

# 2018 Associated Student Body Candidate Packet

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Dear Prospective ASB Candidates,

We are so excited that you are interested in joining the ASB family! Although ASB is a fun, exciting class, it still requires a lot of work. Additionally, the responsibilities of being an ASB member extend beyond the 3<sup>rd</sup> period leadership class, as you will represent Portola High School both at school and in the community. ASB requires a great amount of dedication and commitment, and at times can be extremely demanding.

ASB isn't all poster making, clapping, and games; there are projects, lectures, formal meetings, presentations, and written midterms and finals. This isn't as daunting as it sounds, however, because working with your fellow ASB members makes class fun! During the year, you will be responsible for coordinating, attending, and running various school events and activities. All ASB members will be involved with Game of the Week, Homecoming, Spirit Week, Election Convention, P.R.I.D.E. Activities, Intercultural Week, Fine Arts Week, and other various lunch fests and activities. The responsibilities of planning, publicizing, and running these events will all fall on you. Please note that often times you will be required to stay long after school or meet on weekends and work to late hours. Also be aware that if elected to ASB you **must enroll in the 3<sup>rd</sup> period leadership class** in order to be on ASB. As an ASB member, you will have two main duties: the requirements of your specific job and the responsibilities of being a general ASB member by supporting events other than your own. If you are passionate about providing your school and its many students with a memorable high school experience, we hope you run for ASB!

The following pages contain all of the information that you will need for the next few weeks. Make note of all of the dates in this packet. Meetings that are shown as **MANDATORY** are just that – mandatory. **Either you attend these meetings, or you cannot run.** If you have any questions or concerns please feel free to contact Ms. Dean (Room 1051) or Ms. Sheridan (Room 656).

We wish you all good luck on your campaigns and I am truly looking forward to an incredible election. I know you will be fantastic!

**Best of luck,**

**Sarah Dean**  
**Co-Activities Director**

**Emily Sheridan**  
**Co-Activities Director**

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## Election Schedule

Event	Time	Location
Interest Meeting	September 4th	ASB Room
Forms due / Candidate bios emailed / Speeches due	September 6th	ASB Office (Mrs. Levensailor)
Approval for posters on Monday before school	September 10th	ASB Room
Film Speeches	September 10th	ASB Room
Campaign Week / Candidate Bios hung up	September 10th - September 14th	600, 700 and 800 buildings
Voting	September 14th	Advisement

## Election Structure

### *The Freshmen Election*

1. Candidates running for Freshman Representative will film a 45 second speech.
2. All freshmen will view candidate speeches during advisement (9/14) and vote for their preferred candidate.

## Election Rules

1. The election packet and hard copy of your typed speech must be turned into the ASB office no later than **Thursday September 6th by 3:30 p.m. and must be signed and verified that it is complete, not just dropped off.**
2. Students must be in good academic standing with at least a 2.0 GPA and demonstrate good citizenship in all classes and extracurricular activities.

## Campaigning and Promotional Material

3. All posters, flyers and other physical campaign materials must be approved by the ASB Directors in the ASB room starting at **7:30 AM on September 10th**
  - a. 2 Posters (22in. by 28in.) are allowed per candidate. These posters can only be taped on the 600, 700 and 800 buildings. Only painter's (masking) tape is to be used.
  - b. 20 flyers (8.5in. By 11in.) are allowed per candidate, and must be stapled to the purple bulletin boards around the school.
4. Candidates are not allowed to engage in negative campaigning
5. You are **NOT** allowed to pass out CANDY or FLYERS during campaign week.
6. Only candidates may wear any promotional material (i.e. T-shirts).
7. All election material must be removed and disposed of appropriately by 3:30 on September 14<sup>th</sup>. Failure to do so may result in candidate disqualification.
8. No obscene language or inappropriate conduct may be in speeches or campaign material
9. No student other than yourself may be used in your speech.
10. All props must be approved by Ms. Dean or Ms. Sheridan when speech is due.
11. No live animals may be used in the speech.

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**\*Failure to abide by these guidelines will result in IMMEDIATE DISQUALIFICATION of the candidate and possibly administrative referral\***

## Approval Sheets

You will need to fill out and turn in your approval sheet by **Thursday, September 6th to the ASB office no later than 3:30 PM.**

## Candidate Bios (optional)

You may write a short entry about why you are running and some background information about yourself that makes you best-suited for this role. This bio is **not to exceed 250 words** because it will appear on the ASB window. You must send an email to [sarahdean@iusd.org](mailto:sarahdean@iusd.org) or [emilysheridan@iusd.org](mailto:emilysheridan@iusd.org) specifying your name and phone number and including attachments of the bio and a 3.5" by 3.5" square photo of yourself. This email is due on **September 6<sup>th</sup> by 3:30PM.**

## Approval Sheet

For you to be able to run or interview, you must have this page filled out completely by **3:30 pm on September, turned into the ASB office and signed by an ASB Representative or Advisor.**

**Name:** \_\_\_\_\_ **9 Digit ID #** \_\_\_\_\_

**3rd period class Teacher and Room #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

### Teacher Recommendations:

1. Teacher's Name: \_\_\_\_\_  
Teacher's signature of recommendation: \_\_\_\_\_  
Class taught: \_\_\_\_\_
2. Teacher's Name: \_\_\_\_\_  
Teacher's signature of recommendation: \_\_\_\_\_  
Class taught: \_\_\_\_\_

ASB members who violate the Academic Honesty Policy or the Bulldog Code of Conduct, may be subject to disciplinary action including suspension or removal from position.

### Parent's Recommendation

Parent's name: \_\_\_\_\_  
Parent's signature of recommendation: \_\_\_\_\_

By signing below, I understand and will abide by the rules of the elections. I also understand that failure to attend mandatory meetings will result in my disqualification. I also promise to enjoy myself throughout the entire process.

**Candidate Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_