

WEST SALEM HIGH SCHOOL



2019-2020 ASB LEADERSHIP APPLICATION

Important Election Dates & Deadlines:

Mandatory Candidate Meeting: April 9th, 2:30PM, B128

Interviews: Week of April 15, 2019

All Election Forms Due: April 22, 2019

Approval for Campaign Materials: by April 25th

Candidate Campaign Fair: April 30th during both lunches

School Wide Vote: May 1st

Announcement of 2018-19 ASB Leadership Class: May 2nd

ASB Leadership Positions

Associated Student Body President: This position serves as the chief executive officer and the official representative of ASB Leadership to all school activities. The ASB President oversees and leads all projects and events as well as communicates between administration, the student body, and the Activities Director. The ASB President must be fully committed to Leadership, attend all Leadership activities and events, and lead with a positive attitude. This person must also develop a strong relationship with the student body. This position is open to incoming seniors only and must have at least one full year of Leadership experience prior to running for this position.

Associated Student Body Vice President: This position works cooperatively with the ASB President and Activities Director and is in charge of running all school wide events in the absence of the ASB President. The ASB Vice President must be committed to the class and must be able to work closely with the ASB President at all times. This position is open to incoming seniors only and must have at least one full year of Leadership experience prior to running for this position.

ASB Secretary: This position works closely with the ASB President and Activities Director, recording and keeping notes of class meetings, results of all class votes, and the decisions made about projects, reflections, and events for future reference and use. The ASB Secretary is responsible for communicating information from ASB, teachers, Administration, and Student Advisory to the rest of Leadership class (via e-mail, text group...). The ASB Secretary is also the keeper and enforcer of West's Constitution.

ASB Treasurer: This position works closely with the WSHS Bookkeeper (Ms. Gilman) to manage and organize the ASB Leadership account and budget. The ASB Treasurer must be highly organized and able to work with finances, budgeting, and able to report to the ASB Leadership representatives regularly. This position is open to incoming seniors only.

ASB Social Media Coordinator: This position focuses on managing and maintaining all West Salem High School social media accounts as well as creatively publicizing all student activities and events. The Social Media Coordinator must have exceptional time management and organizational skills as well as above average communication skills and possess a high interest in technology and the media. This position is open to incoming seniors and juniors.

Senior Class President: This position is the head of all things Senior related including, but not limited to: senior meetings, activities, gifts, sunrise, sunset, etc. and works directly with the Senior Advisor. The Senior Class President must have exceptional time management skills and will need to be comfortable communicating with the senior class. This position is open to incoming seniors only and must have at least one full year of Leadership experience prior to running for this position.

Senior Class Vice President: This position works closely with the Senior Class President to organize all Senior activities. The Senior Class Vice President assumes all responsibilities of the Senior Class President in his/her absence. This position is open to incoming seniors only.

Senior Spirit Officer: Spirit Officer works to plan assemblies and promote school spirit. Must be highly organized and able to plan and execute hectic assemblies and situations within set time constraints. A high level of school spirit and creativity is a must. This position is open to incoming seniors only and must have at least one full year of Leadership experience prior to running for this position.

Junior Class President: This position works closely with the junior class in Leadership and Prom Advisor to plan and execute Prom as well as other leadership activities. Also, the Junior Class President must be comfortable with the Junior Class and be able to function under various high pressure situations. This position is open to incoming juniors only and must have at least one full year of Leadership experience prior to running for this position.

Junior Class Vice President: Works closely with the Junior Class President to plan and execute Prom as well as other Leadership activities. This position is open to incoming juniors only.

Junior Class Treasurer: This position works with and learns from the ASB Treasurer and the Bookkeeper (Ms. Gilman) specifically to manage the Prom Budget. This position is open to incoming juniors only and must have at least one full year of Leadership experience prior to running for this position.

Junior Spirit Officer: Junior Spirit Officer works cooperatively with the Senior Spirit Officer to plan assemblies and promote school spirit. A high level of school spirit and creativity is a must. This position is open to incoming juniors only.

All Class Representatives: This position helps execute large class projects and also take on projects of their own. A class representative works to expand their Leadership abilities as well as assist the higher officers (*see above*) with all events and projects. A large part of the success of Leadership comes from being a class representative. Open to all incoming seniors, juniors, and sophomores.

