

Gunn High School

Application for ASB Elected Officer: 2019-2020

Applicants for ASB Officer positions **must** meet the following eligibility requirements**:

- GPA of 2.0 or higher on most recent progress report or semester report card
- A record of good attendance and citizenship

If, for any reason it is decided that you are not eligible to run, you will be notified.

Applicants for ASB Elected Office for **must** meet the following commitments or risk being disqualified:

Monday, March 4th

- Turn in your attached application signed by you, your parent/guardian, twenty-five (25) students and five (5) teachers to Mrs. Hall in the Student Activities Office (K-6) by 4:00 PM.

Tuesday, March 5th

- Attend the mandatory Candidate's Meeting **during Flex Time (10:00 – 10:50)** in K-8.

Friday, March 8th

- Email a picture and 250-word statement for the Oracle Election Coverage to Mrs. Hall (lhall@pausd.org) by 11:59 PM.

Saturday, March 9th

- May begin online campaigning in accordance with campaign rules.

Monday, March 18th – Wednesday, March 20th

- Turn in Financial Disclosure form to Mrs. Hall on Monday, 3/18
- Campaign according to the Campaign Guidelines
- Participate in the Election Assembly as specified by position (Tuesday, 3/19)

Other Commitments

- If elected, enroll in C Period Student Government.
- If elected, attend the SEC Transition Training on May 15th from 3:00 - 5:00pm.
- If elected, attend the **mandatory** ASB Leadership Retreat, which will be held at Gunn from 9:00am until 7:00pm Monday, August 12th.

CAMPAIGN COST SUBSIDY! No student should feel they cannot run for office because of cost! Therefore, Gunn SEC will be officering a subsidy for campaign materials.

- Subsidy will be determined by total number of candidates divided into a maximum amount of \$500.
- Additional assistance with campaign expenses can be requested based on need – inquire with Mrs. Hall.

****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.**

Violations of any of the campaign rules will get you removed from the ballot, so read through the rules carefully and ask Mrs. Hall if you have any questions!

Please read through the ASB Officer requirements and fill out the application completely. An ASB Elected Officer represents all students at Gunn and spends countless hours of service both in and out of leadership class. If you have any questions regarding the ASB officer positions please talk to any current SEC member or Mrs. Hall.

Thank you for applying and good luck!

Gunn High School ASB Elections: Campaigning Rules: 2019-2020

- Campaign Timeline:** You are only allowed to campaign **on campus** on the following days during the week of elections: Monday, March 18th to Wednesday, March 20th. Online Campaigning, including but not limited to the creation of Facebook Groups and Events, YouTube videos, or other online/ social media, **may not begin until March 9th** after the Oracle Picture and Statement submission deadline.
- Filming/ Taking Campaign Photos:** You are allowed to film or take campaign pictures on campus before Elections week, not during school hours. Any footage taken on campus can include yourself, but no other people.
- Endorsements:** Endorsements for individual candidates on social media platforms or other forums/ websites that represent groups or public figures **are not allowed** unless all candidates running for the same office are equally represented. If you are endorsed in this way it is your responsibility to request removal of the endorsement from the site administrator immediately or risk removals from the election.
- POSTERS:** Space for posters will be assigned by lottery. You may post one large sign on your assigned space. Mrs. Hall and SEC will give out space assignments.
 - The posters must not exceed a maximum of 6 feet WIDE x 7 feet TALL and cannot be posted until 7:30 AM on Monday, March 18th. Mrs. Hall will take down any posters that are put up before this time.
 - You are only allowed to use blue painters tape to hang your poster. Any posters hung with other types of tape will be taken down and put in Mrs. Hall's office to be re-hung by the owner of the sign with blue tape.
- HAND HELD SIGNS:** You may carry a sign that is no larger than 24" x 24" wide.
- Election Assembly:** Candidates for school-wide office will participate in the Election Assembly and present a speech to the student body. Candidates will be expected to dress in appropriate business attire and address the student body in a formal manner. Maximum length of speeches will be determined based on the number of candidates running for office.
 - Candidates for Class President, Class VP and Jr. Site Council Rep. will film an interview video. Details will be given at the Campaign meeting.
- Expectations of Behavior:** Candidates shall not put down any other candidate. Candidates shall not use obscene, racial, discriminatory, or any other controversial items/ wording in any aspect of their campaign.
- Campaign Handout and Materials:** Candidates may only use their wall poster, approved handouts, the Oracle Election Coverage and hand-held signs to promote themselves on campus. Clear your items with Mrs. Hall by the Friday before Elections Week. Use of handouts that are not approved will result in immediate disqualification.
 - You may "decorate" yourself as part of your campaign, which may include wearing decorated clothing or things that designate YOU as the candidate for your office. You may decorate yourself beginning MONDAY, March 18th.
 - Candidates may not use any type of amplified sound system as part of their personal campaign.
- Running-Mates:** Candidates are not allowed to have running-mates.
- Campaign Spending:** School-Wide Candidates may spend a maximum of \$50.00 on campaign supplies and handouts (including signs, posters, self-decorating, and shirts/decorations for supporters). Class Officer Candidates may spend a maximum of \$35.00.

