

# **(MEDEA) ASB (Associated Student Body)**

## **Student Council Election Packet**

*Office positions proposed for the school year of: 2022-2023*



**This ASB Election Packet contains the following:**

- I. Definition and Summary of ASB
  - II. Overview of the ASB Election Process
  - III. Campaign Rules and Regulations
  - IV. Dates and Deadlines
  - V. Job Description for the Class Office Positions
  - VI. Overview of Application Materials
  - VII. Intent to Run Form
  - VIII. Supplemental Information Form
  - IX. Additional Disclosures
  - X. Application Questions
  - XI. Teacher Evaluations
- ***Carefully read through all of the material in this packet and thoughtfully contemplate whether you fit the Job Description of the particular ASB position that you are considering and whether you are a worthy candidate for this position.***

## **I. Definition and Summary of ASB**

*.... A Letter from Mrs. Heidi Cissell, Oak Park High School ASB Director*

ASB stands for Associated Student Body, which is a term that describes a multifunctional program. One of the biggest responsibilities of the members of ASB is that once a week, the Student Council meets to process the requests for expenditures from the various extracurricular organizations on campus, which includes the various sports teams, athletic programs, music programs, all clubs and class accounts, etc. The money is derived from many sources, mostly though, through fundraising and donations from the community. During this business meeting, the student council considers all requests for expenditures, and reimbursements and only passes those that meet the legal requirements. When you consider the copious accounts on campus that the members of ASB are in charge of, and the fact that ASB students are considering requests which are generated by adult staff members, you, as a member or an upcoming member, must be able to realize and feel the weight of responsibility and importance of your role and how your decisions can have great impact on the entire student body, and at the same time feel a sense of pride that you have been chosen or even considered for such an honored position.

Secondly, ASB is responsible for planning and executing activities that foster school spirit and which make high school memorable. While the ASB, under the supervision of the ASB Advisor, plans events like the Homecoming Rally, Dance and half-time show, Winter, Spring Dances, Prom, and all Sports Rally's, along with fundraising events such as Flag Football, Ping-Pong tournaments, and our Eagle Contest Event, for example, they also devote a considerable amount of time to assist the administration in the Fall Registration Week, Freshman Orientation, Open House, College Career Night and in community service projects such as Blood Drives and Food Drives. In addition, members of ASB volunteer their time to sell tickets/clean-up for most of the major sports functions (Fall: Football, Girls Volleyball/ Winter: Girls & Boys Soccer, Boys Basketball / Spring: Boys & Girls Lacrosse, Stunt, Boys Volleyball.)

Thirdly, ASB as a course is designed to provide students with other opportunities to improve their individual leadership skills, such as by attending leadership retreats, giving presentations in class, learning effective public speaking skills from outside professionals, reading supplementary materials, planning and engaging in team building exercises, etc. All of which is designed in order to effectively and successively provide students with the skills that will promote and equip students in becoming strong leaders of tomorrow as they pursue future endeavors in college, career, work and community roles in the real world, and learn when to lead, how to lead and how important it is to acknowledge one's strengths and weaknesses, and how to always be supportive, respectful and encouraging to others who hold leadership roles.

It is an honor and privilege to be a member of ASB. Being a part of this community, you are held to higher standards. Failure to meet requirements can result in impeachment as stated in Article X of the ASB Constitution. Included in your commitment as a class member, you are required to attend or work all dances (minimum of three hours for Homecoming and two hours for any additional planned dances), except for emergency situations. ASB students are required to pay for their own ticket for dances, unless they have signed up to work the entire time. You are also expected to dress up for all of the Spirit Days accordingly or hours will be docked.

Most important, though, is that through all of the work, responsibility of making decisions, planning, learning and execution of ideas and events, the fun, pride, and enthusiasm of becoming a member of ASB must never dissipate as each school year comes to an end. As you may perhaps be serving your ASB role as a senior, *"The final test of a leader is that he leaves behind him in other men the conviction and the will to carry on."* - Walter Lipmann

I urge you to thoughtfully consider whether serving in the Associate Student Body at Oak Park High School is a good fit for you, and if you are willing and able to offer your commitment of time (often times, after school, evenings and weekends) to this program. If so, I encourage you to forge ahead toward your goal and choice of office in what may be the most rewarding experience of your high school years!

