

# WESTVIEW **W** WOLVERINES

## ASB 2019 Application Packet

First of all, thank you for your interest in joining the Westview Associated Student Body (ASB). This program requires a great deal of commitment, but proves to be incredibly rewarding. With that said, I want you to read my below thoughts to make sure that ASB is a good fit for you, and that you are a good fit for ASB.

- *I expect a lot from my students and our program. This means high academic standards, high quality of character, strong work ethic, and being committed to being a good person.*
- *To be in ASB means that you are part of something bigger than yourself. You represent everyone else in the class, you represent me, and you represent the school as a whole. All of your actions and words reflect us.*
- *To be in ASB means that you are intrinsically motivated to serve and be productive Westview community members. And that you have a desire to cultivate your personal leadership skills and style.*

*Tips for the 3 hour group interview:*

- **Be on time** – always. Plan ahead. Make allowances for traffic and other issues that might arise.
- **Always present & engaged** - You are being evaluated on how you dress, how you speak, and how you act and interact with others. As you go through the experiences, many people will be watching you, talking to you, and getting to know you. No excuses for anything – any excuse for sub-par performance, however valid, softens the character. Do not attempt to convince yourself or me that unsatisfactory performance is somehow acceptable by way of an excuse.
- **Be yourself** - The worst thing you could do is to try to be something you aren't. So just be honest in how you present yourself.
- **Be specific** - Don't simply say "I want to improve school spirit." So have specific thoughts and ideas you think would benefit the school.
- **Do your research** - Know the positions available. You can read the descriptions in the packet. But you can also come into the ASB room and look through the position binders. Talk to the current ASB commissioners about what their job(s) entail. But be prepared.

*If you have any questions at all, feel free to stop by the ASB room and talk to me. Or you can email me at [shparker@powayusd.com](mailto:shparker@powayusd.com).*

*All my best,  
Shannon Parker, ASB Advisor*

### **Important Dates**

*Applications and Due*

*Interview Days (after school)*

*Announcement of New ASB Council*

*Official Term Begins*

*Friday, December 6th*

*December 16 & 17th*

*Tuesday, January 9th*

*Tuesday, January 22nd*





## ASB Commissioner Descriptions

### Commissioner Positions

Activities	Recognition	Spirit
Public Relations	Culture	Pep Rally
Visualizations	Club	Audio / Media
Business	Historian/Interclass Relations	Student Senate
Community Service		

### Job Descriptions from ASB Constitution

**Activities Commissioner** - Plans and coordinates all ASB activities. Head of activities committee. Presents proposed activities to ASB Advisor and ASB President. Supports spirit commissioners with Pep Rallies and Spirit days. When available, helps others in class.

**Public Relations Commissioner** - Publicizes all ASB events. Enforces and regulates publicity. Maintains an account of all publicity supplies and reorders if needed. Works with other commissioners and key groups on campus (e.g. Black Hole, Theater, etc.) to publicize all activities. Maintains an ample supply of tape for hanging signs on all surfaces. Constantly monitors campus for taking down old signs, tape, and evidence of an advertising. Creates new and innovative ways to advertise events. The Publicity Commissioners are also in charge of updating ASB's social media forums, including Facebook, Twitter, and Instagram, with latest ASB events. When available, helps others in class.

**Visualizations Commissioner** - Creates and supports decorations for all ASB events. Works with each dance committee, Pep Rally committee, and Publicity committee on planning and designing decorations. Responsible for ordering the supplies needed for the decorations. For every ASB event that will have decorations, there needs to be a planned decoration outline or blueprint and timeline. Develops a committee to help with decorations when needed (within ASB and with students in leadership). Maintains a file of all sketches and photos of decorations. Delegates the list of student responsibilities during the set up of each event. When available, helps others in class.

**Business Commissioner** - Responsible for reordering supplies for the machinery. Creates and submits invoices for all orders. Monitors, logs, and approves all fundraiser request forms. Copies of approved fundraisers are to be logged in and returned to the club advisor. Manages and tracks all Donations Request Forms. In charge of resupplying and maintaining the copy machine. When available, helps others in class.

**Community Service** - In charge of finding and getting information about community services that are available. Keeps track of the ASB commissioners' mandatory community services for the year. Acts as a liaison between community service leaders & ASB Advisor. Organizes on campus event such as a blood drive and/or canned food drive (at least one per term). Announces community service opportunities to the ASB Class. When available, helps others in class.

**Recognition Commissioner** - Responsible for student and staff recognition at Westview. Plans and carries out special recognition for student's events. Responsible for running a Leader of the Month program in the ASB class. Plans a year end recognition Honor Roll program to recognize students with high GPA's. Creates programs to acknowledge students and teachers on campus in a variety of meaningful ways. Responsible for the Pride program that recognizes students who display exemplary effort in the character counts pillars. Plans and coordinates all lunch giveaways, and prizes for the Pride program. When available, helps others in class.

**Culture Commissioner** - Organizes Multicultural Fair in the Spring. Plans monthly culture activities via Homeroom. Responsible for planning an awareness campaign in the Spring, regarding current culture on school campus (e.g. Social Media Etiquette Week, No Place for Hate, etc.). Plans yearly Unity Day for 10th graders in the fall. When available, helps others in class.

