

El Rancho High School

ASB/Leadership Application/Handbook

2018 - 2019



ERHS ASB focuses on unifying our school through activities that promote Don Pride. We work to create and maintain an environment that is accepting of students from all backgrounds. Serving as a link between students and staff, we aim to represent the student body and lend a voice to anyone with concerns.

Dear ASB Officer Applicants,

Thank you for your interest in ERHS Associated Student Body! Being a member of ASB is an important job that requires a lot of time, effort, dedication and responsibility. It also is very rewarding, gives you great memories, opportunities to have fun, and gets you involved in the school and the decisions that affect every student. ASB officers are in charge of the school activities for the entire year.

Please read this packet carefully. Failure to comply with the rules and regulations will result in disqualification. Be very careful that you meet the GPA qualifications. If you have any questions, please email Mrs. Senteno-Tapia at ssenteno@erud.org. Be sure you know the deadlines and meet them. Thank you for supporting your student body and thank you for being a proactive Don. Good Luck!

Sincerely,
Mrs. Senteno-Tapia, ASB Advisor/Director of Activities

ASB Selection Timeline

Executive Commission & Leadership (10th-12th Grade)

Wednesday, April 4, 2018 (Pick up a packet!)

Mandatory Campaign Informational Meeting at Lunch in Room B-104.

Friday, April 20, 2018

Packets Due to Activities Office by 4pm. *(No late packets will be accepted!)*

& Teacher Recommendations Due (turned in by teacher).

Monday, April 23, 2018

Applicants notified of progression to next step of process. Interview times will be selected for each applicant.

Tuesday, April 24, 2018 - Friday - April 27, 2018

Interviews will take place during lunch and after school. Applicants must pass the interview screening in order to be considered a candidate on the ballot.

Monday, April 30, 2018

Mandatory Candidate Meeting during lunch in B-104. Pictures will be taken.

Wednesday, May 2, 2018

Speeches and flyers due in Activities Office by Lunchtime. Record speeches.

Friday, May 4, 2018

Recorded Speeches link due by 8 am to Mrs. Senteno-Tapia via email.

Monday, May 7, 2018 - Monday, May 14, 2018

Campaigning begins on Monday morning at 6:30 am and concludes at 3 pm on May 14th. Speeches will be viewed on the Don Page.

Tuesday, May 15, 2018 - Wednesday, May 16, 2018

Voting in the Quad at lunch.

Thursday, May 17, 2018

Results will be posted.

LEADERSHIP (9th)

Monday, April 9, 2018 (Pick up packet!)

Download application or pick up an application from your front office.

Friday, April 20, 2018

Packets Due to the Front Office at ERHS by 4 pm. *(No late packets will be accepted!!)* & Teacher Recommendations Due in a sealed envelope.

Monday, April 23, 2018

Applicants notified of progression to next step of process. Interview times will be selected for each applicant.

Tuesday, April 24, 2018 - Friday - April 27, 2018

Leadership Candidate Interviews at ERHS from 3:30 - 5:30 pm in B-104.

Wednesday, May 2, 2018

Accepted ASB Applicants will be notified.

Checklist

___ Read entire packet!

___ Decide if you'd like to run for Executive Council and/or Leadership

___ Complete the application and get signatures

___ Decide on two teachers whom would recommend you and give them each a recommendation form (and write their names on the application)

___ Turn in this packet with a personal statement explaining your intentions as a leader for ERHS ASB (for Exec.) by deadline in the Activities Office. (Optional)

___ Sign up for Interview. Failure to show up to the interview will disqualify you from running.

___ Remind teachers to turn in recommendations!

___ Attend all mandatory meetings and interviews! (See important dates!)

___ Prepare fliers and speech.

Congratulations on your decision to represent El Rancho High School in an engaging position that will greatly contribute to others as well as yourself!
Below is the necessary information to apply for Executive and/or Leadership.
Good Luck!

Qualifications

1. All officers must be enrolled in the Leadership class for the entire school year, perform all duties of their office, assist other officers with their duties and perform other duties as assigned.
2. All officers must attend mandatory weekly summer meetings and ASB Retreat in the summer before they take office.
3. The candidate must have a 2.0 grade point average and satisfactory citizenship in every class at each grading period. The candidate must maintain a 2.0 grade point average if elected to office. Failure to meet this requirement will result in REMOVAL from Leadership class.
4. The candidate must have good citizenship, which will be determined by ERHS Administration.
5. The candidate must have two detailed, confidential recommendation forms. (To be submitted to Activities Office by the teacher)
6. The candidate may not hold two positions at the same time.
7. All ASB/Leadership member MUST get athletically cleared and purchase an ASB card every year.

