

Associated Student Body Leadership Application

Thank you for your interest in Associated Student Body (ASB). Being in ASB is an important role that requires a lot of time, effort, dedication, and responsibility. It is also very rewarding, provides great memories, is an excellent opportunity to have fun, and gets you involved in the school and the decisions that affect every student. ASB members are in charge of the school activities for the entire year. They are also in charge of the ASB funds.

Please read all the instructions and make sure to meet all deadlines. **NO LATE OR INCOMPLETE APPLICATIONS WILL BE CONSIDERED.**

www.pinerasb.weebly.com

ASB APPLICATION TIMELINE

May 1st

- Applications due to advisor

Second Monday of May

- Interview Schedule Posted in C40
- You will be notified of your time slot

Second week of May

- Interviews throughout day and afterschool.

The Following Friday

- You will be notified whether or not you have been accepted into the PHS Associated Student Body Class

Note that you WILL be asked to complete a preliminary interview.

CHECKLIST

- Student Information Sheet
- Written Statements
- THREE TEACHER** Recommendations – these should be teachers you've had in the past 12 months (all recommendations should be sealed in an envelope and given to the ASB advisor **or** put in his/her box)
- Current Grade Report
- Current Discipline Report
- Current Attendance Report

Note that the term "current" means that each report should be dated no earlier than April 1 of the current year.

ASB Officer Positions: Minimum Requirements

ASB President – Two years of Leadership Class –

Including Junior Year

- Responsible for upholding the school guidelines
- Run weekly meetings in conjunction with class officers
- Meet with Administration as needed
- Shall represent the class at all ASB functions
- Shall attend monthly PTSA and Petaluma Board of Education meetings
- Oversee and work with others on school activities such as Campus Cleanups, Spirit Weeks, Blood Drives, etc.
- Promote ASB activities including rallies, spirit days, dances, citizenship, sporting events, etc.
- Meet weekly with Leadership Advisor
- Responsible for oversight of ALL ASB activities
- Will oversee all Class Presidents

ASB Vice President – Must have credit for two semesters of Leadership

- Assume duties of ASB President as needed
- Shall represent the class at all ASB functions
- Shall attend monthly PTSA and other meetings as requested by administration
- Promote ASB activities including rallies, spirit days, dances, citizenship, etc.
- Head up the historian work with the Social Affairs commissioners
- Head up the Commissioners
- Meet monthly with Leadership Advisor
- Will oversee all Class Presidents

ASB Secretary

- Keep written minutes of meetings (including plus/delta work) in binder and submit copies to each class president
- Responsible for taking minutes of all ASB class and business meetings and submit to all
- Shall attend School Site Council meetings
- Maintain cumulative binders of ASB records and projects with Commissioner of Social Affairs
- Responsible for Class Secretaries maintaining class binder
- Assist Treasurer in preparing for ASB business meetings
- Promote ASB activities including rallies, spirit days, dances, citizenship, etc.
- Meet monthly with Leadership Advisor

ASB Treasurer

- Be responsible for promotion of ASB cards
- Responsible for keeping current ASB budget for reference
- Maintain ASB finance binder
- Prepare written agenda for ASB Business meetings – run monthly meetings with Class Presidents
- Maintain / submit all ASB reimbursements
- Shall coordinate all ASB, Class and Club fundraising activities, and see that sales are properly documented
- Promote ASB activities including rallies, spirit days, dances, citizenship, etc.
- Meet monthly with Leadership Advisor
- Keep ASB supplies in stock (butcher paper, paint, paint brushes, painters tape, etc.)
- Responsible for two ASB General fundraisers

Class President

- Run class meetings
- Shall represent the class at all ASB functions
- Responsible for all class activities
- Promote ASB activities including rallies, spirit days, dances, citizenship, etc.
- Meet monthly with Administration, Leadership Advisor, co-presidents and class officers
- Run one monthly lunch activity

Class Vice President

- Assume duties of Class President as needed
- Meet weekly with other Class Officers
- Promote ASB activities including rallies, spirit days, dances, citizenship, etc.
- Meet monthly with ASB Advisor and class officers
- Promote ASB activities including rallies, spirit days, dances, citizenship, etc.
- Work with ASB Treasurer with ASB card distribution

What position would you like to run for, if any?

