

CLASS OF 2021
CITRUS VALLEY HIGH SCHOOL
ASB APPLICATION INFORMATION PACKET

Application Deadline: Friday, April 28th

DIRECTIONS: Read and follow all directions carefully. **Failure to return a completed packet will eliminate you from the application process.** Before returning this application packet, be certain you are currently meeting the grade requirements and the qualifications for the office in which you are applying for. In addition, read the duties for this position carefully and **GO OVER THEM WITH YOUR PARENTS!!**

Make sure you have the time and the willingness to fulfill these responsibilities if elected.

STUDENT GOVERNMENT OFFICERS WILL BE EXPECTED TO PARTICIPATE IN LEADERSHIP TRAINING THROUGH VARIOUS EVENTS AND SERVING THE COMMUNITY. STUDENTS INTERESTED IN ONLY THE SOCIAL ASPECT OF THE PROGRAM SHOULD NOT APPLY. ALL MEMBERS OF STUDENT GOVERNMENT WILL BE HELD ACCOUNTABLE FOR MEETING THESE STANDARDS.

CANDIDATE ELIGIBILITY: Candidates must...

1. Have one year of ASB experience prior to the term of office for the positions of Class President and Vice President.
2. Be enrolled at CVHS in the 9th grade during the term of office.
3. Be enrolled in and pass at least four semester classes (20 sem. hrs.) for the semester preceding election.
4. Maintain a 3.0 GPA minimum for officers and 2.5 GPA minimum for representatives and commissioners in the semester preceding election, 2nd semester preceding taking the oath of office and while in office;
 - a. Grades shall be based on a 4-point scale and be counted as follows: A=4, B=3, C=2, D=1, F=0 (no additional points may be counted for plus or minus grades, honors, or AP courses)
 - b. Classes repeated within a semester will count as one grade.
 - c. All classes counted toward graduation are included in determining eligibility
 - d. College class are not counted
 - e. In pass fail class, a pass grade will be counted as a "C"
 - f. Incomplete grades shall be counted as an "F"
 - g. Receive no final grade of "F" in any class during the semester preceding the election
5. Eligibility determination standards per BP 6145 must be maintained each quarter while in office

APPLICATION PROCEDURE:

1. Give the attached *Counselor Information Sheet* to your counselor **ASAP**.
2. Give the attached *Teacher Recommendation Sheet* to your teacher **ASAP**.
3. Complete the 2017-2018 *ASB Election Application Form* **before April 28th**.
4. Complete the *Applicant Information Statement* **before April 28th**.
5. Read and obtain signatures on attached *ASB Standards Form* **before April 28th**.
6. **Submit the following IN ORDER to Ms. Buyak on or before Friday, April 28th.**
(NO exceptions to this deadline):
 - A. *Completed 2017-2018 ASB Election Application Form*
 - B. *Letter of Recommendation*
 - C. *Applicant Information Statement Form*
 - D. *Signed ASB Standards Form*
 - E. *Counselor Information Sheet* (returned by your counselor to Ms. Buyak by 4/28/17)
 - F. *Teacher Recommendation* (returned by your teacher to Ms. Buyak 4/28/17)

7. You can either **turn in your application to the CV switchboard** on or before **April 28th** or give it to your **middle school ASB teacher to submit it through the district mail** before April 28th to insure delivery by the **April 28th deadline**.

SELECTION PROCESS:

1. Once your application has been processed, you will be notified by Ms. Buyak of your interview time. Interview dates have been set for Monday, May 9th through Wednesday, May 11th from 3:30 to 4:45 pm, at CV in the Career Center. Thursday, May 12th is an as needed day.
2. Interviews will be conducted by a panel of CV staff; current ASB Cabinet Officers may attend
3. The student application, teacher recommendation, counselor recommendation, grade point average, discipline record, letter of recommendation, personal statement, and interview will be used in determining student acceptance.

DESCRIPTION OF POSITIONS:

President: Delegates duties to class officers and members; makes and distributes agendas to class members and class advisors; supervises and works with other class officers in coordinating class activities; enlists class members to help with class projects and decisions; keeps a master calendar of all class activities; organizes class members for class competition; maintains consistent and regular weekly contact with Class Advisors; appoints chairs to class committees; sets goals for class; and must attend a service club.

