

**Palo Alto High School
Secondary Application for ASB Elected Officers for
2026-27 School Year**

SECONDARY ELECTIONS	
VOTING TO TAKE PLACE ON THURSDAY, MARCH 26TH & FRIDAY, MARCH 27TH	
SECONDARY ELECTIONS ARE FOR THE OFFICE OF:	
ASB	CLASS
• PAUSD BOARD REP	• SENATOR (2 POSITIONS/CLASS)

Applicants for ASB Elected Officer for the 2026-27 school year **must** meet the following academic and disciplinary eligibility requirements:

- GPA of 2.5 or higher on the most recent progress report or semester report card**
- In addition to meeting academic requirements of a 2.5 GPA, ASB applicants must have a record of good attendance and citizenship. If, for any reason, it is decided that you are not eligible to run, you will be notified.
- Applicants for ASB Elected Officer for 2026-27 **must** also meet the following commitments or risk being removed from the election process:

Tuesday, March 24, 2026

- ☐ Turn in your attached application signed by you, your parent/guardian, and teacher advisor to Mrs. Bond in the **Student Activities Office (Room 502) by the beginning of lunch, 12:25 PM.** Please plan your lunch accordingly
- ☐ Attend the mandatory Candidate's Meeting **at lunch** in Room 502.

Wednesday March 25, 2026

- ☐ Board Rep Only - Attend your scheduled interview time (lunch or after school)

Thursday, March 26-Friday, March 27, 2026

- Campaigning and Voting - Hang up approved campaign flyers and posters on Thursday, and take down said items by 3:40 PM on Friday

Other Commitments

- If elected, enrollment in ASB Student Government course for the entire 25-26 school year

****Minimum GPA Requirements:** All ASB Officers are required to maintain a minimum GPA of 2.5 in order to be eligible for ASB office. If a student is elected for the 2026-2027 school year and has less than a 2.5 GPA at the end of the Fall semester **he/she/they will be disqualified from office; a replacement will be installed in accordance with ASB Constitutional Bylaws.**

Violating any of the campaign rules may get you removed from the ballot so read through the rules carefully and ask Mrs. Bond if you have any questions!

Please read through the ASB Officer Requirements and fill out the application completely. An ASB Elected Officer represents all students at Paly and spends countless hours of service both in and out of class. If you have any questions regarding the ASB officer positions please feel free to talk to any current ASB officer or to Mrs. Bond. Thank you for applying and good luck!

Mrs. Bond: abond@pausd.org

ASB Election Packet CHECKLIST

- ☐ Read through, understand, and commit to all campaign information, election packet requirements, and ASB responsibilities
- ☐ Sign each reading requirement (campaign rules, application requirements, ASB responsibilities)
- ☐ Receive the candidate, candidate's parent, and candidate teacher signature for the commitment form
- ☐ Receive handwritten signatures with student IDs from 20 current Paly students (***must be from respective class for class officers, cannot be from current seniors***), 3 Paly teachers, and your advisor.
- ☐ BOARD REP ONLY - Film a **one-take** speech that follows speech rules and answers the mandatory speech questions and rules. Upload the election speech to Google Drive and email to abond@pausd.org by Tuesday, March 24th, 8 PM
- ☐ BOARD REP ONLY - Attend the mandatory Board Rep interview as scheduled
- ☐ Send a photo headshot and 150-word max candidate statement to Mrs. Bond via email by Tuesday, March 24th, 8 PM
- ☐ Accept and commit to follow all ASB responsibilities as outlined in the general and officer responsibilities info
- ☐ Attend MANDATORY candidates meeting at lunch on Tuesday, March 24th, 12:25 PM.
- ☐ Turn in application by Tuesday, March 24th the beginning of lunch, 12:25 PM.

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Campaign Rules:

CAMPAIGN FLYERS/POSTERS (On-campus)

- Candidates may promote themselves using poster(s) and/or flyer(s) as long as it falls under the maximum amount of points allotted.

