A.S.B.
Appointed Application

Information Meeting in Library:
Tuesday, March 13, 2018 @ lunch

Due in Activities Office:
Wed., March 21, 2018 @ lunch

* Note: Failure to complete any portion of this application could result in disqualification from the election process.
### March 2018

<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
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<td>ASB Appointed Position Application ON-LINE (DHS Website)</td>
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<td>for Prospective ASB Appointed Position Candidates in LIBRARY</td>
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<td>ASB Appointed Position APPLICATION DUE AT LUNCH in the ASB Office</td>
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<td>POST Prospective Appointed Candidates' Names at Snack on ASB Bulletin Board</td>
<td>Mandatory</td>
<td>Pickup ASB Interview Appointment Card in Activities Office</td>
<td>Lunch Meeting</td>
<td>INTERVIEW DATES TBA:</td>
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<td>MANDATORY</td>
<td>BY END OF B-LUNCH (or possible disqualification)</td>
<td>for Prospective Appointed Candidates in the Library (Info for Interviews)</td>
<td>* Interview dates will be determined based on the number of applicants</td>
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</tbody>
</table>
A.S.B. APPOINTED OFFICES

(2) Athletics/Sports Information
(2-3) Campus and Community
(2) Clubs and Organizations
(2) Dance Coordinator (Crowns/Sash, Chaperones)
Fundraising
(2) Pep/Spirit/Assembly
Publicity/Social Media
(2) Sound Technician
(1-2) Student Recognition
(1-2) Teacher Recognition
Viking Nation Representative

The responsibilities will include but are not limited to:

**Athletics and Sports Information:** (possible co-position)
1. Support athletic programs with appropriate announcements and recognition.
2. Coordinate “Athlete of the Week” recognition for all sports.
3. Responsible for supplying and having signed participation certificates for all athletes.
4. Keep accounts of athletes who have bought ASB cards.
5. Deliver “Good Luck” cards/greetings to all varsity athletes for home D/W games.
6. Make personalized posters for all varsity athletes for home D/W games.

*Sports Information
1. Serve as a liaison between DHS coaches and ASB.
2. Communicate with coaches and collect sports related information for all levels of DHS athletic teams including: contest scores, win/loss records, league/CIF ranking, etc.
3. Prepare contest scores and related information for posting on the DHS website and report to local newspapers when appropriate.
4. Keep bulletin board up-to-date

**Campus and Community:** (possible co-position)
1. Organize service and charitable events for Student Council and Downey Student Body including: Campus Cleanup Days, Food Drive, Red Ribbon Week, Keep Downey Beautiful, and all possible fundraisers.
2. Organize and carry out a contest to promote a clean campus.
3. Serve as a liaison with the City of Downey Services.

*Human Relations
1. Works to promote positive human relations at DHS by promoting activities for ALL groups.
2. Determines what programs will benefit and serve our student body and coordinate the efforts to carry them out.
   May include: TLC March Madness, Dig Pink, Blood Drives, Habitat for Humanity, etc.

**Clubs and Organizations:** (possible co-position)
1. Oversee club chartering and scheduling of fundraisers.
2. Organize and conduct monthly meetings of ICC (Inter Club Council).
3. Work toward more club support in campus-wide projects and events.
4. Plan Club Rush Weeks for both semesters.
Dance Coordinator (Crowns and Sashes, Chaperones): (possible co-position)
2. Work with the Student Council AND class senates to carry these out involving: budgeting, theme and decorations, ticket sales, publicity, set up, and clean up.
4. Organizes chaperones for dances and follows up with a chaperone luncheon.

Fundraising:
1. Assists other commissioners with their programs that require fundraising.
2. Organize special fundraising efforts: hurricane relief, care packages for military, etc.
3. Plan fundraising events for the Leadership Class.
4. Raise money for day to day ASB activities: banquets, field trips, special purchases, etc.
5. Oversees the class representative fundraising

Pep/Spirit/Assembly: (possible co-position)
1. Coordinate rallies and assemblies.
2. Schedule class competitions.
3. Plan appropriate spirit days.
4. Organizes lunchtime activities at the rally stage

Publicity/Social Media:
1. Responsible for reading morning announcements.
2. Oversee publicity campaigns for ALL student council events.
3. Promote student events and accomplishments to local media.
4. In charge of keeping marquee up-to-date.
5. In charge of DHS social media accounts (i.e. Twitter, Instagram, Snap Chat, Phhoto, etc.).

Sound Technician: (possible co-position)
1. Oversees the school’s use of equipment.
2. Maintains inventory of equipment and supplies.
3. Trains all ASB members to play music on ASB sound system, quad sound system, and gym sound system.
4. Updates/adds playlists on ASB laptop

Student Recognition:
1. Develop and maintain recognition programs for students (Student of the Week, Month).
2. Organizes and assists teachers in Student of the Month certificates.

Teacher Recognition:
1. Develop and maintain recognition programs for Faculty and Staff (Teacher/Staff of the Month)
2. Organize Appreciation Weeks.

