

# Campolindo High School

## 2025 ASB Packet, Rules, & Calendar



Congratulations on your decision to run for an ASB (Associated Student Body) position for the 2025 academic year! You are about to experience a small amount of what Leadership at Campolindo High School is all about. You will have the ability to effect change on this campus - and we need you to do it!

If you have any questions regarding elections, please contact me at: [webb-peploe@auhsdschools.org](mailto:webb-peploe@auhsdschools.org), or through Canvas.

The calendar for the election process this year is as follows:

<b>Friday, January 31st</b>	2025 ASB Leadership kick-off informational meeting in Library at Academy and in E9 at Lunch
<b>Friday, February 7</b>	All ASB Positions: Must submit google form with final decision of ASB position and turn in Candidate Agreement  ASB Elected Positions: <ul style="list-style-type: none"><li>- Signed "2025 ASB Election Regulations and Requirements Form" Due (give in-person or send photo to Emory Hsiao)</li><li>- Platform Statement Due</li></ul> ASB Appointed Positions: Check Email for Interview Signup Sheet
<b>Wednesday, February 21</b>	ASB Elected Platform Statement (250 words max) Due (document shared)  ASB Appointed Positions Due Date to signup for interview slot
<b>Wednesday, February 19</b>	ASB Elected Positions Campaign Video due (sent to Emory Hsiao)  Class Officer Info Meeting
<b>Monday, February 24 - Friday, February 28</b>	ASB Election Campaigning--see <a href="https://docs.google.com/document/d/1BVjp6zvby5FiVHGERZpLdgxg8ScR41ZzVaY7pfw_620/edit?usp=sharing">https://docs.google.com/document/d/1BVjp6zvby5FiVHGERZpLdgxg8ScR41ZzVaY7pfw_620/edit?usp=sharing</a> for list of guidelines
<b>ASB Election: Friday, February 28</b>	Voting will take place during student's 5 period class  Results will be posted on Webb-Peploes front door during 6th period or the following Monday (E9)

Interviews are Monday, March 5th - Friday, March 14th	<p>Appointed position candidates must sign up for an interview with the current and the new Executive Team.</p> <p><b><u>We will not chase you down! Be proactive!</u></b></p> <p>*If you plan on running for class office, your interview will be after class election week</p>
TBD (after class elections - April/May)	Mandatory meeting of new and old officers during academy

#### Election & Campaign Rules, Regulations, and Requirements

1. You must maintain a GPA of at least 2.0.
2. If you have had any suspensions or major disciplinary action from the administration during the school year, it may lead to your disqualification.
3. Social Media MUST be positive, about your campaign only, and you could be considered ineligible if you violate this. Disciplinary action may be taken.
4. No students are allowed to stand on roofs or ladders to hang posters. No posters inside the gym or cafeteria.
5. No students may harm or demean an opponent in their campaign in any way, including posters, speeches, skits, flyers, etc.
6. Students must complete a Platform statement (google doc recommended)
  - a. Should be sent to [emory.hsiao25@auhsdschools.org](mailto:emory.hsiao25@auhsdschools.org)
7. Candidates are limited to **three** posters (large poster board size) and **two** banners. Banners may be 6 feet wide and 3 feet tall. Candidates are limited to **ten** fliers (8.5in x 11 in.) around campus. Signs and banners must be hung only on tile surfaces. Only blue painters tape is allowed, any duct-taped posters will be taken down. All signs and banners must contain appropriate material. All others will be removed and the candidates will face possible disqualification.
  - a. YOU ARE RESPONSIBLE FOR TAKING DOWN YOUR POSTERS AND ENSURING YOUR CAMPAIGN MATERIAL DOES NOT CREATE A MESS.
    - i. Cleanup should be completed by 4:00pm on Friday, February 28th
  - b. No blocking, covering, or removing opponents posters, flyers, banners, etc
8. Campaign costs must not exceed \$75, and **no means of mechanical reproduction (photocopying, computers, etc) may be used for any campaign materials.**
9. Campaign videos must be self-produced. If a video appears to have been edited/produced with outside help, it may be requested that the candidate refilm their video.
  - a. No teachers or faculty members are to be featured in a campaign video
10. Candidates may not assist in the voting process in any way. Candidates may not acquire student identification numbers or any other personal information from students with the intent of voting for said student.
11. Any campaign action deemed to be biased or that gives an unfair competitive advantage to one particular candidate can result in the disqualification of a candidate. If a candidate is unsure about if an action may place them in jeopardy, they should check with the current ASB President or Vice President.

