

## **ASB Elections Application 2021-2022**

ASB elected position holders are the student leaders at Troy High School. In addition to providing student leadership by being examples of outstanding character, ethics, and involvement, ASB is responsible for the following activities throughout the school year:

- Planning and hosting all dances (For example, Homecoming, Sadie's, Prom, and MORP)
- Coordinating with other groups on campus to put on events such as:
  - Troy Drive (Annual Christmas Family Adoption)
  - Food Fest
  - Theme Release Rallies
  - Promoting all sports
  - Promoting awareness
- Promoting school spirit and involvement by hosting events such as:
  - Club Rush
  - Intramural Activities
  - Spirit weeks

If you intend to run for an elected position, you must return the Campaign Student/Parent Agreement Form, the Leadership Oath of Office and Attendance form, a resume, a picture, and a campaign video to Mrs. Gillespie's staff email ([awilliamson@fjuhsd.org](mailto:awilliamson@fjuhsd.org)) no later than **3 P.M. on Wednesday, March 17th**.

Furthermore, all current teachers must have the opportunity to complete an evaluation form (**available online via email**), but **at least four must be submitted on your behalf** no later than **3 P.M. on Thursday, March 18th**.

Please approach your teachers about this requirement as it is **your** responsibility. Students without four evaluations will NOT be allowed to participate in the election.

If you do not pass the discipline and grade check, along with receiving favorable teacher evaluations, you will be disqualified from participating in the election.

### **Qualifications:**

- All candidates for ASB must **have and maintain a GPA of at least 2.5**, and **must not have any D's or F's** in any classes at fall semester **and** at the end of 3rd quarter according to Article II, Section 6 of the ASB Constitution.
- All candidates must pass the disciplinary and grade check in order to run for an elected position.
- All candidates for elected positions **must** have **at least four** teacher evaluations submitted on their behalf.
- All candidates will need to enroll in 2nd period Leadership Tech for the 2020-2021 school year. You must maintain enrollment in Leadership Tech to keep your position on ASB. Please have this space in your schedule.
- If you do not meet the above requirements you will not be eligible for ASB, so you cannot run.

### **Rules for Campaigning:**

- NO bribery (i.e. Food, money, etc.)
- No stickers are allowed as any part of your campaign due to past misuse and defacing of school property.
- NO defacing other candidates' campaign material and no running negative campaign materials
- **All videos and other campaign materials must be approved by Mrs. Davis ([jdavis@fjuhsd.org](mailto:jdavis@fjuhsd.org)) or Mrs. Gillespie ([awilliamson@fjuhsd.org](mailto:awilliamson@fjuhsd.org)) prior to it being posted.**
- **ALL CAMPAIGN MATERIALS (PHYSICAL AND DIGITAL) MUST BE TAKEN DOWN BY 12 AM THE DAY OF VOTING**

## **Timeline for ASB Elections (Tentative):**

- March 10— Election meeting via video distributed to school emails
- March 17— Campaign Student/Parent Agreement Form is due in Mrs. Gillespie's email by 3 P.M.
- March 18—Teacher evaluation forms are due online
- March 19—Accepted Candidates will be notified.
- April 5-8— Campaign Week (Cannot Campaign Prior to this or after this)
- April 9—ASB Elected Office and Class Office Voting
- April 9—Announce winners
- 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

## **ASB Election Position Requirements and Duties:**

### **ASB PRESIDENT:**

- Be a current member of the junior class during elections and a senior the following year.
- **Have held a Troy High ASB position for one or more years during his/her high school career.**
- The ASB President's duties include (but are not limited to):
  - Preside over all ASB Council meetings.
  - Be in charge of setting the agenda for all ASB and Executive Council meetings, and providing rough draft/email for ASB secretary by Tuesday before each weekly Wednesday meeting.
  - Work with the Activities Advisor and other ASB officers in creating school spirit, a positive atmosphere at TRHS and a leadership program that focuses on including all students and staff, and dedicates itself in promoting philanthropy to our community.
  - Oversee all ASB activities and class activities.
  - Preside over all Executive Council meetings.
  - Work with the Activities Advisor on freshmen orientation.
  - Work with the Activities Advisor and designated committee chairs to plan the year's strategy and map out the year's activities (theme weeks, Break/ Lunch activities, dress up days, etc.)
  - Monitor committee activities of every student council member, including executive officers, and class officers.
  - Assist in all ASB Council functions and activities.

