

ASB Officer Application

Application Breakdown: Please read the directions on each page.

Page 1: Cover Page (read only)

Page 2-3: Letter to families (read only English & Spanish)

Page 4-5: Officer descriptions (read only English & Spanish)

Page 6: ASB Officer contract (read and sign electronically)

Page 7: Teacher Recommendation (list 3 teachers to give you a letter of recommendation)

Page 8-9: ASB personal statements (type responses English & Spanish)

Page 10-11: ASB Essay (type essay English & Spanish)

Applications must be completed and submitted on the ASB Google Classroom by Monday, November 9. You only need to do pages 7-11. All other pages are for you to read.

If you need help filling out your application please attend any of the google meets after school to get help. The dates are posted on the ASB google classroom.

Letter to students and families

Dear Students, Parents and Guardians,

I am pleased that you are considering the ASB/Leadership Class as a possible activity for this year. ASB stands for Associated Student Body and is made up of students who are either selected from their applications or voted in by their peers. The Leadership Class is a year long elective that all ASB members must take for the entire year.

Please understand that ASB members are expected to show strong dedication and commitment. ASB students are the representatives and role models of the school. ASB members are expected to be school leaders whether they are in class, at lunch or at a school function.

I will be hosting google meets after school to help fill out the application and to answer any question you may have. A calendar of when these google meets will happen is posted on the ASB Google Classroom. You can also email me, Laura Bollbach, Director of ASB on school loop if you have questions or need help. Good luck to all of the candidates! I look forward to hearing from you and working with you next school year.

Warm Wishes,

Ms. Bollbach

Director of ASB, Leadership Teacher, 8th Grade AVID and 8th Grade U.S. History Teacher

Carta Para Las Familias

Estimados Estudiantes, Padres y Tutores,

Me complace que estés considerando la clase de liderazgo / ASB como una posible actividad para este año. ASB significa el Cuerpo Estudiantil Asociado y está formado por estudiantes que son seleccionados de sus aplicaciones o votados por sus compañeros. La clase de liderazgo es una clase electiva de un año que todos los miembros de ASB deben tomar durante todo el año.

Por favor comprenda que se espera que los miembros de ASB muestren una gran dedicación y compromiso. Los estudiantes de ASB son los representantes y modelos a seguir de la escuela. Se espera que los miembros de ASB sean líderes escolares ya sea que estén en clase, en el almuerzo o en una función escolar.

Si tiene alguna pregunta sobre el proceso de solicitud, comuníquese con la directora de ASB, Laura Bollbach, en el circuito escolar. ¡Buena suerte a todos los candidatos! Espero tener noticias tuyas y trabajar contigo el próximo año escolar.

Mejores deseos,

Ms. Bollbach

Directora de ASB, Maestra de Liderazgo, 8th Grade AVID and 8th Grade U.S. History Teacher

ASB Officer Description

ASB's job is to represent the student body at Abbott. Student voices are needed to continue to make improvements at Abbott in ways that impact all students. The leadership of ASB comes from students. With that in mind, it is time for Abbott's student leaders to come forward. The ASB is led by a President, Vice President, Secretary and Treasurer. Candidates may only run for one office.

General Duties and Responsibilities:

President:

- Leads all ASB & Student Council meetings (Council to be selected during homeroom)
- Regularly appears on Falcon News with ASB updates
- Assists the ASB Advisor and administration in decision making and preparing meeting agendas
- Meets with Principal to discuss student concerns

Vice President:

- Takes on the responsibilities of President when necessary
- Assists the ASB Advisor and administration in decision making and preparing meeting agendas
- Oversees future ASB election process
- Coordinates with Leadership class relative to projects and shared concerns

Secretary:

- Records ASB & Student Council Meetings
- Webmaster
- Responsible for maintaining ASB minutes, bulletins and correspondence

Treasurer:

