

ACADEMY OF THE CANYONS ASB

ELECTIONS WILL BE HELD ON FRIDAY, MARCH 15, 2019. ALL COMPONENTS OF THE APPLICATION MUST BE COMPLETELY FILLED OUT AND TURNED IN TO THE OFFICE NO LATER THAN TUESDAY, FEBRUARY 26 BY 11:45 A.M.

Student Leadership Statement of Purpose:

As a student leader, I understand that leadership *STARTS* with me, but it's not about me. That it is my responsibility to create school *SPIRIT*. That I get to *SERVE* my campus and community and I look for ways to *SHINE* the spotlight on others.

Step 1: Fill out online Application Form.

Step 2: Give Teacher Recommendation to an AOC teacher.

Step 3: Submit Grade and Attendance Check (MUST have fewer than 5 tardies, ZERO truanancies allowed)

Step 4: Participate in the Task-Oriented Interview on Friday, March 15 in Room 101

Election Timeline

February 13/14: Applications available

February 26: All applications due by 11:45 a.m.

March 4: Candidates announced

March 11-15: Campaign Week

March 15: Election Day, post results

March 15: Task-Oriented Interview 3pm, Room 101

April 23: Team Results

TBD: MANDATORY ASB Class 2019-2020 Meeting 3pm Room 101

In applying/running for an ASB Class Officer position, please consider the following rules and procedures:

1. Posters may be displayed **ONLY ON AOC CAMPUS** and only in specified areas: inside AOC Plaza area, walls only, no doors, duct tape may only be used outside in the Plaza. Posters illegally placed will be removed. Candidate will be warned – second warning may result in disqualification.
2. All campaign material for a candidate **must** be approved by the ASB Advisor (Ms. Ruiz). Campaign material not approved will be removed and may result in disqualification.
3. Stay off Social Media. Candidates will be featured on @aoc_asb Snapchat and Instagram.
4. Campaign expenditures must not exceed \$50 per candidate. Submit receipts to Ms. Ruiz by **Thursday, March 14**. Violation may result in disqualification.
5. Candidates may not distribute unwrapped or homemade food items.
6. Each candidate is responsible for keeping the campus clean.
7. Any candidate or ASB applicant caught destroying or tearing down another candidate's poster will withdraw his or her name from consideration. Likewise, negative or bullying campaign tactics will not be tolerated.
8. Candidates must remove all campaign material and tape on Election Day, Friday March 15 after voting has concluded (12:25 pm). Violations may result in disqualification.
9. Violation of the election rules and regulations shall be referred to the ASB Advisor, Ms. Ruiz, within 48 hours of elections and may result in the disqualification of the candidate for office and he/she may no longer hold the title of official candidate and may not hold any office in ASB.
10. Any questions regarding the elections should be directed to Ms. Ruiz.

ASB Leadership Teams

Team	Job requirements
All ASB Members:	<ul style="list-style-type: none"> • Represent Academy of the Canyons with dignity, pride, and integrity at all times. • Demonstrate good character and behaviors on campus both in and out of ASB • Maintain a notebook with each meeting's agenda, notes, and Leadership material. • Fulfill monthly student store requirements • Assist in the set up, implementation, and clean up of ASB activities. • Commit to working outside of class time to fulfill responsibilities
SOUND Team: Create stores by what people HEAR	<ul style="list-style-type: none"> • Create the "noise" of spirit on campus: How do we energize the student body through sound? • Set-up/take-down of sound system at ASB and school-wide events as needed • Serve as Master of Ceremonies (MC) at ASB activities • Plan music selection for ASB activities • Write, film, edit, and distribute video announcements every other week (minimum) • Prepare social media posts for Instagram, Snapchat, and Twitter • Visit classrooms to communicate with students and staff about activities
OUTREACH Team: Create stories by what people FEEL	<ul style="list-style-type: none"> • Make others feel valued on our campus - how do we recognize staff, academic, activity, and community appreciation? • Recognize student/staff birthdays every week • Recognize noteworthy accomplishments of AOC family • Write reports to "What's Good In Education" after every ASB activity with photos.
DESIGN Team: Create stories by what people SEE	<ul style="list-style-type: none"> • Publicize all ASB events and activities • ASB bulletin announcements, Potty Publications, hallway frames, and other forms of publicity • Alert the media of all major events (i.e. contacting newspapers, T.V. stations, radio stations.) • Design the ASB webpage on the AOC website • Decorate for all ASB events
ACTIVITIES Team: Create stories by what people DO	<ul style="list-style-type: none"> • Explore potential sources of fundraising revenue, contact potential business contacts. • Follow proper procedures for fundraiser request and implementation • Plan volunteer activities for ASB and the student body • Organize and run events and activities on campus: Lunchtime Activities, Fundraisers, Philanthropy, Class Cup, Dances, etc. • Coordinate with club advisors and officers to maintain a calendar of club activities.

