

2017- 2018 Associated Student Body (ASB) Candidate Packet

Prospective ASB Candidate,

University High School is comprised of several different facets and traditions that make our experience unique and memorable. ASB members are tasked to fulfill their job descriptions in order to maintain the prosperity of these facets and traditions. The fundamental mission of ASB, however, is to ultimately enrich school culture and student life. This implies that ASB must continuously seek ways to improve and innovate student-based activities. Consequently, a successful ASB will be comprised of members prepared and eager to devote extracurricular time and effort into working outside of a sole job description. To begin, all ASB members will be tasked with the following:

- Attending a Leadership Retreat around August 2017
- Coordinating, supporting, and attending various school events and activities
- Maintaining appropriate conduct on social media, within the community, and around campus
- Enrolling in the 4th period Leadership class

ASB is composed of spectacular individuals. There is much learning, fulfillment, and relationships to be gained within ASB. As a caution, however, I will personally advise all prospective candidates to carefully evaluate their passion for servicing our school. Those who join ASB without passion for leadership and service will find that their time ought better to be spent pursuing other interests.

The following pages contain all of the information that you will need for the next few weeks. Make note of all of the dates in this packet. Candidates must attend all meetings shown as **MANDATORY**. Failure to do so will result in the candidate being unable to run. If you have any questions or concerns please feel free to contact me, Andrew Nguyen, at president@uhsasb.com. I would be happy to answer questions about ASB positions, the election process, or the ASB experience. I thank you all for taking interest in joining ASB, and I wish all candidates good luck.

Best,



Andrew Nguyen
2016-2017 ASB President

Note: If you want to be Class President, you do not need to fill out this packet. Come to the Council Information Meeting on Monday, March 6th for your packet. Know that if you run for an ASB elected position, you CANNOT run for council president.

ELECTION RULES

1. The hard copy Approval Sheet at the end of this packet must be turned into the SAC on **Friday, March 3 by 3:00 PM**. The accompanying Online Filing Form must also be complete as well by this date and time. The link to this can be found at uhsasb.com, or here: <https://goo.gl/forms/JsKES1RRyv1hxFcC2>.
2. If you are running for an ASB Elected Position (not Class President), you must submit a picture and a short entry for publication in a special campus-wide newspaper issue. You must submit these by **6:00 PM on Friday, March 10** to **president@uhsasb.com**.
 - a. Your entry must answer: 1) Why you are qualified for the position and 2) What you hope to do if elected to that position. If your entry does not answer these questions, it will NOT be published.
 - b. Your entry is **not to exceed 250 words**.
 - c. Your picture should be 3.5" by 3.5"
 - d. Send both your entry and your picture as attachments to **president@uhsasb.com**. Specify your name and position sought.
3. Speech length is dependent on the number of candidates. Speech lengths and the schedule for speeches will be posted at uhsasb.com on **Friday evening, March 3**.
4. Campaigning and promotional materials can be placed around the campus no earlier than **6:30 AM on Monday, March 13**.
 - a. All campaign material must be approved by an ASB representative or advisor in the **SAC**, starting **Monday, March 13 at 6:30 AM**, before you hang it up. Unapproved posters will be thrown away.
 - b. Keep all promotional expenses under \$50.
 - c. You, the candidate, must supply all campaign materials.
 - d. You may hang either 6 posters of standard poster board size OR 10 flyers. Use sticky tape, and lots of it.
 - e. NO ELECTION MATERIAL MAY BE PLACED ON PAINTED SURFACES or ON THE GROUND. If your posters are on the ground (even if they fall there by accident), they will be thrown away.
 - f. You are NOT allowed to pass out CANDY or FLYERS.
 - g. 100 buttons or tags. Nothing sticky, and nothing done professionally.
 - h. No two candidates may share campaign or promotional materials – you are to run individually.
 - i. You must remove all election material and dispose of it appropriately by **after school on Thursday, March 23**.
5. You must send in a copy of your Primary speech to **president@uhsasb.com** by **Sunday, March 5 at 11:59 PM**. Speeches will be FILMED.
 - a. Please email your speech and include a list and description of props being used.
 - b. No slanderous or libelous references to other candidates may be made during speeches or in campaign material.