*Campaigning cannot begin till Monday, February 24th at 8:00am. (Election Week)*

*Anyone who fails to abide by this may be disqualified*

## Candidate Platform Statement

In a speech of 200 words or less, describe your vision for student leadership at Campolindo High School. Identify goals and objectives specifically related to the position for which you are running and explain why you are the best candidate for the job. Reflect on how your experience and perspective will make a difference to Campolindo High School. Your platform statement will represent YOU as a candidate.

Below is a description of the duties of each officer. **All officers in Leadership Class are responsible for helping with and/or planning lunchtime activities, rallies, dances, the Canned Food Drive, making posters, spreading the word, and other aspects of Leadership. All members of the Leadership Class are expected to act responsibly and to abide by the class rule and requirements within and outside of the class.**

### Elected Positions

If you are interested in running for an elected position, you are responsible for writing a Platform Statement which should include why you wish to be elected for the specific position you are running for. You may campaign for this chosen position so long as you meet the requirements listed on page two that explain the guidelines for the elections. If you have any questions concerning an elected position, please ask one of us.

#### Class Period TBD

##### **ASB President (1)**

- The purpose of the Student Body President is to inspire, lead, and support the students and faculty of Campolindo. There are many things that the Student Body President must do, however, there is much more that should be done to ensure success for the year.
- Planning of the daily agenda before class each day, designating jobs and responsibilities for each day - this should be done in coordination with the Vice-President and Leadership Advisor
- Integrating all members within Leadership, setting up team bonding activities in and out of class
- Creating year-long goals and a direction for the class, as well as small objectives along the way
- Representing the school at a wide variety of meetings - parent, staff, student and district committees
- Meeting regularly over the summer with the Leadership Advisor to organize the layout of the year
- Creating an updated and clear calendar or other means of planning and keeping track of upcoming events
- Setting an example for the rest of the class ( organized, arrives on time, last to leave)

##### **ASB Vice-President (1)**

- Leading class discussions with the ASB President and making sure they run smoothly and efficiently
- Planning of the daily agenda before class each day with the ASB President
- In the absence of the President, exercises the powers and duty of the President in the class
- Organizing the end of year celebration and the Leadership Retreat with the ASB President
- Acting as an advisor for the freshman class through Homecoming, fundraisers, and other class-based events throughout the year
- Meeting regularly over the summer with the Leadership Advisor to organize the layout of the year
- Organizing and leading ASB and class elections for the following year
- Attending monthly Parent Club Meetings
- Setting an example for the rest of the class (organized, arrives on time, last to leave)

**ASB Secretary (1)**

- Creating or delegating out 5th Period Announcements and other monthly and weekly announcements
- Taking detailed notes during class with schedules as well as taking minutes at student council meetings
- Generally publicizing school events
- In charge of running social media accounts, including CampoRedC

**ASB Treasurer (1)**

- Working with Ms. Webb-Peploe, the ASB President, and VP to establish a budget for the school year
- Keeping class up to date on the budget
- Signing checks daily, then approving them at monthly student council meetings
  - When signing checks, check the math and how the money asked lines up with money spent.
  - For student council meetings you will need to coordinate with the Finance Tech/Office for the check number range that needs to be approved.
- Help coordinate all things finance for leadership, sport, and club reimbursements, fundraisers, and product orders. These are all forms.
- Taking responsibility for overseeing and helping class officers with their budgets and fundraising
- Creating one new Leadership fundraiser for the year, continuing past ones
- Taking on accounting responsibilities during the Canned Food Drive
  - Learn how to use the cash counter before the fundraiser takes place. Talk to the finance tech.

