

# Canyon Crest Academy Associated Student Body

## 2019-2020 Application

### Executive Treasurer & Executive Secretary

#### **POSITION DESCRIPTIONS**

**Executive Treasurer:** The Executive Treasurer is responsible for the ASB budget and is a member of the Executive Committee. The Executive Treasurer manages the committee's budget, follows and instructs other ASB members in correct finance procedures, and oversees all committees in the management of their budgets. The Treasurer manages inventory of classroom supplies, and reorders materials as needed. 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. This position provides an opportunity to take a strong leadership position at CCA and within ASB. The Executive Treasurer 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 Secretary:** The Executive Secretary's responsibilities include recording ASB council meeting minutes, organizing the meeting agenda, maintaining the CCA ASB online calendar, and ensuring all ASB committees are completing their event paperwork. The Executive Secretary 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 Secretary 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 Treasurer & Executive Secretary must be incoming seniors
- Selected 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

## 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 Treasurer     Executive Secretary

If you are not selected for your position, would you like to be considered for a non-officer 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 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:

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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:

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Counselor's Name (print)

Signature

Date

### 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.

### 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 Executive Treasurer or Secretary do you think are the most important? How will you fulfill these expectations?

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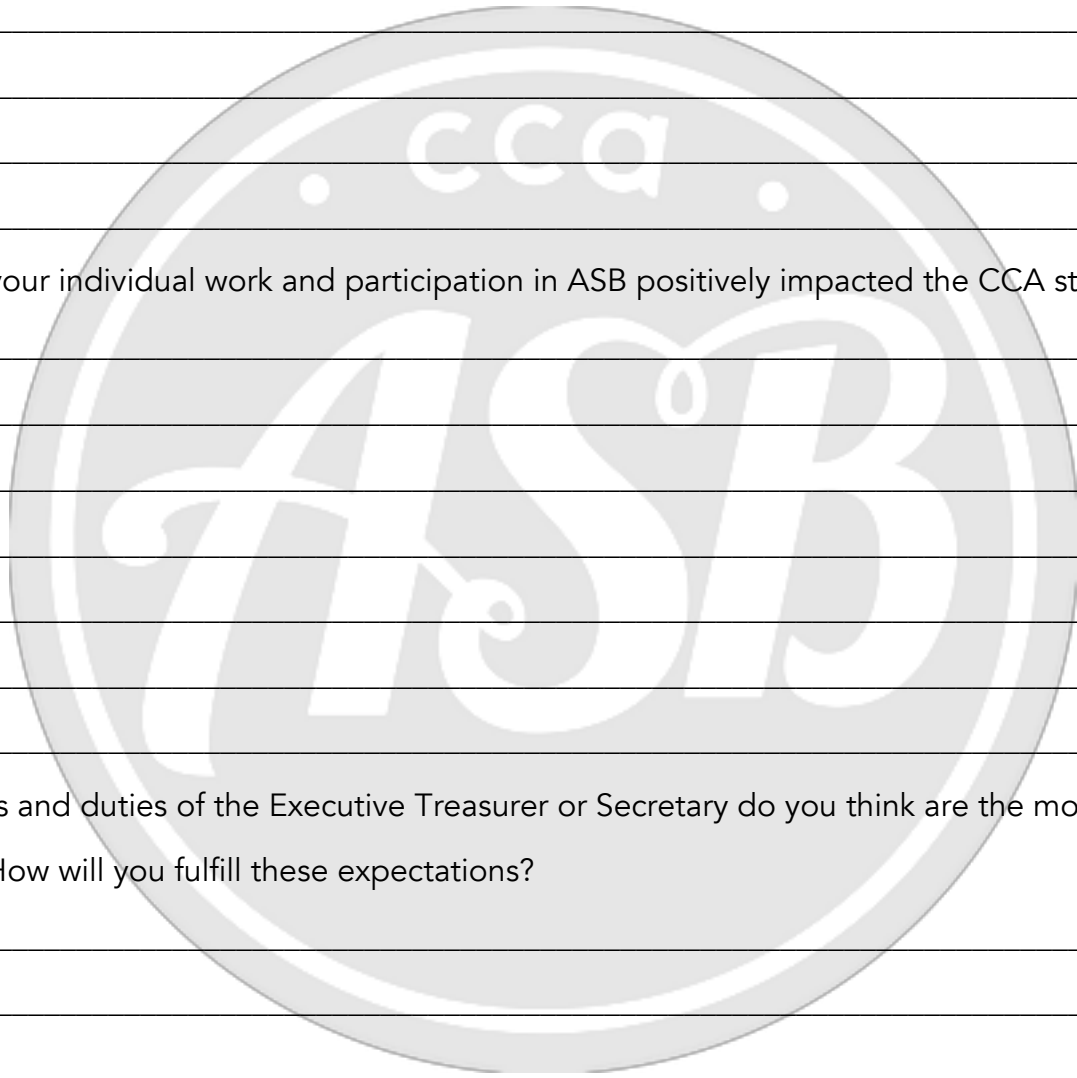
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4. What is your vision for next year's ASB program? How will you execute this vision?

