

## **Clovis West High School Election Packet ASB Officers**

We are pleased that you hold an interest in becoming a leader at Clovis West High School and representing your fellow students. Representing your classmates on campus and Clovis West in the community at large is a tremendous honor and opportunity, as well as a **profound responsibility**. If elected or selected you will be **required to attend and participate in a very large variety of school activities**, if you cannot meet all the requirements you will be removed from class and/or office. Due to the time commitment and leadership position you may hold, it is very important that you discuss with your family your decision to run or apply, and carefully consider your ability to participate in all required activities. If, after reviewing the requirements and responsibilities, you are not sure you can make the commitment, please consider participating outside of the leadership classes in another way.

### **Eligibility and Responsibilities of Potential ASB Candidates**

These requirements state that a candidate and leadership student must:

1. Be entering your Junior or Senior year at Clovis West High School
2. Have a 2.0 GPA in all grading periods of the school year prior to the election.
3. Be free of any financial obligations.
4. Agree to enroll in the Student Leadership Class.
5. Agree to attend Leadership Camp August 2nd- August 4th
6. Must be available first and third week of every month for a lunchtime ASB meeting.
7. Turn in completed packet (pages 3-6) **including a typed copy of your speech**
8. Have a good behavioral history
9. Receive positive feedback from teacher of your choice (different than teacher used in leadership application).

April 7:	Packets available
April 16:	Applications/Petitions/Recommendations due along with a mandatory meeting 1:45 Zoom
April 19:	Posters displayed with ASB approval (stamp). Follow guidelines of where to display posters.
April 30:	<b>Campaign speeches &amp; voting (run-off election may follow if necessary)</b> All posters down by 3:00pm

### **Responsibilities of the ASB Officers**

**Overall ASB (all members must):** Help determine Homecoming and Sadie Hawkins Theme at Leadership Camp, as well as rally themes throughout the year. The ASB is responsible for school spirit on campus and attending school events such as games and performances throughout the school year. We ask the ASB positively promote all school events and decisions made by whole ASB. The ASB will assist in school shirts design throughout the year. All ASB members will be assigned a committee of Leadership students and will be expected to plan events. Finally, promote school spirit with spirit wear Fridays. All ASB members will lead House of Reps (creating agenda, distribution of passes, etc.)

**ASB President:** The ASB President serves as chairman and directs the activities of the Student Council (lead ASB Meetings). This includes creating an agenda and calling student council, and student body meetings on first and third week of every month. They also serve as the official representative of the Student Body and liaison to the administration. The ASB President oversees dances with Class Presidents (Formal and Prom) and ASB Historian (Sadie Hawkins). Responsibilities include the formulation of a Constitution Committee in January of their term to review changes to the Constitution. These changes shall be approved by the Activities Director and a 2/3 vote of the Student Council. Above all, the ASB President will positively promote school activities and relay information from the ASB to other leadership students.

**ASB Vice President:** The ASB Vice President shall assume the duties of the President whenever the President is unable to perform those duties. Their major charge shall oversee Community Service activities and Campus Beautification. The ASB Vice President shall handle ASB correspondence, i.e. thank you notes, invitations, and one story per month for the CUSD Today Newspaper.

**ASB Secretary/Treasurer:** The ASB Secretary/Treasurer will keep complete minutes of all student council and student body meetings and make them known to students. Minutes will be kept on file, and be easily accessible to all students, all documents pertaining to the ASB government. The responsibly of all matters concerning ASB funds, including fund raising activities & field trip requests, and meetings with finance secretary once a week to sign required forms falls within this office.

**ASB Commissioner of Spirit/Athletics/Rallies:** The ASB Commissioner of Spirit and Athletics will serve as Student Council Representative of the Spirit and Rally committees. This includes being responsible for coordinating all school rallies with Class Rally Commissioners. Additional spirit events such as lunch rallies, night rallies and running rallies fall within the responsibilities of the Commissioner of Spirit and Athletics. They will also work with the Sound and Events Coordinator for athletics and spirit functions. ASB spirit is responsible for creation and implementation of halftime activities at games, promotion of all athletic programs concerning the student body, and gathering information concerning athletics for the daily bulletin.

