

# ELECTION PACKET

## 2017 - 2018



**King's High School**  
ASB Positions

## General Qualifications

Running for a Student Council (ASB) position requires the candidate:

- to be enrolled at King's for the following year,
- to have and maintain a current 3.0 GPA
- to be a junior at the time of the election
- to have the approval of the Student Council and the Student Life Committees
- complete interview with election committee
- to receive parent permission and
- to receive 2 recommendations from a King's staff person (one of whom must be a teacher)

## Packets

Campaign packets include:

- an election timetable
- KHS Campaign Rules
- the duties of officers
- the candidates form
- the pre-election oath of office
- the parent's permission form
- 2 staff recommendation forms
- rubric used by election committee

ASB ELECTIONS	ELECTION TIMETABLE	CLASS ELECTIONS
Feb 17	Announce elections	April 28
Feb 17	Election packets available (sent electronically)	April 28
March 1	Signed packets returned by 3:15pm to Mrs. White in the HS Office	April 14
March 6	Students approved by Mrs. White for GPA, attendance & re-enrollment	April 20
March 6	Candidates approved by Student Council & Student Life Committee	April 20
March 8	Students notified of eligibility to run	April 21
March 9	<b>Mandatory</b> candidate meeting at lunch (Ms. Platter's classroom)	April 25
March 13-17	Campaigning and posters by regulation	May 1-4
March 17	Campaign speeches	May 4
March 17	Elections in lounge during lunch	May 4
March 20	Election Runoffs (if needed)	May 8

## KHS Campaign Rules

1. No campaign posters or materials can go up before the official campaign start date.
2. No copies of campaign materials can be made on the school copier.
3. No more than 5 poster board signs (21x17) and 10 small (8 ½" x 11") posters can be used by any one candidate. Posters of excessive size or quantity may be asked to come down.
4. Only positive messages can be used on any ASB campaign.
5. All posters must be approved by Mrs. White prior to being posted.
6. Use only masking tape attached to the back of your poster.
7. Do not put any posters on windows in the school (no posting on the walls of the BNC, only on the cork boards).
8. No candidate may throw candy or handouts from the stage during speeches.
9. Do your part in keeping the school clean, pick up any fallen campaign materials and throw away liter.
10. No campaigning in the lounge the day of the election.
11. All handouts and giveaways must have an intentional and purposed part of your campaign slogan or strategy. Any handout must be approved by Mrs. Lewis one day prior to use.
12. All videos must be emailed to Mrs. Lewis ([klewis@kingsschools.org](mailto:klewis@kingsschools.org)) by the Tuesday before speeches.

## **STUDENT COUNCIL DUTIES**

ASB positions require the fulfillment of specific described roles, but also include the support of all events and activities, mentoring of class councils, and participation in the ASB class during flex block first term. Any questions about specific roles can be addressed to [ASB@kingsschools.org](mailto:ASB@kingsschools.org)

### **President**

The role of the President is to maintain order and structure in ASB. This structure is established through effective and exceptional communication and time-management skills. The President must be able to hold themselves and others accountable during meetings, activities, and other ASB-related events. Overall, as a leader, the President should act as a guide and mentor for the other ASB members.

### **ASB Vice President**

The role of the ASB Vice President is to act as support for the President and the other ASB members. The Vice President is critical in making the plans of the other ASB members a reality by leading set-up, creating decorations, and revising ideas. The Vice President is in charge of soliciting student opinion and making sure student voice is heard and considered, and will lead ASB if the President is unable to. The Vice President role requires drive, initiative, clear communication and responsibility.

### **Spiritual Life**

The Spiritual Life Representative (SLR) leads the school in the area spiritual life and should be a witness to others as to the character and love of Christ. Working with the KHS Spiritual Life Committee, the SLR selects a chapel theme, plans a convocation at the beginning of the year, prayerfully setting a tone for the school year. The SLR works with an adult advisor to plan and provide leadership to The River. The role of SLR requires a deep commitment to Christ, an enthusiastic desire for others to build a relationship with God, and strengths in organization, creativity, and public speaking.

### **Activities**

The primary responsibility of the ASB Activities Representative is to plan school dances while supporting and assisting in the planning of all major ASB sponsored events. The Activities Representative also assists Class Councils in their planning of dances and activities throughout the school year. The Activities Representative needs to be very organized and a good manager of time, with a creative interest in event planning and student involvement.