**Best Wishes!**

**Ms. Heidi Cissell**

**Oak Park High School, ASB Advisor**

[hcissell@opusd.org](mailto:hcissell@opusd.org)

**Verification that you have read this letter and fully understand its contents:**

**Your Name (Printed)** \_\_\_\_\_

**Your Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## **II. Overview of the ASB Election Process**

1. Candidates may only apply for a Class Officer position. Your ASB information meeting: **Wednesday, February 16 in Mr. White's Room.**
2. All candidates must turn in their completed Application Packet (Intent to Run Form, Supplemental information Form, Additional Disclosures Form, Application Questions) to your Medea ASB Director during Interview Week **Mon., February. 28 – Thurs. March 3.** Teacher Recommendation Forms are due on **Thursday, March 3,** but teacher's need to return these forms directly to Mr. White's teacher mailbox. You may want to double check that your teachers have done that.
3. Not all applicants will receive approval to run for office. Final approval to run for office will be based on:
  - a. Candidate qualification/prerequisite check
  - c. Teacher Evaluation Forms
  - d. Responses to questions in packet
  - e. Any other related materials.

Note: Any person not allowed to run may be able to appeal the decision to an independent panel through procedures outlined in the ASB constitution.

4. Candidates will be notified by **Friday, March 4, 2022,** if they meet all requirements and are permitted to continue the election process.
5. In order to campaign for a Class Officer position, persons must meet the requirements and prerequisites stated for the specific position for which they are running.
6. No late applications shall be accepted. Late/incomplete applications are grounds for disqualifications, and no appeals shall be granted (as per the ASB Constitution).
7. Please review the ASB Constitution prior to submitting your ASB Application. Copies are available in the Oak Park High School ASB Advisor's room, **B-1** upon request, or can be found online at the OPHS website in the ASB page under the link "ASB Documents".
8. Please note that the election committee will strictly enforce all rules in this packet. There will be no "exceptions" or "leeway" given to any persons.
9. **(M-F) March 14 - 18:** Class Election week. Voting will be held on **Friday, March 18, 2022**



### **III. Campaign Rules and Regulations**

1. Candidates may not spend more than **\$75** on campaign materials. All candidates are expected to keep receipts for all materials bought during the campaign. Receipts must be turned in, in order to make candidates accountable and to encourage an “equal” campaign; however these monies are not reimbursed.
  - a. **Taxes, shipping fees, convenience fees, etc. will count toward the \$75.**
2. The following items will not count toward the **\$75** budget:
  - a. Flyers printed from home computers
  - b. Tape, string, zip-ties, and any other materials used from home used to hang up flyers and posters
  - c. Markers, colored pencils, and crayons used to create posters or flyers
    - i. **Any kind of paint will count toward the budget and receipts must indicate the purchase of such items.**
  - d. Old **White** T-Shirts decorated for campaign week.
    - i. **Any other colored shirts used for campaigning will count towards the budget, and receipts must indicate the purchase of such items.**
3. Should you already have items at home that **count** toward the **\$75** budget, you do not need to repurchase those items. However, you must follow these instructions in order to **declare those items. You do not need to declare any items that are not counted toward the \$75 budget (listed above in #2).**
  - a. Find a store that sells the items that you have at home. On a sheet of paper, indicate the store name, location, date you visited the store, and the price of the items you looked up.
  - b. Have a parent or guardian initial next to each line verifying that the information is truthful and accurate.
  - c. Indicate the quantities of each item that you have at home. Multiply the quantity by the item’s store price to get total cost. Example: 5 erasers x \$1= \$5
  - d. **Staple this list to your campaign receipts. This list must be turned in with your receipts on the day your receipts are due to the ASB advisor’s classroom.**
  - e. **Purchased items and items declared on your at-home item list may not exceed your \$75 budget. Failure to declare items used from home that count toward the \$75 budget, or having a combined total over \$75 may result in disqualification. Please note: ASB may verify this information. False information may result in disqualification.**
4. Class election receipts must be turned in on **Wednesday, March 16, 2022**, by **nutrition** to the current ASB advisors classroom (**C-8**). The ASB Election Committee reserves the right to review any receipts, investigate any irregularities, and take appropriate action if any are found. Failure to meet this deadline may result in disqualification.
5. **The only permissible tape to hang campaign materials is Blue Painter’s tape.** Masking tape, Duct Tape, and any other kind of tape may not be used. Please note: **Masking tape (which is usually cream colored) is NOT the same as Blue**

**Painter's tape.** Any violations of this rule will result in removal of the offending campaign materials and may result in disqualification from the election.