### **ASB VICE PRESIDENT:**

- Be a current member of the junior class during elections and a senior the following year.
- **Have held a Troy High ASB position for one or more years during his/her high school career.**
- The ASB Vice President's duties include (but are not limited to):
  - Work with the ASB President, Activities Advisor and other ASB officers in creating school spirit and a positive atmosphere at TRHS.
  - Oversee and execute the homecoming dance, but oversee the implementation of the homecoming committee in charge of the following:
    - Dress up days on Homecoming week
    - Prizes and contests
    - Rally
    - Half-time activities at homecoming game
  - Work with the ASB President, Activities Advisor and other ASB officers in creating school spirit and a positive atmosphere at TRHS.
  - Preside over any executive or ASB council meetings in the event that the president cannot. o Assume

For more information please refer to the [ASB Constitution](#).

the office and duties of president for the remainder of the term in the event of permanent ineligibility/removal of the ASB President.

- Assume the office and duties of the ASB President temporarily in the absence of the President.
- Attend all executive and ASB council meetings.
- Work with and keep Activities Advisor informed of Homecoming activities.
- Assist ASB President with all TRHS activities.
- Attend all council meetings.

#### **ASB SECRETARY:**

- Be a current member of the sophomore or junior class during elections and a junior or senior the following year
- **Have held a Troy High ASB position for one or more years during his/her high school career**
- The ASB Secretary's duties include (but are not limited to):
  - Type, print out and sign agendas for all ASB Council meetings.
  - Attend all executive and ASB council meetings.
  - Take minutes of each ASB Executive Council and ASB Council meeting on ASB computer and save to file. Minutes must be typed and distributed to the FJUHS Business Office, ASB Clerk, Activities Advisor, all class advisors, and President of the ASB council by the next regular meeting. These minutes are of great importance. No funding for ASB activities can take place without approval by the ASB shown in the minutes.
  - Undertake all necessary correspondence of the ASB
  - Assist ASB President, officers, and ASB Director with all TRHS activities.
  - Be in charge of Homecoming Halftime celebration: script, informing drivers, flowers and gifts for court and parents, organization of decorations (if any).
  - Attend all council meetings.

#### **ASB TREASURER:**

- Be a current member of the sophomore or junior class during elections and a junior or senior the following year
- **Have held a Troy High ASB position for one or more years during his/her high school career**
- The ASB Treasurer's duties include (but are not limited to):
  - Oversee all funds of the ASB, keeping informed of all the funds incoming and outgoing.
  - Sign all purchase orders for ASB in conjunction with Activities Advisor.
  - Go over, prepare, and update budget with Activities Advisor.
  - Be in charge of selling ASB activities cards (especially during Freshmen Orientation and in the week students return to school.)
  - Oversee all fundraisers. Coordinate with Activities Advisor yearlong calendar for clubs, sports and classes to fundraise in two-week blocks.
  - Be in charge of ASB and class elections if position is held by a senior, if not ASB Advisor will appoint senior class officers to run elections.
  - Arrange and chair at least one major fundraising activity for the year.

#### **INTERCLUB COMMISSIONER:**

- Attend all ASB meetings.
- Coordinate monthly meetings with all club representatives
- Ensure that all clubs are up holding all club policies delineated in club packets
- Coordinate Club Rush
- Coordinate International week and show
- Assist Pep Commissioner in involving clubs in Break/Lunch activities
- Assist in all ASB Council functions and activities.

### **INTRAMURAL COMMISSIONER:**

- Attend all ASB meetings.
- Assist Pep Commissioner with incorporating athletic activities in rally segments
- Work with both Athletic Commissioner(s)
- Assist Pep Commissioner develop activities for Break/ Lunch activities
- Coordinate Schoolwide Intramural Activities

