



JOHN F. KENNEDY HIGH SCHOOL
ASB ELECTIONS
2012-2013
INFORMATIONAL PACKET

8281 Walker Street
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JOHN F. KENNEDY HIGH SCHOOL
ASSOCIATED STUDENT BODY
CHECK OFF LIST!!!

CHECK OFF THIS LIST BEFORE SUBMISSION

Due Wednesday, April 18th by the end of lunch to Mrs. Vazquez (NO EXCEPTIONS!!!)

- _____ **APPLICATION Form**
- _____ **ELECTION GUIDELINES (elected only)**
- _____ **ASB QUESTIONNAIRE: Typed, printed and submitted with application**
- _____ **ASB EXPECTATIONS (read and signed on application form)**
- _____ **CODE OF ETHICS & CONDUCT (read and signed on application form)**
- _____ **GRADE CHECK on application form**
- _____ **TEACHER EVALUATIONS: printed and given to ALL teachers**
- _____ **TEACHER LETTER OF RECOMMENDATION: printed and given to a teacher**
- _____ **CAMPAIGN PACKET- FOR ELECTED POSITIONS ONLY: printed and filled out.**

Wednesday, April 18th – ASB packets and campaign packets due-for elected positions ONLY

Monday, April 23rd - Friday, April 27th - Campaign week

Thursday, April 26th-Election speeches at lunch/announcements

Wednesday, April 25th – Friday, April 27th – Voting (depending on # of participants)

Friday, April 27th - Removal of posters

TBA –ASB appointed interviews

If you have any questions see Mrs. Vazquez-Diaz RM 604

We are excited that you have an interest in ASB; if we can help you with the election/appointed process, please see us!



JOHN F. KENNEDY HIGH SCHOOL

ASSOCIATED STUDENT BODY

ELECTED POSITIONS

2012-2013

Elected positions are positions that are voted on by the ENTIRE student body at John F. Kennedy High School. Elected positions are based on a criteria of 3 different components: a 40% Student Vote, 30% Panel Interview, and 30% Teacher letter and recommendations. Elected positions become appointed if student runs or ends up running unopposed.

ASB PRESIDENT- (Must have one year ASB experience) Runs and holds meetings; prepares an agenda for the meeting and keeps meetings under control; leads class in ASB functions; keep things in order; helps plan ASB banquet, Power of One activities and any current events; serves as a representative for JFK at various events; attends the President Council meetings and is in charge of designing and ordering ASB shirts. Serves as the liaison between Student Services Assistant Principal regarding the Kennedy High School web page. Attends monthly class meetings. (Seniors, Juniors, Sophomores, and Freshmen.)

SENIOR CLASS PRESIDENT- In charge of all senior activities (luau, all monthly activities, etc.); in charge of the senior assembly, senior week; responsible for publishing a monthly newsletter, in charge of 2 senior shirts and a sweater. . In charge of planning class socials every other month and conducting monthly house and cabinet meetings.

JUNIOR CLASS PRESIDENT- Plans prom; in charge of selecting a junior class shirt, responsible for publishing a monthly newsletter. In charge of planning class socials every other month and conducting monthly house and cabinet meetings.

SOHPOMORE CLASS PRESIDENT- Plans Sadie Hawkins Dance; responsible for publishing a monthly newsletter; in charge of selecting a sophomore shirt. In charge of planning quarterly class socials and conducting monthly house and cabinet meetings.

ALL CLASS SECRETARIES AND TREASURERS- Although these officers are not actually in the class, they are in charge of taking minutes during their respective class meetings, and attending class events and supervising class budgets. (Senior Class Secretary IS in the 4th period class.)

COMMISSIONER OF PEP: Plans activities to promote school spirit, positive school culture and is in charge of “gang green” the student spirit section at athletic events. This person works with the commissioner of athletics, spirit commissioners and the cheer squad to create events and activities. Some activities may include: pre game tail gate, children activities at events, a staff/VIP section, school wide poster making for upcoming events, cheer/chant training for student body, and noon time events or spirit rallies.

STUDENT APPRECIATION: Plans activities daily, weekly, monthly, quarterly, semester and annually that recognize and appreciate students. Some of the activities include but are not limited to student birthdays, character recognition, new to campus tours, granting wishes, etc.

All of the positions listed above require that you fill out the campaign packet in addition to the ASB packet.



JOHN F. KENNEDY HIGH SCHOOL
ASSOCIATED STUDENT BODY
APPOINTED POSITIONS
2012-2013

ASB VICE PRESIDENT- In charge of all elections and voting procedures, assists the President, presides over the Student Council meetings and up keeps the class calendars. They are also in charge of the Power of One program.

ASB SECRETARY- Takes notes and keeps minutes of every meeting; gives typed copies to the President and the Activities Director; creates and types out forms as needed; checks helium and orders when necessary; order class supplies and organizes supply room.

