

OPHS 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
 - b. Off-Limit Locations of Campaign Materials
 - IV. Dates and Deadlines
 - V. Overview of all ASB Positions
 - VI. Qualifications and Job Descriptions for ASB Cabinet
 - VII. Job Description for the Class Office Positions
 - VIII. Qualifications and Job Descriptions for Commissioner Positions
 - IX. Overview of Application Materials
 - X. Intent to Run Form
 - XI. Supplemental Information Form
 - XII. Additional Disclosures
 - XIII. Application Questions
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- ***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 our 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

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 apply for an ASB Cabinet, Class Officer, or a Commissioner Position. (Information starting on page 9). **ASB Information meeting: Wed. Feb. 16 / B1 / Lunch**
2. All candidates must turn in their completed application (teacher evaluations due **Thurs. March 3** by noon) at the time of their interview. **(Mon. Feb. 28 – Thurs. Mar. 3)**
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
 - b. A Thorough Interview
 - c. Teacher Evaluation Forms
 - d. Responses to Questions in Packet
 - e. Prior Conduct in ASB (if applicable)
 - f. 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. Those deciding to run for an elected office must choose to run for an ASB Cabinet or a Class Officer position. Any candidates who do not win their elections may run for a commissioner position, or may be appointed to any open ASB Cabinet or Class Officer Positions.
6. In order to campaign/ get appointed to an ASB Cabinet, Class Officer, or Commissioner Position, persons must meet the requirements and prerequisites stated for the specific position for which they are running.
7. No late applications shall be accepted. Late/incomplete applications are grounds for disqualifications, and no appeals shall be granted (as per the ASB Constitution).
8. Please review the ASB Constitution prior to submitting your ASB Application. Copies are available in the ASB Advisor's room, **B-1** upon request, or can be found online at the school website in the ASB page.
9. Commissioner (and any other) appointments are made by the sole discretion of the Commissioner Interview Committee, and are final. There is no appeals process if you do not receive an appointment.
10. 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.
11. Voting will take place **in class during 3rd period on Friday, March 18, 2022**
12. ASB Cabinet Candidates must come to film a campaign video that will be played in classes. See page 7 for a list of all dates.

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/priced 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 budget.**
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. Have a parent or guardian initial next to each line verifying that the information is truthful and accurate.
 - b. **Staple your campaign receipts to your “At Home Item List” (included in this packet). Your receipts AND your “At Home Item List” must be turned on the day your receipts are due to the ASB advisor’s classroom. Make sure that your name is on the “At Home Item List.”**
 - c. **Please note: ASB may verify this information. False information may result in disqualification.**
4. ASB cabinet and class election receipts must be turned in by **Wednesday, March 16, 2022 by nutrition,** to the current ASB advisors classroom **(B1)**. 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 from the election.
7. Campaign posters and flyers **cannot** imitate the advertisements of alcohol, drug 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). Failure to remove materials will result in disqualification in the election process. This includes all tape used on or around your posters/flyers. All tape must also be removed.
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 from the election.
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. 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** 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.
21. **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.
22. Candidates **cannot** utilize, or pass out latex or gloves balloons during their campaign effort due to latex allergies. Any violation of this rule may result in disqualification from the election.
23. Campaign materials may not be displayed in any of the off-limit areas (outlined later on this page).
24. A complaint form must be filled out about any alleged campaign irregularities (i.e. violations) and turned into the ASB Advisor no later than 1:00 PM Pacific time the day before the election. The Election Committee reserves the right to take any action necessary in response to a complaint. Procedures are outlined in the ASB Constitution.

III. b. Off-Limit Locations of Campaign Materials

During the election weeks, the usual space limitations on posters and flyers will be lifted. However, certain restrictions do apply.

Posters/flyers may not be posted in the follow areas:

1. No posters or flyers on **any glass doors**. However, campaign materials may be posted on solid doors. Some of the aforementioned restricted areas include, but are not limited to the following areas:
 - The glass doors of F-Building classrooms.
 - The glass doors of E-Building classrooms.
 - The glass doors of the school office.
 - The glass doors of the Pavilion.
 - The glass doors of the Gym Foyer.

Should you have any questions with regards to the locations of these areas, please contact the ASB Advisors, Mrs. Cissell.

Please Note: No campaign materials may be displayed in the areas listed above. Any violations of this rule will result in removal of the offending campaign materials and may result in disqualification from the election.

