

PALOS VERDES PENINSULA HIGH SCHOOL
Freshman Class Office
2023-2024

On the following pages you will find the information necessary to become a candidate for Freshman Class Office. It is extremely important that you fill out all forms completely and that you hand in or email your application to Mrs. Hendrick (hendrickk@pvpusd.net) in the Activities Office (P115) by Friday, August 25th at 2:00PM. If the packet is turned in after 2:00PM, it will not be accepted. There are no exceptions. Turn your application in early to avoid possibly turning your application in late.

Freshman Class Offices

President – shall be the official representative of his/her respective class to the Student Cabinet. He/she needs to communicate on a weekly basis with his/her advisor. Above all else, the President needs to involve the entire class in the decision making process for the year. He/she is responsible for fundraising for the freshman class. The class needs to raise a minimum of \$1,500 before May 1st. The President is required to take the 4th Period Leadership class. He/she will serve on no less than four committees and is required to attend all ASB sponsored events.

Vice President – is responsible for helping the class president with anything he/she needs, especially with fundraising activities and organization of class events. The Vice President shall serve as President of their class in the President's absence. The Vice President is responsible for getting students to participate in weekly class competitions. He/she will also serve on no less than four activities committees and is required to attend all ASB sponsored events. The Vice President is required to take the 4th Period Leadership class.

In order to run for office you must maintain a 2.5 grade point average and may not receive an "N" or "U" citizenship grade in a semester. If your grade point average drops or you receive unsatisfactory citizenship grades, you will be put on probation or removed from office. This applies to all elected and appointed positions.

UNDER NO CIRCUMSTANCES WILL LATE APPLICATIONS BE ACCEPTED!

THERE IS NOT A "7TH PERIOD" ASB OPTION. ALL MEMBERS OF ASB MUST BE IN 4TH PERIOD LEADERSHIP. FRESHMAN APPLICANTS- THIS MEANS YOUR SCHEDULE WILL CHANGE IF YOU ARE ELECTED. IF YOU WIN THE ELECTION, YOU MUST BE WILLING TO CHANGE YOUR SCHEDULE TO MAKE ROOM FOR 4TH PERIOD ASB.

Name: _____ STU ID #: _____

**PALOS VERDES PENINSULA HIGH SCHOOL
FRESHMAN CLASS OFFICE
2023-2024**

CHECKLIST OF FORMS ALL CANDIDATES FOR ELECTED OFFICE MUST SUBMIT TO MRS.HENDRICK BY 2:00PM ON OR BEFORE FRIDAY, AUGUST 25th IN THE ACTIVITIES OFFICE, ROOM P115. ELECTION PACKETS MAY NOT BE TURNED IN TO MRS. HENDRICK'S MAILBOX OR ANY OTHER OFFICE.

- _____ A signed copy of the Election Rules (Form A) _____
- _____ A completed Petition for Student Government Office (Form B) _____
- _____ A completed Resume for Freshman Class Office (Form C) _____
- _____ A signed Student Leader Contract (Form D) _____
- _____ A completed typed copy of your speech _____
- _____ A copy of your last report card _____
- _____ Samples of posters, banner, or flyers to be posted (may be rough sketch) _____

Late or incomplete packets will not be accepted
NO EXCEPTIONS!

Check off each item on the checklist as you complete it. If you find that your packet is incomplete (for example, it is missing a form) it is your responsibility to come to the Activities Office and get a corrected packet. Your packet has to be completed and turned in on time. You must attend the candidate's meeting in P115 at 12:45pm ON THURSDAY, AUGUST 24TH.

Thank you for your effort. Good luck!

FORM A

**PALOS VERDES PENINSULA HIGH SCHOOL
FRESHMAN CLASS OFFICE RULES
2023-24**

I, _____, in seeking the office of
(Print name)
_____, agree to adhere to the following
rules regarding campaign publicity.

