



2025 - 2026 ASB Freshman Intern Packet Checklist

- Read the entire packet
- Mark your calendar/planner with important dates
- **Fill out the ONLINE Application form**
- Obtain the appropriate signatures
- Submit the ASB application by the due date, no late applications will be accepted.
- You will be interviewed by a panel made up of ASB students, teachers, and administrators.
 - April 25: ASB appointed applications due
 - May 5: Check emails for interview invitations and for activities to complete
 - May 14 - 16 : Interviews

**Submit the Online application and all required paperwork by
April 25, 2025 by 11:59 pm.**

**Scan this QR Code for the online Application
Applications will open up on March 3rd**





ASB Freshman Position Packet

Thank you for your interest in being a part of the Associated Student Body at Tesoro High School. Being on ASB is an important job that requires a lot of time, effort, dedication and responsibility. It also is very rewarding, gives you great memories, opportunities to have fun and gets you involved in school. ASB is in charge of the school activities for the entire year, ranging from Homecoming to pep rallies, club events to blood drives.

We are looking for hardworking, responsible, organized and spirited freshmen to be part of our ASB program. As Freshmen Interns you will be part of the ASB class during the 3rd Period. You will participate in all ASB Activities, and learn all jobs that are involved with Tesoro's ASB.

On the next pages there is a list of all of our current ASB appointed positions. These are the people you will be working with and learning their duties and how ASB works at the high school level. In addition you will be working with our elected class presidents, vice presidents, and overall ASB President and Vice President.

Please read this packet carefully. Failure to comply with the rules and regulations will result in disqualification.

Be sure you know the deadlines and meet them.

If you have any questions please contact Mrs. Davis-Johnson in the ASB Office or e-mail pmdavis@capousd.org.

Thank you for your interest in being part of Tesoro's ASB. Good Luck!

Eligibility:

Grade point average (GPA) of 2.0 or better

Citizenship is at least Satisfactory in all classes

Behavioral step 2 or below

Important Dates:

April 25 – Friday - Packets Due submitted by 11:59 pm. . Late Or Incomplete Applications Will NOT Be Accepted.

April 30 – Wednesday - Teacher Recommendations Due

May 14 - 16 - Wednesday through Friday - Interviews.

Students be assigned an interview time after school AT Tesoro HS on one of these dates. Invitations will be sent to your email on May 5th, and more details will be provided in the email.**

May 20 –Students appointed to ASB will be notified by phone call

****NO MAKE-UP DATES for interviews, if you are late, absent or forget to come, there will not be any make up interview times. No Exceptions! You will be emailed more detailed information on April 30th .**

Please keep this page for your reference.

ASB SUMMER COMMITMENTS if Appointed

- ASB will hold tutorial meetings in the spring and summer meetings.
- ENVOLVE Training w/ Scott Backovich - **Monday, June 9**
- Tesoro Registration dates - **August 1 & 4 (Dates are subject to change)**
- ASB Summer Camp/Training dates - **OCL Aug. 5 - 8 at UCSB**
- Freshmen Orientation will be **scheduled for Aug. 18**



RETURN ONLY THIS PAGE, Keep all other pages for reference:

This signature page is due to the TESORO ASB office ON or BEFORE April 25, 2025.

You can scan and email a signed copy of this page to pmdavis@capousd.org

APPLICANT'S NAME: _____

SCHOOL NAME: _____

The above listed student has declared their interest in an appointment as a Freshman Intern to Tesoro's ASB class for the 2025 - 26 school year.

ASSISTANT PRINCIPAL'S RECOMMENDATION

I recommend this candidate to serve as an outstanding representative of Tesoro High School and behavior is not beyond step 2.

Assistant Principal's Signature

GUIDANCE RECOMMENDATION

This candidate meets and qualifies with at least a GPA of 2.0 and citizenship is satisfactory in all classes for the previous 2 quarters.

Guidance Counselor's Signature

Candidate's Overall Academic GPA: _____

You MUST be Available for the following - ASB SUMMER COMMITMENTS

ASB will hold summer meetings throughout the summer.

