

CLOVIS EAST LEADERSHIP APPLICATION

2024-2025 SCHOOL YEAR



THIS APPLICATION IS DUE:
JANUARY 31ST, 2024, BY 4:00 PM TO THE ACTIVITIES OFFICE

**** IF YOU WOULD LIKE TO RUN FOR A CLASS ELECTED OR ASB POSITION, A SEPARATE APPLICATION MUST BE FILLED OUT (IN ADDITION TO THIS LEADERSHIP APPLICATION) ****

*"I understand that leadership **STARTS** with me, but it's not about me. That it's my responsibility to create school **SPIRIT**, that I get to **SERVE** my campus and community, and I look for ways to **SHINE** the spotlight on others."*



Dear Leadership Candidate:

Thank you for applying to be a part of leadership. Keep in mind: while being in Leadership is an exciting and rewarding experience, it requires an immense time commitment. Your full dedication and effort will be vital to your success.

Being in leadership class also comes with certain expectations. You are a leader among your peers and are expected to set a positive example to your fellow student body members. Always.

Goals for the Leadership Student

- Become familiar with techniques and principles of leadership and communication.
- Practice time management techniques
- Become a responsible young adult and hold yourself accountable to high standards.
- Promote citizenship, leadership, scholarship, human relations, and cultural values throughout the Clovis East High School campus and community.
- Demonstrate high ethical standards and a deep respect for the power and responsibility with which you have been entrusted.
- Promote involvement by encouraging participation of students, staff, parents, and community.
- Lead by example

Leadership Expectations

- Students selected for Leadership agree to be held to the highest standards including the **CUSD Code of Ethics** and the **Clovis East High School Leadership Code of Conduct**
- Maintain a minimum GPA of 2.5
- Participate in at least two community service activities per semester (10 hours)
- Attend mandatory events on campus and support a diverse group of students including the arts, academics, and athletics (2 hours weekly in addition to mandatory events).
- **Showcase your Wolfpack pride and commit to strive each and every day to make Clovis East the best school around.**

Please be sure to read/fill out the entire packet and turn it in on time. Making a difference at Clovis East High School is in your hands. Good luck with the application process and remember to have fun! If you have any questions or concerns, contact Mrs. Burress in the Activities Office.

Sincerely,

Mrs. Burress
Activities Director

** If you would like to run for a class elected or ASB position, a separate application must be filled out (in addition to this leadership application) **

Clovis East Activities Director: **Sarah Burress**
Assistant to the Activities Director: **Jahnava Adams**



LEADERSHIP APPLICATION

CLOVIS EAST HIGH SCHOOL ~ 2024-2025



Name: _____	Student ID#: _____	Shirt Size: _____
Grade Next Year: <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	Counselor: _____	
Cell Phone#: _____	Email: _____	
Are you interested in running for an ASB Officer Position / Class Officer Position / ISC? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list position: _____		
ASB Office: _____	ISC: <input type="checkbox"/> Class of _____ Position: _____	

QUALIFICATIONS Due to the high standards established by this program, all applicants must meet the criteria below to be considered:

1. The applicant must currently have & maintain a minimum GPA of 2.5 and attach a copy of their most recent progress report.
2. The applicant must sign and follow the CEHS Leadership Class Code of Ethics Contract. Parents/Guardians will also need to sign and confirm this contract.
3. This application form must be completely filled out and submitted with the required appendices **by 4pm on Jan 31st**.
4. The applicant will complete an interview with the Activities Director, which will be scheduled after submission of the application.

DIRECTIONS (Please pay attention to detail)

1. Complete the answers to the application questions within this packet. Pay close attention to which questions you should answer. If you are a NEW leadership student, complete the questions on page 9. If you are a RETURNING leadership student, complete the questions on page 10.
2. Honestly fill out the self-assessment below and attach your photo in the space provided, or to the packet.
3. Student and Parent/Guardian must sign the CEHS Leadership Class Code of Ethics Contract.
4. Ask three teachers (math teacher, English/AB teacher, and one current teacher of your choice) to complete the Recommendation Form by giving them the form and requesting they submit it on your behalf. **You don't have to collect the completed form from teachers – they will submit them directly to the Activities Office.**

List the teachers you gave forms to:

Math Teacher: _____

English/AB Teacher: _____

Current Teacher of Choice: _____

5. Please fill in the information below and attach a copy of your semester report card.
6. This completed application, along with all required documents, is **due by 4pm to the Activities Office by January 31st**.