6. Campaign posters and flyers **cannot** have any foul language, explicit images, or references to tobacco products, drugs, or alcohol. Any violations of this rule will result in removal of the offending campaign materials and may result in disqualification.
7. Campaign posters and flyers **cannot** imitate the advertisements of alcohol or tobacco products. Any violations of this rule will result in removal of the offending campaign materials and may result in disqualification from the election.
8. All posters, flyers, tape, and all other campaign materials **must be** removed by **8:30 a.m. the morning** of the election (typically a Friday). This includes ALL tape used to display your poster/flyers. Failure to remove materials will result in disqualification in the election process.
9. Candidates **cannot** deface another candidate's posters, flyers, or other campaign materials. Any violation of this rule will result in disqualification from the election.
10. Chalk **cannot** be used on any campus surface. Any violation of this rule may result in disqualification from the election.
11. Candidates **cannot** disburse any type of candy or food during their campaign efforts due to the district wellness program. Any violation of this rule may result in disqualification..
12. Candidates **cannot** pass out campaign buttons due to safety reasons. However, candidates may wear their own campaign buttons. Any violation of this rule may result in disqualification from the election.
13. Candidates **cannot** pass out any stickers or labels. Any violation of this rule may result in disqualification from the election.
14. **No** social media campaigning (ex. Facebook groups, Twitter, etc.) may occur until the day prior to the start of election week (i.e. not until the Sunday before). Any violations will result in disqualification.
15. **Candidates cannot put up any campaign materials around campus until 7:00 AM the day before the start of election week (this will typically be a Sunday). This is to ensure equal competition among candidates. Any violations of this rule will result in removal of the offending campaign materials and may result in disqualification from the election.**
16. There will be **no joint-campaigns** under any circumstances. This is to ensure equal competition and accurate record keeping of campaign expenditures. Example of a joint campaign: "Vote for Johnny for President and Suzie as Vice President" placed on campaign posters. We also do not encourage candidates to publicly try to persuade other students in voting in the manner of joint-campaigns (Ex.: "Vote for the fabulous four!")

17. **No** shirts or any other clothing advertising a candidate may be worn **the day of the election**. This includes any items which state the name of the candidate, including jerseys. However, exclusions will be made for candidates who are athletes and must wear his/her OPHS sports team clothing the day of the election because there is a sports game that day. In the event this circumstance occurs, the Election Committee will verify that there is an OPHS sports game the day of the election. Any violation of this rule may result in disqualification.
18. **No** campaign items (ex. bracelets, etc.) may be passed out the day of the election. Failure to adhere to this rule will result in disqualification from the election.
19. Candidates **cannot** hang-up/affix any campaign materials (ex. flyers, posters) inside of classrooms. Example: You cannot put up a campaign flyer on the inside of a classroom. Any violations of this rule will result in removal of the offending campaign materials and may result in disqualification from the election.
20. Candidates **cannot** utilize, or pass out latex balloons or gloves during their campaign effort due to latex allergies. Any violation of this rule may result in disqualification from the election.
21. Candidates **cannot** make any in-person appearances/presentations to any classes except for the ones they are currently enrolled. Example: You **can** make a speech to your third period class, but you **cannot** make a speech to any other classes during that period.
22. **Candidates cannot have any flyers or campaign materials facing inward to classes.** Example: Flyer is taped out the outside on the classroom window, but its contents faces inside the classroom. This is to ensure an undisturbed learning environment. Any violations of this rule will result in removal of the offending campaign materials and may result in disqualification from the election.
23. Campaign materials may only be displayed throughout campus in the designated areas (outlined later on this page).

