



*Dana Hills High School
Associated Student Union*

Dear ASU Applicants,

Thank you for your interest in running for an elected position on the Associated Student Union Council. Being on ASU 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.

Please read this packet carefully. Failure to comply with the rules and regulations will result in disqualification. Be very careful that you meet the GPA qualifications. If you have any questions, please see Mr. Nedler in room 614 or email him at kanedler@capousd.org. Be sure you know the deadlines and meet them. Thanks for supporting your student body and good luck!

Sincerely,
Ken Nedler, Sandy Mesa & Carrie Pierce
Activities Directors

<u>ASU Officer and Class Election – Timeline</u> <i>ASU President, ASU Vice President, Class President, Class Vice-President and Class Secretary/Treasurer</i>	<u>ASU Officer and Class Election Checklist</u>
<p>Tuesday, February 18: Information Meeting Packets available Meeting @ Lunch in the Porthole Theater.</p> <p>Monday, March 9: Packets Due & Speeches Due Election packet due by 3:30 PM to Mr. Nedler or Activities Office</p> <p>Wednesday, March 11: List of qualifiers posted/Pick up speeches</p> <ul style="list-style-type: none"> List of qualifiers posted on activities window. MANDATORY meeting for all qualifiers at lunch in Room 613 to review campaign rules. You will pick up speeches from Mr. Nedler with editing and/or approval at this meeting. <p>March 16- 6:00 AM to March 20: Campaign Time. First Ballot Voting: March 20 following speeches until 10:40am on March 23. Results announced before lunch. Runoff: Begins 12:20am March 25 and ends at 10:30am on March 26. All posters removed by the final vote. .</p> <p>Week of March 19-22: Campaign Speeches & Voting during tutorials. Tuesday, March 17: Class of 2023 Wednesday, March 18: Class of 2022 Thursday, March 19: Class of 2021 Friday, March 20: ASU President and Vice-President Online voting will take place from 10:15am on March 20 through 10:40am on March 23. Winners and/or office runoffs announced March 23 before lunch, with runoff voting beginning at 12:20pam on March 23 and ending at 10:40am on March 24.</p>	<p><input type="checkbox"/> Application & Recommendations</p> <p><input type="checkbox"/> Campaign Rules & Guidelines</p> <p><input type="checkbox"/> ASU Candidate Questionnaire</p> <p><input type="checkbox"/> Campaign Plan</p> <p><input type="checkbox"/> Campaign Poster Approval</p> <p><input type="checkbox"/> ASU Code of Conduct</p> <p><input type="checkbox"/> Speech (approved)</p> <p><i>*Incomplete or late application will not be accepted*</i></p>

Qualifications and Duties of Elected Officers of the ASU Student Council

Section III-Qualifications and Duties of the ASU President

Clause 1-Students who meet the GPA and citizenship qualifications may run for the office of ASU President provided that they have served at least one year in the Leadership Class. Qualified students must be of the Junior or Senior Class.

Clause 2-The ASU President shall conform to the ASU Student Council Code of Conduct as enumerated in Article VII of the Constitution.

Clause 3-The executive power of the ASU Student Council shall be vested into the office of the President.

Clause 4-To carry out the roles and duties as pertaining to this office listed in the By-Laws, Article V, Section I.

Section IV-Qualifications and Duties of the ASU Vice-President

Clause 1-Students who meet the GPA and citizenship qualifications may run for the office of ASU Vice-President *provided that they have served at least one year in the Leadership Class or two terms that may be non-consecutive in the Student Senate*. Qualified students must be of the Junior or Senior Class. *Approved by ASU Cabinet 2/29/13. Approved by Student Senate 3/7/12.*

Clause 2-The ASU Vice-President shall conform to the ASU Student Council Code of Conduct as enumerated in Article VII of the Constitution.

Clause 3-The Vice-President shall assume the duties of the President when the President is not available to fulfill those duties.

Clause 4-To carry out the roles and duties as pertaining to this office listed in the By-Laws, Article V, Section III.

Section V-Qualification and Duties of Class Presidents

Clause 1-Students who meet the GPA and citizenship qualifications may run for the office of Class President. Qualified students must be of their graduating class.

Clause 2-The Class President shall conform to the ASU Student Council Code of Conduct as enumerated in Article VII of the Constitution.

Clause 3-To carry out the roles and duties as pertaining to this office listed in the By-Laws, Article V, Section IV.

Section VI-Qualification and Duties of Class Vice-President

Clause 1-Students who meet the GPA and citizenship qualifications may run for the office of Class Vice-President. Qualified students must be of their graduating class.

Clause 2-The Class Vice-President shall conform to the ASU Student Council Code of Conduct as enumerated in Article VII of the Constitution.