Tesoro Registration -

Aug. 1 & 4

(Dates may be subject to change)

ASB OCL Summer Camp

Aug. 5 - 8 at UCSB

Freshmen Orientation will be

August 18th

You will need to be available to work at registration and attend our ASB "Camp".

We understand the commitment being asked of a student appointment to the ASB class of 2025- 2026. We also understand that we MUST be available to attend the SUMMER DATES listed above.

- **Camp (3 nights/4 days @ UCSB): Cost of camp is \$360.00 and is non-refundable once commitment is made to attend camp.**

- **Transportation to and from UCSB (charter bus)**

→ **\$600.00 (TOTAL)**

- **ASB Class Attire for the school year**

Students will have the option to make one payment or installments. If there are any financial concerns, please do not hesitate to contact Mrs. Davis-Johnson.

Student Name (printed)

Student Signature

Parent Name (printed)

Parent Signature



ASB CODE OF CONDUCT

Please read carefully and understand you will be held strictly to these standards

I, the undersigned, solemnly swear that I will abide by the following Code of Conduct set forth by the Tesoro High School ASB. The following standards of eligibility, conduct, and responsibilities shall apply to all members during their term of office. The term of office shall run for the entire school year.

1. Academic Achievement

- I will maintain an academic 2.5 GPA computed on a 4.0 scale
- If I receive less than a 2.5 GPA during my term, I understand that there will be consequences and limitations to my involvement in ASB. Receiving less than 2.5 could be cause for dismissal from the office by the administration of Tesoro High School.
- I understand I may be asked to submit a record of my scholastic achievements to the Activities Director at the end of each grading period.

2. Behavioral Standards

- As a member of ASB, I realize that my conduct must be beyond reproach at all times, on and off campus. (It is critical that you understand the full implications of this statement. Violation will result in dismissal from office. Ask if you need further explanation. This includes your presence on social media)
- I will uphold the constitution and my oath of office.
- I will cooperate with and support the ASB President & Activities Director
- I will abide by school dress regulations at all times.
- I will not carry or use any illegal substances or stimulants, drugs, alcohol, etc. at any time, on and off campus.
- I will display good sportsmanship at all times and serve as an ambassador for Tesoro High School at other schools.
- I will maintain a satisfactory citizenship/ attendance record. I will not accumulate unexcused absences or tardies.**
- I understand that if I am suspended from Tesoro High School, I may be suspended from ASB temporarily or permanently, as determined by the Tesoro High School Administrative Team.
- Failure to comply with any of these rules may result in immediate removal from office as determined by the Tesoro High School Administration Team.

3. Leadership Class

Leadership class is an essential part of ASB. Being a part of this class means you will constantly learn how to improve your leadership skills. Leadership class will meet **during 3rd period.**

4. Responsibilities of the Office

- I understand that attendance to class is **mandatory**
- I understand that the same school rules apply in this classroom as any other.
- I understand that I am to show up to class on time. (Being late will result in a tardy.)
- I understand that **I am not to use my cell phone in class during meetings or ASB business discussions.** Class time will be used for instruction and class projects.
- I understand that it is **my responsibility to work on projects/ assignments given to me during class periods and I may need to devote time outside of class to complete these projects/assignments.**
- I understand that, regardless of my position, I will be assigned various tasks that deal with all aspects of ASB.
- I understand that I will be assigned work tasks at all ASB functions and that it is my responsibility to work at ASB events.
- I understand that I will need to stay at school through lunch on days ASB has planned an afternoon activity. **If I have an outside commitment/responsibility (Ex. Job), I will notify the Activities Director at the beginning of the week and not the day before or day of the planned event.**
- I understand that being on ASB is a huge time commitment. I am prepared to work during break, lunch, after school, and some evenings to fulfill my duties.
- I understand that I am expected to set up and clean up after all activities.
- I understand that if I am elected to a commission office, I must be enrolled in the Student Government class during 3rd period.
- I understand that I will be assigned, and expected to execute, tasks by the Activities Director, Advisor and /or the ASB President.