- c. No obscene language may be in speeches or campaign material, nor may there be any inappropriate conduct in the speech. Forgiveness for breaking this rule is unlikely.
 - d. No student other than yourself may be used in the speech.
 - e. No live animals may be used in the speech.
6. There will be a **MANDATORY** Filming on either **Tuesday, March 7** or **Wednesday, March 8** during sixth period and after school in Room 412.
 - a. Beginning on **Saturday, March 4**, you can find your assigned time at uhsasb.com.
 - b. The video team will not adjust zoom or lighting, meaning that you should plan to deliver your speech standing in one place (no stunts).
 - c. You will have only one chance to deliver your speech in front of the camera (no retakes), so practice beforehand!
 - d. If you have an unavoidable prior commitment and cannot make your assigned time, email the ASB President by **6 PM on Sunday, March 5**, at president@uhsasb.com so that a make-up can be arranged for you.
 - e. If you miss your assigned time without emailing the ASB President, your speech will consist of a slide with your name and a picture of you.
 7. Speeches will be played on **Friday, March 17** during **Homeroom**. Candidates should pay close attention to the announcements: we will ask you to assemble somewhere while speeches are playing.
 8. There will be a **MANDATORY** “Meet the Candidates” session in the **Gym on Wednesday, March 22 during Lunch**. All candidates who move past primaries will be introduced to the Election Convention delegates with an informal speech stating your platform (15-30 seconds).
 9. To be eligible to run, you must be in good academic standing with at least a 2.0 GPA, or eligible to use their probation. Additionally, you must demonstrate good citizenship, have academic honesty, and follow the Trojan Code of Conduct.
 10. In order to verify students in good standing, a list of candidates will be sent out to all teachers to elicit feedback.
 11. A candidate running for an ASB elected position is also able to run for a council position (not Council President), an ASB appointed position, and/or a council appointed position *if he or she does not win*.
 12. The order of the candidates on the ballot is the same order in which they present their speeches, and will be selected at random.
 13. Complaints regarding campaign violations by candidates must be reported to an online form (<https://goo.gl/forms/GdJumWem7N6n5cCo2>) available at uhsasb.com by **Thursday, March 23**. The Activities Directors and Election Officials will meet upon receiving the complaint and make a decision about possible penalties.
 14. Failure to abide by these guidelines will result in **IMMEDIATE DISQUALIFICATION** of the candidate and possibly administrative referral. Candidates will be notified of any consequences before school ends on **Friday, March 17**.

ASB ELECTED POSITIONS

President
<ul style="list-style-type: none">• Oversees all ASB-run student activities• Works closely with ASB advisors and administration• Runs the 4th period ASB class by creating weekly agendas and leading formal meetings• Plans the summer Leadership Retreat• Coordinates ASB bonding events• Plans Election Convention• Facilitates communication with other ASBs• Assists ASB Vice President with student council functions
Vice President
<ul style="list-style-type: none">• Oversees all Class Council activities• Plans Spirit Week and Unilympics• Assists the ASB President in coordinating all student activities and enforcing deadlines/tasks• Works closely with the ASB Advisors• Runs all Class Council elections• Organizes Homecoming halftime activities
Student Representative
<ul style="list-style-type: none">• Voices the concerns and opinions of the student body to ASB, the administration, IUSD, and the state government.• Works with students, staff, the school administration, and ASB to improve UHS.• Represents UHS on the Irvine Board of Education, the IUSD Educational Advisory Committee, and on the IUSD Continuous Improvement Commission multiple times every month.• Leads the Homeroom Senate; responds to Homeroom Senate input, concerns, questions, and suggestions; and facilitates contact between ASB, Homerooms, students, and faculty.• Promotes accountability and transparency on ASB.• Coordinates with Legislative Action efforts at the state level.
Clubs Commissioner
<ul style="list-style-type: none">• Oversees all clubs, ensuring that clubs uphold their intended purpose and positively affect the student body• Creates and manages the club registration process• Facilitates communication between clubs and ASB• Works with ASB to promote club membership and recognition of club accomplishments• Organizes club showcases

Boys' Sports Liaison/Girls' Sports Liaison

- Serve as connection between the coaching staff, athletes, athletic secretary, Trojan Army, ASB, and the entire student body
- Work with coaches to create Game of the Week schedules
- Assist in the production of athletic pep assemblies
- Work with Univision and other medias to promote game attendance, report scores, interview players, and update the student body on upcoming athletic contests
- Work closest with the Athletic Directors
- Promote school spirit and athletic-event attendance

Spirit & Rally Commissioner

- Promotes school spirit by encouraging participation and passion for all aspects of UHS
- Plans, writes, organizes, and emcees all pep assemblies
- Assists in planning, emceeing, and executing student activities
- Leads the Trojan Army

