

ASB APPLICATION TIMELINE
2018-2019

Dear BVM Student,

The ASB thanks you for taking an interest in becoming involved in student government next year. According to our school's Constitution:

Elections for ASB Officers will be held during the second semester. Students who meet ASB eligibility requirements, and have completed the ASB selection process, can run for the following offices: President, Secretary, and Treasurer. The Presidential runner-up will become the Vice-President.

Read over the Application Packet very carefully. The following timeline is very important! You will lose points or be disqualified if all materials are not completed and returned to the ASB on time!

All students seeking to run for an elected ASB office and/or applying to be an ASB Commissioner need to complete an application packet.

- | | |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3/1-3/16 | Students pick up ASB APPLICATION PACKET from the ASB or the Main Office. |
| 3/13 | MANDATORY MEETING FOR ALL APPLICANTS. Meet in the Adaptive Building at the beginning of advisory. Make sure to pick up an advisory pass from Ms. Currier in the ASB. |
| 4/6 | FINAL DEADLINE for turning in completed applications (including personal essay, class schedule with grades, signed ASB contract). The three Teacher Recommendations are confidential and should be attached to your application. |
| 4/9-4/11 | INTERVIEWS with ASB applicants |
| 4/20 | Approval of ASB Campaign Posters |
| 4/23- 4/27 | ASB ELECTION CAMPAIGN |
| 4/19 | ELECTION SPEECHES due by candidates for President, Secretary, and Treasurer please upload onto google drive and send me the link at andrea.currier@sweetwaterschools.org |
| 4/27 | ASB ELECTIONS. Voting during advisory classes. |
| 4/30 | Election results and 2017-2018 ASB announced during morning Announcements. |

Respectfully,

Andrea Currier
ASB Advisor
Bonita Vista Middle School

BONITA VISTA MIDDLE SCHOOL

ASB ELECTION/CAMPAIGN REGULATIONS

The following guidelines have been established to assist the candidates and to ensure that the election process is a positive experience for all.

GOOD LUCK IN YOUR CAMPAIGN AND IN THE ELECTION!

CAMPAIGNING

1. No campaigning or publicity/posters may be displayed before the campaign starting date.
2. Once their application/petition has been turned in, students may not change the office for which they are running.
3. Students running for President, Secretary, and Treasurer will give a 2-minute speech to the 7th Grade Advisory classes. The ASB Advisor must approve this speech before the day of the speech.
4. No candy, prizes, or gifts may be given to prospective voters (in other words, you may not “buy” votes).

POSTERS

5. Each candidate is allowed a maximum of 5 (2' x 3') posters to be put up at any one time
6. Only appropriate words, logos, or pictures may be used; you must show respect for yourself, your school, and other candidates.
7. Tape posters securely, using only blue painter's tape. (ASB does not supply tape). Do not use nails or screws on wood trim or doors.
8. Ask permission of the classroom teacher before taping to windows.
9. Do not cover over, abuse, or deface any other candidate's posters.
10. If one of your posters becomes torn or wet, it must be replaced or the ASB will take it down.

Posters must be approved by Ms. Currier APRIL 20, 2018

Posters may be displayed beginning APRIL 23, 2018

Posters and tape must be removed by APRIL 27, 2018

THE WINNING CANDIDATE FOR EACH OFFICE IS DETERMIND USING THE FOLLOWING FORMULA:

33% Popular Vote + 33% GPA + 33% Recommendations

BONITA VISTA MIDDLE SCHOOL

CONTRACT FOR STUDENT LEADERS

(All ASB applicants must read and sign)

As a member of the Bonita Vista Middle School ASB...

