athletic and Social Commissioners in the planning and execution of their events/activities)

The Sports Commissioner shall have the following responsibilities:

1. Be the liaison between athletics, sports boosters and ASB.
2. Attend all sports boosters meeting (usually the 3rd Thursday of the month @ 7:00PM).
3. Advertise for upcoming athletic events, if spirit club is not already doing so. .
4. Organize the powder puff tournament(s) and student staff competitions, including the student v. staff basketball game (all school rally), or appoint someone to do so in your place.
5. Add new sports related events throughout the year (intramurals, tournaments, team appreciation, athlete of the week, sports rallies, etc...)

The Social Commissioners shall have the following responsibilities:

1. Chair the ASB dance/events/activities committee.
2. Play a major role in the planning of club and field day
3. Work closely with the publicity committee to make sure all ASB events are well advertised for.
4. Find creative ways to make PALY a warmer and friendlier environment for all staff and students
5. Find creative ways to recognize PALY students and staff (birthday grams, staff awards, etc...)
6. Incorporate new ideas (i.e. Holiday grams, Love match, etc...)

The PAUSD Board Representative shall have the following responsibilities:

1. Start attending board meetings, upon appointment, with the current PAUSD board representative.
2. Represent Palo Alto High School at all board meetings (Usually the 2nd and 4th Tuesday of the month at 7PM).
3. Prepare a three-minute report on upcoming ASB activities prior to each board meeting.
4. Report back to the ASB officers after each board meeting.
5. Communicate with the general student body to get input on district policies, procedures and decisions that will directly affect them.
6. Accept additional duties as delegated by the ASB president.

The Paly Site Council Representatives shall have the following responsibilities:

1. Attend Site Council meetings twice a month after school (Usually the 1st and 3rd Mondays from 3:30 to 5:00PM).
2. Communicate with members of your class to get input on school policies, procedures and decisions that will directly affect them.
3. Report back to the ASB officers after each Site Council meeting.
4. Accept additional duties as delegated by your class president.

Class Presidents shall have the following responsibilities:

1. Represent your class at all school activities and events.
2. Organize all class meetings.
3. Regularly communicate with your class advisor(s) prior to and during spirit week.
4. Oversee class projects, activities, and fundraisers.

...and will share the following responsibilities with the Class Vice President:

1. Plan, organize and support all class activities and fundraisers.
2. Promote class unity and school spirit year round.
3. Represent your class by getting feedback from your classmates regarding school issues.

The Multicultural Commissioner shall have the following responsibilities:

1. Represent a multicultural perspective on all ASB decisions.
2. Promote an inclusive Paly community
3. Plan and prepare an annual agenda for multicultural activities
4. Organize and lead all multicultural responsibilities and functions
5. Collaborate and coordinate events with clubs devoted to diversity and inclusion

6. Report to ASB on all multicultural matters
7. Serve as liaison to administration regarding multicultural matters
8. Hold monthly outreach meetings with VTP students
9. Plan lunch-time events for Black History Month, Hispanic Heritage Month, and other cultural days

ASB Officer Application

This application is due on or before Friday, May 14th.

Candidate's Name: _____ Current Grade: _____

Position I am running/applying for: _____

Prior leadership experience:

I feel I am qualified for the position for which I am applying. I agree to abide by all campaign policies and procedures and, if elected/appointed, I agree to fulfill all the responsibilities of my position.

Candidate's Signature

Teacher Advisor (TA) Approval:

I feel this student will be a strong candidate for the position listed above and I have verified that this candidate has room in his/her schedule to take 4th period leadership for BOTH semesters of the 2010-2011 school year.

Signed: _____

Administrator Approval:

I have verified that this candidate has an acceptable attendance and discipline record and that he/she has met the minimum 2.5 GPA requirement.

Signed: _____

Staff Recommendation:

I feel this student will be a strong candidate for the position listed above.

Additional Comments:

Signed: _____

