

ANTELOPE HIGH SCHOOL

2024-2025 ASB/Class Elections

Candidate's Packet

Contents:

Informational Documents:

- Timeline of events
- ASB Officer Job Descriptions
- Class Officer Job Descriptions

Forms to be completed:

- Signed copy of "Election Guidelines" (Form A)
- Completed "Approval Form" (Form B)
- Commitment and Behavior Contract (Form C)
- AnHS Election Questionnaire (Form D)
- Two (2) letters of recommendation, completed & submitted by TEACHERS (Form E)

Winners will be announced on the student activities instagram on March 22nd

**ALL FORMS MUST BE SUBMITTED
TO MISS BIANCO, STUDENT ACTIVITIES DIRECTOR
BY 4PM on March 12th, 2024
IN ROOM CTE4 (NOT IN HER MAILBOX)**

TIMELINE OF EVENTS:

Thursday, February 29th - Applications available

Tuesday, March 12th - Applications due by 4PM in CTE4

Wednesday, March 13th - Candidates meeting during Lunch in CTE4

Thursday March 14th - Thursday March 21st - Candidate Interviews with Election Committee

Monday, March 18th - Campaigning opens - all posters must be approved & stamped by Election committee - Bring to CTE4

Thursday, March 21st - Voting opens on 5StarStudents

Friday, March 22nd - Voting closes at 1:15, winners will be announced on instagram, @asbtitans, and on the school website at 4PM.

Associated Student Body Officer Job Descriptions

ASB President:

2.5 GPA; Junior or Senior student (1 year in ASB class requirement)

Duties are to:

- Run and preside over Senate Meetings.
- Prepare an agenda before meetings and make sure each one runs smoothly while following proper parliamentary procedure.
- Appoint necessary committees which plan and organize all student activities (see Activity Program Summary).
- Represent the Associated Student Body at all meetings which require his/her presence including the School Affairs Council (SAC) which meets twice monthly.
- Attend and represent the entire student body, when invited to other special meetings at other schools in the community.
- Communicate concerns with the Student Activities Director when they arise.
- Review and give input on committee plans and or planning calendars.
- Promote school spirit, responsibility, and good judgment.
- Check in with all students in the Student Government class, especially if you see them struggling with their responsibilities.

Personal Qualities

- Strong leader with good communication/public speaking skills
- Good judge of character
- Time available to spend after school and on weekends

ASB Vice President:

2.5 GPA; Junior or Senior student (1 year in ASB class requirement)

Duties are to:

- Take over the ASB President's duties in his/her absence.
- Work with the ASB President in establishing and overseeing committees for each

activity/event (see Activity Program Summary).

Personal Qualities

- Strong leader with good communication/public speaking skills
- Good judge of character
- Time available to spend after school and weekends

ASB Secretary/Treasurer:

2.5 GPA; Sophomore, Junior or Senior student (1 year in ASB class requirement)

Duties are to:

- Attend all meetings, while taking detailed minutes for future reference.
- Type the expenditure report and the minutes and save both a physical and electronic copy.
- Compile checklists, lists of ideas, pros and cons, and other assorted Student Government paperwork.
- Handle all student body correspondence.
- Notify interested parties about Executive Council decisions.
- Assist with Purchase Orders and Check Requests.
- Meet with the Finance Office clerk and Activities Director(s) and balance the budget and check in on progress of sales and deposits.
- Sign checks, purchase orders, and check requests.
- Work with other ASB Officers.

Personal Qualities

- Strong leader with good communication/typing skills
- Good command of the English Language
- Basic knowledge of accounting
- Good judge of character
- Time available after school and on weekends

Antelope High School

Class Officer Job Descriptions

Class President:

2.5 GPA; Appropriate Grade Level

Duties are to:

- Speak regularly at class events.
- Run Spirit Week Class Meetings.
- Delegate jobs for the other class officers to run during spirit weeks, making sure that everyone is in charge of one thing
- Be on committees in class (fall semester only)
- Keep in contact with your class by holding meetings.
- Schedule bi-monthly (twice a month) meetings with your class advisors to keep them informed of upcoming events.

