

To: Colina Grade 6 & 7 Students Indicating Interest in Applying for ASB on the Elective Registration Form
From: Ms. Boe, Ms. Fagan-Simpson, Mr. Kane, , Counselors
Re: ASB(Leadership)/Yearbook class

Dear Student,

Here are the procedures and forms for applying for the ASB(Leadership)/Yearbook class for 2008-2009.

PREREQUISITES FOR APPLYING

All of the following must be met:

- 1) Renaissance status (i.e., A,B,C,E,S) on Report Cards for Trimesters 1 and 2 of the current school year and no N, U, D or F on the Trimester 3 Progress Report. (E/S/N/U refers to Citizenship, not Work Habits.)
- 2) At least 90 citizenship points.
- 3) No truancies nor suspensions.

Please note: a) Current ASB students must reapply in order to be considered for ASB; there is no automatic placement.

b) For current 7th graders, it is not necessary to have taken Leadership Training in grade 7 or 6 in order to apply for ASB.

APPLICATION PROCEDURE *You may apply only if you have met the above prerequisites. Applications of students not meeting the prerequisites will not be processed nor acknowledged.*

A. Complete the Application for ASB/Yearbook.

B. Complete the Self-Report of Achievements.

C. Fill in the ASB/Yearbook Preferences for Involvement after studying section F, Descriptions of ASB/Yearbook Positions

D. Return the completed pages 2 and 3 (only those pages) directly to the counseling office (hand the form to counseling secretary Ms. Johnson or Ms. Elman) **by**

Friday, March 7, 2008

do not give it to your teacher nor to an office secretary; do not set it on the office counter; etc.; we will not be responsible for lost applications resulting from not following directions. No late applications will be accepted (if you intend to submit your application on the deadline date but are absent on that date, the application needs to be delivered by a parent by the deadline—directly to Ms. Fagan-Simpson, Mr. Kane, or the counseling secretary).

(E. This section, which appears at the end of this packet, is a reference titled “Descriptions of ASB (Leadership)/Yearbook Positions”, to be used to help you fill out Section C.)

SELECTION PROCESS

- 1) All applicants' names will be placed on an confidential, alphabetical listing.
- 2) The list will be given to all teachers, as well as to the principal, assistant principal and counselors.
- 3) Each faculty member will have an opportunity to rate each student according to his/her observations of these characteristics: *Motivates others to follow positively; has good sense of judgment; does good independent and group work; is enthusiastic; generates good ideas; takes initiative; is an original thinker but considers group needs; has self-discipline and directed tenacity; is reliable and dependable; meets deadlines.*
- 4) The rating scale will be:

Recommend enthusiastically	4 points
Recommend	2 points
Feel that student should <u>not</u> be placed in ASB	0 points
- 5) The single lowest score for each student will be discarded. The remaining scores for each student will be tallied by the counselor, and converted to a percentage considering only the number of faculty members responding about that student. Thus, there is no penalty if not so many faculty members know one student as they do another, and no penalty if a member knows a student but does not rate that student.
- 6) The students' names will be placed in ranked order in a confidential listing. Placements will be made according to the rank preferences for involvement, interview, and application. (The reason student preferences are taken into account is to be able to find students for each of the kinds of activities and projects in which the ASB/Yearbook class is involved. For instance, if 20 students indicate Dance/Carnival/Luau as their preference and only 3 say they want to serve on Campus Beautification/Ecology—the 3 will receive some extra consideration by the interview/selection committee.) At a certain point in the ranking, all scores below that point will be considered as “tied”; at this point, the quality of the essay and the self-report of achievements will be used. The selection committee will consist of at least three staff members from among the following: counselors, assistant principal, principal, and ASB advisers/staff.

A. 2008-2009 Application for ASB(Leadership)/Yearbook class

Print Name _____ Home Phone No. _____
(Last) (First) E-Mail Address _____

Address _____
(No. & Street) (City) (ZIP)

Please consider me for ASB/Yearbook for 2005-2006. I have carefully read and understand the application process explained on Page 1. I understand that if selected for ASB/Yearbook, I must maintain Renaissance status, at least 90 citizenship points, and no trancies nor suspensions; otherwise, I understand I may be removed from ASB.