Class Schedule	Grade / %
0.	
1.	
2.	
3.	
4.	
5.	
6.	
7.	

Self-Assessment	Please rate yourself in each category (1= Low, High=5)				
	1	2	3	4	5
Artistic Ability/Creativity					
Public Speaking					
Technology (Music or video)					
Technology (Computer Skills)					
Decorating/Planning					
School Involvement					
Community Involvement					
Communication with Peers					
Communication with Adults					
Availability (outside class)					
School Spirit					
Attendance					
Honesty					
Willingness to Serve					

Attach Picture Here
(YES, you must attach a picture)

IT'S A GREAT DAY TO BE A TIMBERWOLF!!



CODE OF ETHICS CONTRACT

CLOVIS EAST HIGH SCHOOL LEADERSHIP PROGRAM



Co-Curricular students are a select group of students who are held to a higher standard of rules and accountability. Please note the following standards and requirements that you are committing to:

- Attendance, participation, and support are expected at athletic and academic events.
- You must be encouraging and supportive of all REC students on campus, at all times.
- *Respect and positive attitudes must be shown to **all** staff members, **all** fellow students, and **all** guests on campus and within the district **at all times**; this same respect must be shown to your parents/guardians.
- Promoting leadership, diversity, unity, and harmony are common goals and guidelines for all Leadership Team members.
- Abiding by and supporting all school rules, including the CUSD dress code, promotes a mindset of respect even if you do not agree with all the rules.
- Promoting and advocating positive school spirit, respect and decorum at all school events including dances, athletic events, etc. is expected
- Completing several hours in the student store (rotation basis)
- Dedicating personal time before school, after school and weekends to promote CEHS activities is expected.
- ****A 2.5 GPA must be maintained at all times; excellent attendance is mandatory!**
- 10 hours or more of community service must be completed each semester.
- **2 hours of school service must be completed each week through Activities**
- Violence, hatred, or harassment will not be tolerated from Leadership Students.
- Avoidance either directly or indirectly with all illegal and zero-tolerance issues such as alcohol use, drug use, cigarette use, etc. at **ALL TIMES, INCLUDING OFF CAMPUS.**
- Gossip and mean-spiritedness will not be tolerated; anything considered unethical will not be tolerated.
- Abusing co-curricular / leadership classroom privileges may result in removal from the leadership program.
- Avoidance of any or all referrals based on behavior and /or attendance problems.
- Any forgery of signatures of any staff member or community member that is signing off hours of school or community service will result in disciplinary action. Forgery/Cheating of any kind will NOT be tolerated.

IF YOU CANNOT PERSONALLY AGREE TO FOLLOW OR SUPPORT ANY ONE OF THE ABOVE STANDARDS OR REQUIREMENTS, PLEASE WITHDRAW YOUR APPLICATION.

Any violation of the code of ethics may result in removal from class for the remainder of the school year.

Students: By signing below, you agree to follow and support ALL the above standards and requirements, maintain good moral character at all times, and avoid any behaviors that would bring damage or shame to the credibility and integrity of the Clovis East Leadership Program, The Reagan Educational Center, or CUSD.

Student Name (Printed)

Date

Student Signature

Parents: Please sign below once you have read all of the above and approve of your child participating in leadership and following the standards of the program. This will also indicate an understanding of the consequences for not meeting these standards, including removal from the program.

Parent/Guardian Name (Printed)

Date

Parent/Guardian Signature

REMINDER: YOUR COMPLETED APPLICATION IS DUE BY 4PM ON JANUARY 31ST.