Personal Qualities

- Strong leader with good communication skills
- Time available after school and on weekends
- Good judge of character

Class Vice President:

2.5 GPA; Appropriate Grade Level

Duties are to:

- Attend all class meetings.
- Exercise the power and/or duty of the class president whenever they are not present.
- Actively contribute in finalizing any decisions made by the president or other officers.
- Organize class fundraisers, clothing sales, etc.
- Occasionally meet with the secretary/treasurer to review minutes and class funds.
- If necessary, assist the President in any duties.

Personal Qualities

- Strong leader with good communication skills
- Time available after school and on weekends
- Good judge of character

Class Secretary/Treasurer:

2.5 GPA, Appropriate Grade Level

Duties are to:

- Attend all class meetings.
- Work with the other officers to plan certain class events
- Take/record minutes.
- Keep track of all the funds for the class.
- Publicize class meetings/events through posters, bulletin and PA announcements.
- Assist in organizing class events.
- Keep digital and printed copies of minutes in organized folders.
- Meet with AnHS Finance Clerk to get an encumbrance report for your class at least once a quarter and keep the fellow officers updated on your class's financial status.
- Help the other officers with check request forms, purchase orders, and check them to make sure they are correct.
- Count and deposit money.

Personal Qualities

- Strong leader with good communication skills
- Time available after school and on weekends
- Good judge of character
- Strong command of the English language
- Basic knowledge of accounting

FORM A - ASB/Class Election Guidelines

I, _____ in seeking the office of _____,
agree to the following guidelines which are designated to promote a fair election.

1. Candidates may only hang 7 large (22" by 28") posters. **NO OTHER FLYERS/POSTERS ALLOWED. (NO 8.5" by 11" ALLOWED)**
2. **NO STICKERS ALLOWED!** Campaign badges/pins must be attached by pins or cords. (If running for class position badges limited to 50, ASB badges limited to 100.)
3. No candy, money, clothing, etc. may be passed out to students (**no bribery**).
4. All posters and badges must be approved by the Election Committee prior to being hung on Monday of Campaign Period (March 18th).
5. Posters must be hung with **BLUE/RED PAINTER'S TAPE ONLY** (candidates must bring their own tape).
6. **DO NOT** hang large posters on trees, the ground, or blocking doorway windows.
7. Candidates are responsible for taking down ALL posters, including tape, by 4PM on the last day of elections. (March 22nd)
8. Candidates caught defacing or removing opponent's posters will be disqualified.
9. All posters must abide by the following:
 - a. All people pictured must be dressed according to the school dress code
 - b. No sexual innuendos
 - c. No religious symbols or references
 - d. No weapons or illegal substances
 - e. No put-downs of other candidates
10. All advertising, including social media, must be positive. No put downs of other candidates. If put downs are found, you will be disqualified.

Remember, use good taste and common sense!

Candidates Mandatory Meeting in CTE4 on Wednesday, March 13TH at Lunch

Candidate Print Name

Signature

Date

Parent/Guardian Print Name

Signature

Date

FORM A

Antelope High School

FORM B - Approval Form

Student's Name:

Grade Level:

Please obtain signatures from the following to demonstrate that you are in good standing with our school community overall:

Attendance: Ms. Breshears

She will verify that you have a good attendance record, no excessive tardies, and no unexcused absences - 90% Attendance rate.

Signature: _____

Discipline: Mr. Jones, Mr. Buljan, Mrs. Gonzalez or Mr. Orozco

The team will communicate that you have had no serious discipline problems at Antelope High School and that you are behaviorally eligible.

Signature: _____

Student Fines: Miss Hannah

She will check that you are clear of any student fines and have no unpaid financial obligations to Antelope High School.

Signature: _____

Counselor: Mr. Hewitt, Mrs. Joseph, Mr. Pannu, Mrs. Reed, Ms. Gilchrist or Mrs. Gallardo

Your counselor will verify that you have maintained a good merit record at Antelope High School and that you are academically eligible with a current GPA of 2.5 or better.

