



2019 – 2020

Associated Student Body Leadership Packet

Name: _____

Email: _____

Personal Cell Phone #: _____

Graduation Year: _____

***Staple a picture of yourself to the application

(So I can put a face with the name ☺)

Make sure you read the following pages carefully and complete the entire application. Please return to secretaries

Mrs. Snow or Mrs. Arger in the front office no later than

March 1st @ 3pm.

It is highly encouraged that you type this application!

Leadership Election/Selection Timeline

- February 1st Applications available for WHS students in the student store and online at whs.rocklinusd.org under the “Activities” tab
- February 15th Meeting during lunch in large gym for all elected candidates and commissioner candidates
- March 1st **All applications due by 3 pm to Mr. Armas’es box in the front office**
- March 8th Campaign materials stamped & candidate videos due to the Student Store by 3pm (campaigning may not begin until 4pm March 31st)
*Candidates will be contacted by March 15th w/approval of materials
****Get stamp on one flier first and then make copies of the flier**
- March 31st Mandatory workshop for all elected candidates and commissioner candidates from 1pm – 4 pm (WHS Cafeteria) **(Campaign materials can be posted around campus from 4 pm - 6 pm)**
- April 1st Campaigns start (all materials must be removed by 3pm April 4th)
- April 1st - April 4th Air candidate videos
- April 1st - April 4th Candidate/commissioner interviews before, lunch, and after school
- April 2nd - 4th Speeches, Debates, Voice-off and Voting
- April 5th Announcement of winning candidates and appointed commissioners
- April 26th Announcement of 2018-2019 Leadership class (posted outside the student store)
- May 3rd Meeting for 2019-2020 Leadership Class @ lunch (small gym)
- August 3rd - 4th Mandatory Leadership Lock-in 5pm family dinner at WHS

“Many hands, hearts, and minds contribute to any great achievement.”

ASB Campaign Rules and Guidelines

- You can create fliers on 8 ½ x 11 paper and hang them on campus
- Everything must have Mr. Armas’ stamp on it
- You may have 4 posters between the sizes of 2’ x 2’ and 3’ x 6’
- Worry about your campaign and not your opponents
- Do not touch (or allow your friends to touch) anybody else’s campaign materials
- Use BLUE masking tape and the tape should not be visible
- Ask teachers before hanging any materials in their classroom
- You may wear apparel (t-shirts), pass out stickers, pins, etc.
- All campaign materials must be school appropriate as determined by Mr. Armas
- All campaign materials must be removed by Thursday, April 4th at 3 pm
- No campaigning within 100 feet of voting booths
- Videos Information (**highly recommended)
 - 45 to 60 seconds in length
 - They must start with a title slide of your name and position you are running for
 - Need to be delivered to Student Store on a flash drive in a .mp4 or .mov format
 - Describe who you are, your qualities, and what makes you the best candidate. Be creative.
 - You can talk or play music
- You must campaign and run for an elected position as an individual.
- Violation of the above guidelines may result in your removal from the election process and forfeiture of your role in the Associated Student Body class.

Positions in the Leadership Class

- **The elected positions** - positions in which you must complete an application, go through a workshop, run for office, attend summer meetings, and attend the mandatory retreat in June.
- **The commissioner positions** - positions in which you must complete an application, go through a workshop, take part in an interview, attend summer meetings, and attend the mandatory retreat in June.
- **The leadership class positions** - positions in the class that are chosen by an application process.

Please circle 3 positions and number them based on your level of interest- 1 being your top selection and 3 being your last.

Do not circle more than 3.

Elected Positions (required items: application, meeting, workshop, campaign process)

- ASB President – Coordinate and oversee the Associated Student Body
- ASB Vice-President – Assist the President and chair the class officers
- ASB Secretary – Maintain minutes and reports of the Associated Student Body & oversee the Calendar
- ASB Treasurer – Maintain finances of the Associated Student Body and maintain student store data
- ASB Voice of Whitney- write scripts and Emcee the rallies, all lunch activities on the microphone and Emcee other ASB campus events
- Senior Class Officer (3 spots) – Plan senior activities, rally sections, homecoming, and Senior Ball
- Junior Class Officer (3 spots) – Plan junior activities, rally sections, homecoming, and Junior Prom
- Sophomore Class Officer (3 spots) – Plan sophomore activities, rally sections, and homecoming

Appointed Positions (required items: application, meeting, workshop, and interview)