Vice President: Assists the Class President and adheres to all duties in the absence of the Class President; assists in planning all class activities; coordinates publicity for all class events; maintains regular contact with the Class Advisors; and head the Class gift to CV at time of graduation.

Secretary: Takes minutes, duplicates, and distributes copies to cabinet members, ASB Advisor, Class Advisors, and files a copy in the Class folder; (Senior Class Secretary) takes minutes in the absence of the ASB Secretary and assumes the responsibility of the said position; coordinates announcements regarding class activities; assists in planning of all class activities; maintains regular contact with the Class Advisors.

Treasurer: Maintains an accurate and up-to-date ledger; reconciles ledger with Finance Office; makes finance reports at class meetings; places all orders for purchases; plans, coordinates, and publicizes all fundraisers; sets budgets for all class events; assists in planning al class events; and maintains regular contact with the Class Advisors.

Representatives: Serves as liaisons between class members and class cabinets; support system for class planning and activities; relay issues and concerns back to Class Cabinet from class members; and maintain regular contact with the Class Advisors.

Citrus Valley High School: Class of 2021 ASB Applicant

APPLICATION PART A: 2017-2018 ASB ELECTIONS APPLICATION FORM

Return this form to Ms. Buyak on or before Friday, April 28th

Applying for the position of: _____

Name (Print): _____

Address: _____

Phone: _____ Parent(s) Name: _____

Current Grade Level: _____ Current School: _____

Please attach a copy of a current photo of yourself. You will not get this photo back.

CURRENT CLASS SCHEDULE:

Class	Course	Print Teacher's Name	Room #
1			
2			
3			
4			
5			
6			

Print Counselor's Name	
Print Recommending Teacher's Name	

APPLICATION PART B: Letter of Recommendation

Submit your letter to Ms. Buyak on or before Friday, April 28th.

Please include a letter of recommendation **written by a non relative** and someone **other than the recommending teacher**. The letter of recommendation should address your leadership skills, motivation, and how you will benefit from a leadership program.

Attach your letter of recommendation to your application and return it to Ms. Buyak on or before **Friday, April 28th.**

Citrus Valley High School: Class of 2021 ASB Applicant

APPLICATION PART D: ASB STANDARDS FORM

Return this form to Ms. Buyak on or before Friday, April 28th

Print Student's Name: _____ Office Applying for _____

Congratulations! As a prospective candidate of an Associated Student Body (ASB) Office, you have declared yourself to be a concerned student who is willing to give your time to help create the best student body possible at Citrus Valley High School. The student government class operates under the beliefs that selection to be a member of the class is an honor and a privilege, not a right. The ongoing focus of the ASB program is leadership training and serving the community. Members of the Student Government Class and parents of members should understand that:

1. Eligibility **standards will be maintained** throughout your period of office; eligibility will be checked quarterly. It is your responsibility to monitor your progress in other classes to be sure you meet eligibility requirements.
2. **All rules apply** to school activities and ASB functions held on or off campus. All ASB Constitution and By-Laws, Leadership Club Constitution, Citrus Valley High School and Redlands Unified School District rules and regulations will apply to all activities and members while a member of ASB.
3. Student Government members **are expected to purchase an ASB card** and encourage peers to do so as well. **Other expenses may include the ASB shirt, ASB camp, and all mandatory ASB event ticket purchases. Fulfilling this responsibility will be included in the calculation of the ASB grade.**
4. Student Government members are **expected to attend ASB summer camp**. Fulfilling this responsibility **will be included in the calculation of the ASB grade**.
5. A member of Student Government is required (unless excused in writing 24 hours prior to an event) to spend time working outside the classroom. This will vary in frequency and length. **ASB will sometimes meet before school, after school, during lunch, or on weekends** as designated. **All ASB sponsored events are required to be attended**, as are many athletic events (as chosen by the Athletic commissioners).
6. Class **members are expected to attend ASB and class events and to also pay the entry fee**. They are expected to **remain on the premises until an event is completely finished**, including all clean-up. Fulfilling this responsibility **will be included in the calculation of the ASB grade**.
7. Class **members are expected to fulfill their duties and obligations or to be subject to removal from the class**. High quality student leaders are achieved only through high quality work and performance (just being a member of the Student Government class does not guarantee an "A" grade in the class).
8. Above all, a member of Student Government is always on display and should always exemplify a positive, responsible, and quality of behavior that reflects personal integrity and the pride and excellence of Citrus Valley High School.

