

Troy High School

2021-2022 ASB Appointed Application

Having an ASB Appointed Position is a wonderful way to get involved in the school and to make a difference. We encourage you to take this opportunity and apply to be an officer!

Possible positions *could* include:

Spirit/Athletic Liaison/Commissioner

Artistic Director

Construction Director

Co-Directors of Philanthropy

- *Director of Fundraising*
- *Director of Student Services*

Director of Technology

Director of Recognition/Historian

Publicity Commissioner

Video Commissioner

Director of Business Services

Here is what is included in the packet, and what you must submit to be eligible for an interview:

- *Included:* A basic explanation of possible positions
- *Included:* A sample Resume
- *Included:* Rules/Requirements of Eligibility, the Leadership Oath of Office and ASB Attendance policy
- *Must Submit:* The last two pages of the packet along with a resume (to Mrs. Gillespie's email awilliamson@fjuhsd.org) and 4 teacher recommendations (due online) by **Wednesday, April 21, 2021** no later than **3:30 p.m**

If you have any questions, you can email:

Mrs. Gillespie
awilliamson@fjuhsd.org

or Alyssa Wong
800020336@fjuhsd.org

ASB APPOINTED POSITION IMPORTANT DATES

- April 14—Appointed Position Packets available via video sent to school email
- April 21—Appointed Position Packets and Teacher recommendations are due to Mrs. Gillespie's email (awilliamson@fjuhsd.org)
- April 26—Interview list with days and times for appointed positions sent to emails and interviews begin*
- May 7— Interviews end
- May 12—Appointed positions announced via email

**If you do not attend your appointment, and do not reschedule with Mrs. Gillespie at least 24 hours in advance, your application is forfeited. There are no exceptions.*

POSSIBLE ASB APPOINTED BOARD OFFICES 2019-2020

PHILANTHROPY DEPARTMENT:

Director of Student Services

- Oversee staff appreciation week
- Oversee Warrior Wuv Week
- Plan with ASB to participate in the Love Fullerton event
- Organize and plan National Suicide Prevention Week
- Organize Red Ribbon Week
- Communicate with LINK Crew about incoming freshmen
- Help oversee annual Holiday Troy Drive “From Our Family to Yours”
- Send out written communication to students and staff as needed
 - Thank you notes
 - Nominations
 - Call slips

Director of Fundraising

- Work with other positions/clubs to submit Activities Request
 - Work with Interclub Commissioner to facilitate fundraisers
- Plan, get approval, advertise, and execute fundraisers/charity events
 - Two in the Fall Semester
 - Troy Drive
 - Pink Week
 - One in the Spring Semester
 - Operation Gratitude
- Make sure all existing protocols are followed for ASB fundraisers.
- Help oversee annual Holiday Troy Drive “From Our Family to Yours”

The Above Co-Directors Will Lead:

- Regularly scheduled fundraisers
- Annual philanthropy initiative

Director of Recognition/Historian

- Work with ASB VP to plan the end of year ASB banquet
 - Create final video for ASB banquet
 - Create agenda for banquet
 - Organize location and catering
 - Keep track of pricing and payments
- Maintain a scrapbook, or similar item, of all events gathered through various media throughout the year.
 - Take pictures of ASB activities and events and upload to a shared Google Drive
 - After each event, maintain a digital copy of all feedback and discussion items (Deltas and Pluses) for future years
 - Print these out and put in event binders
- Oversee recognition of weekly ASB MVPs
- Recognize and celebrate birthdays of all members

Director of Business Services

- Be in charge of dance budgets with ASB Treasurer
 - Manage expenditures for each event and keep an updated budget for each big event
- Manage all invoices and communication with the vendors for ASB events
 - Communicate directly with ASB Accountant and Vendors (including the DJ, food services, games, etc.) on Contracts, Invoices, Insurance, etc.
- Oversee the rentals committee during dances or specific events
 - Stay extra hours for day-of-dance set-up
- Communicate all information to ASB Advisor regarding rentals
 - Must get approval prior to securing rentals
- Work closely with Directors of Art and Construction in planning dances
- Coordinate workers for dancers

Video Commissioner

- Create promotional/announcement videos for ASB events in a timely manner
 - Homecoming, Troy drive, Sadie's, Halloween, Mr. THS, etc.
 - Get these videos approved a **week** before the event
 - Make sure subtitles are included on all videos
- Will need to be willing to work over summer
 - **Many** off-campus hours
- **Must have technological experience. Required to bring at least 2 videos to interview on flash drive/cd/uploaded on youtube.com and provide at least one script.**

