



St. Vincent de Paul High School ASB Application Packet

Dear Candidates,

Thank you for your interest in obtaining an Associated Student Body position. Serving on ASB is an important position that requires time, effort, dedication and responsibility. It is also rewarding, fun-filled and will provide you with many great memories as well as opportunities to get involved and make decisions that affect campus life.

The following application must be completed to apply for a position in ASB. In order to qualify as a candidate, you must complete and meet the requirements contained within this application. Upon completion of this process the ASB Advisory Panel will meet to discuss each applicant and determine their position in ASB. Failure to complete any requirements and/or deadlines contained in this application may result in disqualification from the appointment process. Please note that ASB President and Vice President will be elected as running mates.

Be sure you know and meet the deadlines below. Please email or stop by and talk to any members of the Advisory Panel with any questions. Thank you for participating in this process.

Sincerely, Ms. Coale

TIMELINE	CHECKLIST
March 29 - Applications Open April 17 - Applications Close April 19 - Voting for President and VP April 20 - Voting for Other Positions April 21 - Positions Announced	<p>The following documents must be included in a manilla envelope labeled “ASB Application: Your Name. Please turn it in to Ms. Coale by 4/17”. Please check all of the boxes to verify that they are complete.</p> <ul style="list-style-type: none">● Position Selection● Personal Statement● Signed Mission Statement, Graduation Outcomes, and Code of Conduct● Signed Summer Requirement● Teacher Recommendation #1● Teacher Recommendation #2

St. Vincent de Paul High School ASB Application Packet

POSITION DESCRIPTIONS

EXECUTIVE BOARD POSITIONS

ASB President

(Senior, Formerly in ASB)

The ASB President oversees all aspects of the Associated Student Body at St Vincent de Paul High School. This job requires someone who is able to multitask, organize events and motivate people. This person must be positive, creative, a dedicated worker and a leader to all. This person must be willing to dedicate many hours to ASB and SVdPHS. The ASB President takes on the responsibility of seeking to better the programs and activities that are currently in place.

Duties: The ASB President will...

- Serve as an exemplar of respectful, responsible and reliable leadership to other students.
- Oversee the executive functioning of the ASB organization.
- Commit to the continued growth of the ASB organization as well as SVdPHS.
- Act as a liaison between the student body and the administration of SVdPHS.
- Create a thoughtful and organized agenda for each ASB Executive meeting.
- Preside over school assemblies, rallies, Executive Council meetings and General Assembly meetings.
- Represent the student body of SVdPHS at special events with outside organizations.
- Work with the ASB Vice President and Commissioners to ensure that all ASB work gets done in a timely and efficient manner.
- Organize a new student lunch for all transfer students to present yourself, our school and the networks of assistance that exist here at SVdPHS.
- Assist with Freshmen Orientation.
- Delegate duties and oversee the delegation of duties to ensure a fairness of work time.

ASB Vice President

(Senior, Formerly in ASB)

The ASB Vice President will be the runner up to President if they select that they would like to be considered for Vice President. The ASB Vice President is in charge of assisting the ASB President in their duties. The Vice President, like the President, must be able to multitask, organize events and motivate people. They must also be positive, creative, a dedicated worker and a leader to all. The Vice President assumes the role of President should a vacancy occur. The Vice President also works to manage and oversee the House of Classes through bi-weekly meetings.

Duties: The ASB Vice President will...

- Work in conjunction with the ASB President to ensure that all ASB work gets done in a timely and efficient manner.
- Create a thoughtful and organized agenda for Commissioner and House of Classes meetings.
- Organize, plan and oversee ASB's casual spring dance.

- Serve as an exemplar of respectful, responsible and reliable leadership to other students.
- Oversee Grade Level Forums and School-Wide Forums.
- Please see the President's duties. The Vice President should assist with all of the above.
- Assist with Freshmen Orientation, new student lunch and other areas where the President needs assistance.
- *Will coordinate clubs for school (new responsibility).*

ASB Secretary

(Senior or Junior, Formerly in ASB)

The ASB Secretary must be a meticulous person. This person must be motivated and work to ensure that all proper documents are in order for ASB. This person must be able to meet deadlines and remember to make the minutes available to the ASB Historian.

Duties: The ASB secretary will...

- Serve as an exemplar of respectful, responsible and reliable leadership to other students.
- Take roll of attendees at meetings with verbal and written cues.
- Prepare and distribute typed minutes to any stakeholder seeking clarity.
- Send thank you notes to administrators, teachers, support staff members and parent volunteers.
- Send Birthday cards to administrators, teachers and support staff members.
- Produce a Student Government directory.
- Work in coordination with the ASB Historian to create a physical and digital binder which documents how ASB events are run and organized.
- Maintain ASB's yearly calendar.