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- Please note: Commissioner Positions will also be open once the school year starts

Code of Conduct for ASB/Leadership Students

Please read and initial each of the following statements:

1. ASB members are both leaders and role models. I understand that **any** student not maintaining high personal, academic, and behavioral standards both on and off campus may forfeit his/her office **and/or** place in the class. _____
2. I agree to attend all meetings and functions concerning ASB matters, which may be called any time before school, after school, at brunch, or at lunch. _____
3. I agree to do my ASB work, which includes (but is not limited to) attending sporting events, fundraisers, dances, rallies, etc. before school, at brunch, at lunch, after school, and on weekends, whenever necessary. I understand that ASB is a large time commitment, and am ready for such a commitment. _____
4. I understand that I currently must hold (according to the most recent grading period), and I agree to maintain, at least a 2.0 GPA throughout time in ASB, with **no F's**. I understand that failure to maintain a 2.0 GPA and/or earning one or more F's may disqualify/remove me from ASB. _____
5. I understand if I am a member of ASB, I become a role model for all students at PHS and my behavior on and off campus must reflect well upon myself and upon the ASB class. _____
6. I understand that any suspension (including suspensions due to violence, drug/alcohol use, disrespect, etc.) may, and likely will, lead to my dismissal from ASB. _____
7. I understand that if I have been suspended for any of the reasons listed in point six (6) that I may not be admitted into ASB for the current school year.
8. I understand that it is my job to think about the present AND the future of PHS, and that I need to ask myself how I am positively impacting the school culture short and long term.
9. I hereby agree to all of the above statements and will do my best to follow each of them. _____

Student Name (printed): _____ Date _____

Student Signature _____ Date _____

Dear Parent/Guardian:

Your child has decided to apply to become a part Piner High School's Associated Student Body program. This letter is to inform you of the basic requirements of the class.

1. All Leadership students must attend the ASB summer teambuilding day in August (specific date TBD)
2. All Leadership students must be available the week before school begins to assist with orientation and to begin training for the ASB class.
3. Students must have a 2.0 GPA with no F's for the semester prior to coming into the class, and must exhibit exemplary behaviors on and off campus (please read the Student Code of Conduct above).
4. Students must be available for break, lunch, after school, weekend and evening activities throughout the year. Students are expected to attend/participate in 95% of ASB sanctioned activities to earn an "A."
5. **Students must be willing to fully participate in all ASB sanctioned activities such as: dances, sporting events, Battle of the Fans events, fundraisers, and Spirit Weeks/Maroon Madness (Maroon Madness is each Friday; students are asked to wear Piner gear/show Piner spirit) are a few of these events.**
6. Please look over all pages in this application packet for further explanation of requirements and expectation for the class

Please sign below to signify your acknowledgment of your student's decision to apply for the ASB class.

Yes, I understand that my child is applying to be a part of the ASB program at Piner High School and will be able to do activities as needed throughout the year.

Parent/Guardian Name (printed): _____ Date _____

Parent/Guardian Signature: _____ Date _____

Piner High School Leadership Application

Part I. Student Information

Student Name	current Grade Level	GPA
Student Cell Number	Student E-Mail Address:	
Home Street Address, City, Zip Code		
Parent/Guardian Name (1)	Email Address	
	Email or Phone	
Cell Phone Number	Best Way to Contact You (Please Circle)	
Parent/Guardian Name (2)	Best Contact Phone Number & Email Address	
	Email or Phone	
Cell Phone Number	Best Way to Contact You (Please Circle)	

