



ASB APPLICATION, 2022-2023

Capistrano Valley High School

www.cvhs.com
26301 Via Escolar, Mission Viejo, CA 92692

Only completed, accurate applications will be accepted. **NO BLANK /INCOMPLETE PORTIONS**, no late applications, no excuses. Complete the application **in PEN/INK ONLY**. If **ALL** the requirements are not satisfied, you will not qualify to run for ASB.

Attach a wallet-sized (2"x3") photo of yourself here. You may crop a normal-sized photo.

A current picture of ONLY you - NOT a group photo.

APPLICANT INFORMATION (Print neatly.)

APPLICANT NAME:	Current Grade/Year
APPLICANT PHONE NUMBER & GUARDIAN : (Cell or Home)	
APPLICANT EMAIL ADDRESS:	

ASB POSITION INFORMATION

COMMISSIONER POSITION (choose up to 3)

APPLICANT VERIFICATION INFORMATION: You must get verification of your behavior and academic performance **BEFORE** you submit your application. Attendance will be verified **AFTER** your application has been submitted. Remember, you need to budget time for signatures in case the offices are busy. **ASK ADULTS POLITELY; EXPLAIN WHAT YOU NEED, AND ALWAYS SAY "PLEASE" AND "THANK YOU."**

ASSISTANT PRINCIPAL DISCIPLINE OFFICE (Mrs. Hosseini, Mrs. Leiva, Mrs. Migge):

SIGNATURE	DISCIPLINE CONCERNS (If any):

GPA VERIFICATION (Academic Advisor):

Elected Officers = 2.5 unweighted academic GPA (Grades 9-12)

Name:

SIGNATURE	GPA

ATTENDANCE (Mr. Bryant in Activities) – Leave This Section Blank; Please provide a TYPED EXPLANATION on a separate sheet of paper if you know you have MULTIPLE (5 or more) ABSENCES and/or TARDIES.

SIGNATURE	ABSENCE #	TARDY #

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FREE RESPONSE QUESTIONS:

Answer the following questions on a separate sheet of paper AND STAPLE AS THE LAST PAGE of your application. Make sure your name is on the TYPED response in case it gets separated from your application. Your answers should be thoughtful, meaningful and TRUTHFUL.

1. What defines a leader? What qualities does a great leader possess? Why do you believe that you are a great leader?
2. What is your vision for ASB next year? What do you want to see it do next year that it didn't accomplish or do well this year? How will you be a part of making that happen? **How will you implement new events for our school in response to the changes that occurred over the last 2 years?**
3. Why do you want the position for which you are applying? Why are you qualified to be the specific commissioner position for which you are running? Explain.
4. Have you ever been in a position of leadership, whether titled or untitled, before? Elaborate on what you did, your role, and how long you were/have been in that position?
5. On a scale of 1- 100, how spirited are you and why? (about 3 sentences)
6. Please create two (2) tables listing your current and your expected next year's activities/commitments and the approximate time you spend per week involved in each. Beneath, please briefly explain how you will balance your education, time, events, and life. Also note if you are in or intend on being in IB (International Baccalaureate) during the upcoming year.
7. After the qualifiers are posted we will send out a spreadsheet for you to fill out, if you do not fill this spreadsheet by Friday at 3pm you **will not be given an interview or acceptance into ASB**
 - a. first come first serve for the signups, if you cannot make it you are responsible for switching with someone.

APPLICANT STATEMENT: Write out the following *ITALICIZED* statement **in your own handwriting on the lines provided below**. Complete the form with your signature and the signature of your parent/guardian.

As a candidate and/or member of ASB at Capistrano Valley High School, I (insert name) have read and am familiar with the school and ASB's Academic and Behavioral Standards, the Commissioner ASB Guidelines, and all other information in this packet. I will display excellent, appropriate behavior at all times or face immediate removal from ASB.

STUDENT (APPLICANT) SIGNATURE

DATE

PARENT / GUARDIAN:

I am aware that my student is pursuing the opportunity to interview for a position (appointed positions) with ASB at Capistrano Valley High School. We are aware of the guidelines, due dates, and expectations associated with this leadership opportunity.

