

ASB COMMISSIONER
Application 2017-2018



COMMISSIONER POSITIONS

Activities
Athletics
Clubs
Communications
Dance
Education/Fine Arts
School/Community
Relations

Pep
Publicity
Spirit
Cultural Awareness
Technology
Community Service



Ocean View High School

A CALIFORNIA DISTINGUISHED SCHOOL

17071 Gothard Street. Huntington Beach, CA 92647-5486

(714) 848-0656, FAX (714) 843-0541

Associated Student Body Commissioner Application

Dear Applicant:

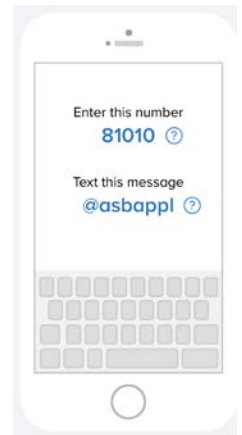
Thank you for your interest in Associated Student Body. Being on ASB is an important role that requires a lot of time, effort, dedication, and responsibility. It is also very rewarding, provides great memories, is an excellent opportunity to have fun, and gets you involved in the school and the decisions that affect every student. ASB members are in charge of the school activities for the entire year. They are also in charge of the ASB funds.

Please read this packet carefully. If you have any questions, please see Mr. Volo in the Activities Office. Be sure you know the deadlines and meet them. Thanks for supporting your student body and hope to see you on ASB.

Sincerely,

John Volo
Activities Director

All applicants must
sign up for this



IMPORTANT DATES & DEADLINES

APRIL 5TH (Wednesday)	JOB FAIR & APPLICATIONS AVAILABLE
APRIL 12TH (Wednesday)	APPLICATIONS DUE TO ACTIVITIES OFFICE (RM 300) by 10 AM
APRIL 12TH (Wednesday)	INFORMATIONAL MEETING IN ROOM 417 @ 12:15 PM
APRIL 25TH (Tuesday)	INTERVIEW SIGN UP SHEETS POSTED IN ROOM 300
APRIL 27th – 28th (Thur/Fri)	ASB INTERVIEWS 12:30 PM – 2:45 PM
APRIL 29th (SATURDAY)	ASB INTERVIEWS 9 AM – 4 PM RM 417
MAY 1ST – 5TH	OPPORTUNITES TO HELP WITH PROM SPIRIT WEEK & RALLY
MAY 8TH (MONDAY)	COMMISSIONER CAMP (TRYOUTS) 1:30 – 2:45 PM, RM 417
MAY 11TH (THURSDAY)	MOCK ASB MEETING 12:00 PM – 12:35 PM ROOM 417
MAY 15TH - 19TH	POSSIBLE JOB SPECIFIC TASKS & OPPORTUNITY TO HELP W/STAFF APPRECIATION WEEK
MAY 22ND	2017 – 2018 ASB ANNOUNCED

ASB APPLICATION CHECKLIST

- APPLICATION
- TEACHER RECOMMENDATIONS
- ASB QUESTIONNAIRE
- ASB CODE OF CONDUCT
- RETURN PAGES 6, 7, 8**

APPOINTED OFFICERS

Commissioner (s) of Activities
Commissioner(s) of Athletics
Commissioner(s) of Clubs
Commissioner(s) of Communications
Commissioner(s) of Dance
Commissioner(s) of Education/Fine Arts
Commissioner(s) of School/Community Relations
Commissioner(s) of Pep
Commissioner(s) of Publicity
Commissioner(s) of Spirit
Commissioner(s) of Cultural Awareness
Commissioner(s) of Technology

DUTIES OF APPOINTED OFFICERS

A. Commissioner of Activities

1. Organize lunchtime activities
 - a. At discretion (no more than 2 per week)
 - b. Music with Commissioner of Communications
 - c. Organize class competitions
 - d. Clean up after activities
2. Price and order all materials for activities (Homecoming, King and Queen of Courts, etc.)
3. Special activities, assemblies, etc.
4. Organize activities in pep rallies and assemblies
5. Organize movie night(s).