### **PEP COMMISSIONER:**

- **Must be a CURRENT member of ASB for one or more years during his/her high school career**
- Be in charge of coordinating all rallies.
- Coordinate these events with the Activities Advisor, spirit leaders, band, athletic commissioners, and other ASB officers; Create type written itinerary with times allotted for each song/dance, game, presentation, etc.
- Create Activities Requests for all rallies.
- Promote high standards of behavior among TRHS students and set an example by personal attitude(s) and actions.
- Assist with class competitions and other spirit raising activities.
- Publicize all noontime events via the school newspaper, bulletin, website, and marquee.
- Organize and oversee noontime activities esp. homecoming dress up day(s), Halloween, Holiday Week, March Madness, class competitions and prizes

### **CLASS OFFICERS: (open to all current juniors, sophomores, and freshmen)**

#### **CLASS PRESIDENT:**

- Meet with the officers and advisor(s) of each respective class at regular intervals, at least *once a month*.
- Represent the class at meetings of the ASB and school-wide meetings.
- Report to the Executive Council on the progress and status of the class.
- Oversee class budget and fundraising.
- Assist in all ASB functions and activities.
- Uphold the TRHS Constitution at all times.

#### **CLASS VICE PRESIDENT:**

- Attend all ASB Council meetings.
- Assist in all ASB Council functions.
- Uphold the ASB Constitution at all times.
- Fill out all class purchase request forms, have advisor(s) sign and bring to ASB council meetings or turn in to ASB Clerk Friday before meeting.
- Assume the office of Class President upon a vacancy

#### **CLASS SECRETARY/TREASURER:**

- Attend all ASB Council meetings.
- Keep minutes of all class meetings and distribute copies to the class advisor(s) and Activities Advisor
- Submit notices in Daily Bulletin and Video Bulletin concerning class activities.
- Provide ASB Publicity Commissioner with notices/flyers for class meetings/events.
- Assist ASB Publicity Commissioner with publicizing school wide and ASB Council events.
- Be in charge of all class fundraising activities and coordinate at least one major fundraiser per semester.
- Go over, prepare, and update class budget with advisor and fellow class officers and post in Leadership classroom. Be responsible for balancing class account along with ASB Treasurer.
- Assist in all ASB functions esp. selling of ASB cards, dance tickets, class event tickets, and elections.
- Fill in fundraiser forms for all class fundraisers and dance sales.
- Uphold the TRHS Constitution at all times.

# CAMPAIGN STUDENT/PARENT AGREEMENT FORM

The student running for office must:

- Maintain a 2.5 GPA and have NO D'S and/or F's at the end of the Fall semester and at the end of the 3rd quarter
- Uphold the Troy High School ASB Constitution
- Attend all ASB Council meetings
- Abide by the rules of Troy High School and behave in an appropriate manner
- Maintain enrollment in 2nd period ASB Leadership Tech class for the 2019-2020 school year.
- Attend and participate in all ASB sponsored events including rallies, dance setups and cleanups, dances, noontime events, dress-up spirit days, etc.
  - Note: This means there will be at least 100 hours of responsibilities outside of the designated classroom time, per semester. These will mostly be after school hours.

By signing below, you (the student) and your parents agree to this responsibility.

While being in Leadership Tech is a rewarding and enjoyable experience, students running for office, and their parents, must be aware that it is also an extremely time-consuming commitment. Students who are elected for an office will be held to a higher standard of conduct as the student leaders of this school. Students who do not abide by the ASB Constitution and/or the school's policies and regulations may be subject to removal from the election/from ASB, should he/she be elected for an office.

Detach here and keep the above portion for your reference

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I, \_\_\_\_\_, will be running for the position of \_\_\_\_\_.

My parent(s)/guardian(s) and I have READ, UNDERSTAND, and AGREE to abide by the official campaign rules of Troy High School. We also understand that **ASB requires a large portion of the student's time and commitment**. We understand that students who do not abide by the ASB constitution and/or the school's policies and regulations may be subject to removal from the election/from ASB, should he/she be elected for an office. I also waive my right of access to the confidential teacher recommendation forms.

These will be turned in solely by the teachers to whom I give the forms to.

Candidate Name: \_\_\_\_\_ LONG ID#: \_\_\_\_\_

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

Candidate's Signature: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

## ***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: \_\_\_\_\_

For more information please refer to the [ASB Constitution](#).

## 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.
- **Picture:** Please also attach an image to your application. These images will be used on the Google Form so students can see who you are while voting.
- **Video:** A campaign video can be sent to all students. If you wish to participate in this, submit a 30 second- 2 minute video along with your application.

## **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?