1. I will remember at all times that I represent Bonita Vista Middle School, its students, faculty, and staff and that my behavior is to bring honor to the office or position I hold, to the school, my family, and to myself.
2. I will follow the rules and regulations established by the school and the individual classes of which I am a member.
3. I will maintain my academic and citizenship grades according to the school's constitution – 3.0 average for both.
4. I will share equally in all duties of student government, which includes attending and participating in activities, working my shifts in the ASB store, helping at dances and other ASB sponsored events, dressing up for Spirit Days, and altogether being a positive influence on and off campus.
5. I will not take candy, chips, soda, or other store merchandise for my friends or myself without paying for each item. I understand that the ASB does not have a "charge account" system, that students cannot "borrow" money from the cashier drawer, and that taking money or snacks or merchandise without paying is considered stealing.
6. My attendance will be 100% unless I am ill and it is verified. Family trips are an exception. ASB activities and responsibilities will have first priority.
7. If I have specific responsibilities and am going to be absent, I will make sure that someone takes my place.
8. I will be open and honest with my Advisor in all matters. If something is wrong, or I am aware of another ASB member violating this contract, I will immediately discuss this with my Advisor.
9. I understand that some items of business discussed in ASB meetings are confidential and are not to be discussed with others.
10. My dress at school will be appropriate at all times. I will remember that my appearance is a significant part of being a student leader.
11. I will do my best to meet new individuals on campus and to broaden my friendships so that I can truly represent those who have put me in a position of leadership.
12. I understand that the ASB meets once a week after school and that attendance and participation is mandatory.

13. I agree to attend Leadership Conference during the week prior to the beginning of school (usually late August) at no cost to me. This is an important opportunity to learn about ASB responsibilities and to become an integral part of a team (Team ASB).

14. I understand that as an ASB member I am required to take the ASB Leadership Course. I understand that this is a two-semester commitment and I willingly undertake these responsibilities with a positive attitude.

15. I understand that I may be removed from the ASB if I violate this contract.

My parent(s) and I have read and agree to the above contract.

Parent name

Parent signature

Student name

Student signature

Date

ASB APPLICANT ESSAY

Name _____ Position _____

In the space below or on a separate sheet of paper, discuss activities in which you have participated and how you have demonstrated leadership abilities. Please indicate why you would like to hold this ASB position and what qualifications you have for this position. Explain what you would like to accomplish as a member of the ASB. (You may use another paper to complete or type your essay).

CONFIDENTIAL RECOMMENDATION PLEASE RETURN TO ASB MAILBOX

(Student should provide each teacher with a copy of the ASB Officer/Commissioner Responsibilities)

Name _____ Position _____

Faculty/Staff Member _____

Thank you for taking the time to complete this form. Please do your most thoughtful, honest best in filling out the chart. Remember that many ASB jobs are not glamorous (ie: sweeping after lunch, scrubbing counters and cabinets, etc.) and consider how well the candidate would fill those roles. In the "Comments" section, try to be as specific as possible in describing incidents/examples of how this student would fulfill his/her obligations and fit in as a member of Team ASB.

Please sign and return to the ASB mailbox by _____ (realizing that the student's chances could be in jeopardy if all deadlines are not met).

Please circle the number that best represents your assessment of the student's capacity for each quality mentioned. 5 = highest 1 = lowest

COOPERATION 1 2 3 4 5 6
HONEST 1 2 3 4 7
LEADERSHIP 1 2 3 4 7
SOCIAL SKILLS/PEERS 1 2 3 4 5 SOCIAL SKILLS/ADULTS 1 2 3 4 5
PERSEVERENCE 1 2 3 4 5 POISE 1 2 3 4 5 POSITIVE ATTITUDE 1 2 3 4 7

ENTHUSIASM 1 2 3 4 5
INITIATIVE 1 2 3 4 5
RESPONSIBLE 1 2 3 4 5

COMMENTS: (use the back if necessary)

Signature

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COOPERATION	1	2	3	4	5
ENTHUSIASM	1	2	3	4	5
HONEST	1	2	3	4	5
INITIATIVE	1	2	3	4	5
LEADERSHIP	1	2	3	4	5
SOCIAL SKILLS/PEERS	1	2	3	4	5
SOCIAL SKILLS/ADULTS	1	2	3	4	5
PERSEVERENCE	1	2	3	4	5
POISE	1	2	3	4	5
POSITIVE ATTITUDE	1	2	3	4	5
RESPONSIBLE	1	2	3	4	5

COMMENTS: (use the back if necessary)

Signature

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ENTHUSIASM	1	2	3	4	5
HONEST	1	2	3	4	5
INITIATIVE	1	2	3	4	5
LEADERSHIP	1	2	3	4	5
SOCIAL SKILLS/PEERS	1	2	3	4	5
SOCIAL SKILLS/ADULTS	1	2	3	4	5
PERSEVERENCE	1	2	3	4	5
POISE	1	2	3	4	5
POSITIVE ATTITUDE	1	2	3	4	5
RESPONSIBLE	1	2	3	4	5

COMMENTS: (use the back if necessary)

Signature

BONITA VISTA MIDDLE SCHOOL

ASB APPLICANT PETITION

I, _____ hereby declare my intention to run for the office of _____ OR seek appointment to be an ASB Commissioner

I understand that to qualify for any position in the ASB, my grades in both Scholarship and Citizenship must be a 3.0 average or higher. Any grade of "F" (in either Scholarship or Citizenship) disqualifies a student.