ACTIVITIES COMMISSIONER- (2 positions available)(Preferred 1 year experience in high school ASB) Plans the Homecoming dance; plans the Homecoming half time show, Homecoming week class activities, a possible second school-wide dance, and Irish week class activities. Both assist and work with IRISH commissioner throughout the year. During the second semester, one will assist IOC Commissioner with Mr./Ms. K and the other will continue to assist IRISH commissioner. Will work with academic, athletic, students and pep commissioners to develop school wide activities (monthly)

STAFF APPRECIATION (2 positions available)- Promotes good relations and communication between ASB and teachers/staff; organizes and conducts monthly appreciation acts for staff; responsible for recognizing staff birthdays, beginning of the year breakfast, staff appreciation week, recognition during school events and spirit weeks.

SPIRIT COMMISSONER (2 positions available)- (Preferred 1 year experience in high school ASB) Plans and prepares all assemblies, spirit weeks and noon time events. Communicates and works with pep, academic, athletic and student appreciation commissioners.

COMMUNITY RELATIONS- Plans and organizes monthly community and service opportunities for the students body, some activities include: blood drives, money drives, beautification projects, food drive, toy drive, blanket drive, prom dress drive etc. and any other activities as needed. Assists clubs with drives as requested. Assists IOC Commissioner with community service events and Mr./Ms. K during second semester.

IOC COMMISSIONER- Communicates between ASB and clubs; is in charge of club rush weeks, and club representation during registration and Mr./Ms. K. This person is also responsible for conducting a monthly club president/advisor meeting, developing a monthly newsletter for clubs and organizations, maintaining a fundraiser calendar and works with the community relations commissioner to develop monthly activities that clubs and organizations can participate in.

TECHNOLOGY COMMISSIONER (2 positions available)- (Must have audio and visual technology skills and experience) Sets up sound every Friday at lunch, everyday during Homecoming week, Irish week, senior week, assemblies and on the Homecoming football game. In addition, they set up sound when needed by other organizations on campus throughout the year. They also create a CD collection for the year and create and distribute videos to promote ASB events.

APPOINTED POSITIONS CONTINUATION

CLASS VICE PRESIDENTS- Helps plan and organize their class activities and events; helps the President whenever needed. They are also the PRIDE representative for their class. They are in charge of planning, organizing, preparing and holding PRIDE events like academic rallies, events and recognition. Events are held throughout the school year on a daily, weekly, monthly, quarterly, semester and yearly basis.

ART COMMISSIONER (2 positions available) Helps plan and construct posters and props for all ASB sponsored events including: assemblies and dances, in charge of ordering and refilling paint, and painting supplies.

PUBLICITY COMMISSIONER. Does the marquee each week; assists everybody in publicizing each event; liaison between Student Service Assistant Principal regarding the Kennedy Irish School web page. Students also create videos for dress up weeks, assemblies or when needed to promote events.

ASB TREASURER- obtains the requisitions from the activities window every Tuesday and Thursday. During the meetings, read out the requisitions and signs them as well as the checks. Maintains a full and accurate record of all transactions and gives to the secretary; supervises the budget. Assist the Community Relations Commissioner with all the drives during the school year.

ASB HISTORIAN- Takes pictures at all ASB events; plans the holiday party; creates an ASB yearbook; acts as a liaison with the Shamrock, the Yearbook; helps plans the ASB banquet, is responsible for decorating the ASB room and recognizing ASB students/class on a daily/monthly basis.

COMMISSIONER OF ATHLETICS: Plans activities to promote athletics on our campus. Activities include but are not limited to game of the week, athlete of the month, lunch recognitions, etc. This person also works with the pep commissioner to set up the student section area at athletic events. This person also serves as a liaison between ASB and cheer and is responsible for creating posters to advertise and promote school spirit.

COMMISSIONER OF ACADEMICS: Plans activities to promote academic achievement. Activities include but are not limited to grade point average/ honors/ citizenship/effort recognition. Recognizes students on a weekly, monthly, quarterly, and semester basis. Students can create departmental recognition or other types of recognition like: attendance, no tardies, all homework in, bringing up a grade, etc.

IRISH COMMISSIONER (not open to incoming Freshmen)- Is in charge of the freshman transition program. This program aims to create a smooth transition for incoming 9th graders. Works with the Freshman Cabinet to create monthly events to promote school spirit, enthusiasm, connections, etc. This person works with upper classmen that wish to serve as mentors for this program.



JOHN F. KENNEDY HIGH SCHOOL

ASSOCIATED STUDENT BODY APPLICATION FOR ASB ELECTIONS

2012-2013

REQUIREMENTS

1. All candidates must have a minimum 2.5 GPA on 1st semester report in order to be considered.
2. All candidates must NOT have more than one D or any F's on semester report card.
3. All candidates must NOT have any U's in effort or citizenship on semester report card.
4. All candidates that are chosen MUST attend a leadership camp August 9th- 11th and ASB events.
5. Signed agreement of Campaign Guidelines including both candidates and parent/guardian signature.
6. Elected positions –completed campaign packet
7. Completed application which includes a signed agreement of ASB Expectations including both candidates and parent/guardian signature and a signed agreement of ASB Code of Ethics including both candidates and parent/guardian signature.
8. Completed evaluation from all teachers.
9. A letter of recommendation from a teacher.
10. Completed ASB Questionnaire sheet.