Student Signature _____ Date _____

I, the parent/guardian, have carefully read and understands the application process explained on Page 1. I agree to accept the decision of the selection committee as final. I am aware of the deadline statement on Page 1 of this packet (Page 1, Application Procedure, Item D). I am aware that only one-half of those who apply are assigned to the ASB class.

Parent Signature *I, the parent, agree to accept the decision of the selection committee as final. I am aware of the deadline statement on Page 1.* _____ Date _____

B. Self-Report of Achievements

Check off your significant school and community honors, achievements, and extracurricular involvement from the current school year and from last year.

- | | |
|---|--|
| <input type="checkbox"/> Currently in ASB | <input type="checkbox"/> Music Bee |
| <input type="checkbox"/> Lunch time football | <input type="checkbox"/> Relay for Life Participant/Sponsor |
| <input type="checkbox"/> Lunch time volleyball | <input type="checkbox"/> Leadership Training (Mr. Waters' morning class) |
| <input type="checkbox"/> Lunch time soccer | <input type="checkbox"/> Adelante Mujeres |
| <input type="checkbox"/> Lunch time basketball | <input type="checkbox"/> AVID |
| <input type="checkbox"/> Lunch time baseball | <input type="checkbox"/> Carnival booth |
| <input type="checkbox"/> Peer Tutor (as elective) | <input type="checkbox"/> Luau volunteer |
| <input type="checkbox"/> Peer Tutor (during SURE) | <input type="checkbox"/> Science Olympiad volunteer |
| <input type="checkbox"/> Special Friend | <input type="checkbox"/> Spirit night participant |
| <input type="checkbox"/> Talent Show | <input type="checkbox"/> International club food festival booth |
| <input type="checkbox"/> Magazine Drive Participation | <input type="checkbox"/> Band |
| <input type="checkbox"/> Fashion Show | <input type="checkbox"/> Chorus |
| <input type="checkbox"/> CJSF | <input type="checkbox"/> Student Senate |
| <input type="checkbox"/> FTA | <input type="checkbox"/> Student Congress |
| <input type="checkbox"/> PTSA | <input type="checkbox"/> Women in History |
| <input type="checkbox"/> Dance attendance | <input type="checkbox"/> GATE Leadership Conference |
| <input type="checkbox"/> Library volunteer | <input type="checkbox"/> Office Aide |
| <input type="checkbox"/> Homeroom competition participant | <input type="checkbox"/> Turkey Trot |
| <input type="checkbox"/> Science Fair | <input type="checkbox"/> Rabbit Run |
| <input type="checkbox"/> Science Fair/County | <input type="checkbox"/> Jogathon |
| <input type="checkbox"/> Rachel's Challenge | <input type="checkbox"/> 5K qualifier |
| <input type="checkbox"/> Vocabulary Bee | <input type="checkbox"/> 5K Sponsorship |
| <input type="checkbox"/> Spelling Bee | <input type="checkbox"/> 100 points (which trimesters _____) |
| <input type="checkbox"/> Geography Bee | <input type="checkbox"/> Renaissance Gold (trimesters _____) |
| <input type="checkbox"/> Cal Math League / Amer Math | <input type="checkbox"/> Renaissance Silver (trimesters _____) |
| <input type="checkbox"/> Math Bowl Bee | <input type="checkbox"/> Renaissance Bronze (trimesters _____) |
| <input type="checkbox"/> History Bee | <input type="checkbox"/> Other Colina activities _____ |

Return the completed pages 2 and 3 (only those pages), stapled in upper-left corner, directly to the counseling office (hand the form to Ms. Boe, Ms. Fagan-Simpson, Mr. Kane, or the counseling secretary only) **by the deadline (see Page 1)**—do not give it to your teacher nor to an office secretary; do not set it on the office counter; etc.; we will not be responsible for lost applications resulting from not following directions. No late applications will be accepted (if you intend to submit your application on the deadline but are absent on that date, the application needs to be delivered by a parent by the deadline—directly to Ms. Boe, Ms. Fagan-Simpson, Mr. Kane, or couns. secretary).