- Excellent math skills required
- Prepares paperwork for financial statements
- Makes financial report and presents financial reports for ASB & Student Council Meetings
- Works with ASB Advisor, clubs and Bookkeeper
- Assists in budget planning

Descripción del Oficial de ASB

El trabajo de ASB es representar al cuerpo estudiantil de Abbott. Se necesitan las voces de los estudiantes para continuar mejorando la escuela de Abbott de manera que impacten a todos los estudiantes. El liderazgo de ASB proviene de los estudiantes. Con eso en mente, es hora de que los líderes estudiantiles de Abbott se presenten. La ASB está dirigida por un presidente, un vicepresidente, un secretario y un tesorero. Los candidatos sólo pueden postularse para un cargo.

Deberes y responsabilidades generales:

Presidente:

- Dirige todas las reuniones de ASB y del Consejo de Estudiantes (el Consejo se seleccionará durante el salón principal)
- Aparece regularmente en Falcon News con actualizaciones de ASB
- Ayuda al asesor y la administración de ASB en la toma de decisiones y la preparación de agendas de reuniones
- Se reúne con el director para discutir las preocupaciones de los estudiantes

Vicepresidente:

- Asume las responsabilidades de presidente cuando sea necesario
- Ayuda al asesor y la administración de ASB en la toma de decisiones y la preparación de agendas de reuniones
- Supervisa el futuro proceso de elección de ASB
- Se coordina con la clase de liderazgo en relación con proyectos y preocupaciones compartidas.

Secretario:

- Registra los archivos de ASB y reuniones del consejo estudiantil
- Administrador de la página web
- Responsable de mantener actas, boletines y correspondencia de ASB

Tesorero:

- Se requieren excelentes habilidades matemáticas
- Prepara el papeleo para los estados financieros.
- Hace informes financieros y presenta informes financieros para ASB y reuniones del consejo estudiantil
- Trabaja con ASB Advisor, los clubs y contador
- Ayuda en la planificación presupuestaria

Abbott Middle School Contract for Student Leaders

As a member of the Abbott Middle School ASB...

- 1) I will remember at all times that I represent Abbott Middle School, its students, faculty and staff and that my behavior needs to reflect positively on the position I hold, to the school, to myself and to my family.
- 2) I will follow the rules and guidelines established by the school and the ASB.
- 3) I will strive to maintain my academic and citizenship grades to a standard reflecting my best effort and abilities.
- 4) I will share equally in all duties of student government which includes attending meetings and activities, helping with ASB sponsored events, dressing up for Spirit Days and altogether being a positive influence on and off campus.
- 5) If I have specific responsibilities and am going to be absent, I will have someone take my place.
- 6) I will be open and honest with my Advisors in all matters. If something is wrong, or if I am aware of another ASB member violating this contract, I will immediately discuss this with my Advisor.
- 7) All items of business discussed in ASB meetings, Student Council meetings or in the Leadership class that are not for the general public will not be discussed with anyone.
- 8) My dress at school shall be appropriate at all times (refer to the AMS Handbook).
- 9) I will do my best to meet new individuals on campus and broaden my friendships so I can truly represent those that have put me in a position of leadership.
- 10) Any involvement with insubordination, fighting, defiance, drinking, drugs, smoking, stealing or tagging will be an automatic suspension or expulsion from the class and/or office.
- 11) In reference to item 10, if any of the above items are going on, I will remove myself from the scene.
- 12) I understand that the ASB cabinet meets once monthly after school or at lunch and that attendance and participation is mandatory.
- 13) I understand that I may be removed from ASB if I violate this contract.

My Parents/ Guardians and I have read and agree to the above contract as written.

Parent/Guardian Name: _____

Student Name: _____

Parent/Guardian Contact Number: _____

Teacher Recommendation:

Directions: Please list **three** teachers you want to write a recommendation on your behalf for ASB. I will contact them on your behalf with the form for them to fill out.

- 1.
- 2.
- 3.