## **Appointed Positions**

If you are interested in running for an appointed position you are required to have an interview with Ms. Webb-Peploe and current Leadership students. Please contact Ms. Webb-Peploe for additional information regarding the process of running for an appointed position.

**YOU DO NOT NEED TO CAMPAIGN FOR THESE POSITIONS.**

### **Class Period TBD**

#### **Executive Council (4)**

- Will be appointed by the ASB President and ASB Vice President, must apply for another position
- Is, along with the ASB President and ASB Vice-President, the head of the class. This is in a real sense (i.e. you stand at the front of the class) but in a more leadership way, you figure out how to create a full year of programming and governing for the Student Body.
- Sets daily agendas, create boards, problem solves, anticipates new events, creates events with belonging, inclusivity, and equity at the heart of all events
- Commits to meet every 7th period to create agendas and govern (ie problem solve, work through student issues, address events on campus and the Leadership class' response to them)
- Believes that this is one of their major responsibilities they are taking on for the year - i.e., you can play sports, have a job, do college applications, but you must be able to time manage with the best of them to not let down your other team members.
- Requires a high degree of executive functioning - you must be able to backward plan and get an event from the ground all the way to execution.
- You are, at your core, a person of your word.
- In an ideal world, you would have been in the class before - however, this is not mandatory.

### **4th Period Positions**

#### **Commissioners of Spirit (3-4)**

- Rallies
  - Coming up with and executing rally ideas
  - Cooperating with the Spirit Coordinator to write rally scripts, delegate responsibilities, run Rally Rehearsal
  - Coordinating with Commissioner of Tech & Media to film rally videos
  - Coordinating with Campo administration for rally approval
  - Running the rallies in front of the school, using energy to create as positive of an attitude on campus as possible
- Other
  - Leading cheers at sporting events
  - Coordinating with Commissioner of Social Affairs on leading and participating in lunch time activities
  - Bringing the students of the Leadership class as well as the whole school together with humor, positivity, and spirit
  - Helping create buzz around campus for sporting events and afterschool activities
    - Use of the camporedc instagram account to do so

The Selection Process will include a 2-3 minute video, emailed to [emory.hsiao25@auhsdschools.org](mailto:emory.hsiao25@auhsdschools.org) by Monday, March 5th. The objective of this video is to show off the creativity, spirit, and energy that you will bring to the class next year.

**Commissioner of Technology & Media (1-2)**

- Bringing in any equipment necessary to film rally videos, gathering Leadership members to be in the video and organizing them, filming the video in class or out of class, and uploading it to the youtube channel for people to view
- In charge of sound and video at rallies, setting up the sound system at lunch and all other events
- Must be well-versed with iMovie/Windows Movie Maker, cameras and filming equipment, Youtube, etc
- Changing signboard in front of school weekly about upcoming events
- Head of Tech board

**Commissioner of Sustainability (1)**

- Running the Recycling Program and Composting programs on campus
- Liaison to the Science Department, in particular Mr. Kauzer and Mr. Seligman
- Promoting sustainability initiatives on campus
- Meeting with Mr. Seligman
- Organizing Earth Week and leading discussions during it
- Planning pro-environment Leadership events for the class
- Working in the garden with Mr. Seligman and the Sustainability Board
- Head of Sustainability Board

**Commissioner of Student Support & Bonding (1)**

- Recognizes and shows appreciation to students & faculty
  - Particularly focused on underrecognized and underappreciated
- This includes:
  - Creating lunchtime activities for underclassmen to participate in and get accustomed to Campo tradition and school life
  - Responsible for incoming 8th grader visits and presentations
  - Representing + informing about Campo
  - Managing the Compassionate Cougar Award, which recognizes students who show kindness and empathy on an everyday basis
  - Runs application process, selection, and ceremony for the Compassionate Cougar Award
- Plans fun bonding activities, events, ideas, for the leadership class
  - In charge of 4th period birthdays