Flyers are defined as:

Any printed and/or written material up to 8.5 x 11 in (includes business cards, buttons, etc)

Posters are defined as:

Printed and/or written material over 8.5 x 11 in and up to 22 x 28 in

- All materials must be approved by Mrs. Bond Thursday morning on March 26th.
- Mrs. Bond retains the final veto over any or all campaign media.
- Any unapproved promotional formats or materials may result in disqualification.

Material Point Breakdown

- Each candidate is allowed up to **30 points**

Points Breakdown

- | | |
|--|------------|
| ❖ Flyers with black & white /handwritten | = 1 point |
| ❖ Flyers with colored print | = 2 points |
| ❖ Posters | = 6 points |

- Can use any combination of the above as long as it does not exceed 30 points
- Student Government can provide paper and paints for you to use if you so choose, but ASB will only provide black and white print for flyers.
- Posting/passing out flyers/posters on campus over point allotment may result in disqualification.
- Any non-approved materials found on campus may result in disqualification.
- These are the only campaigning tools to be used on campus.

Posting Guidelines

- The posters/bulletin boards/social media materials cannot be posted until Thursday, March 26th, 2026
- Come to 502 on **Thursday morning** to get materials approved. **ALL ON-CAMPUS MATERIALS NEED TO BE APPROVED**
- Any flyers/posters that are put up before 8:00 AM will be taken down.
- Do not overlap your materials with other posters/flyers.
- Use **BLUE PAINTER'S TAPE** to post material, provided by Mrs. Bond.
- Do not post on doors or windows.

Campaigning Guidelines

- Candidates MAY NOT endorse other candidates or run as a team within ANY election
- Endorsements and online campaigning by individuals currently outside of Palo Alto High School (including adults) are not allowed
- Candidates shall not put down any other candidate.
- Candidates shall not use obscene, racial, discriminatory, or any other controversial materials on *any campaign materials* (this includes any and all online campaigning)
- Campaigning, online campaign sites, social media, videos or accounts may not go live until:
 - **The official start date of campaigning, as determined by ASB for the desired position, and**
 - **All steps to become a candidate have been successfully fulfilled and approved by the Student Activity Director-that includes**
 - Completed application
 - Speech if required (only Executive Board Candidates)
 - Candidate statement
 - Candidate headshot
- Failure to comply with the campaign guidelines may result in disqualification from running for ASB office.

Elections:

- Elections will take place online starting in the **morning of Thursday, March 26th**, 2026, and ending at **3:15 PM on Friday, March 27th, 2026**
- **Results will be announced on Friday, March 27th, 2026 (after school)**

Results:

- On **Friday, March 27th** after elections, you must clean up all of your campaign materials - flyers, posters, signs, handouts, etc. before campaign results are announced.

Application Requirements

Speeches - BOARD REP ONLY

- If elected, the ASB and Class Officers will need to be both creative and be able to speak and communicate with groups of people, both large and small.
- You can be creative or have humor as part of your speech, just make sure you focus on the real reasons you are running for office.

Specific Rules for Speeches - BOARD REP ONLY:

1. Mrs. Bond, the Elections Committee, and Administration must approve the content of all speeches.
 2. All speeches must be recorded with one take (No editing after the speech has been recorded during the one take).
 3. **Speeches shall not be longer than 2 minutes in length.**
 4. Must be "school appropriate" (e.g. avoiding drug/ alcohol references, sexually suggestive behavior, racially charged content, violence, etc.)
 5. Does not violate any Campaign Rules.
 6. **Speeches need to include:** (do not need to be answered in this particular order)
 - a. **What are your goals for your class (Class officers) or the school (Executive officers) should you be elected?**
 - b. **What are your qualifications for holding this office?**
 - c. **Why are you running for this office?**
 - d. **If elected, how will you know at the end of the year that you have been personally successful in your position?**
- ❖ It is expected that all serious candidates for any Class Office or School-Wide ASB Office will participate and that they will adhere to the rules Campaign rules and speech topics.
 - ❖ **All videos are due no later than Tuesday, March 24th, 8 PM.** Upload your video to your own Google Drive and then share it with abond@pausd.org. Mrs. Bond and the Election Committee will check it. If approved, it will be posted on Schoology on **Thursday, March 26th**.