IV. Dates and Deadlines:

*VERY IMPORTANT!!! - * Application Packets are due during your scheduled interview*
This includes the following: The Intent to Run Form, Supplemental Information Form, Additional Disclosure Form, Definition & Summary of ASB Page, Response to Questions, Signatures (Cabinet Pres.)*

Wednesday, February 16: Student ASB information meeting, during **lunch** in room **B1**.

Wednesday, February 16: Interview times for Cabinet/Class Officers posted 7th period/ B1 Door

Monday, Feb. 28 – Thursday, March 3: Interview week for Class and Cabinet positions.

Thursday, March 3: All Teacher Recommendations due in Mrs. Cissell's mailbox by the end of lunchtime. Double check with your teacher's that they have done this.

Friday, March 4: Notification of running.

Monday, March 7 – Wednesday, March 9 ASB Cabinet (film) & Class (picture) Candidates video during 3rd period (in ASB class) & 7th.

Wed. March 16: All campaign receipts must be turned in by nutrition in room B1.

Mon. – Thurs., March 14-18: ASB Cabinet/Class election week. Voting held on that **Friday**.

Mon. March 21: Interview times for Commissioners posted at 7th period on the B1 room door.

Mon – Thurs, March 28 - 31: Commissioner interviews.

V. An Overview of all Positions within ASB

ASB Cabinet (Must be a previous member of ASB with at least 1 yr. experience):

President

Vice-President

Secretary

Treasurer

School Board Representative

-Attends School Board Meetings held on the 3rd Tuesday of the month, in the evening

Note: The ASB Election Committee and ASB Advisor Reserve the Right to Expand the Cabinet by one position if necessary

Class Officers

Senior President	Junior President	Sophomore President	Freshman President
Senior Vice-President	Junior Vice-President	Sophomore Vice-President	Freshman Vice-President
Senior Treasurer	Junior Treasurer	Sophomore Treasurer	Freshman Treasurer
Senior Secretary	Junior Secretary	Sophomore Secretary	Freshman Secretary
Senior Site Council	Junior Site Council	Sophomore Site Council	Freshman Site Council

- Site Council Meetings are held on Tuesday's at 3:30 p.m. in the Library.
- There are approximately 10 Site Council Meetings per year.
- ASB Students on Site Council represent the OPHS student body and work directly with the principal, vice-principals and staff leadership.

Commissioner Positions:

1. Video Announcements (2)
2. PFC Representative (1)
3. Club Commissioner (1).
4. Fundraiser Commissioner (1)
5. Technology/ Marque /ASB Website (1)

As per the ASB Constitution, the number and names of commissioner positions will vary at the discretion of the Commissioner Interview Committee and the ASB Advisor.

VI. ASB Cabinet Position Requirements and Job Descriptions

General ASB Cabinet Requirements

1. Must be a previous member of ASB with at least 1 yr. experience.
2. Elected officers consist of: President, Vice-President, Secretary, Treasurer, School Board Representative and Municipal Advisory Council.
3. All ASB Cabinet candidates must have five teacher recommendation forms and one counselor recommendation (5 teachers +1 counselor for a total of 6 recommendation forms) privately turned in to the current ASB Advisor. All must be from current academic year.
4. **Current ASB members may not use the ASB Council Class to satisfy a teacher recommendation.**
5. Must complete all applicable items listed on Page 14 (General Overview of ASB Application Materials).
6. According to first semester grades, must not have received any "F's" and must have held at least a 2.5 GPA, which will most definitely be verified.
7. Must have had an "A" in ASB first semester.
8. Must respond to all questions posed in the application form.
9. Must have a satisfactory disciplinary record.
10. **Must film a 1 minute campaign video during ASB Class on Tuesday, March 8, 2022.**
11. Must complete all cabinet specific requirements in addition to the general ASB Cabinet requirements.



ASB Cabinet President Requirements:

1. Must be a senior and must have at least 1 year prior ASB class experience.
2. Must have the current Principal's and Assistant Principal's approval to run, based upon review. See Intent to Run Form.
3. Must have 25 student signatures attached to back of application packet.

ASB Cabinet President Job Description:

1. Leads all pep-rallies.
2. Prepares Meeting Notes and plans the schedule for each ASB meeting period.
3. Leads meetings at the beginning of each class period.
4. Keeps order in the classroom.
5. Facilitates the involvement of all ASB members and class discussions.
6. Keeps track of ASB members' entrance & exit to and from the classroom.
7. Keeps track of ASB members' hours.