Note: If you are not running for any higher office position, please select “All Class Representative”.

Requirements for All Candidates

As a candidate for WSHS Leadership, you will be evaluated on your leadership skills, behavior, commitment, and your choice to abide by the expectations of a candidate for office. As a member of Leadership, you represent the student body and the West Salem community. Feel free to check out the Student Body Constitution posted on our website.

Candidates must:

- Be a current student of West Salem High School.
- Conduct themselves in a respectful and responsible manner in and out of the classroom.
- Be enrolled in a minimum of five classes.
- Hold and maintain a GPA of 3.0 or higher.
- Complete all portions of this packet, and all must portions must be submitted by the deadline: April 22, 2019
- Follow the guidelines outlined in this packet regarding the official election.
- Participate in candidate interview.

Additional Requirements for Elected Candidates

Elected candidates are expected to abide by all school policies and standards, as well as the requirements defined in the current Code of Conduct for West Salem High School.

Members elected to Leadership are expected to:

- Hold office for one full year.
- Attend and participate in all meetings and activities.
- Be enrolled in a minimum of five classes.
- Maintain a minimum GPA of 3.0.
- Fulfill all Leadership requirements and expectations, including attending events and school activities.
- Represent Leadership and West Salem High School with respect, integrity, and class.

Checklist for Candidates

Candidates are required to complete and submit the following in order to be considered for election to WSHS Leadership 2019-2020:

- Submit one statement, no more than 400 words, of intent in response to the following prompt:

What does the word “dedication” mean to you, and how would you represent this in Leadership?

- Distribute all Teacher Recommendation Forms
- Complete and Submit Candidate Agreement
- Complete and submit Parent/Guardian Agreement
- Check that all required forms have been submitted by their deadlines (incomplete applications will be disqualified). You should inquire of Mr. Haws before day of deadline.
- Have all campaign materials approved by ASB President, ASB Vice President, and Activities Director.
- Participate in Candidates Fair during both lunches (only higher office candidates are **required**. All are encouraged to participate.)
- Remove all campaign materials after elections are over.

Additional Checklist for Higher Office Candidates

Higher office candidates are required to submit additional materials to help us evaluate all candidates fairly. Higher office candidates **must** submit in addition to the previously stated:

- A full resumé of work experience, volunteer experience, community or school involvement, or any information you feel is relevant to your campaign for leadership.
- One letter of recommendation from a supervisor or employer, counselor, mentor, or other similar individual from outside the school setting. Letters should focus on your strengths as a leader and person. Letters are to remain confidential and are not to be read by the candidate. Recommenders can drop off letters to Mr. Haws's box at the Main Office or they may mail them to the school—In Care of Bryan Haws—as long as they arrive by the application deadline.
- In no more than 300 words combined, answer the following questions:
 - **What position are you running for?**
 - **What qualifications do you have that would make you a good candidate for this position?**
 - **How do you plan to *exceed* the requirements and expectations for this position?**
 - **If not granted the position you are running for, you may become a Class Representative.**

Campaign Materials

All campaign materials **must** be approved by the ASB President, ASB Vice President, or Activities Director prior to the first day of campaigning (April 25, 2019). Once you get them approved, you may put them up.

Campaign posters are limited to the following restrictions:

- 8 flier type posters (printer paper size, 8 1/2 "X 11") to be put around the school. If fliers are hung on a teacher's door, please have them initial the back.
- 4 medium sized posters may hang around the school. Not to exceed 11' X 17".
- Two large posters will be allowed to hang in the commons during elections.

Any posters outside of these requirements will be taken down. Posters may only support a candidate; they may never insult, bring down, or discourage students from voting for another candidate.

Gum, candy, stickers, bracelets, etc. will be permitted during the day of campaigning. However, it is solely the responsibility of the candidate to clean up any by-products of their campaign after elections. Candidates' campaign materials may not equal more than \$25 in value.

The Candidates Fair will be held on April 30, 2019 during both lunches. All higher office candidates must be present, other candidates are encouraged to participate as well. The Candidates Fair is a time for candidates to meet students. Candidates are allowed to bring snacks, prizes, and set up a booth in the Commons. If you are campaigning, you are required to be present **during** both lunches.