PHOTOS

E-MAIL a digital photo of only yourself (HEADSHOT ONLY-not with other people) to Mrs. Bond. Your digital photo must be the following dimensions: (200 pixels by 200 pixels in JPEG, JPG, PNG, or TIF format. We will respond to all emails to verify receipt of information. Pictures need to be approved by Mrs. Bond.

CANDIDATE STATEMENT:

In 150 words (max), state your qualifications and platform (such as what would you like to improve at Paly, what are your new ideas for ASB events, etc.) in running for this office. The statement must be typed using Times New Roman 12-point font, single-spaced. No other format will be accepted – no graphics, no special fonts (no bold, italics, underlines, etc.).

NOTE: ASB election publicity disseminated by ASB will post your statement with your photo. It is your responsibility to proofread for spelling and grammatical errors. **Mrs. Bond retains final approval of all campaign statements.**

All of the above information must be E-MAILED to Mrs. Bond by Tuesday, March 24th by 8:00 PM. Failure to send all the information (photo and statement) via email to abond@pausd.org by the deadline may result in disqualification from elections.

ASB Officer JOB DESCRIPTIONS AND DUTIES

All positions include but are not limited to the following listed responsibilities:

Responsibilities of all members of Associated Student Body:

Events

- Recognize that as an elected or appointed officer, you are called upon to serve the students of PAHS. **This commitment is as great or greater (time-wise) than any sport or other extracurricular available at Paly.**
- **Be prepared for weekend and evening commitments as well as times when regular class periods will be missed to assist with ASB responsibilities.**
- Attend the ASB Transition Training (TBD)
- Attend Link Crew Training/New Student Orientation/Photo Day on Tuesday, August 11th, 2026, and Wednesday, August 12th, 2026 from 3:00pm-6:00pm

General/Year-Long

- Set up events such as dances and lunchtime activities.
- Help with school-wide events (Spirit Week, Winter Rally, Club Day, Field Day, etc.) by running games, decorating, cleaning up, and any other assigned tasks.
- Attend and participate in ALL ASB-run events - be sure to dress up for dress-up days :)
- Attend class to discuss issues relating to school events, school climate, and policy.
- Complete all class assignments and fulfill all class committee duties.
- Make posters and help with publicity (posting & take-down of flyers/posters, as well as online social media publicly.
- Work well with your peers and try to improve Paly.
- Collaborate with fellow officers and all classmates.

*Members of the Associated Student Body **are required to enroll in the Student Government class** (held during 2nd Period in 502). This course has all the same requirements as other classes and will include assignments relating to leadership issues as well as individual roles on ASB, for which participants will receive a grade. Please ask Mrs. Bond if you have additional questions about course requirements.*

PAUSD Board Representative (1)

- Start attending board meetings, upon appointment, with the current PAUSD board representative; attend executive board meetings
- Represent Palo Alto High School at all board meetings (Usually the 2nd Tuesday of the month at 6:30 PM).
- Communicate with the general student body to get input on district policies, procedures and decisions that will directly affect them.
- Prepare a report on school activities, affairs, and events for every board meeting.
- Meet with the Superintendent and/or board members prior to board meetings.
- Act as a Paly Admin and PAUSD district liaison, checking in with administration about ideas and dates, and giving updates on what admin is doing.
- Responsible for organizing monthly meetings with ASB and administration.