8. Gives the final approval of all decisions made, theme ideas, decorations, fundraising ideas, etc.
9. Works closely with the current ASB Director on supplementary ideas (speakers, workshops, reading materials, etc.) to teach, train and support leadership roles for all members.
10. Meets with administration to discuss ASB events.
11. Delegates tasks to ASB students.
12. Demonstrates and sets examples of enthusiasm throughout the entire year, for projects and work requests, welcoming interaction among members and encourages new ideas.
13. Encourages ASB members to keep logs of work accomplished and encourages self - assessment.
14. Checks ahead of time, that all needed supplies are sufficient for the present time or whether the ASB Advisor needs to re-order any materials.
15. May be asked to speak at Future Freshman Night along with the Class President
16. Leads the Fine Arts Assembly
17. May be asked to say a few words to the Parents at Back-To-School Night

ASB Cabinet Vice President Requirements:

1. Must be a Senior and must have at least 1 year ASB class experience.
2. Must have both Assistant Principals and Principal signatures. See Intent to Run Form.

ASB Cabinet Vice President Job Description:

1. Is second in command.
2. Maintains order in the ASB Class along with the President, supporting verbally all of the president's requests for order.
3. Takes over the president's job in the absence of the president.
4. Heads Dance/Prom Committees.
5. Meets with the administration to discuss ASB events.
6. Is in charge of Class Team Building, which is implemented at least twice a month.
7. Demonstrates and sets examples of enthusiasm throughout the entire year, for projects and work requests and new ideas.
8. Helps assist the president on all of his/her duties.



ASB Cabinet Secretary Requirements:

1. Must be a junior or a senior and must have 1 year ASB class experience.
2. Must get the Assistant Principal in charge of ASB to sign the Intent to Run Form.

ASB Cabinet Secretary Job Description:

1. Sets up the weekly Business Meetings.
2. Maintains a written record of daily ASB operations
3. Works with treasurer during ASB business meetings
4. Schedules & posts ASB events (calendar).
5. Types out meeting notes (ahead of time) lead by ASB Cabinet President, provides copies for all members and takes notes at the meetings, summarizes previous meeting notes.
6. Verbally supports the President and Vice-President's requests for order in the classroom.
7. Demonstrates and sets example of enthusiasm throughout the school year for projects and works requests and new ideas.



ASB Cabinet Treasurer Requirements:

1. Must be a junior or a senior and must have 1 year prior ASB class experience
2. Must get the Assistant Principal in charge of ASB to sign the Intent to Run Form.
3. Must have OPHS Bookkeeper sign the Intent to Run Form, to certify that you can work with money, understand how to work games and properly count money.

ASB Cabinet Treasurer Job Description:

1. Works closely with the assistant principal and ASB Bookkeeper to maintain a balanced budget.
2. Facilitates the weekly Budget Meetings
3. Plans ASB operating budget
4. Has a critical part in business meetings reviewing the financial statements
5. Determines which disbursements of cash are appropriate for ASB.
6. Verbally supports the President and Vice-Presidents requests for order.
7. Demonstrates and sets examples of enthusiasm throughout the year, for projects and work requests and new ideas.

ASB School Board Representative Requirements

1. Must be a junior or a senior and must have 1 year prior ASB class experience.
2. Final approval of the person wishing to hold this office will be made by the current principal. After the Election Committee evaluates the candidate, the principal may choose to also interview the candidate.

ASB School Board Representative Job Description

1. Attends monthly District School Board meetings.
2. Represents ASB and the Student Body at the School Board meetings.
3. Brings up concerns at the School Board meetings, with the approval of the ASB president, advisor and current principal.
4. Gives a report to the ASB members of information and issues discussed at the school board meetings.
5. Gives a written report of school board meetings to the ASB Advisor.

ASB Municipal Advisory Council Representative

1. Must have at least 1 year ASB class experience.
2. Must be a Junior or Senior
3. Meets 1x month, usually in the Oak Park Library at 7pm, usually the last Tuesday of the month
4. Members of the MAC include representatives from the city such as police, Kanan shuttle, etc. Everything discussed relates to what is currently going on in the Oak Park community.