Viking Nation Representative:
1. Creates and organizes a yearly following of Viking Nation at all school events.
2. Designing new Viking Nation attire.
3. Creating new chants for sporting events.
4. In charge of Viking Nation giveaways/prizes at games.
Requirements for Downey High School
ASB Members:

1. **All members must have a free 4th Period** for the next school year to enroll in the ASB Class. All ASB business is handled during this period.

2. All members will pay $185.00 for ASB sweatshirt/jacket, t-shirt/polo, banquet, ASB Card/Sticker, etc.
   
   ($35 is for a DHS ASB card – all members will be expected to purchase the ASB Activity Card)

3. All members are required to have and maintain a minimum 2.0 GPA while serving their term.

4. **Members are required to work every day of registration week** during the first two weeks in August (dates subject to change).

5. Members are required to serve many extra hours at snack, lunch, after school, on weekends, etc. for set-ups and clean-ups of many ASB activities and for Administration.

6. Above all things, members of student council must show absolute respect for themselves and for one another!

7. If you are in violation of the Downey High School Students Code of Conduct you can be removed from ASB at any time during the year.
A.S.B. Goals and Expectations

Goals for the Student Council / Leadership Student:
1. Develop an understanding of the functions of student government
2. Become familiar with the techniques and principles of leadership
3. Promote citizenship, scholarship, leadership, human relations, and cultural values
4. Develop an understanding of the three levels of student participation in school government, knowing where students have: complete authority, shared authority, and no authority.
5. Demonstrate high ethical standards

Expectations of Student Council Members:
1. Students must have and maintain a great attendance record.
2. Students must have a sincere interest in serving the entire DHS student body.
3. Students must display the ability and desire to listen with open ears and mind, as well as to be heard.
4. Students must understand that the student council serves as the governing committee of the associated student body (A.S.B.) of which every enrolled student is a member.
5. Students must recognize that student council is a governing body; it is also a SERVICE organization. Service requires personal sacrifice of time and effort, which most often goes unnoticed.
6. If chosen to be a member of student council, you will be held to higher standards of character, leadership, and morals; those that will be a positive model to our student body.

Any illegal or unethical conduct IN OR OUT of school will not be tolerated and will be cause for dismissal from the student council.
Application Checklist

The application process will be complete when you have accomplished the items listed below and turned in this application packet to the Activities Office:

___ 1. Read all materials.
___ 2. Understand the qualifications and duties of the office for which you are applying.
___ 3. Fill out the entire student application form.
___ 4. List the top 3 appointed positions for which you are seeking.
   * you must have examples/visual aids for your interview
   * provide sample boards for your ideas (i.e. dance themes, student rec., etc.)
   * focus on your 1st choice (but come prepared to answer questions on your 2nd and 3rd choices)
___ 5. Type all 4 application questions on a separate sheet of paper.
___ 6. Signature of applicant (you) on application
___ 7. Parent’s signature on application
___ 8. Complete the Parent / Guardian agreement.
___ 9. Teacher Recommendations from all 6 Teachers (you must provide the 6 Envelopes for your teachers—do not ask a teacher to provide one). IF YOU’VE ALREADY TURNED THESE IN DURING THE ELECTION PROCESS, TEACHERS WILL NOT NEED TO DO THEM AGAIN.

A panel of 2 Faculty members, 1 elected cabinet member, 1 Administrator, and the Activities Director will review all applications.

NOTE: If there are any questions regarding your character or ability to fill the position you are seeking, the review panel has the authority to deny your application.
Downey High School

ASB Appointed Position Application

(Please neatly print all information clearly in black or blue pen only)

Student Information:

Name: ____________________________________       Phone: ______________________

Address: _____________________________________________________________________

City: __________________________       Zip: __________________________

Age: _______       Grade: _______       Student ID Number: ________________


Please list the TOP 3 Appointed Positions that you are seeking (#1 being your most desired):

1. _________________________________________________________________

2. _________________________________________________________________

3. _________________________________________________________________

Schedule:

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<tr>
<th>Room #</th>
<th>Class Name</th>
<th>Citizenship</th>
<th>Teacher’s Name and Signature (by Teacher only)</th>
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<td>Period 1</td>
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*Note: Citizenship and Teacher’s signature are to be written in by teacher ONLY!

turn-in this page (#1)
Downey High School

ASB Appointed Position Application

Print Name: ________________________________

Type your answers to the following questions as specifically and concisely as possible on another sheet of paper and attach them to the back of your application. (Must be typed – 12 pt. font, Times New Roman, double-spaced)

1. ASB should be in charge of what activities and events on campus?

2. What specific skills, experiences, and resources do you have that would benefit you in your desired ASB position?

3. What is a specific goal you would pursue for Downey High School for the following year (in terms of your position)?

4. Please describe one idea you have to get students involved in school activities that are not in a club or a sport (avoid examples using social media).