**Club Commissioner** - Serves as a liaison between clubs, classes, organizations, and the ASB. Presides over the Inter-Club meeting, consisting of one representative from each club. Holds Inter-Club council meetings on a regular basis. Creates files for all clubs and organizations. Assists students wanting to form a club. Plans and coordinates a fall club rush, and a spring club rush. Updates all club paperwork on a regular basis. Determines the criteria and monitors the Club of the Year Award. Maintains continued email communication with all club presidents. Approves and stamps all club advertising on campus. Alerts Financial Clerk and ASB Advisor as to newly approved clubs in a timely manner. Ensures that all clubs are following the regulations of PUSD. Creates a system of auditing clubs. Facilitates club approval process during Wednesday's business meetings. Maintains (and updates ASB Advisor) of all active clubs, their current advisor, meeting locations, and times. Keeps track of inactive clubs and alerts finance of them. When available, helps others in class.

**Historian/Interclass Relations** - Maintains an official scrapbook of the history of Westview. Takes and organizes student activities of the year. Makes a slideshow to present at the end of the year ASB banquet. Responsible for recognizing ASB birthdays and writes them on the white board calendar. Works with ASB Executive team for year-end banquet. When available, helps others in class. And will plan monthly class relations activities for both in and outside of regularly scheduled class time

**Spirit Commissioner** - Responsible for all activities to increase spirit at Westview. Plans and organizes all spirit days and at least one spirit week. Responsible for care of, and hanging up/taking down ASB's spirit posters. Organizes spirit activities for class spirit points. Maintains spirit update bulletin board/display case. Tracks ASB students in their participation of dress up days. When available, helps others in class.

**Pep Rally Commissioner** - Plans, organizes, and implements yearly Pep Rallies at Westview. Works closely with Decorations, Social Media, Publicity, and Media Tech. Plans and implements First Day, Homecoming, Winter, and Spring Rallies. When available, helps others in class.

**Audio/Media Commissioner** - Responsible for planning and running sound/music for all ASB related events including pep rallies, lunch time activities, and some outside events. Responsible for all set up, break-down, and maintenance of the sound system, speakers, and cords. Responsible for managing content on the ASB website. This includes words, pictures, and information that is ASB related. Student must follow all guidelines for web management as dictated by Poway Unified School District. Updates ASB web page with current donation/community service opportunities. Must be proficient in iMovie and iTunes and must be able to use a Mac and maintain it. When available, helps others in class.

**Student Senate Commissioner** - Responsible for facilitating student senate discussions and communication. Will email all senators on the weekend with a list of questions, and ask all ASB officers for any questions they may have. Will compile notes from the discussions, and send them to the appropriate commissioners and executive officers. When available, helps others in class.



## ASB Commissioner Application 2019

**Applicant Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Committee Choices:** 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email (PRINT):** \_\_\_\_\_

**Homeroom:** \_\_\_\_\_ **Nickname (opt.):** \_\_\_\_\_

**GPA:** \_\_\_\_\_ **(min. of 3.0 required\*)**

*\*Those with an academic GPA below 3.0 reserve the right to meet with the ASB Advisor prior to turning in an application to still be considered*

Thank you for participating in the ASB Commissioner application process. Being in ASB means you are organized, responsible, and an involved individual. To apply for an ASB position, you must have and maintain at least a 3.0 GPA and at least all S's in citizenship. ASB is top priority; it is essential that you know your schedule for next year and will be able to remain in the class from January 2019 to January 2020. If you have any questions about your schedule, then please talk to your counselor before you apply for ASB.

### Agreements

- I agree to follow all terms regarding the selection process. If appointed, I shall be subjected to the rules, regulations, and procedures entitled to the privileges of my position. I understand that the ASB Advisor and incoming Executive Officers will have the final say on all candidates.
- I understand that I must assist and/or be present at all ASB functions, as outlined in the course syllabus.
- I am aware that I will be expected to keep and update a position binder & USB containing references for future position holders.
- I understand that any decisions or activities that we plan are in the best interest of Westview's Student Body, and in conjunction with Westview's vision statement.
- I will keep in mind that in the event of not following through in my duties as an ASB Commissioner, I will be re-evaluated and if necessary, impeached from my position.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Homeroom Teacher Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Please submit:

1. Completed Application
2. Typed Answers to Written Interview Questions



## Written Interview Questions

Please answer **5** of the questions below with no more than 350 words per question to the best of your ability. Attach your **typed** answers to your application.

1. *What do you believe is the role of ASB on this campus?*
2. *Describe your personal leadership style. What are your strengths and weaknesses*
3. *What extracurricular activities are you involved in, or plan to be involved in next year?*
4. *Tell us about your most memorable team project and your role within it. What did you learn from the experience?*
5. *What do you hope to accomplish for Westview as an ASB member? Be specific. If you have new ideas, share them. Please don't just say, "I want to increase spirit".*
6. *Tell us about a time when you faced conflict and how you responded.*
7. *Describe Westview's culture. What areas need improvement? How do you envision the ASB class addressing and improving these areas?*
8. *What does your ideal role in ASB look like? Elaborate on the type of position in which you would function most effectively and passionately.*