The decision to apply to ASB is my own, and I want to participate fully in this program. If selected, I will be responsible for supporting the goals of the program, and maintaining academic, disciplinary, and attendance record. I also understand that full participation (or, to earn an "A" in the class) means attending/participating in 95% of ASB sanctioned events (this means events that ASB hosts or endorses/supports, such as the Homecoming parade, Turnabout, rallies, fundraisers, lunch events, etc.). Additionally, I understand I may earn a grade of B, C, D, or F and/or be withdrawn from the program for failing to maintain a positive academic, discipline and/or attendance record. I further certify that the responses contained in this application are my own work.

Signature of Applicant

Date

I, the parent/guardian of the above student, understand and accept the above information as well as the implications that may arise if my student fails to maintain a positive academic, discipline and/or attendance record. I further certify that the responses contained in this application are my own work.

Signature of Parent/Guardian

Date

Part III. Written Statements

Directions: On a separate sheet of paper for EACH statement, answer the questions below (typed work is much preferred; if not typed write legibly in blue or black ink). Your statements will be evaluated based on the clarity and content of your answers.

Personal Statement

1. In a 500-word statement, explain what your goals are for the future. Discuss both personal and academic goals, and in the last paragraph describe how ASB Leadership fits with your goals.

Fundraising Concept

2. Fundraising is a very important aspect of ASB. Typically, ASB hosts Dine-and-Donates (ASB coordinates with a local restaurant, like Mary's Pizza Shack, to get people to eat there at a certain date/time in exchange for a percentage of the money made during said time). Dine-and-Donates are a good fundraiser option, but are not very innovative or exciting, and can at times be unsuccessful because they are over-done. Describe what type(s) of fundraiser(s) you would like to host for the school. Include what the fundraiser would be, how you would promote/execute it, and why it would be successful for Piner High School's ASB. *(Approx. 250 Word Count)*

Event Introspection (this prompt is for everyone EXCEPT for incoming freshman)

3. As a student at Piner High, you have experienced many events, from rallies, to dances, to sporting events, etc. Please choose one event/activity and analyze it according to what you thought went well, and what you thought needed to be improved. Finish by designing an event you would like to see us add as part of what we offer for the students here at PHS.

(Approx. 250 Word Count)

Piner High School ASB Class Recommendation

STUDENT - FILL THIS BOX OUT BEFORE HANDING TO THE TEACHER. ALL OTHER INFORMATION IS FILLED OUT BY EVALUATING ADULT.

Student name: _____ Student ID# _____

Teacher name: _____ When did you have this teacher? _____

Directions: Please score the candidate whose name appears above on the following criteria. These scores count for a portion of the selection evaluation, so your **honest assessment** of this student is taken seriously. While comments are not required, they can prove enormously helpful. **DO NOT GIVE THIS BACK TO THE STUDENT.** Your individual scores and comments are NEVER shown to the student or parents, to maintain confidentiality. Students may only request to see their average score from all evaluating teachers. **Please return this to the ASB advisor by the second Monday of May.** Thank you so much for your time.

Characteristics	Scores (1-5)
Student enthusiastically participates in class activities and discussions; student does not have apprehension speaking to a group	
Student shows respect for both adults and peers	
Student demonstrates emotional maturity	
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 collaborative/can both lead a group as well as follow directions	
Student takes initiative and shows self-motivation	
Student is artistic/creative and is willing to help create things like posters, flyers, announcements, etc.	

- 1 means** – the student never or hardly ever displays the characteristic at all
- 2 means** – the student displays the characteristic less than what is expected of an average ASB student
- 3 means** – the student displays the characteristic as expected of an average ASB student
- 4 means** – the student displays the characteristic more often than expected of an average ASB student
- 5 means** – 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” means** – 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 evaluation

This best attribute about this student is: _____

The main thing that this student could work on to be a more constructive member of ASB is: _____

Additional information that could be helpful to know about this student: _____

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