

# Canyon Crest Academy Associated Student Body

## 2019-2020 Application

### Executive President & Executive Vice President

#### **POSITION DESCRIPTIONS**

**Executive President:** The Executive President is the leader of the ASB class as manager of the Executive Committee, and acts as a liaison between ASB and the entire student body. The Executive Committee's classroom duties include running weekly council meetings, managing and mentoring ASB students in other committees, planning major school events (i.e., Spirit Week, Pep Rally, Election Week), and ensuring ASB runs smoothly and effectively per the ASB Constitution and Rules. The Executive President also has obligations to Canyon Crest Academy, such as leading campus tours, hosting monthly Student Senate meetings, and communicating on behalf of ASB with administrators. The Executive President represents CCA ASB at weekly district board meetings, where he or she provides input on behalf of the student body. This position provides an opportunity to take a strong leadership position at CCA and within ASB. The Executive President is expected to embody the positive and spirited culture of CCA, and be dedicated to improving the school community as per the CCA ASB mission statement.

**Executive Vice President:** The Executive Vice President's main duty is the oversight and approval of all publicity on campus. The Executive Vice President is a member of the Executive Committee and is expected to take an active role in fulfilling the duties of the committee described above. The Executive Vice President is expected to embody the positive and spirited culture of CCA, and be dedicated to improving the school community as per the CCA ASB mission statement.

#### **POSITION PREREQUISITES AND CONDITIONS**

- Enrollment in at least one prior term of ASB at CCA
- The Executive President & Executive Vice President must be incoming seniors
- Elected officers will be enrolled in ASB for both terms of the 2019-2020 school year
- ASB members must have and maintain a 2.5 GPA or higher
- No history of discipline policy violations
- No more than 3 students may run for an elected position. In the event that this occurs, interviews will be conducted with the ASB Adviser and the CCA Administration.

Turn in completed packet to Mr. Kortman in a sealed envelope with your name on it.  
Do not give it to another ASB student or leave it in the ASB room.

**Deadline: Friday, March 22<sup>nd</sup> at 3:30pm**

## **ASB RESPONSIBILITIES**

### **Personal Responsibilities**

By enrolling in ASB, you must be willing and able to devote time and energy toward ASB events on and off campus. You should be open to learning leadership skills and want to become an effective member of your committee. Committee work in ASB focuses on achieving both short term and long term goals through events and other committee activities. In achieving these goals, you will become a more effective leader, planner, communicator, and organizer. You are expected to be an impactful member of your committee; this requires working well in groups and being autonomous, as needed. You will get more out of your experience in ASB if you apply yourself and put more effort into your work. Enthusiasm and spirit are key to having a satisfying and successful semester in ASB.

### **Leadership Responsibilities**

- Plan, execute, and attend numerous events and student activities
- Be spirited and participate in CCA ASB activities and events, including dress up days
- Be a leader both in and out of the ASB classroom by being responsible and respectful toward students, staff, parents, and vendors
- Actively participate in weekly CCA ASB student council meetings
- Complete event paperwork, required for planning ASB events, in a timely fashion
- Commit between 25 and 30 hours outside of class time per quarter
- Use proper accounting practices when working in Student Store and Concessions
- Learn how to set up, run and take down the music system and other equipment
- Seek to understand and master all processes and procedures of ASB

### **Associated Student Body Contract**

I understand the responsibilities and expectations of being an ASB member as described above. I have discussed the ASB contract with my parent/guardian and I am willing to dedicate my time, passion and skills toward being a valuable participant in the ASB class. I acknowledge that, if I violate any portion of the school discipline policy, I may be removed from my position and the class, and may also be barred from running for any future ASB positions or reacceptance into the ASB program.

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Student's Name (print)

Signature

Date

I have read and understand the responsibilities of the position for which my student wishes to apply and the time commitment involved. I understand that if my child violates any portion of the school discipline policy, he or she may be removed from his or her position and the class.

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Parent's Name (print)

Signature

Date

# ASB ELECTION CAMPAIGN RULES AND REGULATIONS

## Posters & Campaign Materials

- Campaign spending is strictly limited to \$100. Receipts for all purchased materials for your campaign must be submitted to the Executive Committee. NO EXCEPTIONS.
- You are allowed a maximum of two 6ft posters, four 4ft posters, and twenty-five flyers.
- Posters and flyers must be stamped, and cannot be hung earlier than campus opening (typically 6am) on Monday morning, 4/15.
- Posters shall not contain vulgarity, slander, or suggestive material. No mudslinging – don't bash your opponent – just focus on yourself.
- You may not REMOVE or COVER any other campaign signs that are not your own.
- No stickers.
- You may not use social media or any other online forms of communication to campaign. This includes, but is not limited to, Facebook, Instagram, and Snapchat. This is not an online campaign. If someone other than yourself is campaigning for you, you must respectfully ask for it to be removed.
- All students running for a position that is elected by the *entire* student body will receive a post on the CCAASB Instagram
- Pins and anything wearable other than stickers are allowed.
- No flyers shall be handed out to the student body.
- No flyers shall be posted on the ground.
- No handing out food, candy, drinks, etc. Nothing consumable is allowed.
- No chalk, painting, or any other marking on campus property is allowed.
- All campaign materials MUST be taken down by the end of lunch on Friday, 4/19. NO EXCEPTIONS.
- Results will not be released until ALL campaign materials are taken down.