Clause 3-To carry out the roles and duties as pertaining to this office listed in the Bylaws, Article V, Section V

Section VII-Qualification and Duties of Class Treasurer/Secretary

Clause 1-Students who meet the GPA and citizenship qualifications may run for the office of Class Treasurer/Secretary. Qualified students must be of their graduating class.

Clause 2-The Class Treasurer/Secretary shall conform to the ASU Student Council Code of Conduct as enumerated in Article VII of the Constitution.

Clause 3-To carry out the roles and duties as pertaining to this office listed in the By-Laws, Article V, Section V.

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

ASU Code of Conduct

I, _____, do solemnly swear that I will abide by the following Code of Conduct set forth by the Dana Hills High School ASU 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 5, 2020 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 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 ASU, 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 ASU President and Activities Director.
- D. I will abide school dress regulations at all times.
- E. I will not carry nor use any illegal chemical substances or stimulants, drugs, alcohol, etc. at any time on campus.
- F. I will display good sportsmanship at all times and serve as an ambassador for Dana Hills 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 and ASU event; that I will be dismissed from ASU.
- I. Failure to comply with any of these rules may result in immediate removal from office as determined by the Dana Hills High School Administration Team.

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

III. Responsibilities of Office

A. *Summer Obligations*

1. I understand that I am responsible for mandatory attendance at all ASU meetings beginning in the summer for the new school year.
2. All members of the 2020-21 ASU Cabinet and Advanced Leadership Council are encouraged to attend the OCLA Leadership Camp during the week of August 4-7, 2020. The Leadership Camp is located on the campus of UC Santa Barbara. This camp is attended by all CUSD high schools and over 50 public high schools countywide. The cost for camp and spirit wear is \$410. The cost includes housing, meals, transportation and ASU spirit wear for camp and the school year.

B. *Regular School Year*

1. I understand that it is my responsibility to work on projects assigned to me beginning June 7, 2019 and running through the end of my term of office, as assigned by my Activity Directors, ASU President, Executive Board, and by the Constitution.
2. I understand that I will be assigned work tasks at **all** ASU functions and that it is my responsibility to work at these events and stay until the end. Officers who miss several functions face the possibility of probation and/or dismissal administratively by the Activities Director.
3. I understand that if I am elected to an executive council position, I must be enrolled in Student Leadership class. First year ASU members are enrolled in the Beginning Student Government class, while returning ASU members will be enrolled in the Advanced Leadership class.
4. I understand that I am responsible for all my duties enumerated in the ASU Constitution of DHHS regarding my office.
5. I understand that I will be assigned tasks by the ASU 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.
6. I understand that I must adhere to the Dana Hills high school code of conduct at all times (24/7: including weekends and after-school hours. If at any time during my tenure of office, I am found guilty of being directly involved in any of the following offenses I may be declared ineligible to carry out the duties of my office and will be removed from the leadership class with a grade of WF. Possession of alcohol or drugs, theft, vandalism, fighting, plagiarism or forgery of a note, or placed on a Step 3 behavior contract for any reason,
7. I will honor my position, my school, my family and myself by taking this commitment seriously. I understand that with my position, comes a higher expectation and a commitment outside the classroom. I am willing to do my best to make the necessary sacrifices. Should I neglect my position and/or duties related to ASU during my tenure in office, I may be asked to resign and be placed in a study hall class with a "No Grade" for the remainder of the semester.

II. GRADING PROCEDURE

- A. I understand that my grade in either of the student leadership courses will reflect my ability to deal with the stated requirements.
- B. I understand that my grade will be evaluated in a joint discussion between the ASU Executive Board, and the Activities Directors.