PARENT / GUARDIAN NAME (please print)

CONTACT PHONE / EMAIL

PARENT/GUARDIAN SIGNATURE AND DATE

ASB Code of Conduct

I, _____, do solemnly swear that I will abide by the following Code of Conduct set forth by the Capistrano Valley High School ASB Cabinet and Constitution. The following standards of eligibility, conduct, and responsibilities shall apply to all members during their term of office.

Academic Achievement

- A. I will maintain an academic 2.5 grade point average computed on a 4.0 scale.
- B. I will maintain at least a 2.5 GPA with no failures and no unsatisfactory marks throughout the entire term of office. If I receive less than a 2.5 GPA, I understand that I will be administratively dismissed from ASB. I understand that I may be asked to submit a record of my scholastic achievements to the Activities Director at the end of each grading period.

Behavioral Standards

- A. **As a member of ASB, I realize that I am a representative of both Capistrano Valley High School and the ASB Organization, and that my conduct must be beyond reproach at all times, on and off campus.**
(It is critical that you understand the full implications of this statement. Ask Mr. Bryant if you need further explanation).
- B. I will uphold the constitution and my oath of office.
- C. I will cooperate with and support the ASB President and Activities Director.
- D. I will follow the school dress regulations at all times.
- E. I understand the CVHS vandalism policy and will abide by it.
- F. I will not carry nor use any illegal chemical substances or stimulants, drugs, alcohol, etc. at any time (on and/or off campus).
- G. I will display good sportsmanship at all times and serve as an ambassador for Capistrano Valley High School to other schools.
- H. I will maintain a satisfactory citizenship record. No unsatisfactory ratings will be acceptable.
- I. I understand that if I am suspended from Capistrano Valley High School, I may be suspended from ASB temporarily or permanently, as determined by the Capistrano Valley High School Administration Team.
- J. Failure to comply with any of these rules may result in immediate removal from office as determined by the Capistrano Valley High School Administration Team.

**** Keep this page for reference ****

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II. Responsibilities of Office

A. *Summer Obligations*

1. On June 2nd all accepted applicants will be required to work CVHS 2022 Graduation. Graduation ceremonies will usually take place in the late afternoon where you will help set up, work during the ceremony, and clean up.
2. I understand that I am responsible for mandatory attendance at all ASB meetings beginning in the summer for the new school year.
3. I understand that attendance at summer leadership camp (August 2-5) at the University of California Santa Barbara is highly recommended.

B. *Regular School Year*

1. I understand that it is my responsibility to work on projects assigned to me during work periods and by the Constitution.
2. I understand that I will be assigned work tasks at **all ASB functions both during and after school hours** and that it is my responsibility to work at these events and **stay until the end**. Officers who miss several functions could be placed on probation and/or be dismissed administratively by the Activities Director.
3. I understand that if I am appointed to a position in ASB, I **will** be enrolled in Student Leadership Class during the third period. This may change at a specified time pending administrative approval.
4. I understand that I am responsible for all my duties enumerated in the ASB Constitution of CVHS regarding my office.
5. I understand that I will be assigned tasks by the ASB President and/or Activities Director that may at times have no bearing on my office and that I will carry them out to the best of my ability.

III. GRADING PROCEDURE

- A. I understand that my grade in the student leadership course will reflect my ability to fulfill the stated requirements.
- B. I understand that my grade will be evaluated in a joint discussion between the ASB Executive Council and the Activities Director.
- C. I understand that I will be responsible for assignments in class and outside of class. Failure to complete an assignment will negatively affect my grade.

STUDENT (APPLICANT) SIGNATURE

DATE

Teacher Endorsements (3)

Directions: You must obtain 3 names and signatures from teachers at CVHS who recommend and support you in your decision to represent the student body in ASB. You do not currently have to have them as a teacher for them to sign. DO NOT FORGE. ANY FORGERIES WILL RESULT IN IMMEDIATE DISQUALIFICATION.

