

Gunn High School

Application for ASB Appointed Officers: 2019-2020

Applicants for ASB Appointed Officers for 2019-2020 **must** meet the following eligibility requirements:

- GPA of 2.0 or higher on most recent progress report or semester report card.**
- In addition to meeting academic requirements of a 2.0, ASB applicants must have a record of good attendance and citizenship. If, for any reason it is decided that you are not eligible to apply, you will be notified.

Applicants for ASB Appointed Officers for 2019-2020 **must** fulfill the following requirements:

Friday, March 29th:

- Complete your application and turn it in to Ms. Hall in the Student Activities Office by 1:30 PM. Late or incomplete applications will **NOT** be accepted.

April 9th – 19th:

- Attend your interview with SEC on the assigned day during C Period (to be determined after application deadline).

Other Commitments – If selected:

- Enroll in C Period Student Government.
- Attend the SEC Transition Training on May 15th from 3:00 - 5:00 PM.
- Attend the ASB Leadership Retreat, which will be held at Gunn from 9:00am to 7:00pm on Monday, August 12th.

****Minimum GPA/ School Attendance and Citizenship Requirements:** All ASB Officers are required to maintain a minimum GPA of 2.0 and have a record of good attendance and citizenship in order to be eligible for ASB office. If a student is elected for the 2019-2020 school year and has less than a 2.0 GPA at the end of the Fall semester or has attendance/ school behavior issues **he/she will be disqualified from office. A replacement will be installed in accordance with ASB Constitutional Bylaws.**

Please read through the Appointed Officer duties, and fill out the application completely. ASB Appointed Officers represent all students at Gunn and spend many hours of service both in and out of leadership class. **All applicants with complete applications will be scheduled for interviews – please read the instructions regarding the interview format. If you miss your interview, you will be removed from the selection process. After following interviews, the final decisions will be made. You will receive an email regarding your application status by April 20th.**

- **NOTE** - Current and past Leadership Students are not guaranteed placement as a 2019-2020 Appointed Officer. Selections will be based on application, presentation, leadership potential, and qualifications for the desired appointed position.

If you have any questions regarding an ASB Appointed Officer position, please feel free to talk to any current SEC member or Mrs. Hall. Thank you for applying and good luck!

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Student and Teacher Support Petition

“By signing this petition I agree that I support this candidate in his/ her application for an ASB office and believe he/she is qualified to represent the Gunn Associated Student Body positively.”

Freshman Student Signatures: **(Five total):**

1.	2.
3.	4.
5.	

Sophomore Student Signatures: **(Five total):**

1.	2.
3.	4.
5.	

Junior Student Signatures: **(Five total):**

1.	2.
3.	4.
5.	

Teacher Signatures **(Five total):**

1.	2.
3.	4.
5.	

****Note: Signatures may be verified by school administration. If it is found that signatures have been forged, then your application will be removed from the ballot.**

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JOB DESCRIPTIONS AND DUTIES: *All positions include but are not limited to the following listed responsibilities*

Responsibilities of all members of Student Executive Council:

- Attend the SEC Training in May (5/15) and mandatory SEC Retreat on August 12, 2019. (If you cannot attend the August Retreat, you should not run for office.)**
- Help with school-wide events (e.g. Homecoming, Dances, lunchtime activities, NIOS, Spring Fling, Rallies, etc.) by running games, decorating, cleaning up, and any other assigned tasks.
- Dress up for all dress-up days.
- Represent their class and/ or the Student Body as a whole
- Supports class council/ all-class events as needed.
- Regular attendance in class to discuss issues relating to school climate and policy.
- Support final decisions made by group consensus in SEC.
- Discuss and approve all club and school group events.
- Participate in and complete all class assignments (*Impact Project, Legacy Portfolio, and others*)
- Engage in as least 2 hours of school-related activities outside of class per week.
- Make posters and help with publicity
- Participate in all SEC/ School/ District committee meetings as assigned
- Runs or is a member of SEC Event Teams as they relate to officer position.
- Work well with your peers and try to improve Gunn
- Be prepared for weekend and evening commitments as well as times when regular class periods will be missed to assist with SEC responsibilities.**

Members of the Student Executive Council **are required to enroll in the Student Government class** (held during C Period in SAC Classroom). This course has all the same requirements as other classes and will include assignments relating to leadership issues as well as individual roles on SEC, for which participants will receive a grade. Please ask Mrs. Hall if you have additional questions about course requirements.

Student Body Secretary

- Takes formal minutes at meetings and shares minutes documents with Mrs. Hall for posting
- Creates Meet the SEC surveys and other surveys as needed for SEC projects
- Compiles quantitative and qualitative feedback for review
- Works with Committees to create and distribute thank you notes to volunteers
- Sends and/ or responds to any communications from other schools and alumni

Student Body Treasurer

- Prepares annual Budget presentation for approval by SEC; prepares monthly report to SEC on account actuals.
- Attends annual district ASB budget meeting
- Communicates daily with ASB Bookkeeper regarding financial obligations
- Tracks Student Body expenditures
- Advises SEC and Club Officers on proper use of accounts and forms
- Works with SEC committees to create budget plans for events/ final expense reports to Event Team Leaders
- Signs check requests and other accounting forms and checks requests' budgets with calculating numbers.