- Commissioner(s) of Spirit – Chair spirit committee and oversee all spirit activities
- Commissioner of A/V – Chair committee and responsible for all sound, lights, etc.
- Commissioner of Dances – Chair committee and oversee all school dances
- Commissioner of Fundraising – Chair committee and oversee all fundraisers/student store
- Commissioner(s) of Publicity – Chair committee and plan all promotions of ASB events develop marketing plan including social media outlets and create slogans for ASB events
- Commissioner(s) of Student Life - Involved in the student life committee and the recognition of clubs, students and staff on campus as well as publicity of non athletic student events on campus
- Commissioner of Video – Chair committee and be responsible for creating all video/media marketing for ASB events, including but not limited to: homecoming promos, Leadership historian, Community service events, etc. *Video and editing skills not required but encouraged!*
- Commissioner of X-Factor- Chair committee and responsible for organizing the student section at events and running lunchtime activities throughout the school year.
- Commissioner of construction- Chair committee and in charge of designing all props for rallies, lunch time activities, etc. (BITA class recommended)

Leadership Class Positions or Committees (required items: completion of application)

- Dance Committee – Plan and coordinate school dances
- Disc Jockey (AV committee) – Responsible for all music at ASB events
- Fundraising Committee – in charge of fundraising dinner, student store, etc.
- Games Coordinator (Spirit committee)– Plan and organize all lunch activities and rally games
- Graphic Designer (Publicity committee) – Create all graphics (must have Photoshop knowledge, **submit examples**)
- Lights (AV committee) – Responsible for all lights and programs at rallies, dances, etc.
- Marketing Manager (Publicity committee) – Develop the publicity/marketing scheme for all events
- Historian (Video committee) – Take video/pictures of ASB events, maintains event wall, works with publicity, social media networks, etc.
- Production Manager (Publicity committee) – Carry out and implement the publicity scheme; design posters for events
- Spirit Week Coordinator (Spirit committee) – Plan and coordinate all spirit weeks
- Student Life member – Recognize and honor WHS students, plan Academic Breakfast and Academic Lunch. Plan and implement WUM lessons. Oversee all clubs and coordinate all club events
- Teacher Recognition (Student Life Committee) – Recognize and honor WHS teachers
- Videographer/Editor (Video Committee) – Create videos and commercials for ASB activities such as the rally, etc.
- ASB videographer (Video Committee) – Help develop videos that publicize school events, activities, etc.
- X-Factor (X-Factor Committee) - Actively participate in the student section and assist with lunch time activities._____
- Construction member - Assist with the designing and construction of all props needed for events (BITA class recommended)

The Code of Conduct

The leadership class and Executive Council are the legally authorized governing body of the Associated Student Body. Members of the Executive Council are expected to act at all times in a manner that positively represents the students at Whitney High School. They are expected to carry out the duties of their office in an efficient and ethical manner.

Core Values

Core value #1- Be Positive.

Core value #2 - Be Accountable.

Core value #3 - Be Respectful.

Core value #4 - Be Committed.

Core Value #5 - Communicate.

Core Value #6 - Take Initiative.

Core Value #7 - Teach.

Academic Code

In order to be eligible for leadership, a student must have and maintain a minimum grade point average of 2.0. This GPA must be maintained, regardless of any NC/NM. If a leadership student does not maintain this minimum, they will be put on academic probation. Leadership students must clear all No Credits in a timely manner. If this has not been accomplished within one month after the grading period, the student is declared ineligible. At this point, the Director of Student Activities may take disciplinary action including removing the student from the leadership class.

Behavior Code

Leadership students **must**:

- Be a positive example of the Student Code of Conduct found in the WHS Student Handbook.
- Be present at school on the day of an Executive Council sponsored activity in order to participate in that activity.

Leadership students **must not**:

- Use tobacco, alcohol, or illegal drugs; either on or off campus, during school or non-school related activities.

Violation of the Code of Conduct

Violation of the Code of Conduct will result in disciplinary action. Determination of the action taken will be made by the Activities Director and the school administration. The following actions may occur:

- Removal from the leadership class. Elected and appointed officers may be removed from their positions.
- Suspension from the leadership class
- Any other discipline deemed appropriate

Code of Conduct Agreement

I, the undersigned, do hereby state that I will abide by the rules outlined in this Code of Conduct. I understand the consequences of violation of any part of this Code of Conduct.