I have read the forgoing and fully understand its contents. I agree to abide by these guidelines and understand that failure to do so will jeopardize my position in Student Government.

Student's Signature

Date

Parent's Signature

Parent (Print Name)

Date

Citrus Valley High School: Class of 2021 ASB Applicant

APPLICATION PART E: Counselor Information Form

DIRECTIONS TO APPLICANT: Fill in your name, and give this sheet to your counselor who will complete the form and return it to Ms. Buyak

Name of Applicant: _____

Position Applying for: _____

DIRECTIONS TO COUNSELOR:

The student named above is applying to become a member of ASB at Citrus Valley High School. The information you supply below will facilitate this application process. After completing the information, please sign and return the form to Becky Buyak’s mailbox at CV by **2:30 PM on Friday, April 28th.**

1. Please attach a printout of this student’s 1st semester report card.
2. Please attach a printout of this student’s CUMULATIVE ATTENDANCE FOR 2015-2016
3. Please attach a printout of this student’s ADS FILE (discipline file)
4. Please complete the following RECOMMENDATION:

Based on leadership skills, community service and personal integrity how would you recommend this applicant as a potential ASB student government officer?

I recommend this applicant (check one):

_____ without question _____ highly _____ hesitantly

Feel free to include any information here or on the back of this form that you would like to share regarding this student’s qualifications for CV ASB.

X _____
Counselor Signature (YOUR SIGNATURE verifies the above information is accurate)

PLEASE RETURN TO Becky Buyak (CVHS) BY 2:30 pm on Friday, April 28th. THANK YOU!!!

APPLICATION PART F: TEACHER RECOMMENDATION FORM

DIRECTIONS TO APPLICANT: Fill in your name, and give this sheet to a teacher of your choice who will complete the rest of the information.

Name of Applicant: _____

Position Running for: _____

Name of Teacher: _____ Subject: _____

DIRECTIONS TO TEACHER:

The student named above is applying to become a member of ASB at Citrus Valley High School. The information you supply below will facilitate this application process. After completing the information, please sign and return the form to Becky Buyak's mailbox at CV by **2:30 PM on Friday, April 28th.**

Based on leadership skills, community service and personal integrity how would you recommend this applicant as a potential ASB student government member?

I recommend this applicant (check one): _____ w/o question _____ highly _____ hesitantly

Please rank the student based on the following statements: 1 = you strongly disagree, 5 = you strongly agree. A point total will be calculated and applied to the students overall rating.

This student possesses the skills needed to be a leader.	1	2	3	4	5
This student is very responsible.	1	2	3	4	5
This student is highly organized.	1	2	3	4	5
This student works in an efficient manner.	1	2	3	4	5
This student rarely procrastinates.	1	2	3	4	5
This student has a lot of spirit and energy.	1	2	3	4	5
This student takes pride in their work.	1	2	3	4	5
This student listens to and takes directions well	1	2	3	4	5
This student gets along with anyone.	1	2	3	4	5
This student is a team player.	1	2	3	4	5
I think this student would be a great addition to your team.	1	2	3	4	5
This student goes above and beyond what is expected.	1	2	3	4	5
This student is thought of highly by his/her peers/classmates.	1	2	3	4	5

TOTAL: _____

Feel free to include any information below or on the back this form that you would like to share regarding this student's qualifications for CV ASB.

X _____ Print name: _____
Teacher's Signature (Your signature verifies the above information is accurate.)

PLEASE RETURN TO Becky Buyak (CVHS) BY 2:30 pm on Friday, April 28th. THANK YOU!!!