Important Dates to Remember:

May 31, 2018: ASB Installation 5-7 pm

June – August, 2018: Weekly Summer Meetings

July 2018: ASB/Leadership Retreat

Executive Commission Campaign Requirements

(These rules only apply for candidates interested in running for Executive Council)

1. You must attend all mandatory Candidates Meetings and required interview(s).
2. You may NOT spend more than \$50 on your campaign and you will be responsible for removing all flyers and campaign materials after the election process is complete. (Do NOT tape flyers to paint or glass surfaces.)
3. You may run only as an individual.
4. Your written speech must be turned into the Activities Office by lunchtime Wednesday, May 2nd. You will be given two minutes: 1 minute formal, 1 minute creative. You are required to incorporate your hopes, goals, and reasons of why you want to be a member of ASB. The ASB Advisor will enforce the following criteria: You must obey the school dress code. No music, props or people are allowed in speeches. There will be neither the exposure of the body nor offensive remarks upon others in the speech. You are responsible for getting your speech approved and emailing me the link to your speech by Friday, May 4th by 8am to continue the campaign process.
5. Your flyer designs must be turned into the Activities Office for approval by lunchtime Wednesday, May 2nd. Flyers should have your name and possibly a “catchy slogan” to go along with your campaign.
6. Campaigning begins Monday, May 7th at 6:30 am, no sooner and will end on Monday, May 14th at 3:00 pm. You must meet outside of the Activities Office at 6:15 am on May 7th to check in with Mrs. Senteno-Tapia before hanging up any posters. You may put flyers up in teachers’ rooms with their permission. (**NO FOOD or STICKERS** are allowed on campus as part of your campaign or you will be disqualified.) You are responsible for taking down all posters at the conclusion of your campaign on Monday, May 14th. Failure to do so may result in your disqualification.
7. Results will be posted after-school (around 3:15 pm) in front of the Activities Office on Thursday, May 17th.
8. The ASB banquet and installation of New Officers will be on May 31, 2018 from 5-7 pm. Location is yet to be determined.

Leadership Class Expectations

Assessment:

1. **Class Participation & Adherence to Procedures:** You must follow the rules for executive procedure during meetings. You are also expected to participate and contribute to class discussions. You are expected to follow all class policies outlined below or your grade will be lowered.
2. **Participation in Supplemental Activities:** Each semester, there are various activities that require the support and service of the ASB members. You will be graded on each event you attend (see information below regarding make-ups). You will also be required to attend other events on/off campus. This could be a choir concert, talent show, etc.
3. **ASB Attitude:** This part of the grade is completely subjective. Your peers will evaluate you at the end of the semester. I will listen to their evaluations but I will also “judge” your attitude towards doing tasks as a member of the ASB and your concern for those you serve. Your leadership lessons notebook will be graded in this category.
4. **Binders:** Each member will complete one electronic binder.
5. **Constitutional Duties/Duties of Position:** All duties assigned to your office are to be completed in a timely manner. This part of the grade is also somewhat subjective. For example, as the Student Body Secretary, you may keep minutes, but not do a complete job, waiting for the last minute to do a job that is of poor quality or not turn them in on time. That would leave your grade more open to interpretation.
6. You are graded by me AND your peers.
7. **Google Classroom:** Most events/assignments are posted in Google Classroom. You must read the Sunday Night Memo and the keep current with GC at all times.
8. **Social Media:** Social media, including but not limited to Twitter, is a huge component of advertising our events and creating buzz. While you are a member of ASB, I will follow your accounts and you will follow mine. Irresponsible content will not be tolerated and will be grounds for discipline.

Class Policies:

Attendance: Class attendance is mandatory. Excessive tardiness or truancy will result in disciplinary action as each case warrants.

You are required to go to and work all ASB functions. If you have a financial hardship (this does not mean work) let Mrs. Senteno-Tapia know, in advance, so that you can be excused. Unexcused absences from ASB functions will result in a lowered grade. Students who are not working during ASB functions will also find their grade lowered. Each event will be documented in the grade book.