JOHN F. KENNEDY HIGH SCHOOL

ASSOCIATED STUDENT BODY

EXPECTATIONS

ASB EXPECTATIONS

1. Attend a 3-day camp in San Diego, August 8th-10th. Cost is about \$300.
(We can make arrangements if your family cannot afford it.)
2. Attend and participate in **all** ASB sponsored events, set up and take down. (See attached list)
3. Join committees to help with dances, Homecoming, etc.
4. Attend all dances and participate. (Looking bored on the side doesn't count.)
5. Make posters for various events.
6. Participate in assemblies and show side-line enthusiasm.
7. Participate in all dress up days.
8. Maintain a minimum of 2.5 grade point average.
9. Purchase three shirts to be worn in San Diego and alternately on Friday during the year.
10. Participate in ASB meetings.
11. Support other ASB members and help out when asked.
12. Have a positive attitude in class and at functions.
13. Be self-motivated. Find things to do instead of being told what to do.
14. Be organized and plan ahead.
15. Treat others with respect even if you do not agree with them.
16. Be willing to serve Kennedy High School Student Body.
17. Show school spirit!!!
18. Set a positive example for other students to follow.
19. Uphold all responsibilities that you have both for your position and in any other activity in the class.
20. Abide by the Code of Ethics and conduct.
- 21. MAKE A DIFFERENCE! Be a positive role model!**



As an ASB member you will have the opportunity to plan all of the activities and events that take place here at John F. Kennedy High School. In addition, as an associated student body representative you will be expected to come early to set up and stay late to take down and clean up after the events.

The following is a list of the **required events** you will have to attend and take part in.

- ✿ Summer meetings TBA
- ✿ Summer camp in August
- ✿ Registration in August
- ✿ Back to School Dance
- ✿ Back to School Night
- ✿ Senior Luau *
- ✿ World Smile Day
- ✿ Spirit Week
- ✿ Homecoming Assembly, Game and Dance
- ✿ Charity/School Dance
- ✿ Holiday Party
- ✿ Winter Assembly
- ✿ Winter Dance
- ✿ Sadie Hawkins Dance *
- ✿ Medieval Times*
- ✿ Irish Week
- ✿ Irish Assembly
- ✿ Mr. and Ms. K
- ✿ Open House
- ✿ Pirates Night *
- ✿ Teacher Appreciation Week
- ✿ Prom Dance *
- ✿ ASB Banquet
- ✿ Senior Week *
- ✿ Senior Assembly *
- ✿ Graduation
- ✿ 2 Blood drives

* Denotes class events that are specific to a grade: Seniors, Juniors, Sophomores and Freshmen. Not all ASB members will be required to attend or take part in.



John F. Kennedy High School ASB Candidates Teacher Recommendation Form

Teachers, please complete the following form by Wednesday, April 18th and turn it in my mailbox (Vazquez) when complete. Teacher evaluations will be used to see if a student is eligible to run for office and it will also be used in selecting the appointed positions in ASB.

Please give an honest evaluation of each student. The evaluations will not be shared with students or their parents.

Thank you for your time in helping select our future ASB members.

NAME OF TEACHER: _____ **Date** _____

NAME OF APPLICANT: _____

Please give this student a score from one to five on their overall performance in the following areas.

	Poor Performance	Needs Improvement	Average	Above Average	Superior
Promptness	1	2	3	4	5
Attendance	1	2	3	4	5
Responsibility	1	2	3	4	5
Dependability	1	2	3	4	5
Leadership	1	2	3	4	5
Attitude toward: Fellow students	1	2	3	4	5
Work Ethic	1	2	3	4	5

Overall score: _____/35

Please answer the following questions:

1. Conduct: Excellent _____ Average _____ Poor _____
2. Comes to class prepared: Always _____ Often _____ Sometimes _____
3. Is this student a complainer? Yes _____ No _____
4. Does this student show a positive attitude in class? Yes _____ No _____
5. Would you recommend this student for a position on ASB and are they trustworthy? Yes _____ No _____
6. Is this a student you would want to work with on a special project before school, after school or on the weekends?
Yes _____ No _____ Sometimes _____

Comments/concerns about this student:

Teacher Signature



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ASSOCIATED STUDENT BODY

ASB QUESTIONNAIRE

QUESTIONNAIRE

Name _____

Desired Position _____

Current Grade _____

(Please type your responses to the following questions. It can be on a separate sheet of paper.)

1. Why are you applying for this position?
2. What do you think are the responsibilities of an ASB/Class Officer? Have you talked to the previous officer who held this office?
3. Why do you feel you are the best candidate for this position?
4. What experience(s) do you have which will be beneficial for this position?
5. What is your primary goal in applying for this position?
6. What clubs, athletic teams, work, etc. are you involved with in or outside school?
7. How do you plan to manage school, family, church, and other activities?
8. What dances did you attend this school year?
9. What ASB Sponsored activities have you participated in?
10. Please include any other comments you would like the committee to consider.