10 "SURVIVAL TIPS" & CLASSROOM EXPECTATIONS

(Discipline vs. Development)

1. **Communication is Key:** leaders are in constant communication with their captains, officers, and advisor. If you are running late, you communicate. If you have to miss, you communicate. If you have to leave early, you communicate. If you have an idea, you communicate.
2. **Lights On, Lights Off:** leaders are the first ones to arrive and the last ones to leave. Leaders never leave an event or activity until after we do our Presidential Break and photo. If you miss the break, then you left too soon!
3. **Dress Up Days & Spirit Fridays:** leaders are required to dress up each time we have a dress up day. Also, every Friday (ALL YEAR) leaders are expected to wear their school colors (Blue/Green/Silver, or Pack Pride shirts).
4. **Promote Every Event like you are the Person in Charge:** leaders are required to promote every single leadership activity and event.
5. **Reach or Exceed all Fundraising Goals:** leaders need to make sure they help raise money for the program. This means that whatever the goal is per fundraiser, leaders need to reach or exceed the requirement.
6. **Turn in Paperwork on Time:** leaders need to make sure they turn in all required paperwork before or on the date that it is due.
7. **Work Hard:** at no time should a leader display laziness. Leaders need to display a strong work ethic at all times.
8. **Serve over Self:** at the conclusion of an activity or event, leaders clean up first and socialize second.
9. **Spirit over Status:** at activities, events, or games; leaders are there to cheer and support! Put your phones away, "chill" with your friends later, it's time to be spirited!
10. **Be Productive in Class:** find something to do every day in class that adds value to our leadership program. This is not a "free" period, a time to do homework, or a place to just hang out.

Leaders that are able to survive these 10 things qualify themselves to be **DEVELOPED** into real leaders. These are the bare minimum expectations. If you struggle with these things, I will have to spend the time I have redirecting/disciplining you as opposed to developing you. I can't develop you as a leader if you can't first do these 10 things



CLOVIS EAST HIGH SCHOOL

LEADERSHIP ELECTIVE

TEACHER RECOMMENDATION



This form will be kept confidential and is to be completed by the student's Math teacher, English/AB teacher, and a teacher of the student's choice. Keep in mind, we are looking for character-driven, hard-working leadership students who will be a good asset of our program: Please help us with this task.

Staff, please return this form to the Activities Office by **January 31st**. If returned to a student directly, form must be in a **sealed** envelope.

Candidate's Name: _____

Teacher's Name: _____

The above student is interested in applying for Leadership Class. Please take the time to honestly rate the candidate in the following areas.

1 = Not a Good Candidate

3 = Neutral

5 = Wonderful

Work Ethic	1	2	3	4	5
Dedication	1	2	3	4	5
Cooperation	1	2	3	4	5
Enthusiasm	1	2	3	4	5
Attitude	1	2	3	4	5
Leadership	1	2	3	4	5
Time Management	1	2	3	4	5
Peer Relations	1	2	3	4	5
Attendance	1	2	3	4	5

Teacher Comments Please give honest feedback on the applicant's strengths & weaknesses, and whether this candidate should be considered for Leadership (student will not see this form):

Please Mark One:

- ☐ Highly Recommend
☐ Recommend
☐ Do Not Recommend

Teacher Signature: _____

Date: _____

Please return this form to the Activities Office by **January 31st** or give to the applicant in a **sealed** envelope.
Thank you very much for your time!



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Please Mark One:

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☐ Recommend
☐ Do Not Recommend

Teacher Signature: _____

Date: _____

Please return this form to the Activities Office by **January 31st** or give to the applicant in a **sealed** envelope.
Thank you very much for your time!