ASB Treasurer

(Senior or Junior, Formerly in ASB)

The ASB Treasurer must keep accurate records of all financial transactions and communicate this information directly to ASB's Executive Board. The treasurer must predict and work towards the creation of a budget for all yearly activities. To do this job correctly, a treasurer must track all expenditures and transactions occurring within ASB's finances. Ideally, this ASB Treasurer works to regulate the flow of money (when many people want to spend it) in conjunction with the Executive Board.

Duties: ASB Treasure will...

- Serve as an exemplar of respectful, responsible and reliable leadership to other students.
- Authorize and sign all financial requests made by members of SVdPHS's Student Government.
- Work toward the creation of a budget which identifies expenses associated with all activities associated with Student Government.
- Understand the policies the school has in regard to the use of student finances.
- Tally, log and deposit all monies quickly.
- Work with SVdPHS's Finance Department.

- Create and interpret monthly financial reports which track both inflows and outflows as well as amount of money in ASB's Student Government account.
- Use the necessary forms to log all deposits and requests.

ASB Historian

(Senior or Junior, Formerly in ASB)

The ASB Historian must be willing and able to tell the story of ASB. This person must take photos, conduct interviews and observe the many activities at SVdPHS. These activities include but are not limited to: Sporting Events, Club Activities, School-Wide Days of Service, Dances, etc. The ASB Historian's job is not complete until ASB's Facebook Page, Instagram account and Bulletin Board are updated and proudly displayed.

Duties: The ASB Historian will...

- Serve as an exemplar of respectful, responsible and reliable leadership to other students.
- Record the activities of the year through video, pictures and written reports.
- Elicit materials from various entities throughout the school – Athletic Director, Yearbook Staff, Advancement, etc.
- Maintains a weekly update of ASB's Facebook Page and Instagram account.
- Update ASB's Bulletin Board monthly.
- Prepare a historical document which captures a year in review.
- Communicate with the SVdPHS social media resource regularly to share photos, videos, etc.
- Survey the student body of SVdPHS to gather necessary data for either planning events or gaining clarity about an event's success.

COMMISSIONERS

Commissioner of Social Concerns and Diversity

(Senior, Junior, or Sophomore)

Duties: The Commissioner of Social Concerns and Diversity will work to...

- Coordinate a Can Food Drive in alignment with Thanksgiving.
- Coordinate a Toy Drive in alignment with the Christmas Season.
- Update bulletin board to reflect ASB's current theme or focus
- Organize an activity or activities that celebrate...
 - Hispanic Heritage Month (September 15th – October 15th)
 - Black History Month (February)
 - Women's History Month (March) – International Women's Day
 - Chinese New Year and Singles Day November 11th
 - Support our Campus Minister's call to service through our School Wide Day of Service
 - Work to survey students following days of service (St Anthony's etc.)
 - Possibly an International Food Fair.

- Develop new or unique events that will promote a healthy school culture and celebrate diversity.
- Connect Clubs to those areas of concern in which they are aligned to better support the success of Clubs.

**Commissioner of Social Activities and Rallies
(Senior, Junior, or Sophomore)**

Duties: The Commissioner of Social Activities will work to...

- Communicate with our Director of Student Activities to schedule, plan and execute the following...
 - Rallies (Jog-a-Thon, Fall, Winter, Spring)
 - ASB's Back-2-School Dance
 - ASB's Casual Dance in the Spring
 - March Madness lunchtime intramural
 - Organize lunchtime activities on the First Friday
 - Develop a sensible and effective Club Rush activity and an effective Club protocol.
- Communicate with students about the events and activities that are necessary and worthwhile on SVdPHS's campus.
- Support the Director of Student Life in the planning and implementation of Spirit Weeks and Theme Days.
- Carries out teacher and staff appreciation days once a month.
- Maintains sign-up lists for student participants and faculty/staff moderators for ASB events.
- Assist with Freshmen Orientation.

**Commissioner of Athletics
(Senior, Junior, or Sophomore)**

Duties: The Commissioner of Athletics will work to...

- Maintain an Athletics Bulletin board which is updated monthly.
- Communicate with all coaches of a designated season to identify an athlete of the bi-weekly for each concurrent sport.
- Engage the Psychos.
- Represents SVdPHS at most every sporting event working to promote good sportsmanship and crowd behavior.
- Advertise games of the week through – posters, website updates, an updated bulletin board and social media (coordinate with ASB Historian).
- Engage student-athletes in all school events
- Assist with Freshmen Orientation.
- Develop team Chaplains in coordination with the Campus Minister and Coaches of SVdPHS.