C. ASB(Leadership)/Yearbook Preferences for Involvement

Printed name _____ Signature _____

Study section E on the following pages for the types of positions and duties involved in each of the below-listed categories. Then, please place “1” line to the left of your highest preference for involvement in ASB/Yearbook, and “2” by your next-highest preference. Please note: Expressing preferences for activities does not guarantee that you will be assigned those activities; you need to be willing to assume any responsibilities given.

_____Sports/Sergeant-at-Arms

_____Dance/Luau/Carnival

_____Spirit/Publicity

_____Student Store/Treasurer

_____Yearbook/Historian

_____Renaissance

_____Friendship/Cultural Awareness/Ambassadors

_____Campus Beautification/Ecology

_____Technology/Computers

_____Support/Organization staff

D. Return completed forms by 3:30 p.m. on

Friday, March 7, 2008

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E. Descriptions of ASB(Leadership)/Yearbook Positions

These brief job descriptions are for your reference in deciding your requested involvement. All students accepted into ASB will be assigned to a specific area. In order to be accepted into ASB, you will need to be accepted into one of the following work categories. Sixty-five students are needed in total.

WORK CATEGORIES:

1. Sports/Sergeant-at-Arms/Events Setup (24)
2. Dance/Luau/Carnival (2)
3. Spirit/Publicity (2)
4. Student Store/Treasurer (12)
5. Yearbook/Historian (14)
6. Renaissance/Student Recognition (5)
7. Campus Beautification/Ecology (2)
8. Friendship/Cultural Awareness/Ambassadors (2)
9. Support/Organization Staff (2)

Below you will find a complete listing of all the ASB Positions along with a brief job description. The WORK CATEGORY that each is assigned to is listed in *italics*. Some positions do not fit into a WORK CATEGORY because they are elected positions and the job description is included for your information.

I. ELECTED OFFICES (1 person each)

Offices with committee members needed are listed in **BOLD** with the number of positions available.

A. President

1. Runs ASB meetings
2. Plans and runs student senate meetings
3. Get students involved in school leadership
4. Buy gifts for ASB Teachers and Staff
5. Create and implement a past president's project.
Ex: Quad improvement project.
6. Elections
7. Attends School Site Council meetings

B. Vice-President (1 assistant)

1. PTA Liaison - organizes workers to assist with projects
2. Is the student organizer for: Manna Food Drive, Magazine Drive, Adopt - a - Family, Club meetings, Jog - a Thon
3. Office manager liaison
4. Attends School Site Council meetings.

C. Treasurer - Committee Needed

(1 person in training for Sem.2)

1. Helps to count (or check deposit document) on all incoming funds
2. Makes weekly budget for ASB
3. Get checks approved at meetings
4. Works with the ASB bookkeeper to ensure ASB members are handling their spending according to ASB state bookkeeping requirements.
5. Attends School Site Council meetings.

WORK CATEGORY 4

D. Secretary - Committee Needed

(2 people)

1. Takes daily attendance and attendance at events
2. Makes Thank You Cards
3. Takes down minutes and types them up
4. Student and Staff Birthdays
(a person who is almost never absent)

WORK CATEGORY 8

E. Sergeant at Arms

(1 assistant)

1. Cleans, organizes shed and supplies
2. Organizes set- up and break down of cafeteria for dances and assemblies
3. Puts up the flag each morning and takes it down each day after school
4. Keeps notes on talking ASB members who disrupt our meetings
(A hardworking person who is not afraid to get dirty)

WORK CATEGORY 1

F. Historian

(1 assistant)

1. Creates Video Yearbook
2. Trains helpers on use of the camera and assigns them to events that the Historian him/herself can't film. (Needs to be very flexible time-wise.)
3. Sales, distribution and publicity

WORK CATEGORY 5

G. Renaissance Director - Committee Needed

(15 people)

1. Distribution of Achievement cards, & Renaissance shirts each Trimester
2. Weekly candy give away
3. BBQ's - reward lunches and Teen Center reward trips
4. Student recognition activities & Awards Night

WORK CATEGORY 6

H. Spirit Director - Committee Needed (2 people)**WORK CATEGORY 3**

1. Keeps track of homeroom competition points and notifies teachers of standings
2. Spirit Day/ Night events organized and judged
3. Pancake Breakfasts
4. Pizza / Donut Parties
5. Homeroom Competitions at lunch once a month
6. Lunchtime Activities