#### **IV. Dates and Deadlines:**

*\* Application Packets are due during your scheduled interview\**

**Wednesday, February 16:** Student ASB information meeting, during **lunch** in room **C-8**

**Wednesday, February 16:** Interview times for ASB positions posted 7<sup>th</sup> period for sign-ups.

**Mon., Feb. 28 – Thurs. March 3:** Interview week for Intended positions / all forms due at the time of your interview: *Application Packet (Intent to Run Form, Supplemental Information, Additional Disclosures, Application Questions, Definition and Summary of ASB Page.)*

**Thursday, March 3:** Teacher Recommendations due in Mr. White's mailbox.

**Friday, March 4:** Candidate notification day.

**Wednesday, March 16:** At-Home Item List MUST be turned in to Mr. White during or before lunch on this date.

**(M-F) March 14 - 18:** Class Election week. Voting will be held on **Friday, March 18, 2022**

**Mon. March 21:** Interview times for Commissioner Interviews posted (on-line)

**Mon. -Thurs. March 28-31:** Commissioner interviews in B1 at Oak Park High School

## **V. ASB Class Officer Requirements:**

### **ASB Class Officer Requirements:**

1. Must have a minimum GPA of 2.5 with no “F’s.” Grades will be based on second quarter, and will most definitely be verified
2. Must complete all applicable items listed on General Overview of ASB Application Materials page.
3. Must have a satisfactory disciplinary record.
4. Must have 3 Teacher Evaluation forms turned in to the current MCMS ASB Advisor.
5. Must respond to all questions on application form

## **ASB Class Officer Job Descriptions**

### **Class President**

1. Heads class fundraisers.
2. Organizes class officers for various tasks.

### **Class Vice-President**

1. Assists President with planning class events.
2. Assumes President role in the absence of the president.

### **Class Secretary**

1. Maintains a written record of fundraisers.
2. Determines if an event was successful and what can be improved upon.

### **Class Treasurer**

1. Keeps an up to date record on class account balances.
2. Keeps an up to date record on class profit, balances and expenditures.
3. Plans financial goals for the school year (year-end class account balances).

### **Class Site Council Representative**

1. Attends monthly Site Council meetings.
2. Represents their specific grade level at the meetings and brings up any concerns to the rest of the council.
3. Reports to the ASB members, the information and discussions presented at the Site Council meetings and provides a written copy of the report to the ASB Advisor.

## **VI. General Overview of ASB Application Materials**

**Part 1: ASB Intent to Run Form.** All applicants must complete this form. Please complete legibly. Attach it to the back of your questions. Due with your application packet.

**Part 2: Supplemental Information.** All applicants must complete this form. Please complete legibly. Due with your application packet.

**Part 3: Additional Disclosures.** All applicants must review and complete this page with their parent or guardian. Attach it to the back of your questions. Due with your application packet.

**Part 4: Responses to Questions.** The election committee has decided to abandon the ASB application essay in favor of a set of questions. All applicants must complete questions regardless of your position. Please type your responses in at least **one paragraph** per question. **Please put your name, grade, and desired position in the header of your responses. All responses should be Times New Roman size 12 single spaced. Please put a space between the answers of each question. Please rewrite each question bold at the beginning of your response.** Due with your application packet.

**Part 5: Teacher Recommendations.** All applicants must obtain three teacher recommendations. Recommendations must be from **teachers you have had during the current academic year.** Teacher recommendations should be given to the necessary teacher. **You do not turn in the recommendations. Your teacher is responsible for the recommendation. Please do not annoy your teachers but it is appropriate for a polite reminder near the due date. Recommendations for all ASB positions are due on, **Thursday, March 3, 2022** by lunch.**

**Part 6: Definition and Summary of ASB.** Read and sign this page and turn it in at your interview.



**Intent to Run for ASB Student Council Office Form****\*\* DUE WITH YOUR APPLICATION PACKET \*\***

**“I, \_\_\_\_\_, agree to the terms and conditions outlined in the campaign information presented in this ASB Election Packet. I have read all of the information stated in this election packet and wish to run for the office of \_\_\_\_\_. I can attest to the fact that the adult signatures written below are authentic.”**

Name of Candidate: \_\_\_\_\_

Position Desired: \_\_\_\_\_

Your Cell Phone Number: \_\_\_\_\_ Home Phone # \_\_\_\_\_

Shirt Size \_\_\_\_\_ Class Next Year (Fr., So, Jr., Sr.) \_\_\_\_\_

Your Home Phone Number: \_\_\_\_\_

Your Home Address: \_\_\_\_\_

Your Email Address: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Mother's Email: \_\_\_\_\_

Mother's Cell Phone: \_\_\_\_\_ Mother's Home Phone \_\_\_\_\_

Fathers Name: \_\_\_\_\_

Father's Email: \_\_\_\_\_

Father's Cell Phone: \_\_\_\_\_ Father's Home Phone \_\_\_\_\_

4<sup>th</sup> Period Class, Teacher and Room # \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