## Interviews

Interviews with the ASB director will take place on March 27<sup>th</sup>, 28<sup>th</sup>, and 29<sup>th</sup>. We will contact you via email or phone by March 25<sup>th</sup> with your interview time. On Monday March 25<sup>th</sup>, there will be a mandatory meeting for all students running for a position during lunch. During this meeting, please be prepared to have your photo taken. The photo will be shown in the daily bulletin, the ASB website, and the ASB window along with some of your candidate information.

## Election Week

Election week is April 15<sup>th</sup> -19<sup>th</sup>. On Monday, you will be allowed to hang up publicity. On Tuesday, April 16<sup>th</sup>, you are invited to give a campaign speech. This will take place at lunch in the lower quad, and is a chance for you to introduce yourself to your voters. Speeches may not exceed 2 minutes, and a draft must be turned into the ASB director by April 17<sup>th</sup> at 6pm. You are not required to give a campaign speech. If you would like to give a speech, please check the box on the candidate information page. From Wednesday, April 17<sup>th</sup> – Friday, April 19<sup>th</sup>, there will be voting booths set up in the lower quad at lunch. Election results will be announced during 4th period on Friday, April 19<sup>th</sup>.

## CANDIDATE INFORMATION

Please print neatly using ink or type in a clear font.

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Select which position you will be running for:

Executive President       Executive Vice President

Will you be giving a campaign speech on Tuesday, April 16<sup>th</sup>?

Yes, I will be giving a speech     No, I will not be delivering a speech

If you do not win your election, would you like to be considered for a non-elected position in the 2019-2020 ASB class? We will consider your interview for your candidacy and prior involvement in ASB to be the determining factors.

Yes, I plan on submitting an application for an appointed position in the ASB class.

Yes, I would like to be considered as a non-officer member of the ASB class.

No, I would not like to be considered for the class.

If you selected "Yes" above, for which semester(s) do you want to be enrolled?

Fall     Spring     Both

Registrar's confirmation that the GPA of your most recent progress report (not cumulative GPA) meets the 2.5 eligibility requirement:

\_\_\_\_\_  
Registrar's Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Counselor approval that your schedule and credits will allow you take second period ASB for the entire 2019-2020 school year:

\_\_\_\_\_  
Counselor's Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Letters of Recommendation

If you are a returning member of ASB, you must submit one letter of recommendation from a 2018-2019 teacher. The letter of recommendation form is attached at the end of this document. Be sure to give your teachers adequate time to complete the letter of recommendation. It doesn't reflect positively on your leadership skills if you give them too little time to complete the recommendation form. It is highly recommended that you give them the form at least a month before their April 19<sup>th</sup> due date.

**Short Answer Questions**

1. Explain why you would like to serve in the position you're running for.

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2. How has your individual work and participation in ASB positively impacted the CCA student body?

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3. What roles and duties of the ASB President or Vice President do you think are the most important? How will you fulfill these expectations?

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4. What is your vision for next year's ASB program? How will you execute this vision?

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5. What is one aspect of the ASB class or leadership that you have struggled with? What steps would you take to improve upon this trait as part of the Executive Committee?

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6. Please supply us with a brief statement that introduces and showcases your qualifications for the position. This statement will be placed on the ASB website alongside your picture. This statement will also be posted alongside your picture on the ASB window. Highlight one sentence or phrase that will run alongside your name and photo in the daily video bulletin.

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## Letter of Recommendation CCA ASB Application

If you are not a CCA teacher, please mail, fax, or email this form to:  
 Mail: Tanner Kortman CCA ASB; 5951 Village Center Loop Rd. San Diego, CA 92130  
 Fax: (760) 943-3646      Email: Tanner.Kortman@ccaasb.com

Name of Applicant: \_\_\_\_\_

Recommender: \_\_\_\_\_ Relation to Applicant: \_\_\_\_\_

Your E-mail or Phone Number: \_\_\_\_\_

Please rate the applicant on a scale of 1-5 in the following categories based on his or her abilities as a leader. Your scores and comments will be kept confidential, and will only be used by the ASB Director and Executive Committee to determine if ASB is the best fit for the student!

<i>5: above and beyond</i>	<i>4: strong</i>	<i>3: average</i>	<i>2: needs improvement</i>	<i>1: poor</i>
1. Does this student work well with others?	1	2	3	4 5
2. Is this student responsible and well organized?	1	2	3	4 5
3. Is the student self-driven?	1	2	3	4 5
4. Is this student reliable?	1	2	3	4 5
5. Does this student know how to handle tough situations under pressure?	1	2	3	4 5
6. Does this student have a positive attitude?	1	2	3	4 5
7. Does the student have a voice in class?	1	2	3	4 5

**Very, Very Short Answers:**

1. What is the best quality you feel this student has to offer as a leader at CCA?  
 \_\_\_\_\_  
 \_\_\_\_\_

2. If you were an ASB advisor, would you want this student as part of your team?  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Are there any other comments you would like to share to aid us in our decision?  
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**PLEASE RETURN TO TANNER KORTMAN BY APRIL 19<sup>th</sup>**