### **Public Relations**

The goal of the Public Relations position is to inspire school spirit and set an energetic atmosphere that encourages all students to participate. This is accomplished through accurate and thorough communication with the student body, parents and faculty. This position is in charge of publicizing upcoming ASB activities and events as well as helping facilitate activities that meet the interests of the student body. The PR Representative communicates by making posters, flyers, bulletin boards, posting information in Friday emails, etc. This role requires a creative thinker who is good at problem solving.

### **Homecoming Representative**

The Homecoming Representative (HR) is responsible for planning the overall homecoming celebration. The HR will plan the announcement chapel, spirit week, assembly and the coronation event. The HR meets with an ASB Advisor once a week to brainstorm and plan the event, and keeps a consistent communication with class homecoming representatives to develop ideas and homecoming details. Outside of homecoming, the HR supports ASB events throughout the year. The HR needs to be very organized and a good manager of time, with a creative interest in event planning and student involvement.

### **Administrator**

The ASB Administrator facilitates organization, the distribution of information among ASB, and budget management. This position supports the work of others on the ASB team, coordinates all financial records and fund distribution, and holds the responsibility for managing the ASB email, OneNote, and Excel budget records. The ASB Administrator needs a basic understanding of Microsoft 365, as well as strong skills in organization and communication.

### **Technology Coordinator**

The Tech Coordinator(s) will use their knowledge of technology to support productivity and event promotion for ASB. This position coordinates projects such as announcement and informational videos, sound recordings, and other technical events. The Tech Coordinator will also facilitate other students to support the technology needs of various KHS clubs, groups, etc. This position requires a quick learner who is creative and flexible.

Although an application packet is required, this position selected by a committee and candidates will not participate in campaigning or popular voting.

## CANDIDATES FORM

Name \_\_\_\_\_ Grade Next Fall \_\_\_\_\_

Position running for \_\_\_\_\_

Have you served in any other leadership positions throughout high school, either at King's or elsewhere?  
Please list and explain:

Please list all of the activities you plan to be involved with in the coming school year:

### **Please respond to the following questions:**

1. Explain in at least 100 words why you wish to run for this office and why you think you are qualified.
2. Explain your personal relationship with Jesus Christ and how this will affect your decisions and choices as a member of ASB or Student Council.
3. **Please answer only one of the following questions in at least 100 words:**
  - a. Please explain in detail an idea/event you would like to see ASB implement next year. How would you lead in making this a reality?
  - b. Describe one of the gifts God has given you. How have you used this gift in your life and how will this gift enhance your performance as a member of ASB or Student Council?

## PRE-ELECTION OATH OF OFFICE

All potential candidates of ASB positions must be able to say "YES" to each of the five questions listed here. Initialing each element of the Pre-Election Oath of Office and signing this form indicates a potential candidate's understanding of, and agreement with, the questions and will permit the candidate to go through the election process.

1. Have you personally accepted Jesus Christ as your Savior?

Yes \_\_\_\_\_ No \_\_\_\_\_

2. Are you willing to conduct yourself in such a manner that you would set a Christ-like example for other students to follow academically, socially, and spiritually, both in and out of school?

Yes \_\_\_\_\_ No \_\_\_\_\_

3. Are you willing to cooperate with and submit yourself to the authority of the adult leadership at this school?

Yes \_\_\_\_\_ No \_\_\_\_\_

4. Are you willing to attend all meetings and activities of the ASB, and to sacrifice the time and effort to carry out the duties of the position you are seeking to the best of your abilities?

Yes \_\_\_\_\_ No \_\_\_\_\_

5. I recognize that I may be removed from office for honor code violations, either in school or out of school.

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

## PARENT PERMISSION FORM

Student Name \_\_\_\_\_

Position running for \_\_\_\_\_ School Year \_\_\_\_\_

This is to acknowledge that the above named student, if elected to the office, is expected to attend and participate in all activities of the ASB and all school activities sponsored by the ASB.

**ASB students are expected to attend Mt. Adam's Leadership Camp from July 30-August 4 and attend a King's ASB Retreat from 14-15.** These opportunities are crucial for student preparation and team planning before the upcoming school year. PLEASE CHECK YOUR CALENDAR NOW TO ENSURE YOU HAVE THESE DATES AVAILABLE.

