

KIMBALL HIGH SCHOOL

ASSOCIATED STUDENT BODY

Application for Associated Student Body Class Officer

APPLICATIONS MUST BE COMPLETELY FILLED OUT AND SUBMITTED TO MRS. MASON IN G2 NO LATER THAN **MARCH 20, 2020 BY 4:00 PM.**

Name _____ ID# _____ Class of _____

Position applying for: _____

In the event you do not win the office you are running for, would you consider being appointed to a commissioner position? _____ Yes _____ No (You are not required to resubmit an application. Mrs. Mason will contact you for a commissioner interview if necessary.)

Commissioner positions you are interested in: 1. _____ 2. _____ 3. _____

Phone# _____ Address _____

April 6-10	Interviews for Class Officers after school (applicants will be contacted by an ASB member to set up day and time)
April 30th	Students will be notified by this time whether they will be selected for the Leadership class.
May 2019	Leadership Orientation, Room N1 3:30pm (Mandatory)
Summer	Leadership Retreat, Room N1 10-3pm (Mandatory) 3 separate days between July 6-July 24th

In applying for a Freshman Class Officer, please consider the following rules and procedures:

1. Applications and recommendations must be completely filled out with all required signatures and turned in no later than the deadline at the top of this sheet. No late or incomplete applications will be accepted.
2. Communicate with your teachers to make sure that recommendations are turned in to KHS in a timely manner.
3. Read all directions carefully.
4. Students will be selected based upon your interview, teacher feedback and your essay (the answers to the following questions on the next page).

PLEASE REVIEW YOUR APPLICATION CAREFULLY.
ONLY COMPLETE APPLICATIONS THAT FOLLOW THE GUIDELINES WILL BE CONSIDERED.

Please read and initial each of the following statements:

1. 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. _____
2. I agree to do my ASB work before school, at lunch, and after school. _____
3. I understand that according to TUSD policy I currently must hold (according to the most recent report card), and I agree to maintain, at least a 2.0 GPA and No F's throughout my term in office. I understand that failure to maintain a 2.0 GPA will disqualify me from ASB. _____
4. I understand that if I am appointed, I must enroll in the Student Government Leadership class during 4th period for both semesters of the upcoming school year, and that failure to enroll in the class will result in forfeiture of office. _____

5. I understand the job description of an ASB team member, and the specific job description for the office to which I am applying. _____
6. All officers must uphold the high standards of Kimball High School ASB. Class officers 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. _____
7. I have read and understand the co-curricular policy of the Tracy Unified School District regarding eligibility requirements for participation in school activities and agree to abide by these rules and regulations. _____
8. I understand that I am required to attend the Leadership Orientation in May and the Leadership Training Retreat over the summer. I understand that if I do not, I will give up my position and be removed from the Leadership class. _____

I hereby agree to all of the above statements, and I understand and accept all rules and regulations within this application.

Student signature _____ Date _____

Parent signature _____ Date _____

PLEASE TYPE OR NEATLY HANDWRITE THE ANSWERS TO THE FOLLOWING PROMPTS ON A SEPARATE SHEET OF PAPER WITH YOUR NAME AND STUDENT ID NUMBER. ATTACH THE SHEET TO THIS APPLICATION.

- 1. WHAT SPECIFIC SKILLS AND TALENTS DO YOU HAVE THAT WOULD HELP YOU IN THE POSITION FOR WHICH YOU ARE APPLYING?**
- 2. IF YOU HAD TO ASK A TEACHER FOR A LETTER OF RECOMMENDATION, WHICH TEACHER WOULD YOU PICK, AND WHAT DO YOU THINK HE OR SHE WOULD SAY ABOUT YOU?**
- 3. EITHER IN OUR OUT OF SCHOOL, IN WHAT WAYS DO YOU SHOW INITIATIVE?**
- 4. WE ESTIMATE THAT WE WILL HAVE 20-30 APPLICANTS FOR THE LEADERSHIP CLASS, MANY WHO MAY BE APPLYING FOR THE SAME JOB YOU WILL. WHY SHOULD THE EXECUTIVE COUNCIL CHOOSE YOU TO THE EXCLUSION OF SOMEONE ELSE? WHAT WOULD YOU DO AS AN ASB MEMBER NEXT YEAR TO MAKE THE EXECUTIVE COUNCIL FEEL LIKE THEY HAD MADE THE BEST CHOICE IN SELECTING YOU?**