**Commissioner of Achievement
(Senior, Junior, or Sophomore)**

Duties: The Commissioner of Achievement will work to...

- Collect information from teachers of the various departments to celebrate student performance and/or the interesting activities and studies occurring in various classrooms.
- Coordinate NHS tutors with the NHS Faculty Advisor.
- Assist the Admissions Coordinator with Freshmen Orientation by speaking about academic success and how this is achieved.
- Celebrates April as National Poetry Month with a morning poem following prayer.
- Engage faculty and staff in a discussion about student accountability strategies for a student code of conduct.

**Commissioner of the Arts
(Senior, Junior, or Sophomore)**

Duties: The Commissioner of the Arts will work to...

- Effectively communicate with the Campus Minister and Director of Music to coordinate music at prayer services and masses.
- Maintain and update an art bulletin board monthly to reflect the artwork created on campus.
- Communicates with members of ASB's Executive Board and other Commissioners to design aesthetically pleasing flyers and graphics for students' events and activities.
- Collaborate with the Art Department to oversee student involvement in the Night of the Arts, Music Club Events and other SVdPHS activities.
- Oversee the music at all school events when a DJ is not necessary.

COUNCIL OF CLASSES

**Class Representative
(Senior, Junior, and Sophomore):**

The primary purpose of the class representative includes working with students to resolve problems, and informing school leaders and the student council of ideas emanating from the class. The representative also has the responsibility of leading class cabinet meetings and organizing student activities and events. These two representatives will also work with commissioners when the commissioner does not have a task. Two will be picked from each class.

St. Vincent de Paul High School ASB Application Packet

POSITION SELECTION

Name: _____ Current Grade Level: _____

SEE PAGES 2-7 FOR FULL POSITION REQUIREMENTS.

Please select the positions that you are interested in. The number in parentheses next to the positions indicates the number of positions available for that category. If you do not win votes in Tier 1, you will qualify for the position in Tier 2.

Tier 1

- ASB President
- ASB Vice President

Tier 2

- ASB Treasurer
- ASB Secretary
- ASB Historian
- Commissioner of Social Concerns and Diversity
- Commissioner of Social Activities
- Commissioner of Athletics
- Commissioner of Achievement
- Commissioner of Arts
- Senior Class Representatives (2)
- Junior Class Representatives (2)
- Sophomore Class Representatives (2)

St. Vincent de Paul High School ASB Application Packet
Mission Statement, Graduation Outcomes, and Code of Conduct

The overarching goal of St Vincent de Paul High School’s Associated Student Body is to fulfill our Mission Statement and help all students achieve the Graduation Outcomes. With this in mind every event organized by this organization must be able to answer the most seminal of questions, “How is _____ helping the students of SVdPHS live our mission and fulfill the Graduation Outcomes?”

Mission Statement

The mission of St. Vincent de Paul High School is to educate students through a college preparatory curriculum that develops their spiritual, academic, and social potential. As a Catholic school, we teach Gospel values and ideals and provide opportunities for our students to experience and grow in their faith. Our goal is for students to become compassionate, responsible, and active members of their communities.

Graduation Outcomes

SPIRITUAL

The St. Vincent de Paul High School graduate will...

- ...participate in various learning experiences and activities which seek to encourage ongoing development of their spirituality and a deeper understanding of their relationship with God in the context of the Roman Catholic tradition.
- ...demonstrate an understanding of an ethical approach to the world based upon the message of Jesus and the teachings of the Roman Catholic Church.
- ...experience opportunities to discover their God given gifts and personal values.
- ...demonstrate an appreciation for the beauty and grace in God’s creation.

ACADEMIC

The St. Vincent de Paul High School graduate will...

- ...exhibit skills and knowledge consistent with a college preparatory curriculum. ...demonstrate creative and critical thinking skills and problem solving strategies.
- ...demonstrate technological literacy and skill.
- ...understand the difference between information and knowledge by using analysis, synthesis, research, interpretation and evaluation.
- ...be able to make informed decisions leading to a mentally, emotionally and physically healthy lifestyle.
- ...demonstrate an appreciation through participation in the arts.

SOCIAL

The St. Vincent de Paul High School graduate will...

- ...participate in and recognize the value of leadership in making a difference for good in the community.
- ...participate in and recognize the value of doing service for good in the community.
- ...demonstrate a positive self-concept and respect for others by accepting challenges and responsibilities.
- ...show respect for others and understand the value of diversity.
- ...communicate, cooperate, and compromise to achieve productive goals.
- ...possess an understanding of global interdependence and how it is affected by such things as culture, political and economic systems, and the environment.

