

Name: _____

Class of : _____



Santa Margarita Catholic High School

Associated Student Body

ASB COMMITTEE MEMBER APPLICATION

Dear Committee Candidates,

Thank you for your interest in joining Associated Student Body! Serving on ASB is an important job that requires a lot of time, effort, dedication, and responsibility. It is also very rewarding and can provide you with great memories as well as opportunities to have fun, get involved and make decisions that affect campus life.

The following application and online application must be completed to apply for a Committee Member Position. To qualify as a candidate for office, you must complete and meet the requirements contained in this application. Qualified candidates will be contacted by the ASB Executive Board about placements on a committee. Failure to complete any requirements and deadlines contained in this application may result in disqualification from the appointment process. Be sure you know the deadlines below (and meet them). All committee meetings will be held outside of school hours during the 2024-2025 school year, before or after school. Additional volunteer hours on the weekend and evenings are occasionally required. Please email me or stop by Activities with any questions. Thank you again for supporting your student body and good luck!

Sincerely,
Ms. Sayles
Director of Activities

CANDIDATE INFORMATION

Refer to the ASB Constitution to see the tasks that a committee member and each committee is responsible for. Committees Sought (Choose no more than three):

- | | | |
|-------------------------------------|---|---|
| <input type="checkbox"/> Activities | <input type="checkbox"/> Campus Life | <input type="checkbox"/> Spirit |
| <input type="checkbox"/> Arts | <input type="checkbox"/> Special Events | <input type="checkbox"/> Technology and Video |
| <input type="checkbox"/> Athletics | <input type="checkbox"/> Publicity | |

I. Required ASB Participation Fee Commitments

\$150 ASB Spirit Pack (ASB polo, sweatshirt, leadership materials). Fee will be billed to your FACTS Tuition Account. *Items will be ordered in the summer and delivered to students by the start of the school year.*

Student Signature

Parent Signature

II. Retreat

_____ (initial) I am able to attend ASB Committee Retreat on Tuesday, June 4 from 8:00am-3:00pm at SMCHS. I understand this is required for my participation on an ASB Committee (the cost of this portion of the retreat is covered in ASB Spirit Pack).

Yes No A limited number of spots are available for committee members to attend ASB Overnight Retreat Tuesday June 4 – Thursday, June 6. The cost of attending the 3-day retreat is an additional \$850 and will be billed to your FACTS Tuition Account. Would you like to attend ASB Retreat if selected?

III. Deans Demerit Check:

Each student must obtain a demerit(s) check, including a dean's signature verifying the number and type of demerit(s). Students may not have more than 7 demerits during the present school year, and the nature of demerits a student has will be taken into account when determining eligibility to run for office.

Defiance Dishonesty Disrespect Dress Code Attendance Behavior

Deans Signature (verifying demerits)

Number of demerits.

IV. Academic Counselor Recommendation:

I recommend the applicant as an outstanding representative of Santa Margarita Catholic High School. Their current academic GPA is 2.75 or greater.

Academic Counselor Signature

Overall Academic GPA (2.75 or greater)

V Teacher Recommendation

Every Committee Applicant requires two (three recommended) faculty recommendations using the online Teacher Recommendation Form. Applicants must send the recommendation form to teachers and ask those teachers to complete and submit the online form.

VI. ASB Committee Member Minimum Requirements/General Duties:

- Must attend all mandatory ASB activities as defined by the Activities Director with a positive attitude.
- Must maintain a personal ASB notebook which includes a calendar, leadership materials, and documents pertaining to individual duties, current ASB Code of Conduct, ASB Constitution, meeting notes, meeting rules, room guidelines, and any other materials deemed necessary by Activities Director.
- Must participate in leadership development activities.
- Must abide by the ASB Code of Conduct on and off campus.
- Must be able to perform ASB duties before school, during lunch, after school, and on weekends when necessary.
- Must work outside of job description to perform duties necessary to the completion of ASB-related tasks.
- Must seek out ways to improve ASB and work with other ASB members to set goals and meet those goals.
- Must be willing to work hard and put in extra time to make ASB an effective organization.
- Must have working knowledge of Microsoft Office and demonstrate efficient time management skills.
- Must act as a role model and be the example for other ASB members and student body.
- Must show strong verbal skills and show an ability to maintain organization.
- Must show balance between being an effective leader and supporting team member.
- Must show initiative when performing ASB duties.

Understanding of the application guidelines: By signing below you are declaring the following: "I understand the stated guidelines contained in this application packet as they pertain to the application process at Santa Margarita Catholic High School. I will follow the rules. I understand that breaking any of the rules will result in removal."

Candidate's Signature

Date

Parent's Signature/ Guardian

Date

ASB Code of Conduct

I, the undersigned, solemnly swear that I will abide by the following Code of Conduct set forth by the Santa Margarita Catholic High School ASB Cabinet and Constitution. The following standards of eligibility, conduct, and responsibilities shall apply to all members during their term of office.

I. Academic Achievement

- A. I will maintain a minimum academic 2.75 GPA.
- B. If I receive less than a 2.75 GPA or receive a failing or deficient grade, I understand that I will be dismissed from office by the administration of Santa Margarita Catholic High School.
- C. I understand I may be asked to submit a record of my scholastic achievements to the Activities Director at the end of each grading period.

II. Behavioral Standards

- A. **As a member of ASB, I realize that my conduct must be beyond reproach at all times, on and off campus.** *(It is critical that you understand the full implications of this statement. Ask Ms. Sayles if you need further explanation).*
- B. I will uphold the constitution and my oath of office.
- C. I will cooperate with and support the ASB President and Activities Director.
- D. I will abide by school dress regulations at all times.
- E. I will not carry nor use any illegal chemical substances or stimulants, drugs, alcohol, etc. at any time, on and off campus.
- F. I will display good sportsmanship at all times and serve as an ambassador for Santa Margarita Catholic High School at other schools.
- G. I will maintain a satisfactory citizenship record and will not have more than 7 demerits.
- H. I understand if I am suspended from Santa Margarita Catholic High School, I may be suspended from ASB temporarily or permanently, as determined by the Santa Margarita Catholic High School administration.
- I. Failure to comply with any of these rules may result in immediate removal from office as determined by the Santa Margarita Catholic High School administration.

III. Responsibilities of Office

- A. I understand that attendance at meetings and functions is mandatory.
- B. I understand that it is my responsibility to work on projects assigned to me before school, at lunch, and after school.
- C. I understand that I will be assigned work tasks at all ASB functions and that it is my responsibility to work at ASB events.
- D. I understand that I will be assigned, and expected to execute, tasks assigned by the Assistant Principal of Campus Life, Activities Director, Asst. Activities Director, and/or the ASB president.

Violation of any of the stated rules is cause for removal from office. Removal from office is determined by the Santa Margarita Catholic High School administrative team, pursuant to the regulations set forth by the school constitution.

Candidate's name (Print Clearly)

Candidate's signature

Parent or guardian's name (Print Clearly)

Parent or guardian's signature

Applications and Online Form are due by Monday, May 13 to the Activities Office