

## ASB & Class Officer Information Mount Vernon High School

*ASB & Class Officer Elections* will be held on Monday, March 22<sup>nd</sup> in the cafeteria during both lunches. All election forms are due to Ms. Lewis by 2:30pm on Friday, March 12<sup>th</sup>. There will be no campaigning allowed in the cafeteria on the day of the elections.

*All candidates* running for office must attend the **mandatory candidate meeting** at 2:05 on Monday, March 8<sup>th</sup> located in G-5, Ms. Lewis' classroom.

*Campaigning*: Candidates will be allowed to campaign with signs, posters, pamphlets, etc. from Monday, March 8<sup>th</sup> through Friday, March 19<sup>th</sup>. All candidates must use good judgment. Any inappropriate campaigning tactics or materials will result in the automatic disqualification of the candidate. All campaigning must promote a candidate rather than insult a competitor. All signs on walls and/or windows must be hung with blue tape (use staples on bulletin boards). Ms. Lewis has blue tape and poster supplies in G-5 for candidate use.

*ASB Election Video Short*: All ASB candidates must prepare a one-minute introduction speech to be delivered on tape for an election video that will air the morning of the election. All introductions must be submitted in writing and approved by Ms. Lewis by Wednesday, March 10<sup>th</sup>.

*Class Officer election Video Short*: All class officer/senator candidates are invited to introduce themselves in a 5-10 second spot ("Hello, I'm Suzie Student, and I am running for Sophomore class treasurer."). Taping will take place on Tuesday, March 16<sup>th</sup>. Non-sophomore ASB, Freshman, and Junior candidates will tape at 8:30am (during HSPE). Sophomore candidates will tape at 10:30am (at the beginning of 6<sup>th</sup> period). At the mandatory candidate meeting on Monday, March 8<sup>th</sup>, Ms. Lewis will give sophomores a note to miss the beginning of 6<sup>th</sup> period for filming. Sophomores will miss a few minutes of 6<sup>th</sup> period, but the "tardy" will count as school-related and have no negative impact on attendance records. The candidate video will be shown in social studies classes as well as in conjunction with the bulletin throughout the days prior to the election on March 22<sup>nd</sup>.

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*ASB & Class Officer Leadership Training CAMP*: All elected Class Officers are invited to attend the CISPUS Officer Training camp in Randall, WA from July 6 – 11, 2010. Limited spaces are available due to the high cost of the camp, but officers able to go will be selected by seniority and a first come, first served basis. Students must pay \$100 toward the camp fee. The leadership program will pay the rest of the bill. Applications are due to Ms. Lewis by April 16<sup>th</sup>. Please see Ms. Lewis for more information.

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All questions can be directed to Ms. Lewis in room G-5 or via email: [slewis@mv.k12.wa.us](mailto:slewis@mv.k12.wa.us), or via phone: 428-6100 ext. 2174.



**Packet Due to Ms. Lewis  
Friday, 3/12/10 by 2:30**

# ASB Officer Duties

All of the ASB Officers **work as a team on general duties/activities** and in the pursuit of service to improve Mount Vernon High School and its relationship with the community. Some of the specific duties are listed below. All ASB Officers must sign an honor code upon election.

## President

- create a welcoming, inclusive environment for MVHS
- organize multiple school-related assemblies/presentations during the school year to MVHS as well as to community organizations
- make presentations to the Senate, make special appointments to the Cabinet
- make improvements to MVHS and the Mount Vernon community

## Vice-President (must be a junior or senior)

- preside over the Senate (regular meetings with 40 Class Officers)
- draft a budget for the allocation of ASB card funds
- monitor ASB budget
- organize Senate to assist with annual SOAR Dance
- make improvements to MVHS and the Mount Vernon community

## Secretary

- record all ASB meetings and events
- make improvements to MVHS and the Mount Vernon community

## Executive Finance Officer

- manage all ASB monies and funds in conjunction with the Treasurer
- work with Ms. Mathews (ASB) & Ms. Honor (Athletics) in signing checks/managing budgets
- make official deposits
- train the Assistant Treasurer
- make improvements to MVHS and the Mount Vernon community

## Treasurer

- manage all ASB monies and funds in conjunction with the Executive Finance Officer
- work with Ms. Mathews (ASB) & Ms. Honor (Athletics) in signing checks/managing budgets
- make official deposits
- make improvements to MVHS and the Mount Vernon community

## Public Relations Officer

- maintain Downtown reader board
- make improvements to MVHS and the Mount Vernon community

## Historian

- record yearly activities and major school events via a scrapbook/portfolio
- make improvements to MVHS and the Mount Vernon community

# Due to Ms. Lewis by Friday, 3/12/10

## A.S.B. Officer Nomination Form Mount Vernon High School

Mount Vernon High School Associated Body Constitutions, Article 1 Section II:

“The A.S.B. shall be composed of a President, Vice-President, Secretary, Treasurer, Executive Finance Officer, Public Relations Officer, and Historian.”

Mount Vernon High School Associated Body Constitution, Article V, Section I: Elections:

“All elected, or appointed, student government officers/representatives shall be members of the Mount Vernon High School Associated Student Body and have a valid A.S.B. Card. He/she must be in good standing with the school and maintain a minimum of a 2.0 cumulative grade point average. He/she must attend a minimum of 65% of classes per school day at Mount Vernon High School.”