Violation of any of the stated rules is cause for removal from office. Removal from office is determined by the Tesoro High School Administration Team, pursuant to the regulations set forth by the ASB constitution.

If appointed as a freshman intern, you will be expected to be available to attend the summer dates listed below:

ASB SUMMER COMMITMENTS

- ASB will hold tutorial meetings in the spring and summer meetings.
- ENVOLVE Training w/ Scott Backovich - **Monday, June 9**
- Tesoro Registration dates - **August 1 & 4 (Dates are subject to change)**
- ASB Summer Camp/Training dates - **OCL Aug. 5 - 8** ASB Officers attend both
- Freshmen Orientation will be **scheduled for Aug. 18**

You will need to be available to work at registration and attend our ASB "Camps". These dates are still to be determined.



ASB General Job Responsibilities

ASB is a team. We do everything together. We will, at times, have different people who are in charge of different activities at different points during the year. When you are not in charge of an event, each of you, if elected/appointed, will be on certain committees helping whoever is in charge get everything done that needs to be completed. Below are some examples that everyone will participate in, in some way or another.

- Help plan and organize Dances, Spirit Weeks, Pep Rallies, Tournaments and Competitions.
- Attend, set-up and clean up all the activities above and ensure their success.
- Design, draw, cut, posters and props.
- Advertise events on social media.
- Speak in front of large groups with confidence and purpose.
- Work in class daily to accomplish committee and job responsibilities.
- Work in the student store as assigned.
- Participate in all ASB events.
- Attend ASB Camp . **This is a mandatory commitment.**
- Participate professionally in daily and weekly meetings.
- Be a leader on and off campus as you represent ASB and Tesoro.

Below is a list of the appointed positions in ASB, as a freshman intern, if selected for ASB you would “shadow” several of these positions throughout your freshman year.

Appointed Positions

EXECUTIVE	
ASB Secretary	Record/Maintain Official Minutes Record And Document Happenings, Motions, Purchase Orders And Initiatives In Official Meeting Minutes Maintain And Manage A System To Keep The Minutes Organized And Current Work With The ASB Treasurer To Prepare For Audits Assist In The Organization Of The ASB Offices Takes Daily Attendance Creates And Maintains ASB Schedules/Sign Ups Manages All Written Correspondence i.e. Thank You Notes
ASB Treasurer	Works With Activity Clerk To Ensure Accuracy Maintain Accurate Records And Receipts For All Money Spent And Donated Prepares The Projected Budget And Present To Cabinet Shall Present An Oral Budget Update At Each Business Meeting. Submits Purchase Orders Including Their P.O. Number, Description, And Amount To Be Spent And The Recorded Vote For Inclusion Into The Minutes. Collect A Budget From Each Organization With A Trust Account And Monitor Spending Of Said Accounts Based Upon Each Budget & Item Identified. Collect And Monitor All Fundraising Activities By Organizations With Trust Accounts. This Includes: <ul style="list-style-type: none">○ Applications For Fundraisers,○ Projected Income Statements○ Summary Of Revenue Statements. These Documents Will Be Recorded And Logged



