

Aliso Niguel High School ASB Appointment Application

Aliso Niguel High School Associated Student Body



Dear Applicants,

Thank you for your interest in applying for Associated Student Body Council! Being on ASB is an important job that requires a lot of time, effort, dedication and responsibility. It also is very rewarding, gives you great memories, opportunities to have fun, and gets you involved in the school and the decisions that affect every student. Currently we are looking to select multiple incoming freshmen to represent the class of 2027. We will be incorporating our new members into ASB this summer through various team building activities and events. We are accepting applications for freshmen at this time, and in the summer, after school begins, we will be holding elections for freshmen class officers. If you receive an appointment, you can still choose to run for an office. Regardless of outcome, you would still be on ASB.

Please read this packet carefully. If you have any questions, please email Mr. Nedler, Aliso Niguel High School Interim Activities Director at kanedler@capousd.org Be sure you know the deadlines and meet them.

Sincerely,
Ken Nedler
Interim Activities Director

ASB Appointed Positions Timeline

Date	Time	Item	Location
Monday, March 20	All Day	Applications for appointed positions made available	Through Canvas and school website
Friday, April 14	3:30pm	Applications are due. Late applications will not be accepted. (Our first indicator of responsibility.)	Either the ASB office located in the food court or the Activities Director's mailbox in the front office of the school.
May 15 until completed	4:00pm - 6:00pm daily until completed.	Interviews will be arranged by appointment. Applicants will be pre-screened based upon their applications.	ASB Workroom located inside the food court at ANHS.

ASB Appointed Officers Checklist

Please remove page 4 from the application packet and along with your typed responses, re-staple and return to ASB, keeping the front 3 pages for your records.

- Acceptance of class responsibilities and verification of academic achievement (page 4)
- ASB Candidate Questionnaire (page 5 typed on separate paper)

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

DUE on April 14, 2023 by 3:30pm

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ASB Code of Conduct

I do solemnly swear that I will abide by the following Code of Conduct set forth by the Aliso Niguel High School ASB Cabinet and constitution. The following standards of eligibility, conduct, and responsibilities shall apply to all members during their term of office. The term of office shall run from June 2, 2023 until the last day of the given school year.

I. 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.
- C. I understand I may be asked to submit a record of my scholastic achievements to the Activities Director at the end of each grading period.

II. Behavioral Standards

- A. As a member of ASB, I realize 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. Nedler 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 abide by school dress code regulations at all times.
- E. I will not carry nor use any illegal chemical substances or stimulants, drugs, alcohol, etc. at any time, on and off campus.
- F. I will display good sportsmanship at all times and serve as an ambassador for Aliso Niguel High School at other schools.
- G. I will maintain a satisfactory citizenship record. No unsatisfactory ratings will be acceptable.
- H. I understand if I am placed on a behavior contract for the use of drugs or alcohol; vandalism; or maliciously sabotaging or disrupting an ASB event; that I may be dismissed from ASB.
- I. Failure to comply with any of these rules may result in immediate removal from office as determined by the Aliso Niguel High School Administration Team.
- J. No more than 1 "U" in citizenship throughout all years at Aliso Niguel High School.
- K. I understand that if I am placed on a Step 3 behavior contract, I will be dismissed from ASB.

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III. Responsibilities of Office

A. 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 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 I am responsible for all my duties enumerated in the ASB Constitution and of the By Laws of ANHS regarding my office.
4. 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.

B. Summer Commitment

1. I understand that I am responsible for mandatory attendance at all ASB meetings beginning in the summer for the new school year.

IV. GRADING PROCEDURE

- A. I understand that my grade in the student leadership course will reflect my ability to deal with the stated requirements.
- B. I understand that my grade will be evaluated according to class policies. Grades are based upon both academic assignments and work hours put in outside of class time.

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Acceptance of Class Responsibilities

Name: _____ Phone: () _____

Personal Email Address (No school gmail acct.): _____

I have read the previous document (ASB Code of Conduct) and realize that if I violate any of its provisions that I may be under consideration for administrative removal from my office on a permanent/temporary basis.

Name of Candidate _____

Student Signature _____

Parent Signature _____

Responsibility for Academic Achievement

I understand that it is necessary to ensure my academic performance by maintaining a 2.5 GPA or higher. This will allow me to fully participate in my academics as well as student government. I accept the responsibility of keeping up my GPA. If I fail to keep up my GPA for one semester, I will be put on probation for the following semester.

Student Signature _____

Application & Recommendations

I. Teacher Recommendations:

I know the candidate and feel the above named student is an excellent candidate to represent Aliso Niguel High School.

1. _____

2. _____

3. _____

4. _____

II. Assistant Principal Recommendation:

I recommend the aforementioned candidate as an outstanding representative for Aliso Niguel High School.

Assistant Principal's Signature

Name of Middle School

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ASB Questionnaire

Please use Google Docs when writing your responses and share those responses with kanedler@capousd.org.

1. This is a leadership development class. We presume that at some time in your life, you have had the opportunity to lead at something. In an essay, please share with us your experience at any time, in any capacity, where you have been the leader. How did your leadership role come about? Were you elected? Selected by an adult to do so? Did leadership just fall upon you or did you step up and ask for it? What were the conditions of the project? Were your colleague's cooperative? How much of the work did you wind up doing? What was it like if you delegated responsibilities? Ultimately, what did you learn from this leadership experience?
2. We have all been part of a group where someone else in the group is the leader. Choose any scenario, good or bad, and share with us how you viewed the leader's effectiveness. We're they good or bad, strong or weak? And how did their leadership style affect the group's efforts on the project? What did you learn from this experience about leadership?
3. We use the quote, "It's not what you do, it's why you do it" all the time in ASB. We all work better when we work for a purpose. What is your driving purpose in life? How can you use your time on ASB to fulfill that purpose?

Selection Process

Due to the increasing number of applicants, we now must interview applicants and limit our size of ASB so that both the individual has opportunities to grow and ASB can remain an effective organization.

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