### **Supplemental Information Form**

**\*\* DUE WITH YOUR APPLICATION PACKET \*\***

**Please fill in your first and second semester schedules in the chart provided below.  
Please state the name of the teacher next to each class.**

Period	Semester 1(Quarters 1+2)	Semester 2 (Quarters 3+4)
1		
2		
3		
4		
5		
6		
7		

**Please indicate below which teachers were given your ASB recommendation form. If applicable, please indicate the name of your counselor.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Please sign below. Your signature attests to the accuracy and truth of the Supplemental Information Form. Any false information may result in disqualification.**

**X**

\_\_\_\_\_  
ASB Applicant

### **Additional Disclosures**

#### **\*\* DUE WITH YOUR APPLICATION PACKET\*\***

1. You must review the entire ASB Constitution prior submitting your application at the time of your interview. Please pay strict attention to the parts pertaining to the ASB Election process. The ASB Constitution and this Election Packet govern the ASB election process.
2. Not all applicants will receive approval to run for office. Final approval to run for office will be based on:
  - a. Candidate Qualification/Prerequisite Check
  - b. Responses to questions in packet
  - c. Any other related materials.
3. The ASB Cabinet and Class Officer Election Committee is comprised of a select group of current ASB members, a school administrator and/or the ASB Advisor. All decisions are made by the committee as a whole.
4. By submitting an application for Oak Park High School ASB, parents, guardians, and students waive their right to view all teacher and counselor evaluation forms.
5. A complaint form must be filled out about any alleged campaign irregularities (i.e. violations) and turned into the MCMS ASB Advisor no later than 1:00 PM the day before the election. The Cabinet and Class Officer Election Committee reserve the right to take any action necessary in response to a complaint. Procedures are outlined in the ASB Constitution.
6. All elected positions shall be elected by a majority vote if there are only two candidates running. If more than two students are running for the position, the student who receives the highest number of votes will be elected even if he or she receives less than fifty percent of the votes cast.
7. No late or incomplete applications will be accepted. All rules, deadlines, qualifications/prerequisites stated in this Election Packet and the ASB Constitution will be adhered to. Failure to do so may result in disqualification from the election process. No “exceptions” or “leeway” will be given to any person applying to ASB.

*By signing below, you certify you have read and agree to all items on this page.*

**X**

ASB Applicant

**X**

Parent/Guardian

**ASB Application Questions**

**\*\* DUE WITH YOUR APPLICATION PACKET\*\***

1. Please describe your past leadership experience. You may reference any contacts.
2. What are some major issues at Medea and how would you fix them?
3. What classes are you signed up for next year? What extracurricular activities will you be involved in (ex. sports teams) next year?
4. Why do you want to be in ASB? Why are you running for your specific office, and what makes you qualified for that office?
5. Each class is responsible for planning fundraisers for itself (to help pay for prom). How would you raise money for your class?
6. What are you most excited about for high school and why? What, if anything, have you hear about Oak Park High School?
7. **For members of MCMS ASB Only:** Please describe how you were able to influence ASB and give details on your current ASB role.

### **ASB Teacher/Student Evaluation Form**

Name of Student Applying for ASB Office: \_\_\_\_\_

Current Grade of Student Applying for ASB Office: \_\_\_\_\_

ASB Office of Intent: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Name of Class you have with this Teacher: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

***For Teachers Only:*** Please circle only one response per question. This student evaluation is confidential and is very important in the ASB election process. Please be truthful in your responses. This evaluation is due in Mr. White's mailbox by Lunch on Thursday, March 3, 2022.