Candidate Scoring

Candidate's scores will be tabulated by the four areas of the process: Recommendations, Elections, Essay, and Interview, with each area carrying equal weight. In event of a tie for a position, Recommendations and Interview scores will be used to determine the Candidate's positions.

Dear Candidate:

Thank you for beginning the process of applying for election to West Salem High School's Leadership Class of 2019-2020. This application packet has been designed to accurately and fairly evaluate all applicants to the class. We strive to compose a group of dedicated, hardworking, dependable, and fun individuals to make up the Associated Student Body Leadership Class.

Thank you for applying, and best of luck to all applicants.

ASB President

ASB Vice President

Activities Director

Please keep pages 1-6 for your records, turn in pages 7-8 along with your Statements of Intent to Mr. Haws or the Main Office, and disburse pages 9-12 to the teachers you have indicated on page 8.

ASB Leadership Application

Name: _____

Position Applying For: _____

Grade: _____ Student ID Number: _____

Email: _____ Shirt Size: _____

Phone number: _____

Please read and sign below. Use this as a cover page for your application.

I fully understand the responsibilities and expectations of myself as a candidate for WSHS Leadership, as well as the responsibilities and expectations of Leadership office holders, should I be elected. I understand that I am bound to follow the Code of Conduct. The responsibilities of the leadership representatives and higher officers may require time away from the classroom, and as such I certify that I am in good academic standing to handle those situations. If elected, I agree to carry out all duties assigned to myself and student government. Additionally, I will not be the last to volunteer for any responsibility, and will always be willing to accomplish the tasks at hand. Furthermore, I understand the Student Government's commitment to promote involvement and school spirit at all times. I will be responsible for activities inside and outside of school. This includes setting up, tearing down, and cleaning up before and after events, planning assemblies and activities within the building, etc. In signing below, I hereby certify commitment to and affirmation to abide by these policies, those outlined in this packet, and any requirement not otherwise specified in said documents designed by the administration and activities director.

Signature: _____

Date: _____

Parent/Guardian Agreement

As the legal guardian of _____, I fully understand the expectations and responsibilities that come with my child's candidacy and position. I have read the expectations in this packet. If elected, I understand that my student will be expected to uphold these requirements. Failure to do so may result in my student's termination of office.

I understand that as a member of Leadership, my child will be participating in activities that my take place both during school hours and outside of school hours.

My student must be academically strong, and must maintain a GPA of 3.0 or higher, despite any missed class time due to Leadership commitments and responsibilities.

In signing below, I hereby give my permission for my student to apply for candidacy in Leadership and hold office if elected to do so. I have read and understand the responsibilities of my student.

Signature

Date

Recommendation Information

All applicants are required to give their core teachers and one teacher of choice the following recommendation forms to be confidentially submitted to Mr. Haws's box in the main office. Required teachers are English, Math, Science or Social Studies, and a fourth of your choice. The fourth form may be completed by a past teacher, an Electives teacher, Administrator, or Counselor. Please list the individuals given forms below so we may retrieve them in the event that one does not submit the form.

English _____

Math _____

Science/Social Studies _____

Other _____

Forms are on next page.

Confidential Candidate Evaluation Form

Due: April 22, 2019

Candidate Name: _____

Grade _____

Evaluator Name: _____

Instructions:

Please complete the following form truthfully for the evaluation committee to gain a better perspective of this student's abilities and character within the classroom. Please return this form to Mr. Haws by the date above. Please scale as 1 being the lowest score and 5 being the highest score.

Attendance	1	2	3	4	5
Attitude	1	2	3	4	5
Behavior in stressful situations	1	2	3	4	5
Follow-through on projects	1	2	3	4	5
Involvement	1	2	3	4	5
Respect of Authority	1	2	3	4	5
Demonstration of Leadership	1	2	3	4	5
Responsibility	1	2	3	4	5
Leadership Potential	1	2	3	4	5

Four words that best describe this student's character are:

_____, _____, _____, _____

Additional Comments for consideration:

Signature

Date

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Responsibility	1	2	3	4	5
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Four words that best describe this student's character are:

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Responsibility	1	2	3	4	5
Leadership Potential	1	2	3	4	5

Four words that best describe this student's character are:

_____, _____, _____, _____

Additional Comments for consideration:

Signature

Date