Artistic Director

- Must be able to coordinate and organize with the other artists on ASB staff.
- In charge of maintaining a supplies list/communicating when art supplies are running low
 - Will go to Home Depot prior to Homecoming and Sadies
- In charge of **envisioning and executing** all decorations for dances and rallies
 - Cutouts, props, etc...
 - Dance muslin advertisements
 - Work with Director of Business and Construction for planning decor
- **Must have artistic ability. Required to bring a portfolio to interview.**
 - *Additional portfolio required to be attached with packet. Include pictures of your own original art.*

Publicity Commissioner

- Oversees all ASB promotional activities; advertise major school events
- Update ASB social media accounts weekly
 - Post regularly during spirit days
- Provide Marquee and website updates to Admin for events
- Make digital posters for all dances
 - Get these printed and approved
- Be in charge of planning and creating physical copies of posters to promote all events
 - Inform ASB officers of how many posters and which sizes needed for said event
- Promote major games by making digital advertising, posters, announcements...etc
 - Also in collaboration with THS Warzone
- Showcase student spirit frequently during spirit weeks
- ***Additional portfolio required to be attached with packet. Include your own original digital posters.***

Director of Technology

- Run sound/lights/etc. (as needed) at ASB rallies
 - Maintain copies of all music for performances at rallies
 - Make sure music is approved in advance
- **Must** run sound at break/lunch/after school events
 - Set up equipment early
- Be familiar with sound equipment
- Make sure walkie talkies are clean and ready for use when needed
- Oversee organization, set-up, and tear-down of all ASB equipment (projector, screen, speakers)
 - Keep **charged and backup** batteries at all times
- Keep updated playlists of **approved** songs for school functions
 - Must be approved by Mrs. Llewelyn prior to addition to the playlist
- Song Request Forms for Student Body

Director of Construction

- In charge of **envisioning and executing** all decorations for dances and rallies requiring **ANY** kind of construction.
 - Maze, dance entrance, etc...
 - Rally props
 - Putting up muslin in the quad
 - Manage expenditures for each event and keep an updated budget for each big event
- Must maintain Pit in an organized fashion weekly
 - Keep inventory count of all tools and materials
 - Organize and label where all tools and materials are placed
- **Must have construction ability.**
 - *Must bring portfolio that includes pictures/samples of your own work.*

Spirit Commissioner and/or Athletic Liaison

- Communicate with Coaches and Captains effectively to ensure that all sports are properly represented and recognized
- Recognize ALL athletes in an effective manner within the first two weeks of the start of the season
 - Fall, Winter, and Spring sports
 - Collaborate with the Athletic Director
- Recognize athletic accomplishments in post-season (Break rallies, gym rallies, etc.)
- Oversee all promotional posters for all games
 - For team and individual players
- Work with Pep commissioner for recognition at rallies, if the need should arise
- Conduct and learn all cheers at all major games of all sports
 - Fall, Winter, and Spring sports
 - Coordinate with the cheer teams to lead these cheers
- Assist Intramural Commissioner with overseeing major events such as Warrior Idol, Dodgeball, etc...
- Run and advertise themes of games (white/red/black outs) to student body in collaboration with THS Warzone
 - Attend Warzone meetings and coordinate with the board
- Oversee and organize BOTC (Battle of the Classes)
- Organize and promote spirit weeks (communicate with ASB Publicity Commissioner)
- Wear the Wally the Warrior mascot costume when needed

Troy High School ASB Eligibility Rules and Requirements

Requirements for holding a major office:

1. Student must not have any suspensions
2. Students must not have Ds and/or Fs on their Fall grade report
3. Student must have a good attendance record.
4. Student must complete an application and a resume. Resume MUST be typed.
5. Student must request teacher recommendations (four current Troy teachers or coaches)
6. Student must agree to the TRHS Leadership Oath of Office.
7. Members of ASB may not hold any of the following offices, in addition to their ASB position:
 - a. Any additional ASB or Class Council position
 - b. Editor of the yearbook or newspaper

Disqualification:

Here are the primary criteria for disqualification:

1. Presenting misrepresented/inadequate information on any paperwork
2. Submitting paperwork after it is due
3. Failing to pass the resume screening process
4. Receiving an interview score lower than the predetermined interview score

Teacher Recommendations:

1. Recommendations are emailed to all teachers.
2. You must ask at least four teachers to complete these forms and submit them online.
3. It is your responsibility to ask and remind your teachers.

