

Application for ASB President, ASB Vice President, Chief of Service or Chief of Publicity

DUE: FEBRUARY 11, 2016

SUBMIT TO: MR. V IN THE LEADERSHIP OFFICE

CANDIDATE INFO: Full name: _____

Cellphone: _____ Email: _____

Current Grade: 9 10 11 (circle one) ID# _____ SLC _____

Office applying for (job descriptions on back. You may run for only one.): _____

CAMPAIGN MANAGER INFO (see backside for the role of the campaign manager):

Full name: _____

Cellphone: _____ Email: _____

Current Grade: 9 10 11 (circle one) ID# _____

WHAT COMMITMENTS MUST YOU BE ABLE TO MAKE IF YOU ARE ELECTED?

1. Participate in a leadership retreat, conference, or workshop with students from other schools - totally inspiring, totally cool. AWESOME.
 2. Maintain at least a 2.5 GPA throughout your term of office.
 3. Monday morning/lunch meetings, weekly committee meetings. IT STARTS WITH YOU.
 4. Enroll and complete assignments for Leadership study and practice. This class will meet once a week and other days will be about TAKING ACTION. Occasionally, special meetings will require your attendance. You will receive five credits per semester. More importantly: YOUR LIFE WILL BE CHANGED.
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Task #1: HOW CAN YOU SERVE BERKELEY HIGH? WHAT QUALIFIES YOU?

Instructions: Please answer the following questions and submit them electronically to the Director of Student Activities.

1. What would you like to do for ALL students of Berkeley High? Share your vision but also specific ideas for traditional or new activities and programs.
2. What life, service, or leadership experience do you bring that will help you to excel in the role?
3. What personal qualities and values do you bring that will help you to excel in the role?

Your responses will be used to create a pamphlet of information about candidates that will be made available to the student body. REPRESENT YOURSELF WELL!

Your responses are due by Thursday, February 11. Send your email to the Director of Student Activities, Mr. V: johnvillavicencio@berkeley.net.

Task #2: WHAT PRAISES DO BERKELEY HIGH STAFF MEMBERS SING OF YOU?

Instructions: Have up to three adults who work at the school email or hand a signed message to Mr. V by February 11 with one sentence and one sentence ONLY describing why she or he thinks you are a strong candidate for the office to which you are applying.

The staff members will be quoted anonymously in the pamphlet of information about candidates.

*** MORE INFO AND SIGNATURE REQUIRED ON BACK ***

Task #3: SEND US A HEADSHOT PICTURE

Instructions: We need a picture of your head and shoulders to use in the pamphlet of information about candidates. Send your picture electronically by February 11 to the Director of Student Activities, Mr. V: johnvillavicencio@berkeley.net. Your school picture will be used by default.

WHAT IS THE ROLE OF THE CAMPAIGN MANAGER?

The campaign manager is a fellow student the candidate can trust to help her or him run a respectful and responsible campaign. This person also makes a brief speech to officially nominate the candidate at the Election Convention or finds another fellow student who will give this speech.

JOB DESCRIPTIONS

ASB PRESIDENT (Apply by application and going through Election Convention process)

1. Creates agenda for as well as facilitates and maintains order of weekly meetings of the Executive Team officers.
2. Creates committees and assigns a reliable committee chairperson to plan major events or projects.
3. Holds other officers accountable to their duties and the working agreements established by the group.
4. Ensures that all major Executive Team tasks and personal responsibilities are taken care of in a timely manner and in accordance with budgets.
5. Leads process of interviewing and appointing new officers.
6. Acts as a visionary for the leadership team, keeping officers focused on the vision and goals of the program.
7. Represents the student body of BHS in special events with outside organizations.
8. Serves as an exemplar of respectful, responsible and reliable leadership to other students.
9. Commits to continual growth as a leader by completing assignments assigned by the Director of Student Activities and participating in leadership development seminars and conferences when possible.

ASB VICE PRESIDENT (Apply by application and going through Election Convention process)

1. Supports the president in duties #1-4 or assume them in his/her absence.
2. Records any information within meetings that should be written for the immediate viewing of all attendees.
3. Facilitates Executive Team Cabinet meetings.
4. Acts as parliamentarian at meetings holding officers to orderly conduct and parliamentary procedure.
5. Serves as primary vote counter for any votes taken within weekly meetings of officers.
6. Serves as an exemplar of respectful, responsible and reliable leadership to other students.
7. Manages student survey administration and relationship with the student house of representatives so that there is constant input from the student body.
8. Commits to continual growth as a leader by completing assignments assigned by the Director of Student Activities and participating in leadership development seminars and conferences when possible.

CHIEFS OF SERVICE (Apply by application and going through Election Convention process)

1. Oversee coordination of Holiday Meal, the Month of Service, and other major community service events sponsored by ASB.
2. Organizes additional service projects and supports those led by other Executive Teams.
3. Supports class leadership in their service project efforts.
4. Works with school staff to identify students with outstanding service records to be recognized at school events.
5. Maintains sign-up lists and acts as a student supervisor of volunteers for ASB service events.

CHIEF OF PUBLICITY (Apply by application and interview with the ASB President and Vice President)

1. Oversees the student announcement team to ensure they are accurate and entertaining.
2. Uses online social networks and other creative means responsibly to advertise school campaigns and events.
3. Creates announcements for the daily bulletin, on-campus information screens, e-tree, district Public Information Officer, and local media to advertise school campaigns and events.
4. Design creative effective public awareness and advertising campaigns.
5. Enthusiastically works the crowd and hires others to do so during on-campus events to engage people in the activities.
6. Greets and tends to the needs of any special guests to the school as a representative of the Associated Student Body.
7. Welcomes and supports new students who have transferred in during the school year.
8. Encourages officers of the Executive Team to make their events welcoming to the diverse range of students at Berkeley High School with specific suggestions.
9. Connects with smaller learning community leadership teams to enhance the work of all student leadership on campus.
10. Oversees execution of Back to School Night and Open House events.

**** SIGNATURE REQUIRED ****

- *I ensure the above tasks are complete, honest, and are my own work.*
- *I submit this document as a representation of my official candidacy for office.*
- *I understand this means I MUST attend the informational meeting for elected candidates about campaigning to be held at lunch in the College Career Center at a date to be decided.*

Signed: _____

Date: _____