Wellness Commissioner

- Works closely with the Wellness Center Staff to oversee wellness initiatives on campus
- Helps plan and publicize events sponsored by the Wellness Center (including events hosted by the District, clubs, and other campus committees)
- Updates the SEC on all wellness related clubs, projects, and events for the school
- Coordinates with leaders from ROCK, Sources of Strength, BC2M, ARK, alumni programs, and any other wellness groups/ initiatives on both a school and district level
- Attends meetings as needed with wellness staff to coordinate and update in regards to wellness outreach efforts
- Connects students with wellness resources and trusted adults on campus
- Can plan and execute their own wellness initiatives with support from SEC/ Wellness Center as needed

Human Relations Commissioner (2 Positions)

- Is responsible for monthly birthday grams
- Organizes staff judge recruitment lunch before Homecoming and staff appreciation in May
- Coordinates Buddy Program/ New Student Program
- Is liaison to SELF program and helps organize frosh events throughout the year with SELF Coordinators
- Help and support Diversity and Wellness with their events

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Diversity Commissioner

- Promotes campus diversity and cultural awareness by creating and implementing a schedule of events celebrating diversity not only at Gunn, but also with an eye on a broader cultural context
- Coordinates Unity Day, International Week, MLK Events, and other events as assigned
- Publicizes all cultural events and holidays and promote on campus understanding of all cultures
- Helps with organization of Not In Our School/ Titan Pride Week events
- Works on various information campaigns to help raise awareness about all diverse groups on campus
- Works with and is a liaison to cultural/ ethnic-based clubs and the SEC, to advocates for these groups
- Demonstrates strong leadership and organizational skills and interest/ willingness to promote and support diversity/ identity safety at Gunn

Special Events Commissioner (3 Positions – One Sophomore, One Junior, and One Senior)

- Plans and implements Gunn school-wide events, including but not limited to:
 - Gunn Class Spirit Competitions
 - Homecoming Week
 - Halloween Activities
 - September Event
 - Cozy Snowmance
 - Love Week Activities
 - Elimination
 - Spring Fling Spirit Week Activities
- Organizes/ creates lunch and brunch activities throughout year
- Delegates jobs among SEC members in order to ensure smooth execution of events
- Must feel comfortable speaking in public and have strong organizational skills
- Works closely with Class presidents to organize events
- Works closely with Publicity Commissioners to create marketing campaigns for events.

Junior Class Site Council Representative (this is a 2-year position – must be a junior in '19-'20)

- Attends site council meetings and gives reports on student events/ provides feedback with student opinion.
- Serves as liaison with PTSA and works with PTSA on Turkey Feast (November)
- Votes and advocates for students at meetings and seeks funding for SEC activities if needed
- Represents the site council at SEC leadership council meetings.
- Comfortable working with parents, teachers and administrators
- Can only miss a maximum of two Site Council meetings per semester.
- Works with Junior Class Officers as active member of officer team in running class events/ class council.
- Required Enrollment in Student Government class for **Junior Year only**. Optional enrollment Senior Year.

Publicity Commissioner (3 Positions) – Campus Based & Online Social Media

- Publicizes and creates advertising campaigns for events as creatively as possible
- Oversees decoration of campus for Homecoming and decoration days
- Organizes and oversees SEC poster making/ publicity distribution on campus
- Manages in-class publicity calendar for all events and SEC google calendar (publicity timeline)
- Maintains and restocks poster making supplies
- Designs SEC apparel and Gunn apparel to sell in the SAO
- Manages / publicizes all social media sites (Facebook, Instagram) for SEC/ Student Activities
- Must have strong organizational and artistic skills
- Answers questions students send to SEC through Facebook and Instagram
- Records events through social media (e.g. taking videos/ pictures on Instagram stories)
- Creates social media feedback forms
- Maintains Gunn SEC website with Mrs. Hall

Visual Media Commissioner (2 positions):

- With SEC, develops Homecoming Reveal, Prom Reveal, ASB Elections and other projects as needed
- Photographs and films SEC events and major school-wide events throughout the school year
- Photographs events when needed (Cozy Snowmance, etc.)
- Works with Publicity to share videos of events on social media
- Works with SEC to ensure quality and appropriateness of video production for the school
- Produces school marketing/ highlight videos as needed, which can be used for special guests, incoming freshmen, parents, community donors, and for various school functions
- Produces public service announcements (PSAs) as requested to raise awareness regarding issues that relate to the school year (SEC and administration will determine topics)
- Assists in production of *State of the School* videos
- *Previous enrollment or current enrollment in video production or broadcast journalism (TBN)*