Santa Margarita Catholic High School
Associated Student Body

Dear ASB Executive Officer Candidates,

Thank you for your interest in obtaining an Associated Student Body position! 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 must be completed to run for Executive office. In order to qualify as a candidate for office, you must complete and meet the requirements contained in this application. Upon completion of the speeches an election will determine the Executive officers. Failure to complete any requirements and deadlines contained in this application may result in disqualification from the election.

Be sure you know the deadlines below (and meet them). Please email me or Mr. Barry or stop by Activities with any questions. Thank you again for supporting your student body and good luck!

Caritas Christi,

Mr. Darwazeh
Vice President of Activities

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### ASB Executive Officer Timeline

**Wednesday, January 22, 2020**
ASB Executive packets available online.  
*(Students must complete all parts of the election packet and be approved by the Activities Department to be considered for office.)*

**Wednesday, February 19, 2020**
Executive officer packets are due before school to the Activities Office.  
**Mandatory meeting during your lunch for all candidates in ASB Room.**

3 posters for the lunch area (max 2’x3’) due by end of lunch on Monday, February 24, 2020.

**Friday, February 21 – Tuesday, February 25 – Mandatory Speech Rehearsal/Interview**
Please email Mr. Barry at barrychris@smhs.org to schedule your mandatory speech rehearsal appointment during lunch or after school in the Activities Conference Room. All candidates must have their speech approved before it can be recorded. Please note that this will also serve as an interview to confirm your ability to participate in the election.

**Thursday, February 27, 2020 – After School**
Pre-record speeches/questions from 2:30 pm to 4 pm in ETV Studio.

**Tuesday, March 3, 2020**
**Election Day!** 7:45 am – Candidates report to Activities. All posters must be down by lunch. Come back to Activities after 2nd lunch to learn the election results.

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### ASB Executive Officer Election Packet Checklist

*All items must be turned in together in a sealed 9”x12” envelope*

- Application
- Resume
- Speech
- Candidate Questionnaire
- ASB Code of Conduct
ASB Executive Officer Application

This application is to be used to apply for the following positions: ASB President, ASB Vice President, ASB Secretary & ASB Treasurer. Students must complete all parts of the appointment application packet to be considered a candidate. ASB President must be a senior with one year of involvement in student government before the election. ASB Vice-President, ASB Secretary, & ASB Treasurer must also have one year of experience but can be a sophomore or a junior. Students elected to office will need to commit to taking Student Leadership as an elective that shall meet on Single Block/Late Start days during the 2020-2021 school year.

Position Sought

List your previous SM ASB Experience (Year & Position Held)

Name: ___________________________ Phone: ( ) ___________________________ Class of __________

Address: ___________________________ City: ___________________________ Zip Code: __________

Email Address: ___________________________ T-Shirt Size: ______ Jacket/Sweatshirt Size: ______

(Ladies: please indicate “mens/womens” sizes for each apparel item)

I. 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 11 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

II. Academic Counselor Recommendation:

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

_______________________________ Overall Academic GPA (2.75 or greater)

Academic Counselor Signature

III. Required ASB Participation Fee/Schedule Commitments

- $425 Leadership Camp (July 27 – 30, 2020). Fee will be billed to your FACTS tuition account. This event is mandatory.
- $125 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 during first quarter.
- ASB Summer Camp, to tentatively be held mid-late June (possibly June 18-19). This event is mandatory.
- ASB students are strongly encouraged to purchase an ASB Card, 2020-2021 price TBA.

All ASB students pay $550 in order to help cover the costs associated with providing the above student leadership experiences and services.

Student Signature: _______________________________________________________________

Parent Signature: ________________________________________________________________
Teacher Recommendation Worksheets

Every candidate for office must obtain three faculty recommendations using the attached Teacher Recommendation Worksheet. Candidates must take the recommendation form to three teachers and provide those teachers with envelopes. The teachers should complete the recommendations and then seal them in an envelope provided by the candidate before returning them to the Activities Department or by emailing them directly to activities@smhs.org.

Resumé

Each candidate is required to submit a resumé as a brief written account of personal, educational, and work-related qualifications and experience. The resumé should be one-page in length. Though there is no specific format for the appearance of the resumé, each candidate is strongly encouraged to review traditional resumé formatting and submit something that would be acceptable in a professional environment. Students who do not complete an adequate resume will be disqualified as a candidate for office. The resumé should be submitted as part of the appointment application.

The resumé should contain references to the following information:
1. Awards / Special Recognition
2. Work / Community Service / Club History
3. Qualifications / Skills / Strengths
4. Academics / Certifications
5. Ambitions / Interests

Campaign Speech

Candidates are required to successfully deliver a speech as part of the election process.