Name: \_\_\_\_\_

Class of 20 \_\_\_\_\_ I am currently a (circle one): Freshman Sophomore Junior

Office (President, Vice-President etc.) \_\_\_\_\_

### Verification of Nomination

Please collect the signatures of twenty (20) MVHS students. No one may nominate more than one candidate per office. Duplicate and non-valid signatures will be voided.

<u>Signature</u>	<u>Student #</u>	<u>Signature</u>	<u>Student #</u>
1. _____	_____	11. _____	_____
2. _____	_____	12. _____	_____
3. _____	_____	13. _____	_____
4. _____	_____	14. _____	_____
5. _____	_____	15. _____	_____
6. _____	_____	16. _____	_____
7. _____	_____	17. _____	_____
8. _____	_____	18. _____	_____
9. _____	_____	19. _____	_____
10. _____	_____	20. _____	_____

The following 3 staff members are filling out the attached Staff Recommendation Forms:

- Staff Nomination-see attached (print) \_\_\_\_\_ (signature) \_\_\_\_\_
- Staff Nomination-see attached (print) \_\_\_\_\_ (signature) \_\_\_\_\_
- Staff Nomination-see attached (print) \_\_\_\_\_ (signature) \_\_\_\_\_

# Due to Ms. Lewis by Friday, 3/12/10

**CONFIDENTIAL**  
**Staff Recommendation Form**

**CONFIDENTIAL**

for ASB and Class Officer Candidates

\*All candidates must have at least three Staff Recommendation Forms returned to Ms. Lewis to be considered for ASB or Class office.

Name of Candidate \_\_\_\_\_ Student # \_\_\_\_\_

Class of \_\_\_'10 \_\_\_'11 \_\_\_'12                      Desired Position \_\_\_\_\_

Name of Staff Member \_\_\_\_\_

Relationship to Student \_\_\_\_\_

1. Please rate the student on the following characteristics (*as you witnessed during your class*) using a scale of 1-5 (three being average, 1 being below average, etc.).

<u><i>Above Av.</i></u>	<u><i>Average</i></u>	<u><i>Below Av.</i></u>					
<b>Class Participation</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>Not Observed</b>	
<b>Attendance</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>Not Observed</b>	
Creativity	5	4	3	2	1	Not Observed	
Responsible	5	4	3	2	1	Not Observed	
Respectful	5	4	3	2	1	Not Observed	
Positive Relations with students	5	4	3	2	1	Not Observed	
Positive Relations with adults	5	4	3	2	1	Not Observed	

2. Please check your level of recommendation for this student's admission to Student Office.

Strongly Recommend  
 Recommend  
 Recommend with some reservation  
 Do NOT recommend

3. **Optional:** Comments (feel free use the back of this form for attach additional comments or a formal recommendation letter)

Ms. Lewis (and possibly the members of administration) will be the **ONLY** people to review this **CONFIDENTIAL** recommendation. Please return the completed form to Ms. Lewis or her mailbox. **Please do not return this form to the student.** Thank you for your time. Your input is valuable in ensuring that the nomination pool reaches its potential for positive contributions to MVHS.

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

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Name of Candidate \_\_\_\_\_ Student # \_\_\_\_\_

Class of \_\_'10 \_\_'11 \_\_'12                      Desired Position \_\_\_\_\_

Name of Staff Member \_\_\_\_\_

Relationship to Student \_\_\_\_\_

4. Please rate the student on the following characteristics (*as you witnessed during your class*) using a scale of 1-5 (three being average, 1 being below average, etc.).

<u><i>Above Av.</i></u>	<u><i>Average</i></u>	<u><i>Below Av.</i></u>				
<b>Class Participation</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>Not Observed</b>
<b>Attendance</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>Not Observed</b>
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Responsible	5	4	3	2	1	Not Observed
Respectful	5	4	3	2	1	Not Observed
Positive Relations with students	5	4	3	2	1	Not Observed
Positive Relations with adults	5	4	3	2	1	Not Observed

5. Please check your level of recommendation for this student's admission to Student Office.

- \_\_\_\_\_ Strongly Recommend
- \_\_\_\_\_ Recommend
- \_\_\_\_\_ Recommend with some reservation
- \_\_\_\_\_ Do NOT recommend

6. **Optional:** Comments (feel free use the back of this form for attach additional comments or a formal recommendation letter)

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Class of \_\_'10 \_\_'11 \_\_'12                      Desired Position \_\_\_\_\_

Name of Staff Member \_\_\_\_\_

Relationship to Student \_\_\_\_\_

7. Please rate the student on the following characteristics (*as you witnessed during your class*) using a scale of 1-5 (three being average, 1 being below average, etc.).

<u><i>Above Av.</i></u>	<u><i>Average</i></u>	<u><i>Below Av.</i></u>					
<b>Class Participation</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>Not Observed</b>	
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8. Please check your level of recommendation for this student's admission to Student Office.

- \_\_\_\_\_ Strongly Recommend
- \_\_\_\_\_ Recommend
- \_\_\_\_\_ Recommend with some reservation
- \_\_\_\_\_ Do NOT recommend

9. **Optional:** Comments (feel free use the back of this form for attach additional comments or a formal recommendation letter)

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