LEADERSHIP APPLICATION

CLOVIS EAST HIGH SCHOOL ~ 2024-2025



QUESTIONS FOR NEW LEADERSHIP STUDENTS

**The questions below must be TYPED and attached to your application.
Please answer honestly.**

1. What leadership roles do you currently have at school? (Can be in class, a team, or club, etc.).
2. Why do you want to be in the Leadership Class (explain in detail)?
3. What do you see as the greatest area of need at Clovis East (or Reyburn if you're an 8th grader)? How would you improve this?
4. What Wolfpack event/activity or new idea do you want to help coordinate/lead? Describe what you will do to make it better.
5. Discuss a time where you felt something was unfair. What happened? How did you react to the situation? What did you learn from this situation (if anything)?
6. Leadership students are required to spend 2 hours a week providing school service, and 10 hours a semester on community service. In addition, they must attend various leadership-sponsored events. Please explain how you will achieve this requirement.
7. What would you do or how would you respond in the following situation?
You are in your history class and students are complaining about a dance that is coming up. They feel the dance is going to be lame because it's held on campus, they heard the decorations are not going to be that cool, and no one is going. As they are talking, you realize that you agree with them. They turn to you and ask you what you think. What do you say to them? Be honest and detailed in your answer.
8. As a Leadership student, you will be expected to set an example by following rules and CUSD standards, even when you disagree. Are you able to lead in this manner? Give examples of how.
9. Explain what your priorities and commitments will be next year. What is your availability towards Leadership class?
10. If you are an 8th grader, what are you most nervous about regarding starting high school next year?
11. If you are a current 9th-11th grader, what is your advice for incoming freshmen?
12. Describe your vision of the perfect high school.
13. Is there anything else you would like the selection committee to know about you?

Attach your TYPED responses to your application.

END OF QUESTIONS FOR NEW LEADERSHIP STUDENTS



LEADERSHIP APPLICATION

CLOVIS EAST HIGH SCHOOL ~ 2024-2025



QUESTIONS FOR RETURNING LEADERSHIP STUDENTS

****Only answer these questions if you are currently in the CEHS Leadership Program****

**The questions below must be TYPED and attached to your application.
Please answer honestly.**

1. Why do you want to be in the Leadership Class for another year?
2. What projects were you involved in this past semester/year? Were you in charge of any of these projects? What did you learn from this experience?
3. What personal growth have you gone through this year?
4. What is an area you need to improve upon?
5. What are the leadership core values? Give examples of how you promoted our core values among students, CE faculty, and/or community.
6. What have YOU done personally to make the Leadership Class/program better?
7. In your opinion, what are the top 3 skills needed to be successful in the Leadership Class?
8. What would you do or how would you respond in the following situation?
You are in a group chat and notice there are some messages from some of your fellow leadership students that are making fun of another student. If you tell someone, they'll likely know it was you. How would you handle that? Be honest and detailed in your answer.
9. What projects would you like to be involved in next year? Why? Is there a new project idea you have thought about? Describe it.
10. What are you going to do to ensure that activities are executed successfully during the upcoming school year?
11. Describe your vision of the perfect high school.
12. Are you interested in running for elected office (ASB / Class / ISC) next year? If so, what position?
13. Leadership Camp is crucial – are you able to attend? (July 29th – 31st, 2024)

Attach your TYPED responses to your application.

END OF QUESTIONS FOR RETURNING LEADERSHIP STUDENTS



LEADERSHIP APPLICATION

CLOVIS EAST HIGH SCHOOL ~ 2024-2025



FINAL APPLICATION CHECKLIST

Please submit your completed Leadership Application neatly stapled in the following order:

- ☐ Application page completed, including summary of current grades, self-assessment, and current picture.
- ☐ A copy of your semester report card.
- ☐ Signed CEHS Leadership Class Code of Ethics Contract.
- ☐ If you are a **NEW** Leadership student, a page typed with your answers to the [Questions for New Leadership Students](#).
- ☐ If you are a **RETURNING** Leadership student, a page typed with your answers to the [Questions for Returning Leadership Students](#).

When all tasks have been completed, please submit your Leadership Application to the Activities Office.

Don't forget: if you wish to apply for ISC, ASB, or Class Office, **you will need to complete a separate application** available on the Clovis East Leadership webpage or in the Activities Office. If you are not accepted into the program, you will not be allowed to run for office.

Thank you for your interest in Leadership!

**REMINDER: YOUR COMPLETED APPLICATION IS DUE TO
THE ACTIVITIES OFFICE BY JANUARY 31ST AT 4PM.**

Save the Date!

ASB LEADERSHIP CAMP

[ONLY 45 SPOTS AVAILABLE]

First come, first served

Enjoy three FUN-FILLED days of learning,
bonding as a team, and leadership!

JULY 29TH – 31ST

SIERRA OUTDOOR SCHOOL – SONORA

\$200 INCLUDES TRANSPORTATION/MEALS/LODGING

For financial assistance, contact Mrs. Burress

- Anyone may attend Leadership Camp
- Permission slips are now available in Activities (due 6/07)
- 2024-2025 ASB/Class Officers **MUST** attend

don't delay!