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

Election Campaign Rules and Guidelines

1. No candidate, shall in any way, make negative or slanderous statements about other candidates on posters, handbills, social media, etc. or in speeches. All campaign material should be in good taste and may be subject to approval by the Activities Director or ASU Commissioner of Records.
2. CUSD Board Policy requires candidates carry a 2.5 minimum GPA from the previous semester and while holding office. You must ask your academic advisor to verify your GPA and include it on page 5 of this packet. The Activities Director will be checking grade point averages (GPA), and students who do not meet the requirements will not be allowed to run for office. This GPA must be maintained during the time you are an officer. Candidates may not be on any level of a discipline contract.
3. Candidates must meet all deadlines and attend all meetings as described in the time line.
4. The limit on campaign expenditures is \$50.00, including donations (be prepared to verify cost with receipts). Do not exceed this limit. You must submit a budget to the Activities Director prior to the campaign week (see page 7).
5. Candidates may have posters and other campaign material including pins, pennants, and buttons. However, no adhesive stickers may be used. Provide your own materials. This includes tape (blue painter's tape only) and butcher paper. *Butcher paper can be purchased from the ASU for \$2 per poster.* Posters should be in good taste and promote the candidate who is running. Negative or slanderous comments about other candidates will not be tolerated. Posters must be approved in advance by the Activities Director.
6. Each candidate is allowed **no more than** three (3) 36"X72" posters and ten (10) 8.5"X11" sheets of paper. All text must be shown on the *Campaign Plan* portion of this form and approved in advance by the Activities Director.
7. **Candy and food are prohibited as promotions of your candidacy.** Abuse of this rule will result in automatic candidate dismissal.
8. **YOU MUST USE BLUE PAINTER'S TAPE** on any glass or tile surface. Do not attach posters to doors or lockers or any painted surfaces. Use string to hang posters from the balcony, stairs or ramps railings. Posters are not allowed in the classrooms without the teacher's permission.
9. No candidate shall use a ladder without first consulting with Mr. Nedler
10. Results of the election will not be announced until the campus is free from all posters and campaign materials.
11. Candidates must submit a campaign plan to the ASU Secretary and Activities Director prior to the campaign (see page 7). Candidates must describe their marketing strategy and include text for any posters that go up.
12. **Any violation of the above rules and regulations will result in disqualification.**
If act of vandalism can be verified by members of the DHHS Administrative Team, the person responsible may be disqualified from the election, or other consequence. You are to encourage a positive campaign. Do not touch another candidate's posters!

Speech Guidelines

1. Speeches will be no longer than two (2) minutes.
2. The subject of your speech is **"How I plan to connect all stakeholders to Dana Hills"**. Have a vision to share.
3. No props will be allowed and the candidate is the only person allowed to perform the speech.
4. Speeches must be appropriate and consistent with Campaign Rules and Guidelines.
5. All candidates **MUST** submit their typed speech no later than March 9, 2020.

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

Please complete pages 9-12.

When completed, please re-staple and return to Mr. Nedler's mailbox in the front office, or to Mrs. Stover in the Activities office on or before March 9, 2020.

Please follow the directions on page 11 and email the answers to Mr. Nedler at kanedler@capousd.org on or before March 9, 2020.

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

Dana Hills Class Election Application Packet

Application & Recommendations

Position Sought

Name: _____ Your Cell Phone: () _____

Email Address: _____

I. Assistant Principal Recommendation:

I recommend the aforementioned candidate as an outstanding representative of Dana Hills High School.

Assistant Principal/Kelly Hart's Signature

II. Academic Advisor Recommendation:

I recommend the aforementioned candidate as an outstanding representative of Dana Hills High School with a 2.5 GPA or greater.

Academic Advisor Signature

GPA (2.5 or greater previous semester)

Overall Academic GPA

III. Understanding of the campaign guidelines: By signing below you are declaring the following: "I understand the above stated guidelines as they pertain to the campaign week and campaign speeches at Dana Hills High School. I will follow the rules and I understand that breaking any of the rules will result in disqualification." (Page 7)

Candidate's Signature

Date

Parent's Signature/ Guardian

Date

IV. I have read the previous document (ASU Code of Conduct, pages 3 through 6) and realize that if I violate any of its provisions that I will be under consideration for administrative removal from my office on a permanent/temporary basis.

Candidate's Signature

Date

Parent's Signature/ Guardian

Date

Dana Hills Class Election Application Packet

Campaign Plan

Please state your strategy for marketing your campaign
(What are you going to do and how you are going to let people know you are running for an ASU position)?

Budget Breakdown (\$50 Limit) Be **VERY** Specific.

Return this portion of the election packet.

Poster Text Approval

Please draw all your poster text for Activities Director's approval. If you are using the same design on more than one poster, please only illustrate the design on one square. These must be approved by the Activities Director before you post them. Any poster hung without the Activities Director's approval will be removed immediately.

Guidelines For Posters

1. (3) – 3 ft. x 6 ft. + (10) – 8.5" X 11"
2. NO use of tape on any painted surface. You must use string to attach to balcony or stair railings.
3. NO STICKERS!
4. Posters in classrooms with teacher permission only!
6. All posters must be removed and campus clean of all campaign materials before results will be read.

Return this portion of the election packet.

ASU

Questionnaire-Please type and email these answers to kanedler@capousd.org.

These answers will be emailed to all eligible voting students.

1. Why do you want the position you are seeking? (Be brief and to the point)

2. Explain your ideas for handling the position, and what do you want to achieve?

3. What qualifies you for this position?

4. Please **list in bullet form**, all the significant activities you were involved in or contributions you have made at Dana Hills.

5. Please provide a personal bio of no more than 450 characters (this will appear on the voting website alongside your photo).

6. Please also provide a statement of office (why you are running) of no more than 450 characters, (this will also appear on the voting website).

**Do Not Return This Page With Other Materials.
This Page Is To Be Emailed.**