B. Commissioner of Clubs

1. Be the liaison between clubs and ASB (i.e. food drive, toy drive, clothing drive)
2. Speak to feeder schools regarding clubs on campus.
3. Organize Club Day.
4. Serve as a liaison between all campus clubs.
5. Meet once a month and serve as the head of the ICC.
6. Assist with the club aspect of the food fair.

A. Commissioner of Communications

1. PA announcements
2. Marquee set up as needed
3. Music at lunch at least twice a month
4. Run all music at pep rallies and assemblies
5. Organize PA announcements that arise from ASB meetings
6. Program running sign board outside of Activities Office
7. Organize lunch time band concerts/radio stations.

B. Commissioner of Dance

1. Organize school dances
 - a. DJ
 - b. Pictures
 - c. Location
 - d. Decorations
 - e. Tickets
 - f. Publicity
 - g. Theme
 - h. Theme activity
2. Plan fundraisers for on and off campus dances as needed

C. Commissioner of Education/Fine Arts

1. Organize talent show
2. Organize staff appreciation week & luncheon
3. Prepare Student of Month bulletin board
4. Present Student of Month awards
5. Presentations to the Department Coordinators as needed

D. Commissioner of School & Community Relations

1. Organize all special projects:
 - a. Blood drive
 - b. Red Ribbon Week
 - c. Daffodil Sales for Cancer Society
 - d. Campus Clean Up Day (Pride Day)
 - e. Back to School Night
 - f. Middle school visitations
 - g. Organize ASB involvement in WOW Week
 - h. Obtain outside motivational speakers.
 - i. Organize Yellow Ribbon Week
 - j. Assist with Every 15 Minutes (occurs every 4 years)
 - k. Organize all other community related activities.
2. School Site Council Representative

E. Commissioner of Pep

1. Conduct pep assemblies, rallies
 - a. Homecoming
 - b. Queen of Courts
 - c. Seasonal rallies
 - d. Lunch rallies, etc.
2. Conduct pep activities at lunch
 - a. Assist Commissioner of Publicity/Spirit with spirit weeks
3. Advertise for pep-related events, activities, etc.
4. Promote spirit at athletic events

F. Commissioner of Athletics – Boys/Girls

1. Liaison between coaches, school, teams, and community
2. Promote and reward all athletic teams
3. Organize all athletic aspects of pep rallies and activities
4. Athlete of the Month awards
5. Develop schedule for events throughout athletic seasons
6. Booster club liaison as needed
7. Works with Commissioner of Publicity to ensure that ASB recognizes and honors athletic teams that won league or qualified for CIF.

8. Communicates with coaches in selecting games for the mascot and flag bearer to appear in.

I. Commissioner of Publicity

1. Be responsible for publicity of all ASB events.
 - a. Posters
 - b. Flyers
2. Monitor all posters on campus and supervise clean up.
3. Develop new and creative ways to advertise events.
4. Delegate and supervise additional poster making activities
5. Update bulletin boards in teachers' lounge.
6. Decorate showcases throughout year (Back to School Night, WOW, etc.)
7. Work with the Athletic Commissioner to ensure that ASB recognizes and honors
8. Athletic teams who have won league or qualified for CIF.

J. Commissioner of Spirit

1. Plan Spirit weeks
2. Organize monthly ASB bonding activity
3. Acknowledgement of ASB birthdays (card, sing happy birthday, cake, etc.)
4. Organize ASB holiday party
5. Secure a student to serve as the official mascot of Ocean View by either selecting an ASB member or senator with the approval of ASB or serving as mascot yourself.
6. Secure a flag bearer by selecting an ASB member or senator with the approval of ASB or serving as the flag bearer yourself.
7. Provides a mascot and flag bearer for every ASB game of the week if appropriate for the sport.