Class Officer Position Descriptions

CLASS PRESIDENT

- Schedules and presides over all Class meetings and Class functions
- Represents the Class at all required class, school, district, and community events
- Serves as the spokesperson for the Class and presents reports regarding the Class every other week at Student Council meetings
- Attends all Student Council meetings, Class meetings and Presidents' meetings
- Develops the agenda for all Class meetings and distributes it to the ASB President, Class Officers, Class Advisor, and Activity Director
- Maintains a project file evaluation of all past and present Class activities, including agendas, minutes, and activity reports to share with Class Officers
- Maintains communication with all other Class Officers
- Oversees all the Class Officers and makes recommendations
- Participates and assists with Class fundraising activities
- Meets with the Class Advisor outside of class at least twice a month
- Coordinates and works with the Class Vice President in developing Student Involvement and Parent Volunteer/Club networks and contacts to assist in all major and applicable class fundraisers and activities
- Enrolls in the Leadership Class and assists with all ASB sponsored activities

CLASS VICE PRESIDENT

- Assumes the office and duties of the President in the absence of the President
- Represents the Class at required class, school, district and community events as requested by the President
- Coordinates and works with the Class President in developing Student Involvements and Parent Volunteer/Club networks and contacts to assist in all major and applicable class fundraisers and activities
- Maintains records of Student Involvement and Parent Volunteer/Club networks and contacts
- Attends all Student Council meetings, Class meetings and Vice Presidents' meetings
- Maintains communication with all other Class Officers
- Participates and assists with all Class fundraising activities
- Maintains a project file evaluation of all past and present Class activities, including agendas, minutes, and activity reports to share with Class Officers
- Meets with the Class Advisor outside of class at least twice a month
- Enrolls in the Leadership Class and assists with all ASB sponsored activities

CLASS SECRETARY

- Assists the President with the preparation of the agenda for all Class meetings
- Takes minutes in all formal meetings and distributes copies to the ASB Secretary, Class Advisor, Assistant Principal, Activities Director, Bookkeeper, and all Class Officers
- Types necessary materials for Class Officers and advisors
- Writes letters of appreciation on behalf of the Class
- Creates Class donation letters
- Submits advertisements on behalf of the Class for Jag TV video announcements to the Activities Director at least one week prior to running the announcement
- Maintains a project file evaluation of all past and present Class activities, including agendas, minutes, and activity reports to share with Class Officers
- Maintains communication with all other Class Officers
- Attends all Student Council meetings, Class meetings, and Secretaries' meetings
- Participates and assists with all Class fundraising activities
- Meets with the Class Advisor outside of Class at least twice a month
- Enrolls in the Leadership Class and assists with all ASB sponsored activities

CLASS TREASURER

- Is responsible for planning the fundraising activities for the Class
- Prepares a budget report of all income/expense accounts after completion of Class activities and shares with the Class Officers, Class Advisor, ASB Treasurer, and Activities Director
- Presents current Class financial information at Student Council meetings every other week
- Maintains the financial records of the class
- Submits monthly reports of financial activity to the ASB Treasurer
- Handles all purchase orders for the class
- Maintains a project file evaluation of all past and present Class activities, including agendas, minutes, and activity reports to share with Class Officers
- Maintains communication with all other Class Officers
- Attends all Student Council meetings, Class meetings and Treasurers' meetings
- Participates in all Class fundraising activities
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KIMBALL HIGH ASB

TEACHER EVALUATION FORM

STUDENT SHOULD FILL OUT THEIR NAME & PHONE NUMBER BEFORE HANDING TO THE TEACHER.
ALL OTHER INFORMATION IS FILLED OUT BY EVALUATING TEACHER.

Student name: _____ Phone number: _____

Teacher name: _____

Directions: Please score the candidate whose name appears above on the following criteria. These scores count for a good portion of the selection score index, so your **honest assessment** of this student is taken very seriously. While comments are not required, they can prove enormously helpful in a very competitive process such as this.

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 Mrs. Mason at KHS by **March 20th**. Thank you so much for your time.

Characteristic	Score (1-5)
Student enthusiastically participates in class activities and discussions	
Student takes initiative and shows self-motivation	
Student shows respect for both adults and peers	
Student demonstrates emotional maturity	
Student is on time to class and turns assignments in on time	
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 a positive leader in class	
"Gut feeling" – on a scale of 1-5, what is this student's overall ASB potential?	

GUIDE FOR SCORING ASB CANDIDATES

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 final score index

Comments: _____

Teacher signature: _____

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