**Commissioner(s) of Diversity, Equity, Inclusion, Belonging (DEIB) (2-3)**

- Plan and organize activities and decorations for Cultural celebrations and Heritage Months coordinating with clubs as needed
- Organizing and implementing Cultural Fair/Fashion Show in the Spring
- Responsible for booking guest speakers for school wide or ticketed assemblies
- Working directly with the different student clubs and unions on campus (Asian Heritage Club, Latinos Unidos, Black Student Union, SAGA, etc) to promote events, affinity months, and a campus climate that appreciates and values diversity of all types among students
- Host monthly Equity Academies with club leaders
- Need to coordinate with Equity Chair
- In charge of the Monthly Flush
- Head of Diversity Board
- Work towards expanding the range of various cultures and identities expressed on campus

## **5th Period Positions**

### **Commissioner of Social Affairs (2)**

- Planning the dances, including booking the DJ, coordinating with the chaperones, organizing vendors, and leading class discussions making decisions about activities and themes for the dance
- Organizing lunchtime tournaments, including running sign-ups, making the bracket, and supervising the event. This includes coordinating the powder puff tournament
- Planning, organizing, and decorating the Homecoming dance
- Leading Powder Puff - running the info meeting, collecting permission slips, coordinating practices, recruiting referees and players
- Planning the talent show, including finding a date, holding auditions at lunch, and choosing the show order
- Also Head of Social Affairs board

### **Commissioner of Student Affairs & Club Outreach (1)**

- In charge of all things club related (e.g. Club Day, mini club day, meetings for people who want to make clubs in preparation for Club Day, meetings later in the year to guide new clubs and give them tips on how to run a successful club)
- Attending Instructional Council meetings with department chairs and Mr. Alvarez to update them on what Leadership is doing
- Attending Acalanes District Board meetings every other Wednesday and present a prepared speech about Campo's recent and upcoming activities, events (academic, sports, arts, miscellaneous), what Leadership is up to, etc
- Meeting with Mr. Alvarez before every district meeting to discuss the contents of the speech
- Also in charge of organizing and running the student council meeting at the end of each month
- Helps with planning Freshmen Orientation and Frosh Programs for the beginning of the year

### **Commissioner of Philanthropy & Community Outreach (1-2)**

- Organizing all humanitarian efforts throughout the year and contacting the appropriate groups, including but not limited to the Canned Food Drive, Blood Drive, Coat Drive, Toys for tots, etc.
- Creating school-wide goals and incentives to maximize student participation, and working with the ASB President and Secretary to properly advertise for events
- Planning philanthropic activities for the student body or just the Leadership class to volunteer at a food bank, soup kitchen, beach clean-up, etc
- Leading Teacher Appreciation Week, as well as other events to recognize the staff throughout the year
- In charge of class birthdays
- Reaching out to community members to organize events
- Also Head of Philanthropy Board

### **Commissioner of Sports & Activities (1-2)**

- Keeping track of the schedules of both sports teams and, acting as a liaison between the leadership class and these teams, ensuring proper advertising for all sporting events, and NCS appreciation
- Organizing pre-game goody bags for Varsity teams
- Planning and promoting pregame tailgates with face paint, tattoos, cotton candy, etc. at sporting events
- Pushing for all sports to be acknowledged equally, and work closely with the ASB Secretary on advertising - especially for weekly announcements - as well as the ASB President and Vice President on NCS appreciation for all three sports seasons
- Including the appreciation of music programs and after school programs such as choir concerts, band concerts, the annual musical, etc, associated with Campo who also need the support of the student body
- Work with Athletic Director

- Organize NLI
- Head of Sports and Activities Board

#### **Commissioner of Publicity & Art (2)**

- Organizes and leads decorations for rallies, dances, and other large scale events on campus
  - Homecoming is a main focus for Publicity in the fall, and poster/decoration making may require outside of school commitment
- Oversees, delegates, and participates in the making and taking down of posters as well as staying informed on all activities that require posters
- Helps collaborate in the making of online posters (Canva), and works together with Tech board to publish said online posters
- Must have artistic ability and be able to use time management when making posters, while still maintaining quality
  - Calligraphy, painting, drawing skills are encouraged
- Running Instagram/Twitter/Snapchat in order to publicize events
- Head of Publicity Board