1. Speeches should be no longer the 60 seconds.
2. The candidate will deliver the speech without the assistance of anyone.
3. No props are allowed.
4. The content of speeches must be appropriate and consistent with campaign rules and guidelines.
5. The content of speeches must be scripted and submitted with the election packet.
6. Once your speeches are approved, variation from the speech may lead to disqualification.
Teacher Recommendation Worksheet #1
(Teachers: please email this form to activities@smhs.org or drop it off in Activities)

Student’s Name: ____________________________ Position Sought: __________________________

Recommending Teacher’s Name: ___________________________ Email __________________________

Please use **check marks to rate** the student on the scale below:

<table>
<thead>
<tr>
<th></th>
<th>0 (far below average)</th>
<th>1 (below average)</th>
<th>2 (average)</th>
<th>3 (above average)</th>
<th>4 (far above average)</th>
</tr>
</thead>
</table>

1. Responsibility
   - ______
2. Leadership Qualities
   - ______
3. Organization
   - ______
4. Communication
   - ______
5. Critical Thinking
   - ______
6. Creativity
   - ______
7. Group Work
   - ______
8. School Pride
   - ______
9. Work Habits
   - ______
10. Citizenship
    - ______

Please write **at least three sentences** that describe your evaluation of this student’s ability to be an effective student leader.

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
Teacher Recommendation Worksheet #2
(Teachers: please email this form to activities@smhs.org or drop it off in Activities)

Student’s Name: ____________________________ Position Sought: ____________________________

Recommending Teacher’s Name: ____________________________ Email __________________________

Please use **check marks to rate** the student on the scale below:

<table>
<thead>
<tr>
<th></th>
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<th>1 below average</th>
<th>2 average</th>
<th>3 above average</th>
<th>4 far above average</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Responsibility</td>
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<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>2. Leadership Qualities</td>
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<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
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<tr>
<td>3. Organization</td>
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<td>______</td>
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<td>______</td>
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<td>4. Communication</td>
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<td>______</td>
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<td>5. Critical Thinking</td>
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<td>6. Creativity</td>
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<td>7. Group Work</td>
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<td>8. School Pride</td>
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<td>9. Work Habits</td>
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<td>10. Citizenship</td>
<td>______</td>
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</tbody>
</table>

Please write **at least three sentences** that describe your evaluation of this student’s ability to be an effective student leader.

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
Teacher Recommendation Worksheet #3
(Teachers: please email this form to activities@smhs.org or drop it off in Activities)

Student’s Name: ____________________________ Position Sought: ____________________________

Recommending Teacher’s Name: ____________________________ Email ____________________________

Please use check marks to rate the student on the scale below:

<table>
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</tr>
</tbody>
</table>

1. Responsibility
   ____ ____ ____ ____

2. Leadership Qualities
   ____ ____ ____ ____

3. Organization
   ____ ____ ____ ____

4. Communication
   ____ ____ ____ ____

5. Critical Thinking
   ____ ____ ____ ____

6. Creativity
   ____ ____ ____ ____

7. Group Work
   ____ ____ ____ ____

8. School Pride
   ____ ____ ____ ____

9. Work Habits
   ____ ____ ____ ____

10. Citizenship
    ____ ____ ____ ____

Please write at least three sentences that describe your evaluation of this student’s ability to be an effective student leader.

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
ASB Questionnaire

1. Why do you want the position you are seeking? (Be specific and to the point)

_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

2. Explain your ideas for handling the position and what you want to achieve.

_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

3. Why do students of SMCHS want you for this position?

_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

4. Please list other activities you will be involved in during the upcoming school year with their approximate time commitment.

_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

5. How will you deal with a situation where work, a sport, a family event, or some other non-ASB related involvement conflicts with a duty or responsibility you may have with ASB? Address how you will manage your time, events, and life.

_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

6. Please list activities you were involved in during this past school year.

_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

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

_________________________________________  ________________
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 Mr. Darwazeh 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 more than 10 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 to meeting 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 if I am elected to an ASB position, I will be enrolled in the ASB Executive Leadership Class.
   E. I understand that I will be assigned, and expected to execute, tasks assigned by the Activities Director, Asst. Activities Director, Activities Secretary, 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 and/or Parent Student Handbook.

______________________________________________  ____________________________  ____________
Candidate’s name (Print Clearly)                      Candidate’s signature         Date

______________________________________________  ____________________________  ____________
Parent or guardian’s name (Print Clearly)         Parent/guardian’s signature     Date

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