VII. ASB Class Officer Requirements:

ASB Class Officer Requirements:

1. All Class Presidents, excluding incoming freshmen, must have at least 1 year prior ASB Classroom experience.
2. Must have a minimum GPA of 2.5 with no "F's." Grades will be based on first semester, and will most definitely be verified
3. Must complete all applicable items listed on Page 14 (General Overview of ASB Application Materials).
4. Must have a satisfactory disciplinary record.
5. Must have 5 Teacher Evaluation forms turned in to the current ASB Director.
6. Disregarding Freshman, all candidates wishing to run for Class President must have a least 1 year of experience in ASB.
7. **All Class Presidents must have an additional form from a counselor bringing the total for Class Presidents to 6 forms (5 teachers + 1 counselor). All must be from the current academic year. (You may NOT run for Class President unless you have previously served in ASB for at least one year).**

8. Must respond to all questions on application form
9. **Current ASB members may not use the ASB Council Class to satisfy a teacher recommendation.**

ASB Class Officer Job Descriptions

Class President

1. Heads class fundraisers.
2. Organizes class officers for various tasks.
3. Speaks at the Graduation Ceremony
3. May be asked to speak at Future Freshman Night along with Cabinet President
4. In charge of their class participation for rallies & rally set-ups.
3. A Person may NOT run for the position of Class President unless he/she has previously served in ASB for at least 1 year.

Class Vice-President

1. Assists President with planning class events.
2. Assumes President position 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 information and discussions presented at the Site Council meetings and provides a written copy of the report to the ASB Advisor.



VIII. ASB Commissioner Positions

Commissioner Position Requirements:

1. Must have a minimum GPA of 2.5 with no "F's." Grades will be based on first semester.
2. Must complete all applicable items listed on Page 15 (General Overview of ASB Application Materials)
3. Must have a satisfactory disciplinary record.
4. Must attend an interview for the desired position and respond to all required questions in packet.
5. Must obtain 5 teacher recommendations.
6. **Current ASB members may not use the ASB Council Class to satisfy a teacher recommendation.**

Note: If you are applying for a commissioner position because you did not win your election, you do not need to resubmit any forms. You must simply attend a commissioner interview.

Commissioner Positions:

1. **Video Announcements (2)**
 - *Creates a video 1x per month addressing upcoming school events and issues.*
 - *Works directly with the principal and vice-principal in creating the video announcements.*
 - *Makes copies of the videos and assigns ASB students to 3rd period classes to disperse the videos to the classes.*
2. **PFC Representative (1)**
 - *Attends a Parent Faculty Meeting 1x per month, usually during school hours. (10 times/yr)*
 - *Gives a report to the PFC President on ASB updates.*
 - *Reports to ASB, PFC updates.*
3. **Club Commissioner (1)**
 - *Is the chair of the Club Committee*
 - *Sets-up Club Week at the beginning of the school year.*
 - *Makes sure that all club presidents turn in all of their paper work.*
 - *Updates the club list and information on the school website.*
4. **Technology Marquee /ASB Website (1)**
 - *Updates the school Marquee 1x week, during ASB class hours.*
 - *Updates the ASB school website.*
 - *Manages the ASB sound and lighting equipment.*
5. **Sports Commissioner (1)**
 - *Contacts sports coaches about upcoming rallies when their sport is represented.*
 - *Contacts student leader of each sport when their sport is represented in the rally and informs them of what is needed and expected of their teammates for the rallies.*
 - *Informs the sports teams of rally rehearsals.*

IX. General Overview of ASB Application Materials

Part 1: ASB Intent to Run Form. All applicants must complete this form. If you do not win an election and apply for a commissioner position, you do not need to re-submit this form. Please complete legibly. Attach it to the back of your questions. Due at the time of your interview.

Part 2: Supplemental Information. All applicants must complete this form. Please complete legibly. If you do not win an election and apply for a commissioner position, you do not need to re-submit this form. Attach it to the back of your questions. Due at the time of your interview.

Part 3: Additional Disclosures. All applicants must review and complete this page with their parent or guardian. If you do not win an election and apply for a commissioner position, you do not need to re-submit this form. Attach it to the back of your questions. Due at the time of your interview.

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. If you do not win an election and apply for a commissioner position, you do not need to re-submit the questions. **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 at the time of your interview.

Part 5: Signatures. If you are running for ASB President, please attach your list of 25 signatures to the back of your questions. Due the time of your interview.

Part 6: Interview. All applicants must attend an interview in front of panel consisting of the ASB advisor, current ASB members and/or a school administrator. There are separate interview weeks for Cabinet/Class Officer candidates and commissioners. Your completed ASB application, excluding teacher recommendations, is due at the time of your interview.

Part 7: Teacher Recommendations. All applicants must obtain five teacher recommendations (some positions require a counselor recommendation). 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. If you do not win an election and apply for a commissioner position, you do not need to re-submit the teacher recommendations. If you are just running for a commissioner position or considering a commissioner position, please have your recommendations submitted by the same date, March 11.