**ASB Commissioner of Clubs and Performing Arts:** The Commissioner of Clubs and performing Arts serves as chairman of the Inter-Organizational Council and shall meet monthly with the presidents of all on-campus organizations to discuss their affairs and problems. They serve as the liaison between organizations (clubs), administration, and Student Council. The responsibility includes organization of club rosters, officers, and meeting dates of clubs. The commissioners shall be chief advisor for all food booths. Recognition and communication with performing arts groups, including the Performance Assembly, falls within their responsibilities.

**ASB Commissioner of Communications:** The ASB Commissioner of Communications shall be responsible for gathering and presenting information to the school through the morning announcements, weekly reminders, and school marquee. Generally, they shall be responsible for school event public relations.

**ASB Historian:** The Historian shall maintain the official ASB Scrapbook during the school year which will be presented to the President no later than the last week of the school year. The historian is also responsible to coordinate the ASB Sadie Hawkins dance, along with the ASB Valentines dance. The historian shall assist ASB Communications with campus wide communication.

**ASB Sound and Events Coordinator:** The ASB Sound and Events Coordinator shall be responsible for sound selection and production at all school functions, including athletics. They shall also train and instruct a sound crew to work on various events. The Sound and Events Coordinator will be selected by the ASB President and the Activities Director and approved by the Student Council.

**ASB Commissioner of Mental Health and Wellness:** The ASB Commissioner of Mental Health and Wellness shall be responsible for promoting a positive attitude toward mental health and wellness on campus, while facilitating activities and events for students to exercise their mind, body, and spirit. This will be done through creating lunchtime activities, maintaining and updating informational bulletin boards, creating announcements (bulletin and video) on mental health, coming up with ways to connect students to resources, and working to influence our school's overall attitude toward mental health.

**ASB Commissioner of Diversity and Inclusivity:** The ASB Commissioner of Diversity and Inclusivity shall be responsible for promoting inclusivity, acceptance, and diversity on campus. This commissioner works closely with the student responsibility center, peer counseling, and Soar Department. Students act as a committee member on diversity conferences and multi-cultural celebration assembly.

**Clovis West High School  
Student Body Petition**

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Name: \_\_\_\_\_ Grade for 2021-2022 (circle): 10 11 12

I. I hereby petition the Student Body of Clovis West High School to:

- ASB Office  
\_\_\_\_\_  
President  
Vice President  
Secretary Treasurer  
Spirit/Athletics/Rallies  
Clubs and Performing Arts Communications  
Historian  
Sound Coordinator  
Mental Health and Wellness  
ASB Commissioner of Diversity and Inclusivity

You may only run for 1 office. Circle the position you will be running for.

II. Elementary school attended: \_\_\_\_\_

III. Academic Eligibility: GPA last semester: \_\_\_\_\_

\_\_\_\_\_  
Registrar's Signature

IV. Number of Referrals \_\_\_\_\_

\_\_\_\_\_  
SRC Representative Signature

By signing below, I am stating, I have read and understand the conditions above and I agree to enroll in the Student Leadership class and be a constant leader and follow the Code of Ethics and dress code. I understand if I am in leadership and get a Code of Ethics, I may be removed from the program and could earn a Withdrawal/ Fail (W/F) on my transcript.

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

## Candidate and Parent Acknowledgement of Election Rules and Officer Responsibilities

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I, \_\_\_\_\_, understand that:

(Student Name – Please Print)

