



FRESHMEN 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 AND GUARDIAN PHONE NUMBER: (Cell or Home)	
APPLICANT EMAIL ADDRESS:	

ASB POSITION INFORMATION

FRESHMEN CLASS COUNCIL POSITION (Class President, Vice President, and Representative)

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

SIGNATURE	DISCIPLINE CONCERNS (If any):

GPA VERIFICATION (Academic Advisor):
Elected Officers = 2.5 unweighted academic GPA
Name:

SIGNATURE	GPA

ATTENDANCE (please go to your schools office to get signed off on)

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. If you qualify for an interview we will be sending out interview slots for you to sign up with. If you do not sign up by May 15th you will **NOT** be able to get an interview and will further end your application for ASB
 - a. first come first serve for the sign ups.

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 ASB Freshmen Applicant 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 (freshmen class council 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**

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 elected or appointed to a position in ASB, I **will** be enrolled in Student Leadership Class during 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 your teachers 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. Please tell your teacher to email both the letter of recommendation and the form to Mr. Bryant by **FRIDAY MAY 13th 3PM**

ASB Freshmen Class Council Positions

Freshmen Class President

Is in charge of coordinating any Freshmen activities (such as Class Event's and Homecoming Halftime Show) and any assigned lunchtime activities with the help of the Freshman Class Council. Holds weekly Class Council Meetings. Is responsible to report to the ASB President, ASB Vice President and Activities Director.

Freshmen Class Vice President

Represents the Freshmen Class in ASB and in Formal Meeting in the absence of the Freshmen Class President. Holds weekly Class Council Meetings in the absence of the Freshmen Class President. Is responsible for aiding the Freshmen Class President in any activities or events put on by the Freshmen Class Council.

Freshmen Class Representative

Is responsible to oversee the Freshmen Class funds and write any Purchase Orders (POs) required by the Freshmen Class Council. Plans any fundraisers put on by the Freshmen Class Council.. Must take Minutes at every Freshmen Class Council meeting, whenever it is held. Will make note of any ideas brought up by the Freshmen Class Council.

ASB Freshmen Timeline 2022 / 2023

May 2st – 13th

GET APP. PACKETS

Make sure you pick up packets from your school or print a copy. Get your packets done!

Friday May 13th

APPLICATION PACKETS DUE

All ASB Freshmen Applications are due by 3 p.m. to your schools' office, there will be a basket to turn them in and we will collect them. NO EXCEPTIONS FOR LATE APPLICANTS! Feel free to turn them in before then, but no later. ***if your school doesn't have a basket in the office please scan your entire packet and email it to**

spbryant@capousd.org by 3pm*

if you need further assistance/information please text ASB President Hunter Miller at (949) 324-4702

Saturday May 16th

INTERVIEW SCHEDULE POSTED

Qualifiers will be posted on the google classroom and emailed out by 12 PM. If you do not choose a time for your interview you will not be given one and will end your application for ASB. Signups are to be filled up no later than Sunday night at 11:59 PM anything afterwards

will not be accepted.

Monday May 16th-May 19
(possibly May 20th)

FRESHMEN INTERVIEWS DAYS

You are expected to arrive promptly 10 minutes before your assigned interview time. Interviews will take approximately 15 minutes.

Monday May 23rd

FRESHMEN POSTED

Freshmen Class council elected officers will be emailed by 3pm.

ASB Freshmen Application Timeline 2019

Week Dates	Monday	Tuesday	Wednesday	Thursday	Friday
May 1-6	applications sent out	→	→	→	→
May 9-13	work on applications	→	→	→	APPLICATION DUE NO LATER THAN 3PM *turn it into your school office's tray...Newhart, Hankey, and Marco will have trays. If your school doesn't please scan ALL parts to Mr. bryant spbryant@capousd.org
May 16-20	INTERVIEWS	→	→	→	→
May 23-27	Freshmen Class Council results sent via email by 3pm				

If you have any questions whatsoever about the application process please contact ASB President Hunter Miller at 949-324-4702 (text) or hunterjmiller2005@gmail.com (email)

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

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 at spbryant@capousd.org via email. Under NO circumstances will the student or parent be shown the results of this evaluation.

Thank you,

Hunter Miller (2022-2023 CVHS ASB President)

Lucas Scott (2022-2023 CVHS ASB Vice President)

Ashlee Vaughan (2022-2023 CVHS ASB Treasurer)

Noosha Rahimi (2022-2023 CVHS 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, April 24th by 3pm . Thank you!