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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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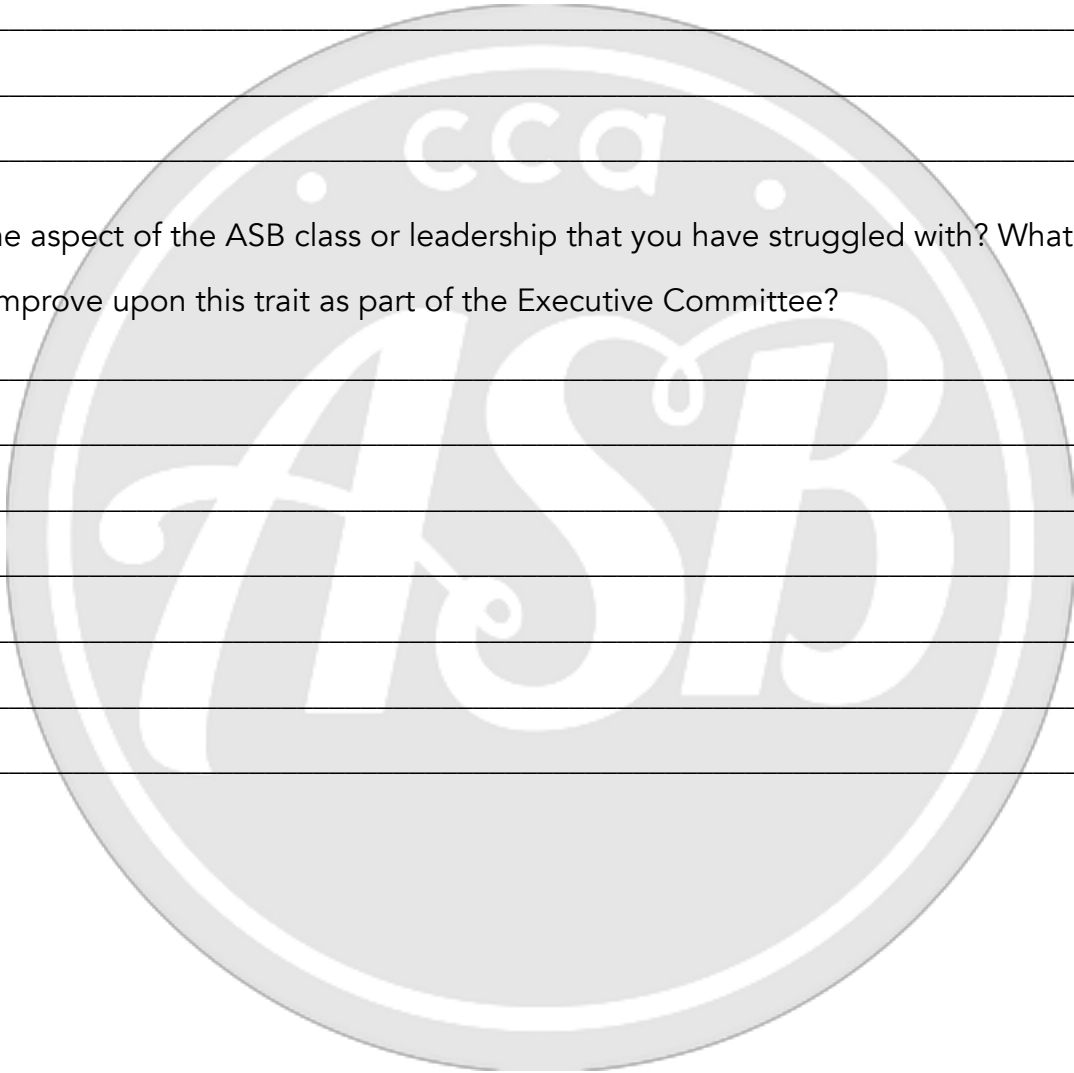
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## Letter of Recommendation CCA ASB Application

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>**