Student Signature

Parent Signature

Student/Parent Commitment

I understand that as part of the Leadership class I am responsible to carry out my duties as reflected by my position as well as attend all activities organized and planned by ASB/Leadership. Along with the time I put in during class, I understand that I will also be working before and after school as well as evenings and weekends. I understand that one of my responsibilities is to **help set up and clean up before and after every event**, regardless of the class I am in, **unless I make prior arrangements with the activities director; communication is KEY!!!** Work is never an acceptable excuse for the above commitment (unless I make prior arrangements with the activities director). I also understand that to uphold an awesome program reputation and because I have sought and accepted a role as a student leader, I am especially responsible for following all school rules and policies, including dress code, attendance, grade requirements and citizenship. If I am found to be under the influence of or in possession of alcohol or drugs at a school or class function, I will be removed from the class. I also recognize that there are inherent privileges in being involved in student government, and I will not abuse these privileges. If a violation of one of these expectations occurs, I understand that my grade will be lowered, my position in the class may be affected, and I may be removed from the class.

Student Signature

Date

As a parent of a student government student, I have read and understand the above expectations. I am willing to support my student's responsibility to put in extra hours (including mornings, afternoons, evenings and weekends) and I understand that failure to adhere to any of these guidelines will affect my student's grade, may affect my student's position in the class, and may result in removal from the class. I also understand that communication is very important in the success of my student and the ASB/Leadership class as a whole. Communication is key! © I also agree to have my student attend the mandatory ASB Lock-in and BBQ, Saturday, August 3rd, 2019.

Parent Signature

Date

Associated Student Body Permission Slip

My son/daughter _____ has my permission to attend all leadership related events throughout the 2019-20 school year, including but not limited to interleague meetings, local interleague events, community service activities, RUSD school sites, junior prom/senior ball sites, senior activities sites, etc. Please complete the following information regarding your son/daughter.

Insurance Plan:

Insurance Plan Number:

Family Physician:

Parent Name #1:

Parent Phone Number:

Alternative Phone Number:

Emergency Contact:

Emergency Contact Phone Number:

In case of an accident or other emergency, if a parent or guardian cannot be reached, I hereby authorize a representative of the school to make such arrangements, as they consider necessary for my child to receive medical or hospital care, including necessary transportation. I further authorize the physician named above to undertake such care and treatment of my child, as he considers necessary. I authorize medical and/or hospital care and treatment to be performed by any licensed physician or surgeon.

The undersigned hereby agrees to bear all costs incurred as a result of the foregoing.

Parent/Guardian Signature: _____

The Application

1. Tell us about a time when you accomplished something in school, something that makes you proud.
2. Why do you want to be in the leadership class and what's your intended role in Leadership? Your "Why statement".
3. Create a motto for the upcoming school year to represent Whitney High School.
4. What is your greatest weakness? How will you overcome it?
5. How do you make the already strong WHS Leadership program better? What makes you special?
6. What does bleeding maroon and gold mean to you?

7. What do you bring to a team? And what do you look for in your teammates?

8. What is your favorite quote and why?

9. Leadership's main goal is to provide an environment that includes all students on our campus. How do you define inclusion and what are some things you can do to ensure all students are included in all WHS activities and events?

10. What qualifies you for the position you are applying for? (Example – I want to be the graphic designer because I love creating graphics on computers and using Photoshop. It is strongly recommended that students attach sample work, experience w/the job, etc.)

11. You can put 3 things in a time capsule that would represent Whitney High School. What would you put in it and why? What would be your message to the class of 2040 that finds this time capsule?

12. List the clubs you are involved in on campus. (one per line)

13. List the sports you are involved in on campus. (one per line)

14. List the visual and performing arts (VAPA) groups you are involved in on campus. (one per line)

15. Number of years in the Leadership class at WHS: _____

16. List someone in the current Leadership class that you can use as a reference for a position:

17. List two WHS teachers that you can use as a reference for a position in Leadership:

18. What other commitments do you have that might interfere with your ability to do this job and how do you plan to juggle them?

19. If you are not selected for the Leadership class, are you interested in being a part of the Service Leadership course? Service leadership is a class that focuses on community service within the Rocklin community.

Yes or No

20. Please complete two Teacher Recommendation forms (found on WHS web page under the activities tab) by two WHS teachers. Please provide each teacher an envelope to return it in to secretaries Mrs. Snow or Mrs. Arger at the front office no later than the application deadline.

21. Feel free to include and/or attach anything else that you feel might strengthen your application.