I. Publicity Director - Committee Needed (2 people)**WORK CATEGORY 3**

1. Reads the Morning Announcements over the speaker system
2. Signs and Posters created and displayed for all events.
Artistic People Needed!
3. Organizes & orders art supplies
4. Writes a monthly article about school events for the PTA newsletter
5. Puts together a video presentation for Channel 21 and keeps it updated
6. Updates both office and school marquee's regularly

J. Dance Director - Committee Needed (2 people)**WORK CATEGORY 2**

1. Ticket Sales - handles cash according to state ASB accounting requirements (person who is really responsible)
2. Coordinates the making of decorations and decoration before the event
3. Schedule D.J. and light show people
4. Organizes refreshments and workers

K. Luau / Carnival - Committee Needed (2 people)**WORK CATEGORY 2**

1. Ticket Sales
2. Decorations
3. Order Supplies
4. Games / Food
5. Parent & Student Volunteers organized

L. Sports Director - Committee Needed (24 people)**WORK CATEGORY 1**

- (Gr 7: 6 boys, 6 girls Gr 8: 6 boys, 6 girls)
1. Organizes lunch time sport leagues
 2. Organizes sports events such as the 5-K, Rabbit Run, and Turkey Trot
 3. Help Sergeant At Arms with set up and break down of events
 4. Organizes trips to the Teen Center
 5. Coaches & organizes school teams

M. Student Store - Committee Needed (12 people)**WORK CATEGORY 4**

1. Organize workers & fill in for workers who don't show up
2. Orders food and supplies
3. Restocks food and soda machines
4. Processes incoming money from sales and tracks sales of items

N. Campus Beautification/Ecology Director - Committee Needed (2 people) **WORK CATEGORY 7**

1. Works on campus beautification projects..
2. Organizes all ASB members to recycle the school.
3. Maintains gardens
4. Supports other committees

O. Friendship/Ambassadors- Committee Needed (2 people)**WORK CATEGORY 9**

1. Assists new student on first day
2. Assist injured or otherwise disabled students to get around campus
3. Assist with Quiet Games at lunch once every other week
4. Organize, monitor and promote tournaments in Quiet Games
5. Assist counselors with "friendshipping" students
6. Organize "friendshipping" events
7. Cleans and organizes Friendship Room

II. APPOINTED POSITIONS

A. Ambassador Program Coordinator -

WORK CATEGORY 9

(under friendship)

1. Organizes ambassadors for each homeroom
2. Help Mr. Waters to schedule a meeting with all homerooms

B. Yearbook Committee

WORK CATEGORY 5

Committee Needed (14 people)

1. Yearbook Sales and distribution
2. Draw pages
3. Take photos
4. Artistic people needed
5. Needs people who are willing to work extra hours.
6. Monitor budget

C. Teen Center Advisory Chairman (3)

WORK CATEGORY 3

1. Update bottom line of Marquee with upcoming teen center events.
2. Publicize teen center events with announcements and signs.
3. Help coordinate teen center events.
4. Attend monthly information and planning meetings at the teen center.

D. Talent Show Coordinator (2nd Semester Only) No Coordinator or committee will be set for this until the event is planned. Motivated leadership and workers will be loaned to the talent show from other committees when planning begins.

1. Organize workers
2. Organize acts and practice schedules

All students regardless of the specific committee they are signed up for will be doing the following:

EVERYONE WILL:

1. Help with set up and break down of all school events.
2. Recycle the school during lunch and SURE.
3. Make posters and decorations for events when needed.
4. **Work in the student store.**
5. Help the Spirit committee with rallies, lunchtime activities and homeroom competitions. All ASB members should be the most spirited members of their homerooms and help the teacher to get the class to participate in a positive manner. All ASB members unless otherwise assigned should always be cheering and helping at school events.
6. Photograph (or video tape) school events and sell yearbook ads.
7. Help with the clean up of ASB rooms, especially after pancake breakfasts and the constant cleaning up that is needed from the mess made when creating decorations and posters.