Applicant's signature

Print Applicant's name

Parent's signature

Print Parent's name

1. In order to run for office you must maintain a 2.5 grade point average and may not receive an "N" or "U" citizenship grade in a semester. If your grade point average drops or you receive unsatisfactory citizenship grades, you will be put on probation or removed from office. This applies to all elected and appointed positions.
2. The maximum amount of money to be spent on the campaign (including labor and supplies) is not to exceed \$50.00.
3. One large sheet or banner, plus two regular-sized posters ("30x22") and fifty notebook sized posters (8 ½" x 11")
4. Notebook sized posters may be posted in classrooms only upon the permission of the classroom teacher. They may also be posted on black bulletin boards around campus. These posters are not to be displayed in any other area of the campus. Under no circumstances are these posters to have adhesive backs. Do not post campaign materials on classroom windows.
5. No posters of any kind are to be taped, tacked, or otherwise placed on any painted surface anywhere on school property, benches, or trees. Do not tape posters on lockers or any other painted surface. You may staple posters to the amphitheater wall or the black boards around campus. Use your own staple gun.
6. **NO HANDBILLS, SMALL CAMPAIGN TAGS, T-SHIRTS, CANDY OR BUTTONS MAY BE DISTRIBUTED.**
7. **NO SCHOOL SUPPLIES MAY BE USED IN THE CAMPAIGN. In other words, you may not use the school's paint, butcher paper, staple guns, etc.**

8. Mrs. Hendrick must approve the posters displayed on campus if they say more than the candidate's name and the position for which the candidate is running. **NO posters may be put up during school hours (including zero period).**
9. Campaign materials may be posted from Monday, August 28th-Thursday, August 31st.
10. All campaign materials must be removed by 5:00 p.m. on Friday, September 1st, 2023. **IT IS THE RESPONSIBILITY OF THE CANDIDATE TO REMOVE ALL OF HIS/HER CAMPAIGN MATERIALS FROM ALL AREAS OF CAMPUS BY THE DEADLINES ESTABLISHED.**
11. A mandatory meeting for all candidates will be held on Thursday, Aug 24th at 12:45pm. If there is an important reason why you cannot attend this meeting, you must send a Teams Chat to Mrs. Hendrick on August 24th explaining why you can't make it.
12. You will videotape your speech on Wednesday, August 30th between 8-9am (LATE START). A typed copy of your speech is due with this election packet. Your speech is not to exceed one minute in length, and should not contain any rude, offensive, suggestive, or questionable material. Race, religion, sex or creed may not be mentioned or alluded to in your speech. You may not use any props during your speech. Any questions? Send a Teams Chat to Mrs. Hendrick
- 13.
14. Failure to comply with any of the election rules will result in the disqualification of the candidate.

***** Please make a copy of this form and keep it for your records. Violation of any of these rules will result in your disqualification from the race.**

FORM B

PENINSULA HIGH SCHOOL PETITION FOR FRESHMAN ELECTED OFFICE

This petition is due on Friday, August 25th by 2:00PM. It must be submitted to Mrs Hendrick in person in room P115. Attach a copy of your most recent report card to this form.

1. Name of candidate _____, Class of _____

This petition is for the office of _____

2. Parent's statement: I am fully aware that should my son/daughter be elected or appointed to the student government office for which he/she is applying, it may necessitate my providing transportation to and from school on special occasions. I am also aware that student government represents an additional commitment of time and work on weekends. (The general list of ASB commitments are on the back of this form). I also understand that my child's disciplinary and personal record will be reviewed by PVPHS's administration before allowing my child to run for student office. I understand that if my child wins the election, he or she will be invited to attend Leadership Camp at Pali Mountain in Running Springs on September 11 and September 12. Lastly, I understand my child's schedule will need to change if he or she is elected, which may involve changing teachers or periods of classes.