#	Name	Signature
1		
2		
3		

*1 letter of recommendation and teacher evaluation sheet required. Evaluation sheet is provided. Please give the evaluation sheet to your teacher and also ask nicely for a recommendation letter. From there, they will put the papers in Mr. Bryant's box in the office.

ASB Commissioner Positions

Activities Commissioner

Organize and structure dances, activities, and all other ASB sponsored events. Events and activities include, but are not limited to, the Homecoming Dance, Winter Formal, Prom, Air Guitar, etc. **Very involved position, is always busy so must be organized and responsible.**

Athletics Commissioner

Serve as the Athletic Department representative to the ASB cabinet. Work closely with the Athletics Director to create bulletin notices for athletics, as well as coordinate activities and events relating to athletics, such as the Dodge ball tournament and other sports related tournaments.

ball
Create a

selection process for “Athlete of the Month.” Set up cougar heads for any Capoeira related events.

Arts

Serve as the ASB representative to all art related activities and events (Choir, Drama, Photo, Film). Must help promote such events. Organize Art Day/Week in the fall and then Quadchella in the spring.

Campus, Student Services Commissioner

Organize staff, student, and hospitality functions. Functions include, Spirit of the Cougar, Freshmen and New

Student

Orientation, and any charity drives or community projects. Works closely with CVHS administration and PTSA.

Clubs Commissioner

Serves as the ASB representative to all clubs and ensure consistent school involvement for each club. Coordinate monthly meetings with all club presidents (Interclub Council, or ICC meetings). Organize and chair the World Cultures Week and Faire. Supervise all club sponsored events, including Club Rush and cultural recognition weeks.

Pep Commissioner

Organize and supervise all Pep Rallies, Lunchtime Rallies, and special assemblies of related kind. Plans Clash of Classes a week long event constantly working with other class councils.

Publicity Commissioner

Read daily announcements over the loudspeaker to publicize all school events. Create and display publicity posters, social media posts, monthly calendar, or library glass wall art for all ASB, athletic, or school-sponsored

activities. Create any and all necessary publicity for ALL ASB events. Monitors the ASB poster room. And run the Keeping Up With Capo monthly announcements.

Technical Commissioner

equipment
other related

Work all ASB events that require technical services.

Exhibit proficiency in the use of technological including lighting, sound, video, and all

electronic areas. Work closely with Video Production to ensure efficiency in all events that require video and sound. Works closely with Publicity to promote spirit days as well as promotional **videos for sports, dances, and other events**. Must be able to work the audio in the gym. This position has to be responsible for meeting deadlines.

Senior Class Representative

Organize any events, fundraisers, and additional activities related to the Senior Class. Work closely with the rest of the senior class council in order to execute these activities.

Spirit Commissioner

spirit wear

Create spirit days and establish colors/theme of

for games. In charge of the Spirit Squad club and must be very involved with supporting Capo events. Must be able to boost student morale!

Commissioner Portfolio

Each commissioner applicant provides the board of interviewers with a portfolio highlighting the qualities and ideas of the applicant. Here is a list of potential items and ideas that can be included in a portfolio.

- Cover with applicant name and position for which he or she is applying
- Resumé with academic achievements, leadership qualifications, and anything else the applicant feels is necessary
- Reasons why you are qualified to be in ASB
- Original ideas and examples for the position for which the applicant is applying or for ASB in general:
 - Activities commissioners plan out a school dance with theme ideas, decoration ideas, invitation ideas, etc.
 - Athletics commissioners present new athletic events in which all students can participate
 - Campus commissioners plan out a charity event and how to publicize for it
 - Clubs commissioners plan out Multicultural Week with new ideas to promote different cultures
 - Pep commissioners plan a complete pep rally
 - Publicity commissioners present original ideas for publicizing events
 - Technical commissioners provide the board of interviewers with their knowledge of technical equipment
 - Spirit commissioners create a spirit week for Homecoming or Winter Formal, and Clash of Clashes. Also create new spirit ideas to involve the student body
 - Senior Class Representatives create ways to involve the Senior class through specific class events and activities. Create ideas for clash of classes and a pep rally.
- Ideas for improvement for traditional ASB events

Remember, a portfolio is only limited by your own imagination. Be creative and thorough in your portfolio because it reflects who you are as an applicant. It would be wise to talk with previously appointed commissioners to learn about what they did to be chosen to be in ASB.