NA – Not Applicable    1-Strongly Disagree    3-Disagree    5-Neutral    7-Agree    10-Strongly Agree

**1. This student behaves well in class.**

NA    1    2    3    4    5    6    7    8    9    10

**2. This student has a consistent attendance record in your class.**

NA    1    2    3    4    5    6    7    8    9    10

**3. This student shows good leadership skills.**

NA    1    2    3    4    5    6    7    8    9    10

**4. This student has a positive attitude and outlook on life.**

NA    1    2    3    4    5    6    7    8    9    10

**5. This student makes an effort to get to know others in your classroom.**

NA    1    2    3    4    5    6    7    8    9    10

**6. This student is willing to help and lend a hand without being told.**

NA    1    2    3    4    5    6    7    8    9    10

**7. This student is trustworthy and responsible.**

NA    1    2    3    4    5    6    7    8    9    10

**8. This student listens well to others.**

NA    1    2    3    4    5    6    7    8    9    10

**9. This student is enthusiastic in the classroom.**

NA      1      2      3      4      5      6      7      8      9      10

**10. This student has good work ethics (does some useful activity instead of doing nothing).**

NA      1      2      3      4      5      6      7      8      9      10

**11. This student has a sense of the “bigger picture,” as opposed to “being in their own world.”**

NA      1      2      3      4      5      6      7      8      9      10

**12. This student is respectful and supportive when others in charge are speaking.**

NA      1      2      3      4      5      6      7      8      9      10

**13. This student supports and respects other student’s opinions and ideas.**

NA      1      2      3      4      5      6      7      8      9      10

**14. This student receives criticism well.**

NA      1      2      3      4      5      6      7      8      9      10

**15. This student participates in class.**

NA      1      2      3      4      5      6      7      8      9      10

**16. This student has sufficient critical thinking skills for a leadership role.**

NA      1      2      3      4      5      6      7      8      9      10

**17. This student is innovative, comes up with new ideas, solutions and suggestions.**

NA      1      2      3      4      5      6      7      8      9      10

**18. This student is willing to take risks to meet a goal.**

NA      1      2      3      4      5      6      7      8      9      10

**19. This student works well in a diverse class atmosphere.**

NA      1      2      3      4      5      6      7      8      9      10

**Additional Comments/Concerns?** \_\_\_\_\_

**In order to maintain confidentiality, Please DO NOT give this form to the student to turn in.**

*Thank you so much for taking out time in your busy day to fill out this form. We appreciate it so much!!*

- The ASB Election Committee

### **ASB Teacher/Student Evaluation Form**

Name of Student Applying for ASB Office: \_\_\_\_\_

Current Grade of Student Applying for ASB Office: \_\_\_\_\_

ASB Office of Intent: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Name of Class you have with this Teacher: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

**For Teachers Only:** Please circle only one response per question. This student evaluation is confidential and is very important in the ASB election process. Please be truthful in your responses. This evaluation is due in Mr. White's mailbox by **Lunch on Thursday, March 3, 2022.**

NA – Not Applicable    1-Strongly Disagree    3-Disagree    5-Neutral    7-Agree    10-Strongly Agree

**1. This student behaves well in class.**

NA    1    2    3    4    5    6    7    8    9    10

**2. This student has a consistent attendance record in your class.**

NA    1    2    3    4    5    6    7    8    9    10

**3. This student shows good leadership skills.**

NA    1    2    3    4    5    6    7    8    9    10

**4. This student has a positive attitude and outlook on life.**

NA    1    2    3    4    5    6    7    8    9    10

**5. This student makes an effort to get to know others in your classroom.**

NA    1    2    3    4    5    6    7    8    9    10

**6. This student is willing to help and lend a hand without being told.**

NA    1    2    3    4    5    6    7    8    9    10

**7. This student is trustworthy and responsible.**

NA    1    2    3    4    5    6    7    8    9    10

**8. This student listens well to others.**

NA    1    2    3    4    5    6    7    8    9    10

**9. This student is enthusiastic in the classroom.**

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**10. This student has good work ethics (does some useful activity instead of doing nothing).**

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**11. This student has a sense of the “bigger picture,” as opposed to “being in their own world.”**

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**12. This student is respectful and supportive when others in charge are speaking.**

NA      1      2      3      4      5      6      7      8      9      10

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**19. This student works well in a diverse class atmosphere.**

NA      1      2      3      4      5      6      7      8      9      10

**Additional Comments/Concerns?** \_\_\_\_\_

\_\_\_\_\_

**In order to maintain confidentiality, please DO NOT give this form to the student to turn in.**

*Thank you so much for taking out time in your busy day to fill out this form. We appreciate it so much!!*

- The ASB Election Committee



### **ASB Teacher/Student Evaluation Form**

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Current Grade of Student Applying for ASB Office: \_\_\_\_\_

ASB Office of Intent: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Name of Class you have with this Teacher: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