1. All campaign materials must be in a positive spirit and adhere to the designated CUSD guidelines. No negative campaigning will be permitted.
2. Each candidate running for ASB or Class office **MUST display 3 posters**. These may be no larger than 3 feet by 4 feet. We suggest you use poster board.
3. **Posters may not be made with school supplies**. Paint and paper must be supplied by the candidate. No machine processed signs will be allowed.
4. **All posters MUST BE APPROVED BY THE ACTIVITIES OFFICE by April 16.**
5. Posters must be hung on the designated areas given. Posters may not be hung on any painted surface, glass surface or on the Administration building. Signs may be posted on bulletin boards and on brick or concrete surfaces, only, no higher than 7 feet off the ground. No posters are permitted on the Clock Tower Memorial.
6. Stick-on badges will not be allowed. Pin-on badges are acceptable but may not be professionally done. However, students may use machine process to create them, (i.e. photocopy, computer generated, ditto machine, rubber stamp, etc.).
7. Use only wide masking tape to hang posters. Tape must be supplied by the candidate.
8. Handbills are not allowed.
9. Candidates may not spend more than \$50.00 on the Election.
10. No consumable hand-out material.
11. Each candidate must plan a well-organized and significant speech no more than 2 minutes in length but at least 1 minute, to be given to the student body. This should take the following form:
  - The speech must be given by the candidate.
  - The candidate should address where Student Government lies as a personal priority next year. Address the specifics of the office you are pursuing and how you will address it.
  - Speech must be positive in nature, not attack any other candidates or current officers. It must relate to the position you are running for and represent the school in a positive way.
  - Speech must be typed and will be approved by Administration and is due when you submit your application.
  - Any other idea must be approved by the Administration team.
  - You must read exact speech you turned in, or you will be disqualified.
12. No costumes can be worn, dress code will be enforced, it is suggested that all candidates dress in business casual attire.

### **Covid-19 Digital Campaign**

13. Due to Covid-19, Speeches will be pre-recorded and posted for all students to view and vote.
14. Students may create three (3) of their own additional graphics for social media that must be approved prior to campaigning online.
15. Images should be dropped in the [folder provided on the electronic application](#) prior to April 16. Students will receive an email between April 16-19 to clear image. Once Activities has approved graphics, students may begin the election campaign April 19-April 30. Voting will take place April 30th, 2021.

### **POSSIBLE PENALTIES FOR INFRACTION OF RULES**

Depending on the type of infractions:

1. Removal of all poster and campaign materials.
2. Removal of name from ballot

## C.U.S.D. Code of Ethics

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### OVERVIEW

The following Code of Ethics applies to all students who represent Clovis West in any co-curricular program. The student will be asked to make this commitment prior to the start of the season/activity and abide by its conditions for **one calendar year from the signing date. During the summer vacation this code is still in force.** The Code is a statement of responsibility and understanding for a student who freely chooses to represent the school. No statement can express the excellence of performance for which we hope all students will strive. There is no substitute for school pride and good judgment.

### STUDENT/PARENT COMMITMENT

We, the student and parent or guardian of the student, understand that the student will abide by the C.U.S.D. Code of Ethics. We also understand that when the student signs the Code of Ethics he/she is to follow the stated rules twenty-four hours a day, seven days a week, during the one calendar year following the signing. The student is also subject in the school rules while at school or at a school related activity.

### APPEARANCE

The co-curricular program holds a very prominent place on a campus and in the community. Appearance, expressions and actions always influence people and their opinion of our students, the program, and the school. Each participating student of C.U.S.D. has the responsibility to uphold the C.U.S.D. dress code when at school and representing C.U.S.D. at a co-curricular event. An individual coach/advisor may set a stricter dress code policy but may not be more lenient than the district dress code as state in Board Policy 2150. If the coach/advisor chooses to set a stricter policy, he/she will furnish that policy in writing to students/parents, with proper approval of the school site athletic/activities director.

### ATTENDANCE

We understand regular attendance is expected of all our students and habitual absenteeism will result in disciplinary action. A participating student must be in attendance the day of the performance (half of the day unless h/she has a doctor's appointment or is excused by the school principal) or in school the day prior to performance on a non-school day, to be eligible for participation. Students are also expected to attend all classes the day following a school contest.

### ACADEMIC ELIGIBILITY

We understand the academic eligibility requirements set forth by C.U.S.D.