You will be notified of upcoming events as soon as possible so that you can arrange your schedule to attend.

Excused Absences: All absences need to be excused at the minimum one week before the event. You may be required to prove the reason for your absence if excused absences become excessive. If an emergency occurs, a parent may call or email Mrs. Senteno-Tapia or send a note to school with you the next day

Examples of reasons to be excused are: work (if 2 weeks prior notice is not given), sports or school related activities (this does not mean studying for a test or completing a last minute assignment; plan ahead), emergencies that will be excused after the event.

You will be required to make up the time of a missed, excused event by attending another event. (Example: you miss the Game of the Week: Boys’ Basketball and attend the girls’ basketball game instead that week)

Check in and check out! Attendance will be taken at the beginning of class and again at the end. No roaming in the hallways. It disrupts other classes and reflects negatively upon the leaders of our school.

ASB Shirts & Dress-Up Days: You are expected to wear the assigned shirt on the day assigned. Your grade will drop for each missed mandatory dress-up day, including dress-up days assigned by Activities and the Vice President. This includes t-shirts on Game Days, etc.

Class Disturbances: You are expected to participate in discussions in a manner that is not disruptive to the flow of the meetings. While the meeting is in session, you must be paying attention. You are not allowed to work on homework during the meeting. Side-talking, put-downs or any other form of disruption are unacceptable and you will be removed from the class for the duration of

the meeting should you not heed a warning. The Secretary will also be documenting these disturbances and your grade will drop for each disturbance.

Project Planning Sheets: For each event that you (and your commission plan) you will be required to fill out planning paperwork. The first step is to fill side titled "ASB Event Proposal" and have this approved by the ASB President and the AP of Activities. This should be done well in advance. Then you will sit down with the ASB President or the AP of Activities and complete the second side, "ASB Event Planning sheet." These forms should be filled out completely and in a timely manner. The signed original copies should be included in the electronic binder.

Finals: For the final, you will be given an opportunity to rate your peers and to give recognition to those who have worked hard and helped you. On the other side, your peers will be rating you as well and you need to be helpful and cooperative all semester. Peer evaluations are only part of your grade. The final will also include a self evaluation. Mrs. Senteno-Tapia will be evaluating the self-evaluations.

Job Description: You are required to complete all of the tasks in your job description including helping others. The majority of your grade will be assigned based on your job description. For each of the tasks not completed, your grade will be lowered accordingly.

School Appropriate: Your image is important as a leader of the school. Please maintain a positive image both in and out of school. Failure to do so may result in removal from ERHS ASB.

Respect for Others: No talking during meetings. Please respect officers and guest speakers. Please do not talk/text or do other homework during meetings.

Expectations of Leaders:

1. ***Be on time!*** You must be in your seat and ready when the bell rings. The tardy policy is enforced. Make sure you come in with a late pass. You are also expected to be on time for events, games, etc.
2. ***Be prepared & be responsible!*** Bring all proper materials and be ready to participate. Take notes during meetings!
3. ***Be respectful!*** Respect others and their property. This includes tables and belongings that are not your own. Rule: if it's not yours, don't touch it! Inappropriate language will not be tolerated.
4. ***Take advantage of the time we have in class!*** Make sure you are participating and attentive at meetings.
5. ***Please clean up after yourself!*** We share this space. Please make sure to throw all trash and push all chairs in before you leave.
6. ***Act appropriately!*** You are the example for the school. Please follow all school rules, including the dress code.
7. All ASB/Leadership must get athletically cleared and purchase an ASB card every year.



El Rancho High School Associated Student Body

Application for Executive Commission and Leadership

Must be RECEIVED in Activities Office by:
Friday - April 20, 2018 by 4 pm for EXECUTIVE and LEADERSHIP (10th - 12th)
Friday - April 20, 2018 by 4 pm for Leadership (9th)

1) Name	2) Grade	3) ID#
3) Address	4) City	6) Zip
7) Telephone	8) E-mail	

THE FOLLOWING SIGNATURES ARE MANDATORY:

Accumulative GPA: _____
 Have you been suspended? _____
 How many truanancies? _____

Teacher Recommendations (2 required):

(List names of teachers who will be submitting your recommendations)

- 1.
- 2.