***For Teachers Only:*** Please circle only one response per question. This student evaluation is confidential and is very important in the ASB election process. Please be truthful in your responses. This evaluation is due in Mr. White's mailbox by **Lunch on Thursday, March 3, 2022.**

NA – Not Applicable    1-Strongly Disagree    3-Disagree    5-Neutral    7-Agree    10-Strongly Agree

**1. This student behaves well in class.**

NA    1    2    3    4    5    6    7    8    9    10

**2. This student has a consistent attendance record in your class.**

NA    1    2    3    4    5    6    7    8    9    10

**3. This student shows good leadership skills.**

NA    1    2    3    4    5    6    7    8    9    10

**4. This student has a positive attitude and outlook on life.**

NA    1    2    3    4    5    6    7    8    9    10

**5. This student makes an effort to get to know others in your classroom.**

NA    1    2    3    4    5    6    7    8    9    10

**6. This student is willing to help and lend a hand without being told.**

NA    1    2    3    4    5    6    7    8    9    10

**7. This student is trustworthy and responsible.**

NA    1    2    3    4    5    6    7    8    9    10

**8. This student listens well to others.**

NA    1    2    3    4    5    6    7    8    9    10

**9. This student is enthusiastic in the classroom.**

NA    1    2    3    4    5    6    7    8    9    10

**10. This student has good work ethics (does some useful activity instead of doing nothing).**

NA      1      2      3      4      5      6      7      8      9      10

**11. This student has a sense of the “bigger picture,” as opposed to “being in their own world.”**

NA      1      2      3      4      5      6      7      8      9      10

**12. This student is respectful and supportive when others in charge are speaking.**

NA      1      2      3      4      5      6      7      8      9      10

**13. This student supports and respects other student’s opinions and ideas.**

NA      1      2      3      4      5      6      7      8      9      10

**14. This student receives criticism well.**

NA      1      2      3      4      5      6      7      8      9      10

**15. This student participates in class.**

NA      1      2      3      4      5      6      7      8      9      10

**16. This student has sufficient critical thinking skills for a leadership role.**

NA      1      2      3      4      5      6      7      8      9      10

**17. This student is innovative, comes up with new ideas, solutions and suggestions.**

NA      1      2      3      4      5      6      7      8      9      10

**18. This student is willing to take risks to meet a goal.**

NA      1      2      3      4      5      6      7      8      9      10

**19. This student works well in a diverse class atmosphere.**

NA      1      2      3      4      5      6      7      8      9      10

**Additional Comments/Concerns?** \_\_\_\_\_

\_\_\_\_\_

**In order to maintain confidentiality, please DO NOT give this form to the student to turn in.**

*Thank you so much for taking out time in your busy day to fill out this form. We appreciate it so much!!*

- The ASB Election Committee

### **ASB Teacher/Student Evaluation Form**

Name of Student Applying for ASB Office: \_\_\_\_\_

Current Grade of Student Applying for ASB Office: \_\_\_\_\_

ASB Office of Intent: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Name of Class you have with this Teacher: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

***For Teachers Only:*** Please circle only one response per question. This student evaluation is confidential and is very important in the ASB election process. Please be truthful in your responses. This evaluation is due in Mr. White's mailbox by **Lunch on Thursday, March 3, 2022.**

NA – Not Applicable    1-Strongly Disagree    3-Disagree    5-Neutral    7-Agree    10-Strongly Agree

**1. This student behaves well in class.**

NA    1    2    3    4    5    6    7    8    9    10

**2. This student has a consistent attendance record in your class.**

NA    1    2    3    4    5    6    7    8    9    10

**3. This student shows good leadership skills.**

NA    1    2    3    4    5    6    7    8    9    10

**4. This student has a positive attitude and outlook on life.**

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**5. This student makes an effort to get to know others in your classroom.**

NA    1    2    3    4    5    6    7    8    9    10

**6. This student is willing to help and lend a hand without being told.**

NA    1    2    3    4    5    6    7    8    9    10

**7. This student is trustworthy and responsible.**

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**8. This student listens well to others.**

NA    1    2    3    4    5    6    7    8    9    10

**9. This student is enthusiastic in the classroom.**

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**10. This student has good work ethics (does some useful activity instead of doing nothing).**

NA      1      2      3      4      5      6      7      8      9      10

**11. This student has a sense of the “bigger picture,” as opposed to “being in their own world.”**

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**12. This student is respectful and supportive when others in charge are speaking.**