Applications are due by: _____________ on ___________________. All accepted candidates must attend a mandatory meeting on_______________________. If you are absent, you must call the ASB Office (562) 869-7301 ext. 5548 by 9:30 a.m. or NO EXCUSES will be accepted.

You must have a 2.0 overall GPA, with no current F’s and no 5’s, and a maximum of one 4 in citizenship. You must maintain these requirements.

Any illegal or unethical conduct IN OR OUT of school will not be tolerated and will be cause for dismissal from the student council.

If appointed, I will follow the rules of my office with the understanding that I may be removed from office if there are any violations. I realize the amount of time this position takes and will work as a follower as well as a leader. My signature also indicates that my application packet is complete without error.

Candidate’s signature______________________________________________

I understand the time involved in the leadership class, ASB activities, school, and work, and approve of my son/daughter running for office.

Parent’s signature______________________________________________

turn-in this page (#2)
Parent/Guardian Agreement

My son/daughter and I have read and agree to the qualifications and expectations to be a member of the Downey High School ASB. I realize that if elected to student council it would be an honor for the student, but one that also carries responsibilities. A great amount of time and effort go into making an effective ASB and this may compete with other activities. I will work with my child and give him/her advice, help, and encouragement to keep up with all of his/her work both in class and in ASB. I understand that my son/daughter will pay $185 for the following: ASB jacket or sweatshirt, t-shirt or polo, ASB card, etc.

Parent’s Name (print): ____________________________________________

Parent’s Signature: ______________________________________________

Student’s Name (print): __________________________________________

Student Signature: ______________________________________________

Date: _________________________

turn-in this page (#3)
(staple your answers to the 4 typed questions after this Parent/Guardian Agreement)
Teacher Evaluation for Prospective ASB Appointed Candidate

STUDENT'S NAME ______________________________________________________________

Desired ASB Position:
1. __________________________________________________________
2. ____________________________________________________________
3. ____________________________________________________________

Teacher's Name _______________________  Subject ___________________    Ext. __________

Teacher Evaluations will be returned via hand delivery to the ASB room or Mrs. Sims' mailbox. Please seal and sign the envelope to ensure confidentiality. Do NOT return this form to the candidate. If a category cannot be rated OBJECTIVELY, please make the “NOT OBSERVED/NOT APPLICABLE” box. Teacher Evaluations will be strictly confidential (no students will ever see these), so please be honest with your answers.

PLEASE CHECK THE APPROPRIATE BOX

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<thead>
<tr>
<th>4-Superior</th>
<th>3-Above Average</th>
<th>2- Average</th>
<th>1-Below Average</th>
<th>N-Not Observed/Not Applicable</th>
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</thead>
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**QUALITY OF WORK:** Performs/Achieves high quality results for duties and tasks completed; strong work-ethic

**QUANTITY OF WORK:** Works effectively and efficiently; tasks done in a timely manner; handles multiple tasks; far exceeds standards

**Punctuality and Attendance:** Always on time to class; reliable in attendance

**Cooperativeness:** Always cooperates fully; promotes harmony

**Reliability:** Job completion; ability to get things done correctly and in a timely manner

**General Attitude:** Enthusiastic and willing to perform duties and tasks

**Dependability:** Always willing to lend a hand; acts selflessly

**Professionalism:** Interacts well with others; conducts him/herself professionally; displays the 6 Pillars of Character (Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship)

**Initiative:** Shows interest in assuming added responsibilities

**Leadership:** Demonstrates leadership abilities

**Creativity:** Displays artistic creativity; thinks outside the box

**Academic Progress:** Demonstrates time management skills; understands the importance of maintaining high academic achievement

**Additional Comments:**

_____ Yes, I recommend this student for ASB  _____ No, I do not recommend this student

TEACHER SIGNATURE __________________________________________ DATE __________

* Please return to the ASB office or Mrs. Sims’ mailbox no later than: **March 21, 2018, at lunch**

Comments/Concerns:
Directions for the Teacher Evaluation Forms:

1. Each student provides 6 envelopes and makes 6 copies of the Teacher Evaluation Form.

2. Students will only fill in the top portion on each Teacher Evaluation Form:
   - student’s name, top three desired positions, teacher’s name, subject, phone ext.

3. Students will provide information on the front of each envelope (top left corner):

   Student’s name (first and last)
   Teacher’s name
   Period of class

   * all 6 envelopes need to be filled out neatly before giving it to each teacher

4. All 6 forms must be turned in no later than **March 21, 2018, at lunch**.
   - students will want to **politely** ask teachers if they’ve completed and turned in the evaluation
   - note: if you’ve already gone through the Elected Application process, teachers will **NOT** need to fill an evaluation form again

5. Teachers will fill out the forms, seal them in the envelope, sign the outside of the envelope, and place them in Mrs. Sims mailbox or the ASB Office by **March 21, 2018, at lunch**.

Questions:
- please contact Mrs. Sims in the ASB office for any questions