Leadership Oath of Office and Attendance Policy:

1. Carefully read the Leadership Oath of Office and Attendance Policy, included in the election packet. Discuss the requirements with your parent or guardian.
2. With your parent/guardian as a witness, sign the Oath and Policy, making a commitment to fulfill and uphold the requirements of your position.

Interviews:

1. Interviewing will begin and end on the dates designated in the packet.
2. It is mandatory that the applicant arrives on time and is prepared for the interview. If they wish to reschedule, student must report inability to attend the designated time at least 24 hours in advance.

Leadership Training:

1. Students elected to an ASB office are **required** to enroll in the Leadership Tech class throughout their term of office. The student must be present in the leadership class for the entire period.

Troy High School Leadership Oath of Office

As a candidate for the 2020-2021 ASB, I understand and agree to follow the guidelines as outlined in this packet. Furthermore, I will make a considerable effort to fulfill the following:

Maintain my enrollment at Troy High School for the 2020-2021 school year.

If I am elected to serve as an ASB Officer for the 2020-2021 school year, I agree to serve as a responsible officer and representative of our school. Furthermore, I agree to do the following:

Pledge my loyalty to and remain a Troy High School student throughout my entire term of office.

Model an image of a student that is responsible, reliable, and respectful of peers. As an example to my peers of appropriate behavior, I will conduct myself in a courteous manner that will be an asset to the school.

Required to come to all workdays, cleanups and events (dances, Troy Drive, etc.), unless properly excused with advance warning. For your information, the workload should be expected to be **at least 100** outside of school work hours per semester.

Troy High School ASB Officer Attendance Contract

In order for the ASB Board to function effectively, it is vital that you know and understand the attendance policy and that you agree to adhere to its rules. Please understand that being a member of ASB is a huge time commitment. This attendance policy is a part of the constitution.

All members agree to be on time to meetings. Failure to arrive within five (5) minutes of the start time may be considered an unexcused absence at the discretion of the advisor.

ASB members with **unexcused absences from two (2) events** WILL result in attendance appeals with the ASB Executive Board. Seventy percent (70%) excused absences MAY result in removal from ASB at the discretion of the other ASB Executive Board members and/or the advisor.

Excused absences are defined as absences that have been pre-arranged at least twenty four (24) hours in advance of a meeting with the approval of the advisor. The advisor will determine if the reason for the absence is reasonable. Examples of excused absences include, but are not limited to: illness, medical/dental appointments, school activities, college visits, or family emergencies. If the council member is unable to attend a meeting and cannot give twenty four (24) hour's notice, he/she **MUST** call the advisor's office number and leave a message detailing the reason for the absence **PRIOR** to the start time of the meeting. Failure to do so will count as an unexcused absence.

I am fully aware of the time commitment that this office involves, both during school and as an extracurricular activity, and I pledge to make that commitment if elected. I realize that failure to uphold this Oath of Office will result in my ineligibility to run for office and may even result in probation or removal from my elected position.

I understand and agree to abide by all guidelines stated above in the Oath of Office, Attendance Contract, and Election Rules for the ASB elections.

Candidate Name: _____ LONG ID#: _____

Current Class Grade (Circle one): 9th 10th 11th

Candidate's Signature: _____

Parent's Name: _____

Parent's Signature: _____

Other Requirements

Please include the following items with your application. Your application will be considered incomplete without these additional items, and incomplete applications will not be considered.

- **Resume:** Use these as a guide for your own resume. However, do not be afraid to **get creative**



- **Initial Questions:** See the following page for the required questions.

INITIAL QUESTIONS

Please answer as thoroughly as possible. Some of these questions may appear in your interview. You may use a separate piece of paper if needed.

1. Why does a school need an ASB program?

2. How should a school view its ASB officers? How does Troy view its ASB officers? Explain.

3. How would you improve the ASB overall? What ideas do you bring to the position that you would like to implement?

4. In order to have a successful ASB, the officers face a large time commitment. How will you balance this commitment while maintaining your academic, athletic, family, and community responsibilities?

5. Finally, what positions are you interested in? List your top three. Please note: You are not guaranteed to be appointed to any of the positions listed below, even if you are appointed to ASB.
 1. _____
 2. _____
 3. _____