K. Commissioner of Cultural Awareness

1. In charge of International Month and International Week
2. Organize Food Fair
3. Responsible for attending workshops and meetings on diversity
4. Plan monthly cultural activities

L. School Board Rep

1. Attend all school board meetings if you are nominated as District Rep
2. Responsible for a monthly report to the ASB
3. Responsible for a monthly report on other district schools to the ASB
4. School site council representative

M. Commissioner of Technology

1. Produce/Direct the Video Announcements.
2. Contact different departments on a regular basis for current information.
3. Use digital camera to take pictures of school events for web page.
4. Aid ASB with any computer needs throughout the year.
5. Assist Pep Commissioners with Pep Rallies (i.e. videos, make CDs, etc.)
6. Update multimedia communications
7. ASB banquet slide show

ASB APPLICATION AND RECOMMENDATIONS

Name _____ **Grade** _____ **Cell Phone** _____

Single Best Quality of a Leader (one word) _____

TEACHER RECOMENDATION

In a sentence or two please tell us why you would recommend the aforementioned candidate as an outstanding representative of Ocean View High School:

Teacher Name (Printed) _____ **Signature & Date** _____

GRADE POINT AVERAGE

Minimum required GPA is 2.0. I attest that the OVERALL GPA listed below is accurate:

GPA _____ **CANDIDATE SIGNATURE** _____

REQUIRED SUMMER COMMITMENTS

I understand that if I unable to participate in the summer commitments listed below, this might have an effect on my application process.

INITIAL	EVENT	PLACE	DATES	TIME
_____	ASB SUMMER CAMP	UC SANTA BARBARA	AUGUST 8 - 11	6 AM – 11 PM
_____	WOW FRESHMAN ORIENTATION	OVHS	AUGUST 22 – 24	7 AM – 12:30 PM



STUDENT and PARENT SIGNATURES

STUDENT SIGNATURE _____ **DATE** _____

PARENT SIGNATURE _____ **DATE** _____

ASB QUESTIONNAIRE

1. Please tell us "Why you wish to be an ASB member."

2. Please list all activities/clubs/athletics/jobs you will be involved in during the school year.

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3. In your opinion, what are the responsibilities and duties of an ASB member?

ASB CODE OF CONDUCT

I, the undersigned, solemnly swear that I will abide by the following Code of Conduct set forth by the Ocean View High School ASB Student Government. 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 the date sworn into office until the last day of the given school year.

I. Academic Achievement

- G.** I will maintain a 2.0 grade point average (GPA) computed on a 4.0 scale.
- H.** If I receive less than a 2.0 GPA for one semester, I understand that I will be administratively dismissed from my office.

II. Behavioral Standards

- A.** I will uphold the constitution and my oath of office.
- B.** I will abide by the school dress regulations at all times.
- C.** I will remember at all times that I represent Ocean View High School students and staff and that my behavior will be such that it will bring respect to myself, ASB, OVHS, and my family.
- D.** I will display good sportsmanship at all times and serve as an ambassador for Ocean View High School at other schools.
- E.** I will maintain a satisfactory citizenship record.
- F.** I understand that if I am suspended from Ocean View High School, I will be suspended from the ASB
- G.** I will attend ALL ASB sponsored events (i.e. I will attend the Aloha Dance, Homecoming Dance, Sadie’s Dance, Dance or Dye, all evening Rally practices and early morning event set-ups and kick off’s, all home Football Games, many home Basketball Games, all home CIF Playoff games (provided you’re not practicing/playing at same time), Community Service Events, our Talent Show and Graduation. If requested I will attend BTSN, Community Open House, 8th Grade Student/Parent/Guardian Night, Golden Hawk Awards, and other events as requested.)
INITIAL
- H.** Failure to comply with any of these rules may result in immediate removal from office.

III. Responsibilities of Office

- A.** I understand that I **must be enrolled** in Student Leadership Class 5th period. **INITIAL**
- B.** I understand that **attending class in its entirety is mandatory.** **INITIAL**
- C.** I understand that it is my responsibility to work on projects assigned to me.
- D.** I understand that I will be assigned work tasks at all ASB functions and that it is my responsibility to work at ASB and various school events.
- E.** I understand that I will be assigned and expected to execute tasks by the Activities Advisor and/or the ASB President.

Violations of any of the stated rules may result in removal from office. Removal from office is determined by the Ocean View High School Administrative Team. Removal from ASB is not exclusively determined by the violation of these rules and might be considered at the Administrative Team’s discretion.

CANDIDATE INFORMATION AND SIGNATURES

Please consider me for commissioner of:

1. _____ 2. _____

CANDIDATE NAME _____ SIGNATURE _____

PARENT NAME _____ SIGNATURE _____