Any overspending will result in disqualification. Candidates are expected to complete and turn in a Financial Disclosure Form and attach all receipts of money spent. The cost of some items used for campaign that were already owned or are donated must also be factored in to the candidate's \$50.00 or \$35.00 total spending. See Financial Disclosure Form for details.

 - The following handouts are prohibited and will result in disqualification from the election:** 1) Food or candy handouts of any kind, 2) Confetti or Paper Flyers, 3) Toys that may cause a disruption in classrooms, 4) Anything with adhesive (with the exception of Post-It notes)
- Voting:** Elections will take place on <https://www.tallyspace.com/vote/GunnASB> on Wednesday March 20th through Friday March 22nd. All qualified voters will have time during science classes to vote in addition to online voting, which will be open 24 hours.
- Run-Off Elections:** If there are four or more candidates for a single position, there will be a runoff election between the two highest vote-getters to determine the winner, **unless** one candidate gathers a majority (50% +) of the vote in the initial election, or the candidate with the most votes in the initial election exceeds the next highest vote-getter by over 10 percentage points of the total vote.
- Announcement of Results:** On Friday the campus must be clean of all election materials before election results are announced. Provided that the campus is cleaned to the approval of SEC and Mrs. Hall, results will be posted at the SAO, online on Schoology, the Student Activities Election Website (<https://sites.google.com/site/gunnstudentactivities/ASB-SEC/elections>) Schoology and SEC Social Media.

Gunn High School Application for ASB Elected Officer: 2019-2020 *(Please Print Clearly)*

Name: _____ Office Applied For: _____

Email Address: _____ Current Grade: _____

List courses and grades for most recent semester grades:
(Remember, you must maintain a 2.0 GPA to hold an elected or appointed ASB Office)

A Per:	E Per:
B Per:	F Per:
C Per:	G Per:
D Per:	Zero/ H Period:

All of the following information must be E-MAILED to Mrs. Hall, lhall@pausd.org by March 8th before 11:59 PM. Failure to send all the information (photo and statement) via email to lhall@pausd.org by the deadline will result in disqualification from elections.

1. E-MAIL a digital photo of only yourself (not with other people/ headshot with a high resolution preferred) to lhall@pausd.org. Your digital photo must be in JPG or PNG format only. We will respond to all emails to verify receipt of information. Failure to follow this format will result in your picture not appearing in the Election Special or on the voting site.
2. Your Statement: In 250 words or less, state your qualifications and platform (such as what would you like to improve at Gunn, what are your ideas, etc.) in running for this office. No special formats will be accepted – no graphics, no special fonts (no bold, italics, underlines, etc.). **NOTE:** The Oracle and the SAO will print your statement as submitted, so it is your responsibility to proof for spelling and grammatical errors. **Non-serious or non-substantive statements will not be printed.**

I have read and understand the commitments and responsibilities that apply to an elected ASB Officer. I will fulfill these duties and obligations throughout the entire 2019-2020 school year. I understand that any behavior for which I may be suspended under general school rules or any action that could result in a citation from law enforcement will be grounds for dismissal from the elected officer position.

Candidate Signature

Date

Parent/ Guardian Signature

Date

ASB Elections - Student and Teacher Support Petition

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

Student Signatures – Must be current 9th, 10th, or 11th graders. (Must have twenty-five total):

1.	2.
3.	4.
5.	6.
7.	8.
9.	10.
11.	12.
13.	14.
15.	16.
17.	18.
19.	20.
21.	22.
23.	24.
25.	

