

2020 Associated Student Body Candidate Packet

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 4th 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, and formal meetings. 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/appointed to ASB you **must enroll in the 4th 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 Mrs. Alewine or Ms. Sheridan.

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

**Best of luck,
Sarah Alewine
Co-Activities Director**

**Emily Sheridan
Co-Activities Director**

Election Schedule

Event	Date and Time Due	Location
Zoom Interest Meeting	Thursday, August 27th @ 1:00 (Lunch)	Zoom Link HERE
Freshman Pres/VP Candidate Form & Written Speech Due	Friday, August 28th @ 3:00 P.M.	Freshmen President/Vice President Candidate Form
Recorded Video Speech Due *Check requirements under Election Rules	Monday, August 31st by 11:59 P.M.	Freshman Rep Final Recorded Speech Google Form
Campaign Week	September 7th-11th	Any platform of Social Media, please look at the details listed below
Voting	Friday, September 11th until Sunday, September 13th @ 11:59 P.M.	Canvas
Results Posted	Monday, September 14th	On Instagram, @portola.asb

Position Title

Freshman President

The Freshman President represents the interests and opinions of the PHS Freshman class. S/he works with the Freshman Vice President and Student Representative to collect feedback from the freshman class.

Freshman Vice President

The Freshman Vice President assists the Freshman President with his/her tasks, and is responsible for ensuring that the freshmen's opinions and feedback is heard and implemented in future ASB events.

The option of running with a partner as a pair is allowed. However, on election day, every candidate's name will be **individually listed.

For example: Sally and Parker are campaigning together. Their promotional material has both of their faces, and reads "Vote for Sally for Freshman President and Parker for Freshman VP!" When students are voting, Sally will be separately listed from Parker. There will be no "combined" option for Sally and Parker.

Election Rules

1. You must attend the Zoom Information meeting on Thursday, August 27th.
2. The *Freshman Pres/VP Candidate* Google Form must be submitted no later than 3:00 P.M. on Friday, August 28th. This includes a typed copy of your speech.
3. You must turn in your recorded video speech by Monday, August 31st by 11:59 P.M.
 - a. Video restrictions:
 - i. No longer than 30 seconds
 - ii. You must be the only person in the video
 - iii. No dress code violations and props must be approved beforehand
 - iv. Record the video in landscape and from your belly-button up.
4. Students must be in good academic standing with at least a 2.0 GPA and demonstrate good citizenship in all classes and extracurricular activities.

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Campaigning and Promotional Material

5. All promotional material can be posted on any Social Media platform, as long as it is:
 - a. School appropriate
 - i. No obscene language may be in speeches or campaign material, nor may there be any inappropriate conduct in the speech.
 - b. Promotes school spirit
6. Campaigning/promotion done through Social Media may not begin before 7AM on September 8.
 - a. This means no Instagram stories or posts before then.
7. Keep all promotional expenses under \$50.
8. All materials for campaigning must be supplied by the candidate.
9. Candidates are not allowed to engage in negative campaigning of any kind.
10. You cannot give away anything to the audience during your speech or campaign.
11. No student other than yourself may be used in your speech.
12. All props must be approved by Mrs. Alewine or Ms. Sheridan when speech is due.
13. No live animals may be used in the speech.

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

Good Luck and Happy Campaigning!