Student Activities Coordinator

- Works with the student body, ASB liaisons, and administration to coordinate, advise, and promote all student activities
- Regularly announces news through the intercom system
- Co-anchors, scripts, and edits Univision and other school related videos with an appointed member of the video production team.
- Serves as a liaison between Univision and ASB
- Works with the Spirit and Rally Commissioner to emcee school events
- Responds maturely to campus opinion as a highly visible member of ASB
- Works with the Wellness Counselor to ensure mental health of all students on campus

Class Council President(s)

- Serves as the class and council leader
- Acts a liaison between Class Councils and ASB
- Oversees council appointments
- Organizes Spirit Week and Unilympics
- Coordinates fundraising efforts
- Works with Class Council and class advisors to promote awareness and support for UHS events
- Regularly runs and organizes meetings with Class Council

Senior Class President: Plans various senior-oriented traditions (i.e. Senior Activity Day, Senior BBQ, Senior Slideshow, 10-Year Class Reunion), the Trojan Excellence Awards Night, the Senior Awards Night, and the Homecoming Dance.

Junior Class President: Plans UHS Prom.

Sophomore Class President: Organizes UHS Prom Coat Check.

Freshmen Class President: Organizes UHS Homecoming Coat Check.

ASB APPOINTED POSITIONS

Council Vice President(s)
<ul style="list-style-type: none"> • Assist the Class Presidents with leading Class Council and delegating responsibilities • Act as a liaison between Class Councils and ASB • Ensures respective Councils attend all UHS events • Assist in organizing Spirit Week and Unilympics • Act as the ASB Historian, taking pictures at ASB events • Organize and decorates ASB room • Give campus tours to prospective students
Deaf and Hard of Hearing Representatives
<ul style="list-style-type: none"> • Serve as liaisons between DHH community and the rest of UHS • Plan and host DHH assemblies • Inform DHH community with school news and events • Raise school spirit and encourage DHH students to become involved in school activities • Work with Univision to spread deaf awareness to the student body
Secretary
<ul style="list-style-type: none"> • Facilitates ASB communication • Takes minutes at all meetings • Organizes and plans school Registration • Schedules SAC Duty for ASB members • Works closely with ASB treasurers and SAC Accountant • Collects and reviews all minutes and check requests for the March audit • Compiles plus/minus/delta records from prior years and delivers records to current ASB • Organizes ASB traditions
Treasurer(s)
<ul style="list-style-type: none"> • Work closely with the ASB Advisors and SAC Accountant on all monetary-related duties • Assist in creating and monitoring the ASB Activities Budget • Present grant and loan requests to ASB • Track and approve checks, pre-authorization and fundraising forms • Assists the Clubs Commissioner in monitoring all Clubs fundraising • Volunteers time throughout the day to support the needs of the SAC
Staff & Parent Liaison(s)
<ul style="list-style-type: none"> • Serve as a link between faculty and students • Attend all Leadership Team and PTSA meetings as representative of UHS students and staff to inform the staff of upcoming events • Organize Staff Appreciation Week, staff gifts, and faculty breakfasts • Work at parent coffees • Coordinate Staff Member of the Week alongside Univision • Write weekly bulletin
Service Projects Commissioner(s)
<ul style="list-style-type: none"> • Coordinate all school-wide service projects • Organize service-based events • Inform the student body of available community service opportunities • Organize ASB service-related bondings • Approaches both businesses and service organizations for donations/sponsorships or even participation/volunteer opportunities