Personal Statements

Directions: Please answer each question below in the chart using a complete sentence.

Question	Answer
1. Describe any abilities, skills, knowledge, experience and/or talents you have that you can bring to your position and to the Leadership class.	
2. Reliability and responsibility are key qualities to being a successful ASB Officer and Leadership student. Explain why you think these two qualities are important.	
3. Define what leadership means to you and give an example.	
4. Who is someone in your life who is a good leader? How do they inspire you?	

Declaracion Personal

Instrucciones: Responda cada pregunta a continuación en la tabla usando una oración completa.

Pregunta	Respuesta
1. Describa cualquier habilidad, destreza, conocimiento, experiencia y / o talento que tenga que pueda aportar a su puesto y a la clase de liderazgo.	
2. La confiabilidad y la responsabilidad son cualidades clave para ser un oficial de ASB y un estudiante de liderazgo exitoso. Explique por qué cree que estas dos cualidades son importantes.	
3. Defina qué significa el liderazgo para usted y dé un ejemplo.	
4. ¿Quién es alguien en tu vida que sea un buen líder? ¿Cómo te inspiran?	

ESSAY

Directions: Look at the options below to complete your essay. You can turn in a word document or a google slides presentation.

Option 1: Type a 3 paragraph essay on why you want to be a part of Abbotts ASB. Make sure you include the answers to each of the questions for each paragraph. Format- Must be typed, double- spaced, font size 12, Times New Roman font. Keep it short and to the point!

Option 2: Answer each of the questions outlined below using google slides.

Paragraph One: Introduce yourself

- What is your name?
- What grade are you in?
- What position are you running for?
- Why are you running for ASB?

Paragraph Two: Leadership background and goals for office

- Have you had any previous experience similar to this office at a previous school or in your community? Explain.
 - Have you played on sports teams and had a leadership role?
 - Scouts?
 - Are you a leader in your community?
- What would you like to achieve if you win the election?

Paragraph Three: Strengths

- What makes you passionate about the position you are running for?
- What qualities do you have that make you a good candidate for this position?
- At Abbott, we have spirit activities to boost school spirit. We are always looking for creative ways to increase student participation at school. What ideas do you have? Describe your idea. It can be a lunchtime activity, an assembly, fundraiser, class competition, etc.

Ensayo

Instrucciones: Mira las opciones a continuación para completar tu ensayo. Puedes entregar un documento de Word o una presentación de diapositivas de Google.

Opción 1: Escriba un ensayo de 3 párrafos sobre por qué deseas ser parte de Abbott's ASB. Asegúrese de incluir las respuestas a cada una de las preguntas de cada párrafo. Formato: debe estar mecanografiado, a doble espacio, tamaño de fuente 12, fuente Times New Roman. ¡Sea breve y conciso!

Opción 2: Responda cada una de las preguntas que se describen a continuación con las diapositivas de Google.

Párrafo 1: Presentarte

- Cual es tu nombre?
- En qué grado estás?
- Para qué puesto te postulas?
- Porque te postulas para ASB?

Párrafo 2: Antecedentes de liderazgo y objetivos para el cargo

- Ha tenido alguna experiencia previa similar a esta oficina en una escuela anterior o en su comunidad? Explique.
- Ha jugado en equipos deportivos y ha tenido un papel de liderazgo?
- Ha sido parte de los Scouts?
- Eres un líder en tu comunidad?
- Qué te gustaría lograr si ganas las elecciones?

Párrafo 3: Fortalezas

- Qué te apasiona del puesto al que te postulas?
- Qué cualidades tienes que te hacen un buen candidato para este puesto?
- En Abbott, tenemos actividades para impulsar el espíritu escolar y siempre estamos buscando formas creativas de aumentar la participación de los estudiantes en la escuela. ¿Qué ideas tienes? Describe tu idea. Puede ser una actividad a la hora del almuerzo, una asamblea, una recaudación de fondos, una competencia de clase, etc.