



*Dana Hills High School
Associated Student Union*

Dear Applicants,

Thank you for your interest in applying for 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. Currently we are looking to select approximately 30 incoming freshmen to represent the class of 2024. We will be incorporating our new members into ASU this summer through various teambuilding 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 ASU.

Please read this packet carefully. If you have any questions, please call Mr. Ken Nedler, Dana Hills High School Activities Director at 949-496-6666, ext. 11021 or Ms. Sandy Mesa, ext. 11882. Be sure you know the deadlines and meet them.

Sincerely,
Ken Nedler
Co-Activities Director

Sandy Mesa
Co-Activities Director

Carrie Pierce
Co-Activities Director

ASU Appointed Council Timeline

Monday, March 9, 2020- Applications Due

Applications are due to the Dana Hills Activities Office by 3:00pm.

Interviews will be arranged by appointment. Applicants will be paper screened based upon their applications.

Interviews will take place April 13-24 beginning at 4:00pm on the Dana Hills campus in the ASU conference room, #613.

ASU Appointed Officers Checklist

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

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

DUE on March 9, 2020 by 3:00pm to the DHHS Activities Office.

**** 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 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 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 or Ms. Mesa 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 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 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 may 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.
- J. No more than 1 "U" in citizenship throughout all years at Dana Hills High School.
- K. I understand that if I am placed on a Step 3 behavior contract, I will be dismissed from ASU.

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

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** ASU 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 ASU Constitution and of the By-Laws of DHHS regarding my office.
4. 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.

B. Summer Commitment

1. I understand that I am responsible for mandatory attendance at all ASU 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.

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

Acceptance of Class Responsibilities

Name: _____ Phone: () _____

Email Address: _____

I have read the previous document (ASU Code of Conduct) 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.

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 Dana Hills High School.

1. _____
2. _____
3. _____
4. _____

II. Assistant Principal Recommendation:

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

Assistant Principal Signature

Name of Middle School

ASU ASU Questionnaire

Please use Google Docs when writing your responses and share those responses with kanedler@capousd.org and samesa@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 where you have been the leader. How did your leadership 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 colleagues 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. Chose 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 ASU. We all work better when we work for a purpose. What is your driving purpose in life? How can you use your time on ASU to fulfill that purpose?

Selection Process

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

All candidates selected to ASU after the interview process must participate in a spring reading assignment. We will immediately revoke at any time; a candidate failing to turn in their reading assignment on time. Candidates that complete the application process and the spring reading requirements will be placed onto the council.