

Granada High School

ASB OFFICER PACKET

2024-2025 School year

Dear Candidate:

Congratulations on your decision to run for an elected position within the Associated Student Body cabinet! You must be in the leadership class in order to run for a position.

A complete packet is due to Mrs. Gatehouse (room 103) in the Leadership Room, her teacher box, or through email by **Tuesday, March 12th at 8:30am**. At lunch, a list will be posted outside the Leadership Room verifying all received packets, and candidates will receive their interview date/time.

If in the event you do not get elected, you are more than welcome to run for Class Office. What you would have to do is pick up a class election packet and fill out the position you are interested in and why. Please follow up with your ASB Advisor, Mrs. Gatehouse, if you are interested in running for class office.

We wish you luck in your ASB office ambitions, and if any questions arise regarding the election process feel free to contact Mrs. Gatehouse or any ASB officers.

Please Note: If you are elected to an ASB Office position you will be requested to enroll in **a full year of leadership**, as ASB meetings are conducted at that time.

Sincerely,

Tiffany Gatehouse
ASB Advisor

Timeline for Associated Student Body Elected Positions

- Packets Available: February 29-March 12

Packets will be available on the GHS website, outside the leadership room, and passed out during class reps

- Informational meeting: Monday, March 4 (this meeting is MANDATORY)

Meeting will be at lunch in the leadership room

- Packets Due to Mrs. Gatehouse: March 12

Packets should be emailed to tgatehouse@lvjUSD.org or given in-person

- Interview Week/Video Bios: March 12-15

Interviews will take place after school in the leadership room

- Election Week: March 18-21

Elections will be through the 5 Star Student App or with the link on the GHS website, House of Matadors page, etc.

- Officers Announced: March 22

Officers will be notified via school email of the results prior to an announcement at school.

Elected Position Application

(ALL OFFICERS MUST COMPLETE THIS APPLICATION)

If you are running for an elected position, check that position and write a short bio below to be posted with your name for the online voting ballot. The position descriptions are included in this packet on the General Election Procedures page.

Name: _____ Current Grade: _____

Email: _____ Phone Number: _____

What are you applying for? (Check one box)

- | | |
|--|--|
| <input type="checkbox"/> ASB President | <input type="checkbox"/> Rally Commissioner |
| <input type="checkbox"/> ASB Vice President | <input type="checkbox"/> Publicity Chairperson |
| <input type="checkbox"/> ASB Treasurer | <input type="checkbox"/> Recognition Chairperson |
| <input type="checkbox"/> ASB Secretary | |
| <input type="checkbox"/> Athletics & Spirit Commissioner | |

Voting will be done online. It is very important that we post an online bio so that students can assess who the best candidate would be for the position. Please write your bio in the space provided below. Keep it short and interesting, so students won't get bored reading it! This will also be what you say in your video bio recording shown to all classes during election week. Practice this speech as you will only get two takes for the recording and it cannot be more than 15 seconds in length.

Write Bio Here:

General Election Procedures
(READ BEFORE RUNNING FOR OFFICE)

Associated Student Body (ASB) is a student-elected committee where students represent the entire population of the school. ASB members spend time brainstorming ideas to better the campus, the school culture, campus life, and the community. ASB requires one formal meeting per week (traditionally Wednesdays during leadership class), retreats throughout the year, and time during the summer to plan events for the leadership class and for the entire school in the upcoming school year. To best complete all officer duties, all **ASB Officers are required to enroll in Leadership** (Leadership 1, Leadership 2, & Leadership 3 for scheduling purposes); any student who has not already done so prior to elections will be given an opportunity to do so. *All elected officers are expected to attend and actively participate in leadership planned events and activities, in addition to supporting and encouraging all extra-curricular activities like sports and clubs.*

ASB President: The President is the voice of the campus and runs class daily by organizing and ensuring a productive leadership class. He/She meets regularly with the leadership teachers and administration, as well as the parent community. In addition, he/she helps with the selection of appointed leadership class positions, and must be able to represent the student body in school and community meetings and activities.

ASB Vice President: The Vice President helps to run class when the president is absent. He/she is in charge of all elections, is instrumental in the production of many leadership events, helps with the selection of appointed class positions, and oversees all committees. He/she meets regularly with the leadership teachers and ASB officers.

ASB Treasurer: The Treasurer is in charge of having all expenditures approved, and helps to plan and implement all ASB/Class fundraisers where money is involved. Helping the vice president to oversee committees, he/she also meets regularly with the leadership teachers, ASB officers, and school's bookkeeper regarding leadership fees, fundraisers, deposits, and reimbursements

ASB Secretary: The Secretary keeps track of all class meeting notes, and helps with attendance and class participation notes. He/she helps the vice president to oversee all committees, and meets regularly with the leadership teachers and ASB officers.

Athletics & Spirit Commissioner: The Athletics & Spirit Commissioner is in charge of planning and organizing all spirit events throughout the year. Acting as a liaison between the Athletics Director and leadership, he/she is also in charge of keeping the in-class calendar up to date with information regarding activities, sports, etc.

Rally Commissioner: The Rally Commissioner is responsible for the planning, organization, and implementation of all GHS rallies and assembly events. He/she is in charge of planning large events like Leadership Day, and must possess adequate public speaking skills to lead a rally if necessary; comfortable communication with teachers and other adults is a must.

Publicity Chairperson: The Publicity Chairperson is responsible for the advertisement of all ASB and Leadership events; duties include managing entries to be submitted for the daily “El Aviso,” preparing and finalizing flyers to hang up, and overseeing the creation of posters marketing school events. He/she will be held accountable for the management, organization, and ordering of Leadership classroom supplies, and any storage puzzles that may accompany this duty.