Part 8: 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 AT THE TIME OF YOUR SCHEDULED INTERVIEW ****

"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 below are authentic."

Name of Candidate: _____ Shirt Size _____

Position Desired: _____

Class Next Year (Fr., So, Jr., Sr.) _____

Your Cell Phone Number: _____

Your Home Phone Number: _____

Your Home Address: _____

Your Email Address: _____

Mother's Name: _____

Mother's Email: _____ Mother's Cell: _____

Mother's Home Phone (If different) _____

Father's Name: _____

Father's Email: _____

Father's Cell Phone: _____

Father's Home Phone (If different) _____

4th Period Class, Teacher and Room # _____

Student Signature: _____

Parent Signature: _____ 4th

Additional Signatures Required for Cabinet Offices

Principal Signature : _____ (P, VP, SBC)

Vice-Principal Signature (Mr. Martin) : _____ (P, VP, T, S)

Bookkeeper Signature (Mrs. Iwanoff) : _____ (T)

Are you a new or returning member to ASB (Circle one): New Returning

Supplemental Information Form

**** DUE THE AT THE TIME OF YOUR SCHEDULED INTERVIEW ****

**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	Semester 2
0		
1		
2		
3		
4		
5		
6		
8 (ex. Mock Trial)		

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

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

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 THE AT THE TIME OF YOUR SCHEDULED INTERVIEW ****

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. A Thorough Interview
 - c. Teacher Evaluation Forms
 - d. Responses to questions in packet
 - e. Prior Conduct in ASB (if applicable)
 - f. 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. Some restrictions apply.

3. The ASB Cabinet and Class Officer Election Committee and the Commissioner Interview Committee are comprised of a select group of current ASB members, the ASB Advisor, and/or a school administrator 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 ASB Advisor no later than 1:00 PM Pacific Time 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. There shall be no runoffs.
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.
8. There are no appeals for candidates who do not receive a commissioner appointment.

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

X

ASB Applicant

X

Parent/Guardian

<u>ASB Application Questions</u> ** DUE THE AT THE TIME OF YOUR SCHEDULED INTERVIEW **	
For Returning ASB Members	For People Who Have Not Been in ASB at OPHS
1. What are you running for and why?	1. What are you running for and why?
2. What have you done in ASB that has prepared you for this position?	2. What experience do you have that prepares you for this position?
3. How would you describe your behavior in ASB?	3. What do people outside ASB perceive to be ASB's biggest problem and why? Please be honest.
4. What is the biggest problem within ASB and how would you fix it?	4. Please describe your past experience with ASB events. Be as specific as possible.
5. How have you contributed to ASB? Be as specific as possible.	5. Please describe at least 3 leadership positions you have held.
6. Is it important to have a school mascot? Why or why not?	6. How would you represent diverse parts of the student population in ASB?
7. What would you do to increase class participation in ASB?	7. What are some ways to boost school spirit and how would you implement them?
8. Please list and describe all activities, besides ASB, and classes you will be involved in next year. Be sure to include your roles.	8. Please list all activities, besides ASB, and classes you will be involved in next year. Be sure to include your roles.
9. Do you think school spirit is high or low? Explain your answer. Give examples.	9. What was your favorite rally this year and why?
10. What was your favorite rally this year and why?	10. Please describe your experiences at two dances over the last two years (only one can be homecoming.) What did you like? What could be better?
11. We are expecting a large applicant pool this year. Why should we keep you?	11. Please describe a situation in which you have faced an ethical challenge. How did you respond? Why? What did you learn?
12. Please describe a situation in which you have faced an ethical challenge. How did you respond? Why? What did you learn?	12. Please write the names, positions, email addresses, and phone numbers of at least two other references who are not teachers, friends, or family members. Be sure to check with your references before listing them.

ASB Teacher/Student Evaluation Form

(Note to ASB Election Committee: This form must be "back-to-back" in this packet)

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 Mrs. Cissell'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

IX. ASB Teacher/Student Evaluation Form

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Thank you so much for taking out time in your busy day to fill out this form. We appreciate it so much!!
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ASB Elections for 2021-22

At-Home Item List

YOUR NAME:

POSITION:

**List items used for campaign from home, not purchased.*

** List items used that were purchased for campaign purposes.*

** Attach receipts of actual items purchased (cannot exceed \$75 including tax, etc.)*

** This form is due in room B1 by nutrition on **Wednesday, March 16, 2022***

[illegible]

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 our 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

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

Your Name (Printed) _____

Your Signature _____

Date _____