ASB Commissioner Timeline 2022 / 2023

Monday. April 25th

COMMISSIONER INFORMATION MEETING

In the ASB room, G hall, at lunch

April 25th – May 4th

GET APP. PACKETS & PORTFOLIOS COMPLETED

Get them done. You have 7 days.

Wednesday. May 4th

COMMISSIONER APPLICATION PACKETS DUE

All ASB Commissioner Applications are due by 3 p.m. to the Activities Office. NO EXCEPTIONS! Feel free to turn them in before then, but no later.

Friday May 6th

QUALIFIERS POSTED AND INTERVIEW SCHEDULE POSTED

Emailed out by 10pm that night. Reminder: if you don't fill out the spreadsheet by the end of the day on Sunday the 8th you will **NOT** be allowed to interview.

Monday May 9th- 13th

COMMISSIONER INTERVIEWS DAYS

You are expected to arrive promptly 10 minutes before your assigned interview time. Interviews will take approximately 20 minutes. Please bring your PORTFOLIO, as that will be the most important factor in deciding your application aside from your Interview.

Monday May 16th

COMMISSIONERS POSTED

Commissioners will be emailed by noon.

Thursday . May 19th at Tutorial

MANDATORY NEW ASB MEMBERS MEETING

Join the current and incoming ASB in the ASB Room, G Hall, during Tutorial. You **MUST** be there as we will be discussing Graduation Duties and Summer Activities.

ASB Commissioner Timeline 2022

Week Dates	Monday	Tuesday	Wednesday	Thursday	Friday
April 25-29	Informational Meeting, packets will be handed out	work on packets and portfolio	→	→	→
May 2-6	→	→	Turn in Packets to Activities by 3pm, NO LATER.		Commissioners posted lunch outside activities. A full list will be emailed out after school.
May 9- 13	Interviews (bring your portfolio to turn in and go over during the interview)	Interviews	Interviews	Interviews	Possible interviews
May 16-20	Commissioners Posted			<u>MANDATORY ASB MEETING.</u> <u>ALL NEW ASB MEMBERS MUST ATTEND OR YOU WILL NOT BE IN THE CLASS!!</u>	

☺ *Best of luck to each and every applicant!* ☺

Capistrano Valley High School Teacher Evaluation Form

Student Name: _____

Dear Faculty Member,

Your student is applying for a leadership program at Capistrano Valley High School. It would be appreciated if you could assist in the process by evaluating him/her for the position. Please keep in mind that being a member of ASB requires a tremendous amount of time and effort. While each member must maintain a 2.5 GPA, we are also interested in this candidate's potential for working as a team, being a campus leader, and a reflection on their character.

Please spend a few moments to fairly evaluate this candidate. Faculty evaluations are taken very seriously. Please return this form to Mr. Bryant. Under NO circumstances will the student or parent be shown the results of this evaluation.

Thank you,

Hunter Miller (2022-2023 ASB President)

Lucas Scott (2022-2023 ASB Vice President)

Ashlee Vaughan (2022-2023 ASB Treasurer)

Noosha Rahimi (2022-2023 ASB Secretary)

Scoring: (please circle) **1=poor, 2=below average, 3=average, 4=above average, 5=excellent**

Attendance/Punctuality	1	2	3	4	5
Academics	1	2	3	4	5
Ability to get along with others	1	2	3	4	5
Dependability	1	2	3	4	5
Citizenship	1	2	3	4	5
Self-motivation	1	2	3	4	5
Leadership qualities	1	2	3	4	5
Sense of responsibility	1	2	3	4	5
Positive role model for peers	1	2	3	4	5
Leadership potential	1	2	3	4	5

Written comments: _____

Teacher Signature: _____

Please Print Name: _____

Please return this evaluation to Mr. Bryant
Wednesday, May 4th by 3pm .Thank you!