

Gunn High School

Application for ASB Elected Officer: 2020-2021

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 16th

- 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 Center by 4:00 PM.

Tuesday, March 17th

- Attend the mandatory Candidate's Meeting **during Lunch (12:45 – 1:15pm)** in P-105 (SAC Classroom).

Friday, March 20th

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

Saturday, March 21th

- May begin online campaigning in accordance with campaign rules.

Thursday, March 26th – Wednesday, April 1st

- Turn in Financial Disclosure form to Mrs. Hall on Thursday, 3/26
- Campaign according to the Campaign Guidelines
- Participate in the Election Assembly as specified by position (Tuesday, 3/31)

Other Commitments

- If elected, enroll in C Period Student Government.
- If elected, attend the SEC Transition Training on May 21st 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 Tuesday, August 11th.

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 2020-2021 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: 2020 Campaigning Rules

- Campaign Timeline:** You may campaign on campus only on the following days: Thursday, March 26th, Friday, March 27th and Monday, March 30th. Online campaigning, including but not limited to the creation of or use of social media accounts, videos, websites, etc. may not begin until March 21st 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 must be filmed by 30 minutes before the start of school or 30 minutes after the end of school hours.
- 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 and let Mrs. Hall know or risk removal from the election.
- POSTERS/FLYERS:** You may post up to three (3) 22" by 28" posters (standard poster board size) on campus in designated areas. You may also combine the posters to make one large poster that does not exceed dimensions of 2000 sq. inches (about three standard 22" x 28" posters taped together). Alternatively, you may use six (6) 8" by 11" flyers to replace a poster, with a grand total of eighteen (18) flyers possible (assuming you make NO posters).
 - Items cannot be posted until 7:30 AM on Thursday, March 26th.** Mrs. Hall will remove any posters that are put up before this time. Do not overlap other posters. All designs must be pre-approved by Mrs. Hall and stamped before being posted on campus.
 - You may post in the following areas using only blue or frog tape:** Little Theater wall, bathroom walls and doors, campus pillars, the walls of hallways and buildings, N-Building railing, P-Building balcony railing. Flyers may not be posted on the front of Spangenberg Theater, on windows or in classrooms without express permission of the faculty member associated with the room.
 - Posters must be a **minimum size** of an A4 paper.
 - When posters are stamped for approval, you must also **turn in a map** with marked locations of poster placement.
- HAND HELD SIGNS:** You may carry **one** 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. 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.
 - Class President/Class VP Candidates will film an informational video (details to be given at the Candidate meeting).
- Expectations of Behavior:** Candidates shall not put down any other candidates. 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 poster(s), approved handouts, the Oracle Election Coverage, and hand-held sign to promote themselves on campus. **Mrs. Hall must approve your items by 3/25.** Use of handouts that are not approved will result in immediate disqualification.
 - 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).
 - 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 Thursday, March 26th.
 - 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 (two students running as a joint ticket), including through endorsing other candidates verbally, over social media or any other campaigning materials.
- 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 by the day before Elections begin and attach all receipts of money spent. The cost of some items used for the 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.
- Voting:** Elections will take place on <https://www.tallyspace.com/vote/GunnASB> on Tuesday March 31st through Wednesday, April 1st. All qualified voters will have time to vote at the end of the election assembly in addition to online voting, which will be open on the dates listed.
- 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 Wednesday, 4/1, 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 (www.gunnsec.org) and SEC Social Media.

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 (5/20) and mandatory SEC Retreat on August 11, 2020. (If you cannot attend the August Retreat, you should not run for office.)**
- Help with school-wide events (e.g. Homecoming, Dances, lunchtime activities, 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)
- 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 C Period Student Government class.** This G Elective course 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 the course.

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 aspects of clubs
- Organizes Fall & Spring Club 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

Sports Commissioner

- Sets up School-Wide sports related events (Clash of the Titans, Ping-Pong Tourney, Dodgeball Tourney)
- Attends sports games or coordinates with SEC to maintain attendance at sport games
- 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 possible 6th Man apparel)
- Plans 6th man meetings to coordinate cheers

Spirit Commissioner

- Plans all aspects of Fall, Winter and Spring Sports Rallies and Homecoming Rallies, including themes
- Plans/ creates other spirit events and days 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
- In charge of tryouts and scheduling of new Mascot/ work with Publicity on use of Mascot for event promo.
- Includes public speaking at rallies
- Raise awareness for other school programs and activities/ non-sports related events

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 student reports
- Reviews Board Agendas before meetings and elicits student feedback on agenda items
- Advises Board and Superintendent on student viewpoint
- Represents Board to SEC/student body on issues where Board has voiced a formal opinion/ made a decision
- Informs student body on Board/district-related news; organizes student participation for Board events as needed
- Advises SEC on potential actions to garner student input and involvement at all levels of administration
- Schedule and attend bi-weekly meetings with Superintendent and regular meetings with the 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

Junior Class Site Council/ PTSA Representative (this is a 2-year position – must be a junior in '20-'21)

- 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 PTSA and site council 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 an active member of officer teams in running class events/ class council and help coordinate Buddy Program/ New Student Program
- Required Enrollment in Student Government class for Junior Year only. Optional enrollment Senior Year.

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 organize fundraisers (grams, Stanford parking, etc.)
- Recruits contestants for games throughout year
- Carries out special class duties with class councils (frosh: grad program handout & paper toss clean-up, soph: paper toss clean-up & grad parking, juniors: paper toss clean-up & senior showcase, seniors: first day activities, grad speaker, senior gift)
- Works with Jr. Site Council Reps to coordinate Buddy Program/ New Student Program

Class Vice Presidents

- Helps president in all activities/responsibilities (see above)
- Assists in leading class council (see above)
- Is responsible for ensuring class council minutes are taken and posted on the Gunn Student Activities website
- Stand-in for presidents when necessary
- Works closely with Class President to make sure they represent class well
- Works with Jr. Site Council Rep to coordinate Buddy Program/ New Student Program

The following ASB Officer positions will be up for appointment Mid-March – www.gunnsec.org for more info.

ASB Secretary * ASB Treasurer * Special Events Commissioner (3) * Publicity Commissioner (2) * Wellness Commissioner * Diversity Commissioner * Visual Media Commissioner (2)