ASB Code of Conduct

I, the undersigned, swear that I will abide by the following Code of Conduct set forth by St Vincent de Paul High School. The following standards of eligibility, conduct and responsibilities are in keeping with SVdPHS's motto, "Enter to Learn, Leave to Serve and will ensure that this organization fulfills the Mission and Graduation Outcomes of SVdPHS.

I- Academic Achievement

- a. I will maintain a minimum 2.5 GPA.
- b. If I receive less than a 2.5 GPA or receive a failing grade, I understand that I will be suspended from my position until my grades are improved.
- c. I understand that I will be held to the highest of standards with regards to academic integrity and the failure to live up to these standards (as outlined in the SVdPHS student handbook) could result in my removal from my position.

II- Behavioral Standards

- a. As a member of ASB, I realize that my conduct must be beyond reproach at all times, on and off campus.
- b. I will uphold the duties and expectations of my positions.
- c. I will cooperate with the Advisory Panel and my fellow members of ASB.
- d. I will display good sportsmanship at all times and serve as a role model to all.
- e. I will maintain my good standing on campus.
- f. I understand that if I am suspended from St Vincent de Paul High School, I may be suspended from ASB or removed permanently as determined by the Advisory Panel and the Administration.
- g. Bullying of any sort will not be tolerated. Bullying on campus or that which extends to cyberbullying on weekends may result in your immediate removal from ASB.

III- Responsibilities of Office

- a. I understand that attendance at meetings and functions is mandatory.
- b. I understand that it is my responsibility to work on projects before school, at lunch and after school.
- c. I understand that I will be assigned and be expected to execute all assigned tasks.

- d. I understand that I will communicate needs and concerns directly to the Advisory Panel.

Violation of any of these stated rules is cause for removal from office. Removal from office is determined by St Vincent de Paul High's ASB Advisory Panel and the administrative team, pursuant to the above and the school handbook.

Candidates Name (Print Clearly)

Parent or Guardian's Name (Print Clearly)

Candidates Signature

Parent or Guardian's Signature

St. Vincent de Paul High School ASB Application Packet

Summer Requirements

(Date to Be Determined in August of 2023)

Upon selection to the ASB General Council, it is expected that you will work together successfully to plan for the upcoming year. This time is necessary because of the newness of this program and the high hopes had by the Advisory Panel and St Vincent de Paul High School community. It is our hope that this valuable time will be used to frontload a lot of ‘tedious’ tasks allowing the ASB General Council to focus on the implementation of various events throughout the year. Successful planning includes but is not limited to:

- Bonding as a team
- Working to effectively organize your new position
- Developing a calendar for most-every ASB event and activity
 - o Timeline of progress –start planning, begin implementation, review the event
- Develop and implement a theme for the upcoming school year
- Review position description and duties
- Understanding the parameters of successfully planning meetings and learning how to communicate with one another effectively
- Design ASB Letterman Sweaters and Quarter zips
- Design grade level t-shirts, design color scheme for a four year color plan
- AND SO MUCH MORE!

I understand that I will be required to come in over the summer.

Candidates Name (Print Clearly)

Parent or Guardian’s Name (Print Clearly)

Candidates Signature

Parent or Guardian’s Signature

St. Vincent de Paul High School ASB Application Packet

Teacher/ Coach Recommendation #1

(Teachers: Please give this back to the student. It is their responsibility to turn it in with their application)

Student's Name: _____

Teacher's Name: _____

What subjects or how do you know this student:

Please use check marks to rate this applicant on the scale below:

	No knowledge of this character trait	Below Average	Average	Above Average	Far Above Average
Responsibility					
Leadership Qualities					
Organization					
Communication					
Critical Thinking					
Creativity					
Group Work					
School Pride					
Work Habits					
Citizenship					

Please write at least four sentences that describe your evaluation of this student's ability to be an effective student leader.

St. Vincent de Paul High School ASB Application Packet

Teacher/ Coach Recommendation #2

(Teachers: Please give this back to the student. It is their responsibility to turn it in with their application)

Student's Name: _____

Teacher's Name: _____

What subjects or how do you know this student:

Please use check marks to rate this applicant on the scale below:

	No knowledge of this character trait	Below Average	Average	Above Average	Far Above Average
Responsibility					
Leadership Qualities					
Organization					
Communication					
Critical Thinking					
Creativity					
Group Work					
School Pride					
Work Habits					
Citizenship					

Please write at least four sentences that describe your evaluation of this student's ability to be an effective student leader.