Indicate Desired Position(s):

Executive Commission:

- | | | |
|---|---|--|
| <input type="checkbox"/> ASB President | <input type="checkbox"/> ASB Vice President | <input type="checkbox"/> Chief Justice |
| <input type="checkbox"/> Academic Affairs | <input type="checkbox"/> Activities | <input type="checkbox"/> Secretary |
| <input type="checkbox"/> Dance | <input type="checkbox"/> Boys/Girls Athletics | <input type="checkbox"/> Pep (2 positions) |
| <input type="checkbox"/> Publicity | <input type="checkbox"/> Technology/Media | <input type="checkbox"/> Class President _____ |
| <input type="checkbox"/> Class VP _____ | <input type="checkbox"/> Leadership | |

In order to apply, you must have the following:

- | | |
|---|--|
| <ul style="list-style-type: none"> - Pride in your school - Strong leadership skills - 2.0 or higher accumulative GPA - Fourth period open for ASB Leadership Class | <ul style="list-style-type: none"> - Time available for activities during school/non-school hours - Ability to represent the entire student body as a whole - Two recommendations by current teacher (see attached) |
|---|--|

ONLY FOR EXECUTIVE - Please include the following with your completed application:

1. An acceptable personal quote
2. Typed, double spaced statement or vision plan about your intentions as a leader for ERHS ASB position (Optional)

NOTE: In the event that you do not make Executive Commission, if you would like, your application can be submitted for a Leadership position, if you also check the box above marked Leadership. NO LATE APPLICATIONS WILL BE ACCEPTED UNDER ANY CIRCUMSTANCES.

APPLICATION (continued)

Extracurricular activities you have been involved with at ERHS:

Athletics, ASB, Clubs, Academic Competitions, performing arts, etc. Please be sure to list any offices held and years involved.

Community Service you have completed while in middle school or high school:

Please include any leadership positions you may have held and years involved.

I, _____, officially file this petition for the above-mentioned office for the 2018-2019 school year. I understand and agree to all of the Eligibility and Qualification guidelines. I have read and understood the Election Handbook. I also fully understand that I must obtain all necessary recommendations, meet all general or specific qualifications of my office, and agree to fulfill my duties to the best of my ability, if elected or appointed. If I fail to do so at any time, there would be just grounds for my permanent removal from this position.

Candidate's Signature _____ Date _____

Parent's Signature _____ Date _____

FOR ERHS ACTIVITIES USE ONLY

GPA/grades

Teacher Recs

Attendance

Discipline

Dear Parent:

Your son/daughter is applying for a position on El Rancho High School's Associated Student Body/Student Leadership. If appointed, he/she will be working hard to plan and to put on numerous student body activities throughout the upcoming year, which will require before and after school hours.

While it is an honor to be a member of ASB, your son/daughter will need to put in a tremendous amount of time, especially during Pep Rally Weeks and Homecoming Week. Due to the amount of time and monetary expenses needed to be involved in ASB, we require parental approval.

Upon signing this form, you are acknowledging that you have read this entire packet and that you understand the costs and time commitments that are necessary for you son/daughter to apply for a position on ASB. You are also acknowledging that you have read the course expectations provided in this packet.

Projected Contributions:

- | | | |
|-----------------------------|---------------------------------|---------------------------------------|
| 1. ASB Banquet/Installation | May 31, 2018 | Free |
| 2. ASB Uniform | Worn throughout the entire year | Approximately \$150 (Cardigan & Polo) |
| 3. Leadership Retreat | Summer 2018 | TBD |
| 4. ASB card | For entire year | \$20 (Subject to Change) |
| 5. ASB Dances | During the entire year | TBD |

Applicant Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Parent Information

Name: _____ Phone: _____

Email: _____ Alternate Phone: _____

I would like to/be able to help with:

Summer: _____ Get-togethers: _____

Homecoming Week: _____ Other: _____

Pep Rallies: _____

I have the following special skills: _____

ASB Code of Conduct

I, the undersigned, solemnly swear to abide by the following Code of Conduct set forth by the El Rancho High School ASB Executive Commission and Leadership. The following standards of eligibility, behavior, and responsibilities shall apply to all members during their term of office.