- Passing a minimum of four subjects
- Grade Point Average Requirements – A student must earn at least a 2.0 grade point average in all enrolled classes for the prior grading period in order to participate in the current grading period. (Grade 7 – 12). A student who fails to achieve a 2.0 grade point average will be placed on probation for the current grading period provided the student complies with and attends the school's tutorial assistance program (Co-curricular Study Table. A three-hour per week academic lab). A student who does not achieve at least a 2.0 grade point average during the probationary period shall be excluded from participation in extracurricular activities during the subsequent grading period. The grading period in C.U.S.D. is six weeks.
- Progress Towards Graduation Requirements – The following number of accumulated units towards high school graduation will be standard for minimum achievement:

Sophomore, fall semester	55 units
Sophomore, spring semester	80 units
Junior, fall semester	110 units
Junior, spring semester	135 units
Senior, fall semester	165 units
Senior, spring semester	195 units

A student who does not accumulate the required number of units towards high school graduation will be placed on probation for the current semester. A student who does not achieve the necessary number of units by the end of the probationary semester shall not be allowed to participate in extracurricular and co-curricular activities the following semester.

## CLEARANCE

We agree to provide the correct information on the following forms as requested:

- Date of birth of student (sports)
- Provide the results of an annual physical examination
- Provide verification of insurance
- Provide a signed residence questionnaire (sports)
- Provide a signed informed consent for (sports)
- Provide a signed informed consent for football
- Provide a signed C.U.S.D. Code of Ethics
- Provide a signed C.I.F. Code of Ethics (sports)
- Provide a signed dress code, if coach uses a stricter dress code than C.U.S.D.

## BEHAVIOR

The conduct of a C.U.S.D. student is closely observed by many people. The student, in representing themselves, their parents, school, and community, are expected to conduct themselves in an exemplary manner.

**VIOLATIONS WILL RESULT IN A CO-CURRICULAR BOARD HEARING AND APPROPRIATE DISCIPLINE WILL BE DETERMINED**

## ATHLETIC/ACTIVITIES BOARD

1. The board will be composed of a minimum of 3 people per case.
  - a. Deputy Principal
  - b. Athletic Director or Student Activities Director
  - c. Counselor/Learning Director

The coach/advisor of the student may not be a board member for that case but may attend. The board will hear a case within three (3) school days of a request (unless extended by mutual consent or circumstances beyond our control) and inform the student of its decision as soon as possible. Any board meeting will be restricted to the board members, school officials, the student, and parents (any exception must be cleared through the Deputy Principal's office). **During the school year of the violation the athlete needs to be aware that if they are allowed to return to their team, their standing on the team could be affected, and he/she will not receive any end of season team awards/year honors.**

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## **CODE OF ETHICS**

**I have read and understood the Clovis Unified School District Code of Ethical Conduct (CUSD Policy #2505). We agree to abide by the policies and related consequences while participating in interscholastic and co-curricular athletics/activities. I understand complete copies of Policy #2505 are available in the CW Athletic Office and in the CW Parent/Student Handbook.**

Parent Name (please print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Name (please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**CLOVIS WEST HIGH SCHOOL**

**TEACHER RECOMMENDATION FORM – ASB Officers**

This form is confidential and may be returned to the student sealed or returned to the Activities Office. The candidate must have current English teacher fill one out. Thank you in advance for your help.

Candidate's Name: \_\_\_\_\_

Current English Teacher's Name: \_\_\_\_\_

The above student is interested in applying and running for student government. It would be greatly appreciated if you would take this time to fill out the following questions regarding this student as it relates to their work ethic, initiative dedication, cooperation, enthusiasm, school spirit, attitude, leadership, peer relations, etc.

Strengths:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Areas of Improvement:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Teacher Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please mark one:

- Highly Recommend
- Recommend
- Do not recommend

Teacher Signature \_\_\_\_\_

**Please return this recommendation form to Activities by April 16th**

**CLOVIS WEST HIGH SCHOOL**

**TEACHER RECOMMENDATION FORM – ASB Officers**

This form is confidential and may be returned to the student sealed or returned to the Activities Office. The candidate must have current **teacher of choice** fill one out. Thank you in advance for your help.

Candidate's Name: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

The above student is interested in applying and running for student government. It would be greatly appreciated if you would take this time to fill out the following questions regarding this student as it relates to their work ethic, initiative dedication, cooperation, enthusiasm, school spirit, attitude, leadership, peer relations, etc.

Strengths:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Areas of Improvement:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Teacher Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please mark one:

- Highly Recommend
- Recommend
- Do not recommend

Teacher Signature \_\_\_\_\_

**Please return this recommendation form to Activities by April 16th**