ASB Officers

<i>Executive Board</i>	<i>Job requirements</i>
PRESIDENT	<ul style="list-style-type: none"> • Official head of Academy of the Canyons ASB and/or your class • Upholds, interprets, and enforces the ASB Constitution • Preside over all ASB Meetings using Robert's Rule of Order • Approve Activities & Clubs • Schedule regular class meetings with officers and advisor to discuss class needs • Perform duties as assigned by ASB advisor or office staff • Attend and assist at all ASB activities/events • Oversee elections
VICE PRESIDENT	<ul style="list-style-type: none"> • Fulfill the duties and responsibilities of the President in the event of their absence. • Support and assist the President in all duties • Make schedule for raising and lowering the flag • Oversee Elections
SECRETARY	<ul style="list-style-type: none"> * Records meeting minutes, distribute to Administrative Assistant within 2 days of meeting. • Fulfill the duties and responsibilities of the Vice President in the event of their absence. • Oversee completion of thank-you notes for all class events • Maintain an updated calendar of all school events • Make An Event List to distribute for each ASB student, AOC clubs, and all AOC staff
TREASURER	<ul style="list-style-type: none"> • Keep an accurate ledger and balanced checkbook of all ASB funds, and club funds. • Keep copies of Expenditure reports • Fulfills Secretary duties in the event of their absence • Perform other duties as assigned by President or ASB advisor • Create and maintain schedules for ASB students to work the Snack Shack • Monitor inventory and products sold • Monitor student attendance at lunch/brunch shifts, providing periodic reports to Advisor.
DIRECTOR OF ACTIVITIES	<ul style="list-style-type: none"> • Create and manage ASB Activities – provide assistance as needed • Coordinate use and schedule of sound equipment and MC. • Coordinate with district-wide organizations, and represent AOC on DAC and SCC • Maintain a record of all Fundraisers and Activities

Academy of the Canyons
ASB Application

Teacher Evaluation

To be filled out by the Applicant:

Student Name: _____ Grade: _____

Desired Position: _____

To be filled out by the Teacher - Evaluator:

Teacher's Name: _____

Signature: _____

Date: _____

Background Information:

1) How long have you known this student, and in what context? Indicate classes taught, clubs, etc.

2) What are the first words that come to your mind to describe this student?

3) Based on your interactions/observations, what is this student's greatest strength? What is this student's greatest area of growth?

Ratings:

Compared to other students in his or her class year, how do you rate this student in terms of:

No Basis		Below Average	Average	Good (Above Average)	Excellent (Top 10%)	Superb (Top 1%)
	Maturity					
	Motivation					
	Disciplined Work Habits					
	Leadership					
	Integrity					
	Reaction to setbacks					
	Concern for others					
	Self-confidence					
	Initiative, independence					
	Respected by faculty					
	Creative, original thinking					
	OVERALL					

ACADEMY OF THE CANYONS

ASSOCIATED STUDENT BODY APPLICATION

Name: _____ Grade: _____ Timestamp: _____

THIS FORM IS DUE TO MS. RUIZ'S BOX NO LATER THAN TUESDAY, FEBRUARY 26 BY 11:45 A.M.

I. Student Pledge: Initial each statement and sign the bottom of the pledge.

As an ASB student, I understand that leadership STARTS with me, but it's not about me. That it is my responsibility to create school SPIRIT. That I get to SERVE my campus and community and I look for ways to SHINE the spotlight on others. Accordingly, I agree to:

maintain high personal, academic, and behavioral standards both on and off campus. I understand that failing to do so may result in a forfeiture of my office. _____

attend all meetings and functions concerning ASB matters, which may be called any time before school, after school, or at lunch. _____

read and understand the ASB Constitution. _____

maintain a minimum 2.0 GPA throughout my term in office. _____

currently have, and agree to maintain a positive pattern of attendance by having fewer than 5 tardies and no trancies. _____

serve my term for one year. _____

Student signature: _____

II. Parent Pledge:

I understand the responsibilities and time required for students involved in the leadership program and I give consent for my student to apply for this program.

Parent signature: _____

III. Academic/Attendance Eligibility

To be completed by Ms. Perkins or Mrs. Walusko:

of absences _____ # of tardies _____

Positive Pattern of Attendance: Yes/No

Signature of Office Staff: _____