I also acknowledge that running for office does not automatically ensure a position in the ASB. Applicants achieving the highest score derived from faculty recommendations, personal interview, written application and essay, grades and, for Officers, percent of the student vote, will be deemed the persons best qualified.

The following signature indicates my parent/guardian approves of my applying for an ASB position and understands the requirements of attaining and maintaining an ASB position.

Parent Signature _____ Date _____

Parent Name (Printed) _____

Please attach a copy of your First Semester Report Card to this application OR fill in the chart below and have your Counselor sign and verify your grades.

Period	Teacher	Subject	Scholarship	Citizenship
1				
2				
3				
4				
5				
6				
Adv				

Counselor's Signature _____

Applicant's Signature _____

BONITA VISTA MIDDLE SCHOOL

ASB OFFICER RESPONSIBILITIES

General Responsibilities

- ++ represents the student body of BVM at all times
- ++ attends all ASB and Student Congress meetings
- ++ participates in the Student Store
- ++ participates in Leadership Class activities

President

- ++ presides at all ASB and Student Congress meetings
- ++ assists the ASB Advisor in decision-making and preparing meeting agendas
- ++ is the official announcer at school assemblies (unless otherwise designated)
- ++ represents BVM at community functions
- ++ meets with the Principal to discuss student matters
- ++ is a member of the PTSA and attends their monthly board meetings ++
- ++ is a member of the District President's Council and attends the meetings
- ++ reports regularly to the ASB and School Congress

Vice-President

- ++ takes on the responsibilities of the President when necessary
- ++ assists the ASB Advisor and President in decision making and preparing meeting agendas
- ++ sets the weekly Student Store work schedule
- ++ oversees the election process of the new ASB

Secretary

- ++ must have good handwriting, spelling, and writing skills
- ++ takes accurate minutes of all ASB and Student Congress meetings
- ++ meets with the ASB Advisor to write bulletin notices
- ++ responsible for maintaining ASB Office files
- ++ handles all correspondence relative to the ASB

Treasurer

- ++ must have excellent math skills and take 5th Period (ASB finance) as an elective
- ++ prepares paperwork for all bank deposits and disbursement
- ++ makes financial reports at all ASB and Student Congress meetings
- ++ works with the ASB Advisor, Bookkeeper, and Finance Commissioners
- ++ assists the ASB Advisor in preparing the yearly ASB budget

BONITA VISTA MIDDLE SCHOOL

ASB COMMISSIONER RESPONSIBILITIES

General Responsibilities

- ++ represents the student body of BVM at all times
- ++ attends all ASB and Student Congress meetings
- ++ participates in the Student Store
- ++ participates in Leadership Class activities

In addition, all ASB Commissioners may be involved in the following areas of responsibility:

Activities

- ++ responsible for organizing and implementing Spirit Days and Lunchtime activities ++ organizes and implements all other ASB activities, including dances

Art

- ++ designs, prepares, and/or supervises posters and signs advertising school events ++ designs tickets for dances and other school activities

Finance*

- ++ works closely with the Treasurer and ASB Advisor in financial matters
- ++ computes daily sales from the Student Store and maintains accurate store records

Publicity/Public Relations

- ++ responsible for maintaining the school marquee and display cases
- ++ keeps BVM students, staff, and community informed regarding ASB events and policies
- ++ responsible for sending birthday cards, congratulatory notes, thanks you's, etc. to BVM students and staff

Sales

- ++ responsible for ordering Student Store merchandise
- ++ keeps Student Store well-stocked, moving items from storage when needed
- ++ keeps an up-to-date merchandise inventory

* students who have strong math skills and are interested in focusing on the financial aspects of the ASB will be placed in 5th Period ASB