It will be my students' responsibility to pre-arrange absences with the ASB Advisors. I understand that the term of office begins in the spring of the election year and continues until new officers are elected in the spring of the following year. I also understand that there may be some minimal financial responsibilities.

This permission slip also releases King's High School and the ASB leaders of any and all liabilities concerning the few occasions that the student may need to leave the school during school hours to run an errand that may only be accomplished during the school time. It also gives the student permission to leave school should such occasions occur.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



# Teacher's Recommendation for King's High School ASB Applicant

*To be completed by a recent TEACHER*

**To the Applicant:**

Name: \_\_\_\_\_ Candidate for (ASB position): \_\_\_\_\_

*\*The statements contained in this reference will be kept **confidential**. We request that you sign the waiver below, allowing your evaluator greater freedom in responding.*

*I voluntarily waive my right of access to see this recommendation* \_\_\_\_\_  
(Signature/ date)

**To the Referee:** Teacher's Name: \_\_\_\_\_

*The above named person has applied for a position on the elected ASB Student Council or Class Council. Working on the ASB is not an easy job. It means working closely and leading other people, which requires reasonable social graces and the ability to relate well with others. Will you please give us your thoughtful observations and comments about this applicant? Any information which you give will be regarded as confidential. Thank you.*

**Please circle the characterizations which best apply to the applicant. For any category that has not been sufficiently observed, please leave blank.**

1. MOTIVATION	Purposeless	Vacillating	Usually Purposeful	Effectively Motivated	Highly motivated
2. INDUSTRY	Seldom Works even Under Pressure	Needs Constant Pressure	Needs Occasional Prodding	Prepares Assigned Work Regularly	Seeks Additional Work
3. INITIATIVE	Merely Conforms Initiates	Seldom Initiates Self-Reliant	Frequently	Consistently	Actively Creative
4. LEADERSHIP	Passive	Cooperative but Retiring	Sometimes in Minor Affairs	Contributing in Important Affairs	Judgment Respected, Makes Things Go
5. CONCERN FOR OTHERS	Indifferent	Self-Centered	Somewhat socially Concerned	Generally Concerned	Deeply and Actively Concerned
6. RESPONSIBILITY	Unreliable	Somewhat Dependable	Usually Dependable	Conscientious	Assumes Responsibility
7. INTEGRITY	Not dependable	Questionable	Generally Honest	Reliable,	Consistently Dependable
8. SPIRITUAL CONCERN	Apathetic	Curious	Desires a Vital Faith	Excited, Sincere	Vital and Growing
9. SOCIAL ACCEPTABILITY	Avoided	Tolerated	Liked	Well-liked	Sought Out
10. EMOTIONAL STABILITY	Hyperemotional, Apathetic	Excitable, Unresponsive	Usually Well-Balanced	Well-balanced	Exceptionally Stable

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Additional comments welcome on the back!  
**PLEASE RETURN TO MRS. WHITE**

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## To the Applicant:

Name: \_\_\_\_\_ Candidate for (ASB position): \_\_\_\_\_

*\*The statements contained in this reference will be kept **confidential**. We request that you sign the waiver below, allowing your evaluator greater freedom in responding.*

I voluntarily waive my right of access to see this recommendation \_\_\_\_\_  
(Signature/ date)

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Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Additional comments welcome on the back!  
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## Sample Election Rubric

ASB Election Rubric for: \_\_\_\_\_  
(Candidate's Name)

Popular Vote will make up 40% of the candidate's total score and the remaining 6 sections of the rubric will make up 60% of the candidate's total score.

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### Application Packet: Content and Effort (5 points)

Articulation, creativity, realistic ideas, ideas that benefit the student body, effort, complete, typed

5                      4                      3                      2                      1

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### Staff Recommendations (3 points)

Strength of recommendation forms

3                      2                      1

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### Speech & Campaign (5 points)

Effective, appropriate, creative, within guidelines, effort

5                      4                      3                      2                      1

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### Previous Leadership Experience (3 points)

Leadership background in ASB, clubs, teams, activities, jobs etc.

3                      2                      1

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### Availability & Balance (3 points)

Student's ability to balance all other time commitments as well as how available student will be.

3                      2                      1

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### Interview (3 points)

The Election Committee will schedule an interview with each candidate

3                      2                      1

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Total Score: \_\_\_\_\_