Teacher Signatures (Must have 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.**

ASB ELECTED OFFICER 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 the 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 President

- Facilitates and runs daily student government class with SBVP and Mrs. Hall
- Acts as chief representative for Gunn High School in and out of school
- Meets with Mrs. Hall after school or during prep time to plan class agenda
- Organizes and works with Visual Media Commissioners to film Fall *State of the School* video
- Plans, runs and moderates retreats, focus groups, and other SEC events throughout year
- Runs and moderates all elections with Mrs. Hall
- Speaks at assemblies and school-wide events
- Serves as a liaison between students and administration
- Oversees all SEC officer responsibilities and assists with officer evaluations
- Communicates and collaborates with SBP's from neighboring schools for combined events and publicity.

Student Body Vice-President

- Helps Student Body President in all activities/responsibilities (see above)
- Stands in for Student Body President if he/she is absent
- Assists in moderating Leadership Council discussion
- Organizes and works with Visual Media Commissioners to film Spring *State of the School* video
- Works closely with Mrs. Hall on all aspect of clubs
- Organizes Fall & Spring Club Recruitment Fairs
- Communicates between clubs and SEC and checks in regularly with all clubs on campus
- Hosts Club Leadership Trainings for Fall and Spring semesters for club officers
- Educates clubs about required ASB forms and fundraising/ event procedures
- Oversees all SEC officer responsibilities and assists with officer evaluations

Spirit Commissioner

- Plans all aspects of Fall, Winter and Spring Sports Rallies and Homecoming Rallies
- Plans/ creates other spirit events on campus and makes sure that the school stays spirited
- Meets with and is a representative for Cheer, Dance, and other performance groups on campus
- Works directly with Sports Commissioner on rallies and other sporting events
- Organizes dress-up themes according to sports games
- In charge of tryouts and scheduling of new Mascot
- Includes public speaking at rallies

Sports Commissioner

- Sets up School-Wide sports related events (*Clash of the Titans, Ping-Pong Tourney, Dodgeball Tourney*)
- Publicizes ALL sports teams to improve awareness and attendance
- Works with teams/cheer on promotion of Senior Nights
- Communicates with Athletic Director around events
- Communicates with Athletic Team Captains and Athletic Director about recognition of players at rallies
- Serves as 6th Man Club President (*posts weekly about ALL sports for entire year, leads cheers and fans at games, coordinates creation, sales, and distribution of 6th Man apparel*)

Dance Commissioner

- Plans dances by organizing themes, decorations, tickets, purchasing, DJ selection and playlist, photos, food, and schedule for set up/ clean up for SEC.
- Works with SEC Event Committee to implement plans for dances and Prom
- Recruits parent volunteers for dances
- Directly works with Publicity and Videographers on advertising Prom location
- Needs to have strong organizational skills

District School Board Student Representative (Must be a Senior)

- Attends and participates in bi-weekly School Board Meetings; delivers a 5-minute student report
- Reviews Board Minutes and stays informed on the Board agenda
- Advises Board and Superintendent on student viewpoint
- Represents the Board to SEC and the student body on issues where the Board has voiced a formal opinion or made a collective decision, and keeps the student body informed on Board and district-related news
- Advises SEC on potential actions to garner student input and involvement at all levels of administration
- Reports to local media as needed
- Organizes student participation for Board events as needed, including a bi-weekly meeting with Superintendent and regular meetings with school principal.
- Organizes meetings between Board members, district officials, and students as needed
- Reports to SEC on meetings and helps connect SEC with the Board and district leadership

Class Presidents

- Represents interests of their class in SEC and communicates regularly with class members
- Holds regular class council meetings, as well as all-class meetings as needed
- Arranges HC class shirt design, sale through student activities office, and distribution
- Organizes homecoming game competitors for class, float building, and airbands
- Manages class funds and organizes fundraisers (grams, Stanford parking, etc.)
- Recruits contestants for games throughout year
- Carries out special class duties with class councils (**frosh**: sr. awards night program hand out & paper toss clean-up, **soph**: paper toss clean-up & graduation parking, **juniors**: paper toss clean-up & baccalaureate, seniors: first day activities, grad speaker, grad night, senior gift)

Class Vice Presidents

- Helps president in all activities/responsibilities (see above)
- Assists in leading class council
- Is responsible for ensuring class council minutes are taken
- Stand-in for presidents when necessary
- Works closely with Class President to make sure they represent class well

The following ASB Officer positions will be up for appointment Mid-March – for more information, visit the Elections Page on the Student Activities Website.

Student Body Secretary
Student Body Treasurer
Special Events Commissioner (3)

Publicity Commissioner (3)
Wellness Commissioner
Diversity Commissioner

Visual Media Commissioner (2)
Jr. Class Site Council Rep
Human Relations Commissioner (2)