EVENTS

Events/Activities Manager	<p>Provide A Year At A Glance Plan To Activities Director</p> <p>Oversees and manages all event committee and activities</p> <ul style="list-style-type: none"> o Dances o Pep Rallies o Spirit o Dodgeball o Mock Crash o "What If" o Homecoming Halftime show o Awards ceremonies <p>Provide Project Plans/Due Dates – Make sure they are in place and are updated</p> <p>Initiates Purchase Orders for all events with Activities Clerk</p> <p>Attends all Executive Board Meetings</p>
Dance & Special Events Commissioner	<p>Helps to Create Themes</p> <p>Project Plans</p> <p>Manage Court Elections</p> <p>Dances</p> <ul style="list-style-type: none"> *Back to School" "Welcome Back" Dance *Homecoming *Winter Formal *Spring Dance *Prom
Spirit/Titan Army Commissioner	<p>Promote school spirit</p> <p>In Charge Of Class Package Organizing And Distribution</p> <p>Organize and run Pre-Game activities</p> <p>Create Lunchtime Activities</p> <p>Teach/Lead cheers at games and event. Know All School Chants And Cheers</p> <p>Coordinate and Organize Rally Runs</p> <p>Responsible for all aspect of Spirit Days</p> <p>Engage and plan Spirit Section at Athletic Events</p> <p>Know all school chants and cheers, making up new ones when necessary</p> <p>Organize and run the Dodgeball Tournament</p> <p>Organize and coordinate responsibilities for Clash of the Classes</p> <p>Liaison for Titan Army Club and ASB</p>
Pep Rally Commissioner	<p>Plan, Organize, run, and oversee all Pep Rallies and Assemblies</p> <ul style="list-style-type: none"> o Homecoming Pep Rally o Winter Pep Rally o Spring Pep Rally o Any other Pep Rallies or Assemblies Uphold integrity of Pep Rallies, ensuring all sports, activities, and stakeholders are represented throughout the year
Club Coordinator	<p>Organize Club Rush</p> <p>Responsible For Communicating Will All Clubs Advisors And Club Presidents.</p> <p>Keep Club Minutes Up To-Date In Binder</p> <p>In conjunction with the Multicultural Commissioner, organize/Runs All Aspects Of Multicultural Day</p>
Community Service & School Pride Commissioner	<p>In charge of all aspects of Back To School Night</p> <p>In charge of all aspects of Open House</p> <p>Organize all Drives (blood drives, canned food drives, toy drives, etc.)</p> <p>Plan and publicize Red Ribbon Week</p> <p>Organize Campus Beautification</p> <p>Maintain, create, and support all charity events on campus</p> <p>Support Publicity Manager</p>
Student/ Staff Relations Commissioner	<p>Staff BBQ</p> <p>Spirit Of The Titan and Spirit of the Titan Luncheon</p> <p>Torch Of Excellence</p> <p>Coordinate with PTSA for Teacher and Staff Appreciation Week</p> <p>Organize staff lunches and breakfasts</p>
Middle School Liaison	<p>Coordinate and communicate with middle school feeder schools and ASB Advisors for recruitment and events</p> <p>Organize and plan Future Titan Night for Fall and Spring Semesters</p> <p>Assist with 8th Grade Night, 8th Grade Sport Nights, and Middle School Visits</p> <p>Keep in contact with feeder middle school ASB advisors for recruitment and events</p>

Please keep this page for your reference.



Multicultural Commissioner	<p>Work closely with campus clubs to be kept abreast of their activities.</p> <p>Work with the ASB Commissioner of Clubs to conduct monthly meetings with club presidents.</p> <p>Chair the Multicultural Fair and work with clubs and Diversity Coalition regarding acceptable multicultural fair activities</p> <p>Organize Multicultural Week and ensure that all activities or performances are appropriate</p> <p>Organize and implement activities/recognition of Hispanic Heritage Month, Black History Month, and any other culturally relevant events.</p> <p>Assist Diversity Coalition in the implementation of the NPFH Pledge and Activities.</p> <p>Attend all ASB sponsored activities and functions as a responsible leader at those events.</p> <p>Perform other duties as assigned by the ASB President or the Activities Director.</p>
Store Manager	<p>Train and use registers</p> <p>Maintain inventory and order necessary supplies</p> <p>Ensure store and inventory are stocked</p> <p>Coordinate and create a weekly schedule of ASB students to work registers in ASB store</p> <p>Monitor attendance at ASB Store</p>