- Contribute to class discussions by reminding the current ASB what previous ASBs had advised in their minutes debrief.
- Work with site council class senators to discuss school and district issues, compile feedback and student input, and work on events.
- Lead and preside over student activity committees that relate to PAUSD board issues or site issues.
- Work with at least one class senator to lead student activity committees.
- MAY meet with Mrs. Bond and ASB VP before/after school or during prep time to plan class agenda at least once a week.
- Accept additional duties as delegated by the ASB President or Student Activities Director.

Class Senator (up to 2 per grade)

Senators will divide up the work of site council, secretary, treasurer, publicity, and student activity board representative, but all senators must be qualified and prepared to take on any of these duties

- Help President and Vice President with all events
- Help publicize all class activities and meetings
- Represent your class at all school site council meetings
- Report back to the ASB officers after each site council meeting
- Be ready to report on upcoming ASB activities at each site council meeting
- Attend two class meetings a month to meet with the class and discuss class-related issues
- Maintain accurate minutes of all class meetings
- Tally, confirm, and record all class meeting votes on policy, events, or expenditures
- Complete ASB meeting minutes in the prescribed format and make sure they are approved
- Organize all meeting minutes and post to class information pages for student access
- Keep track of all class expenditures and keep accurate financial records
- Host class fundraising activities and promote all class fundraisers
- Serve as a representative on the Student Activity Board and active member on the Student Activity Board committees
- Serve as PTSA liaison and assist with any PTSA-ASB Joint Events (Field Day, Club Day 1, Turkey Trot)
- Must be comfortable working with and talking to parents, teachers, administrators
- Accept additional duties as delegated by the ASB President or Student Activities Director

****SENIOR CLASS OFFICERS—** in addition to your regular duties, you will also be taking the lead in Prom Reveal preparation, Prom Planning (in conjunction with Junior Class officers), and the Selection of the Staff Speaker at the Senior Celebration. The Senior Class Officers also help to coordinate school-wide Elections and Appointed Interviews with the Student Activities Director. The Senior Class President may also be called to speak at graduation and/or Senior Celebration and run alumni events.

ASB Election Packet Commitment Form

Completed form due Tuesday March 24, 2026 at 12:25 pm in Room 502.

Office Applied For: _____

Full Name: _____ Class of : _____

Email Address (print clearly): _____ Cell Phone #: _____

REMINDER: Applicants for ASB Elected Officer for 2026-27 **must** meet the following commitments or risk being removed from the election process:

I have read and understood the campaign and election rules.

Candidate Initials: _____

I have read through the dates and requirements for my application, including the headshot, candidate statement, and speech video, as well as following all dates and deadlines.

Candidate Initials: _____

I have read through the general responsibilities of an ASB officer and the responsibilities of the ASB position for which I am running, which include enrolling in the Student Government class and participating in and out of class activities

Candidate Initials: _____

I have read and understand the commitments and responsibilities that apply to an elected ASB Officer. I will fulfill these duties and obligations throughout the entire 2026-2027 school year. I understand that any failure to fulfill the above duties, as well as any behavior for which I may be suspended under general school rules or any action that could result in a citation from law enforcement will be grounds for dismissal from the elected officer position.

Candidate Signature Date

Parent/ Guardian Signature Date

Teacher Advisor Signature Date

Student and Teacher Support Petition

“By signing this petition I agree that I support this candidate in their running for an ASB office and believe they are qualified to represent the Paly Associated Student Body positively.” DUE Tuesday March 24, 2026 at 12:25pm to room 502.

20 Student HANDWRITTEN Signatures - **ASB EXECUTIVE CANDIDATES may have 20 signatures from all current students. CLASS OFFICERS must have ALL **20 SIGNATURES** from students in their RESPECTIVE CLASS **ONLY.** **

Student Signature	ID #	Student Signature	ID #
1.		11.	
2.		12.	
3.		13.	
4.		14.	
5.		15.	
6.		16.	
7.		17.	
8.		18.	
9.		19.	
10.		20.	

Teacher Signatures (Not Teacher Advisor, **must have had as teacher**, 3 total):

1.	3.
2.	