

# ASB CLASS OFFICER

## Procedures and Guidelines

Please read the following filing, campaigning, speech and Election Day guidelines. Your signature on the “*Intent to Run*” form states that you have read and understand all these guidelines. Failure to follow these guidelines will result in being disqualified from the election.

### Filing Procedures

1. File the “Statement of Intent” form with current ASB Executive Secretary. This statement must be signed by the student, one other ASB member, parent, **all current teachers** and by the ASB Executive Secretary, Mark Chen.
2. “Statement of Intent” must be filed by **Friday, March 9<sup>th</sup>, 2010 at 3:00 p.m.**
3. No campaigning can begin until the “Statement of Intent” is filed **and** approved.

### Campaign Guidelines

1. Students may campaign when their “Statement of Intent” has been filed and approved (you will receive email notification).
2. Students **MUST** use their own funds to provide campaign materials. The use of school computers, paper, printers and art supplies is **NOT** allowed.
3. Students are discouraged from spending large amounts of money.
4. **ONLY** approved posters, leaflets, pins and buttons will be allowed. Passing out gifts, food, drinks, candy or anything other than posters, leaflets, pins and buttons is **NOT ALLOWED**.
5. **No tape whatsoever may used in the halls. Campaign materials need to be stapled into the corkboard provided in the hallways.**
6. Each candidate is allowed a maximum of twenty 8.5 x 11 posters and two posters no larger than 36 inches by 36 inches.
7. Campaign leaflets (handouts) can be no larger than 8.5 inches by 11 inches.
8. All campaign materials must be approved and stamped by the ASB Advisor. Posters and leaflets displayed without the seal of approval by the ASB Advisor will be removed and thrown away.
9. It is the candidate’s responsibility to take care of campaign materials that are destroyed.
10. No campaign materials are to be posted in classrooms.
11. Candidates must take down all posters on Election Day after the election has taken place.

### Speech Guidelines

1. Candidates are allowed a 3-minute speech. This will take place during class meetings the Wednesday before elections.
2. The ASB Advisor must approve speeches. The speeches must be in the ASB Mailbox on or by Friday, March 12<sup>th</sup>, 2010. Failure to turn-in your speech by this deadline will make you ineligible to run.
3. Video presentations are not allowed.
4. No signs, friends or any other props are allowed on stage during the campaign speech.

5. Speeches will be Wednesday, March 17<sup>th</sup>, during Community Class Meetings.

## General Information

Each class shall elect four officers consisting of President, Vice President, Secretary and Treasurer to represent their class at ASB General Council meetings and school activities.

The primary functions of class officers and representatives are:

- To plan class activities and fund-raisers
- To serve as advisors to the executive council
- To promote class unity and spirit
- To maintain class budgets
- To meet regularly
- To set class goals
- To progress satisfactorily in all subjects
- To carry ASB membership and encourage student body to do the same
- To be productive members of the school and its community.

**ASB is a big commitment!** ASB meets weekly during lunch every Friday. There will be several times throughout the year that an afternoon or Saturday meeting will be required. We will give you plenty of notice. ASB representatives are required to attend all ASB functions. That means all high school dances for high school reps and all middle school socials for middle school reps. ASB representatives are also required to either help set up or help clean up after dances, socials and assemblies.

High School Class Officers **will be required** to attend a weeklong session of Leadership during the summer, "Camp Mt. Adams," July 30-August 4. ASB pays the majority of the costs associated with camp and provides transportation to and from camp, but **elected High School Class Officers will need to pay \$175 towards the fee total camp fee.** Do not run for a High School Class office if you will not be able to attend the entire week of camp.

## Election Schedule

- Filing Opens:** Monday, February 22<sup>nd</sup>, 2010
- Forms Due:** Friday, March 9<sup>th</sup>, 2010 at 3:00 pm
- Informational Meeting:** Tuesday, March 2<sup>nd</sup>, 2010 at Lunch in the ASB Room #218
- Speeches:** Speech of no longer than 3 minutes, to present to your class, **due in the ASB Mailbox (in the office) on or by 3pm, Friday, March 12<sup>th</sup>** for approval. Speeches will be delivered during Community's Class Meetings on Wednesday, March 17<sup>th</sup>, 2010.
- Election:** Thursday, March 18<sup>th</sup>, 2010 during 1<sup>st</sup> period. Results will be announced before the end of the school day.

# Statement of Intent

## ASB Class Officer

Name of Student Intending: \_\_\_\_\_  
Current ASB Card Holder: \_\_\_\_yes\_\_\_\_no (you *must* be a member of ASB to run for office)  
Grade \_\_\_\_\_  
Position you would like to hold \_\_\_\_\_

Please state your motives and reasons as to why you wish to run for this position  
(This may or may not be published):

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By having **all your teachers sign below**, they are verifying that you are of good academic standing in their class. The ASB advisor will check this.

Period 1: \_\_\_\_\_  
Period 2: \_\_\_\_\_  
Period 3: \_\_\_\_\_  
Period 4: \_\_\_\_\_  
Period 5: \_\_\_\_\_  
Period 6: \_\_\_\_\_  
Period 7: \_\_\_\_\_

I verify that all the above information is true and correct. I have read and understand all the filing, campaigning, speech and Election Day guidelines. I understand that if I do not follow the guidelines the consequences may result in being disqualified from the election.

Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Candidate's Printed Name: \_\_\_\_\_ Email: \_\_\_\_\_

Another ASB Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received by ASB Secretary: \_\_\_\_\_ Date: \_\_\_\_\_

(Mark Chen)

**NOTE TO PARENTS:** I have read and understand the attached filing, campaigning, speech and Election Day guidelines. I understand that if my child does not follow the guidelines the consequences may result in he/she being disqualified from the election. I also understand the commitment that my student will be making should he/she be elected to the ASB. **We commit our child--running for a High School Officer position--to the entire week of Leadership Camp (7/30/10-8/4/10) and agree to pay \$175 for camp fees.**

Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent printed name: \_\_\_\_\_ Email: \_\_\_\_\_