A. Academic Achievement

1. I will maintain a 2.0 GPA.
2. If I earn less than a 2.0 GPA, I understand that I will be dismissed from office.

B. Behavior Standards

1. I will uphold the ASB constitution and my oath of office.
2. I will cooperate with and support the ASB President and the ASB Advisor.
3. I will abide by the school dress code at all times.
4. I will not carry nor use any chemical substances or stimulants, drugs, alcohol, cigarettes, etc. at any time on or off campus.
5. I understand that my conduct must be beyond reproach at all times, on and off campus.
6. I will display good sportsmanship at all times and serve as an ambassador for ERHS at other schools.
7. Failure to comply with any of the rules may result in immediate removal from office.

C. Responsibilities of Office

1. I understand that enrollment and attendance in ASB/Leadership class is mandatory.
2. I understand that it is my responsibility to work on my tasks during the class period.
3. I understand that I must attend/work all ASB events including assemblies, dances, athletic events, etc.
4. I understand that the ASB President and the ASB Advisor will assign tasks and that I will be expected to complete them.

Violation of any of the stated standards may result in a removal from office. Removal from office is determined by the AP of Activities, ASB Advisor, Executive Commission, and Leadership.

Applicant Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Applicant, please read and initial the following statements.

1. All appointed commissioners must uphold the high standards of El Rancho High School ASB. Therefore, I understand that any student not maintaining high personal, academic, and behavior standards both on and off campus may forfeit his/her office.

Initial _____

2. I agree to attend all meetings and functions concerning ASB matters, which may be called any time before school, after school, at lunch, or on weekends. (This includes meetings in the summer!) Failure to do so will adversely affect my grade in the Leadership Class or could result in removal from office.

Initial _____

3. I agree to do my ASB work whenever necessary, whether before school, after school, at lunch, or on weekends.

Initial _____

4. I agree to maintain at least a 2.0 GPA throughout my term in office.

Initial _____

5. I know that if I am appointed, I must enroll in and attend 4th period leadership class. Failure to do so will result in a forfeiture of office.

6. Initial _____

7. I know that if I am appointed, I must attend the leadership retreat during the summer as well as weekly meetings during the summer months. Failure to do so will result in a forfeiture of office.

Initial _____

Applicant Signature: _____

Date: _____

Parent Signature: _____

Date: _____

ERHS ASB

Confidential Teacher Recommendation

Student's Name _____ Grade _____

Desired Position:

Teacher's Name _____ Signature _____

The above student is petitioning to run for ASB or Leadership for the 2018-2019 school year. Please carefully consider your recommendation for this candidate. Be sure to tell us about any special qualities the above student may have. **Please be as honest as possible, the candidates will not have access to these recommendations.**

1. Would you recommend this student for the leadership position indicated above?
(circle one)

*NO *YES (with reservation) YES HIGHLY!

*Please provide a brief explanation for your response here:

2. This student could best be described as... (Circle all that apply)

Diligent	Self-motivated	Doesn't see things through
Creative	Organized	Sets a good example
Responsible	Ethical	A leader
A good communicator	Spirited	A follower
Respectful	Does just enough to get by	Trustworthy
A team player	Doesn't try	Hard-working
Dedicated	Honest	Kind

3. Anything else?

Thank you so much for your support and for taking the time to complete this form.

*Please return it to the Activities Office by **April 20th for Executive and Leadership (10th -12th)***

Please return to student in a signed and sealed envelope for Leadership (9th)

Students will not have access to these forms.

ERHS ASB

Confidential Teacher Recommendation

Student's Name _____ Grade _____

Desired Position:

Teacher's Name _____ Signature _____

The above student is petitioning to run for ASB Executive or Leadership for the 2018-2019 school year. Please carefully consider your recommendation for this candidate. Be sure to tell us about any special qualities the above student may have. **Please be as honest as possible, the candidates will not have access to these recommendations.**

1. Would you recommend this student for the leadership position indicated above?
(circle one)

*NO

*YES (with reservation) YES HIGHLY!

*Please provide a brief explanation for your response here:

2. This student could best be described as... (Circle all that apply)

Diligent	Self-motivated	Doesn't see things through
Creative	Organized	Sets a good example
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Respectful	Does just enough to get by	Trustworthy
A team player	Doesn't try	Hard-working
Dedicated	Honest	Kind

3. Anything else?

Thank you so much for your support and for taking the time to complete this form.

*Please return it to the Activities Office by **April 20th for Executive and Leadership (10th -12th)***

Please return to student in a signed and sealed envelope for Leadership (9th)

Students will not have access to these forms.