Signature: _____

Parent/Guardian:

Signed commitment/behavior contract (next page)

FORM B

Antelope High School

FORM C - Commitment/Behavior Contract

Conduct: Student Government students are role models for the entire school population. Because of this, Student Government students must behave in a manner appropriate for school on and off campus. If a Student Government student commits an act that violates trust, integrity, or honesty, the student may be brought before administration for a hearing.

If I am elected to office, I will be enrolled in the Student Government class both semesters. As a student in the Student Government Class, I hereby certify and agree to the following:

1. I have no grades lower than a "D" in any class, and I have at least a 2.5 GPA.
2. I will maintain a GPA of at least 2.5 with no grade lower than a "D", and no more than one "D" during the grading period.
3. I have a good citizenship record, and will maintain this good record if elected for my entire term of office.
4. I have and will maintain a good attendance record.
5. I will follow the rules and regulations set by the school, the class, and the ASB advisor.
6. I will share in **all** activities of the ASB, which includes attending activities, being involved, knowing what is going on, and providing guidance to those who need it.
7. I will be a positive influence ON and OFF campus.
8. I will attend set up or clean up for **all** ASB sponsored events.
9. I understand that I will be asked to attend a fall retreat during summer.
10. I understand that I will be asked to complete 20 hours of community service per semester for the school as part of my grade.
11. I understand that failure to comply with any of the above may result in being removed from office and/or the student government class.

I have read and understood the above statements and requirements. I have met all criteria and will continue to meet the above qualifications and criteria.

Candidate Print Name

Signature

Date

Parent/Guardian Print Name

Signature

Date

FORM C

Antelope High School

FORM D - Election Questionnaire

Please write legibly! If the election committee cannot read your responses, it may impact your ability to run for office

Name: _____ Current grade level: _____

Position you wish to run for: _____

What is the best way to contact you? Please provide either a phone number and/or email address:

What makes you a good candidate for this position (experience, qualifications, etc.)?

What are your goals for NEXT school year?

What other commitments (extra curricular activities, sports, work) will you have next year? How will you manage your time among your commitments?

Form E - Teacher Recommendation Form

Dear Antelope Teacher,

Please take a few moments to evaluate this student based on the following characteristics and check the appropriate boxes. Your candid responses will be appreciated. I feel that it is important to get a variety of perspectives on the student as a whole, so please make any additional comments that you feel necessary. These will be confidential. **Please return this form to me in CTE4 or in my box in the office no later than March 14. If you have any additional comments or questions, feel free to email mbianco@rjuhsd.us or call at 726-1400 ext 6307**

Student Name (first and last please): _____

| | Always | Almost Always | Often | Seldom |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| Student shows academic effort | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Student is responsible and dependable | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Student is honest and trustworthy | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Student completes tasks in a timely fashion and follows through on assignments | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Student behaves well in class | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Student has a positive attitude towards peers | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Student is self-motivated | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Student is creative and innovative | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Students seems to handle pressure well | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Student works well in groups | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Student does not procrastinate | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Student possesses strong leadership skills | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

What do you believe is the best quality this student has to offer Student Government?

Do you have any reservations about this student? Please explain.

Recommender Print Name

Signature

Date

FORM E

Antelope High School

Form E - Teacher Recommendation Form

Dear Antelope Teacher,

Please take a few moments to evaluate this student based on the following characteristics and check the appropriate boxes. Your candid responses will be appreciated. I feel that it is important to get a variety of perspectives on the student as a whole, so please make any additional comments that you feel necessary. These will be confidential. **Please return this form to me in CTE4 or in my box in the office no later than March 14. If you have any additional comments or questions, feel free to email mbianco@rjuhsd.us or call at 726-1400 ext 6307**

Student Name (first and last please): _____

| | Always | Almost Always | Often | Seldom |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| Student shows academic effort | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Student is responsible and dependable | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Student is honest and trustworthy | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Student completes tasks in a timely fashion and follows through on assignments | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Student behaves well in class | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Student has a positive attitude towards peers | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Student is self-motivated | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Student is creative and innovative | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Students seems to handle pressure well | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Student works well in groups | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Student does not procrastinate | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Student possesses strong leadership skills | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

What do you believe is the best quality this student has to offer Student Government?

Do you have any reservations about this student? Please explain.

Recommender Print Name

Signature

Date

FORM E