<p>Publicity Coordinator(s)</p> <ul style="list-style-type: none"> • Manage and coordinate ASB publicity for student events throughout campus and on social media • Organize ASB and Council efforts to efficiently inform the student body of school events • Create cover photos, profile pictures, and graphic images for ASB and Council members to advertise • Maintain ASB chalkboards • Deliver and publicize only positive and appropriate messages • Continuously seek to advertise school events in new, innovative ways
<p>Fine Arts Commissioner(s)</p> <ul style="list-style-type: none"> • Serves as a liaison between the Visual/Performing Arts (VAPA) department and the student body • Coordinate publicity for Fine Arts events throughout the year • Plans Spotlight Week and Fine Arts Week • Works closely with VAPA teachers
<p>Speaker Series Chair(s)</p> <ul style="list-style-type: none"> • Plans and organizes year-round Speaker Series events • Works with clubs involved in Speaker Series • Finds and contacts inspiring and engaging speakers • Publicizes speakers and reserve appropriate facilities • Works closely with the Staff & Parent Liaison to communicate with teachers and departments to find speakers • Assists the Clubs Commissioner with his/her duties and functions
<p>Intercultural Liaison</p> <ul style="list-style-type: none"> • Serves as a liaison between ELD/Sheltered classes, ASB, and student body • Promotes unity through diversity by facilitating cultural awareness and appreciation • Plans intercultural activities • Incorporates Councils, intercultural clubs, the student body, and staff into intercultural events • Organizes ASB/ELD bonding activities
<p>Technology Commissioner</p> <ul style="list-style-type: none"> • Updates and maintains the ASB website • Maintains online copies of the list of upcoming events, clubs, ASB/Class Council rosters, Univision, and other school-related resources • Update or create a mobile version of the ASB website • Assist the Clubs Commissioner in maintaining the club information database • Coordinates audio-related logistics at all ASB events

CALENDAR

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2/26	2/27	2/28	3/1	3/2	3/3	3/4
	Formal ASB Interest Meeting at Lunch in the MPR				ASB Packet due to SAC by 3 PM Online Filing Form due at 3 PM	Speech schedule to be posted on uhsasb.com
3/5	3/6	3/7	3/8	3/9	3/10	3/11
Primary Speeches to be sent to the ASB President's email by 11:59 PM	Council Info Meeting at Lunch in the MPR	ASB Candidate filming during 6 th period and after school in Rm. 412	ASB Candidate filming during 6 th period and after school in Rm. 412		ASB <i>Sword & Shield</i> bios due via email to the President's email at 6:00 PM	
3/12	3/13	3/14	3/15	3/16	3/17	3/18
	Campaigning begins at 6:30 AM. Have posters approved at the SAC		<i>Sword & Shield</i> candidate Bios distributed		<u>PRIMARY ELECTION</u> (Homeroom)	
3/19	3/20	3/21	3/22	3/23	3/24	3/25
			Meet the Candidates at Lunch in the MPR	Dispose of campaign materials by the end of school	<u>ELECTION CONVENTION</u>	

QUICK LINKS

<p><i>President's email:</i> president@uhsasb.com</p> <p><i>ASB Website:</i> https://www.uhsasb.com</p> <p><i>Online Candidate Filing Form:</i> https://goo.gl/forms/JsKES1RRyv1hxFcC2</p> <p><i>Campaign Violation Tip Form:</i> https://goo.gl/forms/GdJumWem7N6n5cCo2</p>

APPROVAL SHEET

Full Name:		Short ID:	_ _ _ _ _
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In order to run for an ASB elected or appointed position, you **must** complete the *Online Filing Form* (<https://goo.gl/forms/kUIxXmvgLNjLCNye2>) on uhsasb.com by **Friday, March 3 at 3:00 PM**. You must also turn in this *Approval Sheet* to the SAC by **Friday, March 3 at 3:00 PM**.

Teacher Recommendation 1:

Teacher's Name: _____ Class Taught: _____

Teacher's Signature of Recommendation: _____

Teacher Recommendation 2:

Teacher's Name: _____ Class Taught: _____

Teacher's Signature of Recommendation: _____

Counselor's Recommendation:

Student must have a 2.0 GPA or above. If the student is below 2.0, then he/she must not have used his/her probation.

Counselor's name: _____

Counselor's signature of recommendation: _____

Counselor: Please check the appropriate box; candidates with Academic Honesty and/or Trojan Code of Conduct issues will be open to evaluation for candidacy by the Activities Directors and the UHS Administration.

- Candidate has consistently demonstrated the values of Trojan Character. There are no recorded discipline entries of significance including suspensions and Academic Honesty Violations.
- Candidate has NOT consistently demonstrated the values of Trojan Character. There are discipline entries of significance recorded.

Currently serving elected or appointed ASB who violate the Academic Honesty Policy or the Trojan Code of Conduct may be subject to disciplinary action including suspension or removal from position.

Parent's Recommendation

Parent's name: _____

Parent's signature of recommendation: _____

Candidacy Statement and Signature

By signing below, I certify that I understand and will abide by the rules of the elections and appointing process. I understand that failure to attend mandatory meetings or follow necessary guidelines will result in my disqualification. I also promise to do my best and to have fun.

Candidate's Signature: _____

Date: _____

Understand that if you run for an ASB elected position, you MAY NOT run for council president.