Recognition Chairperson: The Recognition Chairperson is responsible for the recognition of community, staff, and student accomplishments, including teacher/staff appreciation, athletics “good luck” snacks, and other new creative acknowledgement methods. He/she will be required to maintain and collect databases of student achievements, and oversee that these are recognized in a timely manner.

Campaign Policies (IMPORTANT ADVERTISEMENT LIMITS)

Publicity Regulations and Campaigning Rules:

- Keep everything positive online via social media
- Do not put any other candidates down; simply promote yourself and voting in general
- Campaigning should focus on what you have to offer as a leader and should not be in any way an attack on your running mate.
- Do not vote for anyone else- soliciting ID numbers will result in disqualification
- Do not offer any sort of bribery in exchange for votes- if you are seen watching others vote or giving something (money, food, etc.) in return for votes, this will be an automatic disqualification.
- Show Granada PRIDE in the election process
- Promote voting overall-- we want a good turnout!

Student Body Officer Questionnaire

These questions will be asked during the interview process.

- 1. Why do you want to be in ASB/Leadership and what do you know about the organization?*
- 2. How do you see yourself contributing to the leadership program here at Granada?*
- 3. What leadership roles have you held in the past, and what did you learn from them?*
- 4. What motivates you to do your best?*
- 5. Explain a time you have been successful in a leadership type role.*
- 6. Leadership students are expected to be positive role models. What makes you a positive role model?*
- 7. How do you interact with authority such as school administration or teachers? How do you handle being under the authority of a peer?*
- 8. Are there any other traits you possess that qualify you for an officer position?*
- 9. Why are you applying for this position?*
- 10. What qualities do you possess that will help you succeed in this position? Be specific.*
- 11. What is your vision for the future within this position?*
- 12. Would you be willing to take three trimesters of leadership?*

By signing below I acknowledge that I am REQUIRED TO ENROLL in a full year of Leadership if I am elected to this position.

Student Signature

Date

Officer Code of Conduct

(THE CANDIDATE & A PARENT MUST INITIAL EACH SECTION TO ACKNOWLEDGE UNDERSTANDING)

Student: _____ Parent: _____	All officers will maintain academic eligibility of a 2.0 GPA in order to hold office. If a student's GPA is below a 2.0 they will be placed on probation until the next reporting period. Students in poor academic standing may lose their position.
Student: _____ Parent: _____	All members will uphold the highest integrity as a student at Granada High School, keeping in mind that they are seen as a role model for the student body. Infraction of the school rules (including the dress code), or any action that causes grounds for suspension, may result in the student being dropped from the leadership class and/or loss of position.
Student: _____ Parent: _____	Students are also required to learn and perform their appointed leadership duties and responsibilities. Each student is required to ask any questions necessary in order to fully understand the details on assignments/events.
Student: _____ Parent: _____	All supplies, equipment, and leadership materials must be treated with the utmost respect and returned to their proper places.
Student: _____ Parent: _____	Absolutely no leaving campus during the school day, except when given permission or allowed by school guidelines. Do not disturb classes except for pre-approved ASB business. Leadership teachers must know where you are at all times. Obtain permission from your teacher and then sign in and out of class if you have official business. Students must wear Leadership badges when outside of the classroom.
Student: _____ Parent: _____	Any unexcused absence "cut" from class, or excessive absences from meetings or assigned/planned events may affect the student's grade in Leadership, and may result in removal from the class. This includes dances, rallies, etc.
Student: _____ Parent: _____	Students are to attend designated leadership events, as well as other events at Granada High School (i.e. sporting events, drama performances). Students are responsible for wearing their school colors or GHS attire every Friday and at these events.
Student: _____ Parent: _____	I understand I am responsible for my behavior and actions. Inappropriate behaviors found on any form of social media (SnapChat, Facebook, Twitter, Instagram, etc.) brought to our attention may result in disciplinary action and/or removal from the leadership program and ASB or Class Office.
Student: _____ Parent: _____	I understand there is zero tolerance for the use and/or display of alcohol, tobacco, and illegal drugs. For this reason, the leadership program believes it is important for leaders to abstain from displaying, using, or being in the vicinity of any drug, alcohol, or tobacco related item or event where use is taking place. This is in effect for the entire school year both on campus and away from campus. Any student found using or selling, displaying, or being in the vicinity of alcohol, tobacco, or illegal drugs may be removed from the Leadership program and face school disciplinary consequences. All school rules apply.
Student: _____ Parent: _____	As a representative of the leadership class at GHS I understand that disciplinary problems of any kind, including but not limited to cuts, referrals, dress code violations, forgery, being in out of bounds areas, fighting, plagiarism, hate speech, bullying, etc. may result in suspension from, or removal from the class. Please see the student handbook for information on all school rules. These rules apply to leadership students at all times.

ANY deviation from the ASB/Leadership Code of Conduct may result in suspension and possible removal from office. Please consider it the responsibility of each student and parent to know and understand these expectations and consequences. I have read, understand, and will abide by the leadership contract above. I understand that as a potential ASB Officer I am expected to be a role model and will be held accountable to the standards and expectations outlined in this packet. [As a parent, I understand my child will be held accountable to the standards and expectations outlined in this packet].

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Teacher Recommendation for Office
(OFFICERS ARE RESPONSIBLE FOR TEACHER FOLLOW-UP)

To best assess your abilities and potential to be a leader, please nominate two (2) GHS teachers below that I can reach out to for a recommendation.

Nomination #1:

Teacher/Staff Name: _____

Subject: _____

Class(es) taken with him/her: _____

Nomination #2:

Teacher/Staff Name: _____

Subject: _____

Class(es) taken with him/her: _____