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**13. This student supports and respects other student’s opinions and ideas.**

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**19. This student works well in a diverse class atmosphere.**

NA      1      2      3      4      5      6      7      8      9      10

**Additional Comments/Concerns?** \_\_\_\_\_

\_\_\_\_\_

**In order to maintain confidentiality, please DO NOT give this form to the student to turn in.**

*Thank you so much for taking out time in your busy day to fill out this form. We appreciate it so much!!*

- The ASB Election Committee



## **I. Definition and Summary of ASB**

*.... A Letter from Mrs. Heidi Cissell, Oak Park High School ASB Director*

ASB stands for Associated Student Body, which is a term that describes a multifunctional program. One of the biggest responsibilities of the members of ASB is that once a week, the Student Council meets to process the requests for expenditures from the various extracurricular organizations on campus, which includes the various sports teams, athletic programs, music programs, all clubs and class accounts, etc. The money is derived from many sources, mostly though, through fundraising and donations from the community. During this business meeting, the student council considers all requests for expenditures, and reimbursements and only passes those that meet the legal requirements. When you consider the copious accounts on campus that the members of ASB are in charge of, and the fact that ASB students are considering requests which are generated by adult staff members, you, as a member or an upcoming member, must be able to realize and feel the weight of responsibility and importance of your role and how your decisions can have great impact on the entire student body, and at the same time feel a sense of pride that you have been chosen or even considered for such an honored position.

Secondly, ASB is responsible for planning and executing activities that foster school spirit and which make high school memorable. While the ASB, under the supervision of the ASB Advisor, plans events like the Homecoming Rally, Dance and half-time show, Winter, Spring Dances, Prom, and all Sports Rally's, along with fundraising events such as Flag Football, Ping-Pong tournaments, and our Eagle Contest Event, for example. They also devote a considerable amount of time to assist the administration in the Fall Registration Week, Freshman Orientation, Open House, College Career Night and in community service projects such as Blood Drives and Food Drives. In addition, members of ASB volunteer their time to sell tickets/clean-up for most of the major sports functions (Fall: Football, Girls Volleyball/ Winter: Girls & Boys Soccer, Boys Basketball / Spring: Boys & Girls Lacrosse, Stunt, Boys Volleyball.)

Thirdly, ASB as a course is designed to provide students with other opportunities to improve their individual leadership skills, such as by attending leadership retreats, giving presentations in class, learning effective public speaking skills from outside professionals, reading supplementary materials, planning and engaging in team building exercises, etc. All of which is designed in order to effectively and successively provide students with the skills that will promote and equip students in becoming strong leaders of tomorrow as they pursue future endeavors in college, career, work and community roles in the real world, and learn when to lead, how to lead and how important it is to acknowledge one's strengths and weaknesses, and how to always be supportive, respectful and encouraging to others who hold leadership roles.

It is an honor and privilege to be a member of ASB. Being a part of this community, you are held to higher standards. Failure to meet requirements can result in impeachment as stated in Article X of the ASB Constitution. Included in your commitment as a class member, you are required to attend or work all dances (minimum of three hours for Homecoming and two hours for any additional planned dances), except for emergency situations. ASB students are required to pay for their own ticket for dances, unless they have signed up to work the entire time. You are also expected to dress up for all of the Spirit Days accordingly or hours will be docked.

Most important, though, is that through all of the work, responsibility of making decisions, planning, learning and execution of ideas and events, the fun, pride, and enthusiasm of becoming a member of ASB must never dissipate as each school year comes to an end. As you may perhaps be serving your ASB role as a senior, *"The final test of a leader is that he leaves behind him in other men the conviction and the will to carry on."* - Walter Lipmann

I urge you to thoughtfully consider whether serving in the Associate Student Body at Oak Park High School is a good fit for you, and if you are willing and able to offer your commitment of time (often times, after school, evenings and weekends) to this program. If so, I encourage you to forge ahead toward your goal and choice of office in what may be the most rewarding experience of your high school years!

**Best Wishes!**

**Ms. Heidi Cissell**

**Oak Park High School, ASB Advisor**

[hcissell@opusd.org](mailto:hcissell@opusd.org)

**Verification that you have read this letter and fully understand its contents:**

**Your Name (Printed)** \_\_\_\_\_

**Your Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