PUBLICITY

Publicity Manager	<p>In Charge Of All Announcements</p> <p>Be Directly Responsible For The Effective Marketing/Publicity of All ASB/Tesoro Activities And Events (Dances, Pep Rallies, Class Competitions, Special Events, Athletics)</p> <p>Communicate/Work To Develop News Stories/Content And Or Inform of Weekly Updates That Can Be Used In Publications</p> <ul style="list-style-type: none"> • OC Register • Titan Tribune • Titan News Network • Tesoro Yearbook • Social Media Commissioner <p>Initiates Purchase Orders for all of publicity needs with Activities Clerk</p> <p>Attends all Executive Board Meetings</p>
Social Media Commissioner	<p>Daily Maintains All Social Media Via</p> <ul style="list-style-type: none"> • Facebook • Twitter • Instagram • Any other social media utilized by ASB <p>Main Support For Publicity Manager</p> <p>Write Stories For Website</p> <p>Graphic designer for marketing - CANVA</p> <p>Powerpoint/google Sheets</p>
Activities /Athletic Promotion	<p>Know what's going on with all sports on and off campus</p> <p>Consistently update School Loop with all team schedules</p> <p>Maintain display in glass case in Titan Way with all sporting events</p> <p>Responsible for maintaining Athlete of the Season for boys and girls sports.</p> <ul style="list-style-type: none"> • Devise a system for nominating athletes. • Publish, distribute, and create certificates for selected athletes <p>Present Week At A Glance To Publicity On Monday Of Each Week.</p>
Historian	<p>Official Photographer</p> <p>Maintains Camera Equipment</p> <p>Must take photos at ALL events</p> <p>Digital documentation of Years' activities</p> <p>Keeps photo drop box organized</p> <p>Maintains records of all activities/accomplishments of the class</p>
Visual Media Commissioner	<p>Maintains website</p> <p>Maintains and updates Marquee</p> <p>Responsible for information on the THS Marquee</p> <p>Directly responsible for all aspects of the school's electronic marquee</p> <p>Daily or Weekly programming the graphics, maintaining the appearance of the physical sign, developing a system to manage request publicize, etc.</p> <p>Maintain all glass cases (change weekly or bi-monthly)</p> <p>Work closely with Publicity Manager and Social Media Commissioner</p>
Art Commissioner	<p>Keep all the paint, brushes, and ink markers neatly organized, replacing them if necessary.</p> <p>Work alongside Visual Media/Marquee to produce visually popping forms of publicity.</p>



	<p>Fill the marquees with art to publicize events.</p> <p>Work with the Social Media Commissioner and use your artistic eye to aid in the creation of social media posts.</p> <p>Work alongside the publicity manager to help create flyers and help make popping posters.</p> <p>Work alongside the dance commissioner to create the large posters in coordination with the theme of the dance.</p> <p>Should be capable of designing logos and designs for class gear.</p>
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TECH

Technical Director/ Manager	<p>In Charge Of All Electronics/Technologies</p> <p>Advanced knowledge of video editing software</p> <p>Responsible For All A/V Electronics, Computers, Projectors, Staging</p> <p>Inventory Of All Production Items/Equipment</p> <p>Maintaining Condition And Storage Of All Items</p> <p>Ordering/Renting Of Additional Required Equipment</p> <p>Layout/Set Up /Tear Down Of All Equipment</p> <p>Manage All Media Related Commissioners (Audio, Visual, Media, Etc.)</p> <p>Provide A Year At A Glance Plan To Activities Director</p> <p>Oversees and manages the tech committee</p> <p>Provide Project Plans/Due Dates – Make sure they are in place and are updated</p> <p>Initiates Purchase Orders for all tech related needs with Activities Clerk</p> <p>Attends all Executive Board Meetings</p>
Audio Tech (A1)	<p>ALL Audio setup</p> <p>Responsible for all Audio Equipment and Inventory</p> <p>Responsible for maintaining prime condition of all Audio Equipment</p> <p>Setup and teardown of audio</p> <p>Select music for events</p> <p>Create shareable playlist approved by Activities Director</p> <p>Assist in all AV set up</p>
Video Producer (V1)	<p>Lead creator of all videos</p> <p>Film and edit all videos</p> <p>Have Medium to advanced knowledge of video editing software</p> <p>Make promotional videos, pep rally videos, and film election speeches</p> <p>All audio setup</p> <p>Responsible for all video equipment and inventory</p> <p>Responsible for maintaining prime condition of all video equipment</p> <p>Assist in all A/V set up</p>
Video Producer (V2)	<p>Creator of all videos</p> <p>Assist in videotaping and editing of all videos</p> <p>Medium to advanced knowledge of Video Editing Software</p> <p>Promotional Videos</p> <p>Elections</p>