Parent's signature: _____ Date: _____

3. Candidate's statement: I am aware of the duties and responsibilities for the office of which I am petitioning. If elected or appointed to that office, I shall fulfill those responsibilities to the best of my ability. My signature is a testimonial that if elected or appointed to a student government office, my duties and responsibilities shall have priority over other activities. This does not mean that I am not allowed to participate in other activities, just that I am expected to prioritize my commitments. (The general list of ASB commitments are on the back of this form). I also understand that my disciplinary and personal record will be reviewed by PVPHS's administration before allowing me to run for student office. I am solely responsible for the conduct of my campaign and am solely accountable for it. I understand that if I am appointed to office I will be removed if I possess, sell, distribute, consume or am under the influence of drugs, alcohol or tobacco on the campus of Peninsula High school or at any other game, function, activity or dance sponsored by Peninsula High School or some other location where I am representing Peninsula High School. I can also be removed for committing any act that violates the trust that the ASB Advisor has in me. I will be a responsible role model to all people I come in contact with during the time I hold office.

Student's signature: _____ Date: _____

4. My current class schedule for 2023-2024 is as follows:

Period	Course Title	Teacher
0	_____	_____
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____

Peninsula High School ASB's Commitments to the school include, but are not limited to:

- a. Back to School Dance
- b. Homecoming Week- including carnival & half-time presentation
- c. Homecoming Dance
- d. Homecoming Elections
- e. Winter Formal
- f. Prom
- g. Clubs
- h. Lunchtime activities- pep rallies & class competitions
- i. Cancer Walk and Carnival
- j. Willenberg exchange
- k. Faculty and Staff Appreciation
- l. "Shadow days"/8th grade visitations
- m. 8th grade Open House
- n. Video bulletins (work closely with Eye of the Panther class)
- o. Communication with student body and community
- p. Environmental issues (recycling program)
- q. Promoting positive social media, including Humans of Peninsula
- r. Senior events- Senior trip, Baccalaureate, Senior Breakfast, Graduation
- s. General school spirit and grade-level spirit, including class competitions, pep rallies and our cheering section, The Zoo

RESUME FOR STUDENT COUNCIL OFFICE

Name of candidate: _____ Phone # _____

Email address: _____

1. List any campus organizations to which you belong and offices you have held.

4. What extracurricular activities do you plan to participate next year? How are you going to balance all of your activities and ASB?

2. List any off campus organizations to which you belong and office you have held (i.e. church, sports, etc.)

5. What new ideas do you have for your office and for Student Council in general?

3. Describe the leadership skills needed for the position you are applying for.

Please attach a RECENT
photo of your face here.

6. Why are you interested in this position? What talents do you have that separate you from the other candidates for this position? (Please use the back of this paper to complete your answer).

FORM D

PVPHS Student Leader Contract

A code of ethics is an expression of those personal values that should guide an individual's daily activities. It is an important part of taking on any job to feel a certain responsibility to do your best for those you represent. With this in mind, you are asked to read and sign the following document of commitment.

In all my actions as an elected member or appointed representative of Palos Verdes Peninsula High School Associated Student Body, my first obligation is to the students who I was elected or appointed to serve. My responsibility to those students will be an unfaltering effort to better their campus life. This commitment will be for all of those whom I was elected or appointed to represent regardless of race, religion, national origin, or other personal obligation.

I am committed to:

The School: I am responsible to all students of the school and not solely to those who elected or appointed me, nor to any organization to which I may be a member.

Individuals: I have a direct concern for every student in the school. As an integral part of my duties, I represent the authority and responsibility of the Associated Student Body Government. This represents the authority of the majority and must be exercised with concern for the least influential as well as the most influential member of the student body.

Student's Morale: My actions as a student body member may affect the morale and assertiveness of students to perform to the best of their ability and should encourage their educational development. As a student leader, I should also do my best to perform at my own capability and set a good example for all students.

Rules, Policies: I must be aware of and comply with the Associated Student Body constitution, the by-laws, and all other school policies. My position does not allow me special privileges.

Decision Making: It is my obligation, under the constitution and by-laws of the student government, to participate in decisions pertaining to the student body. As an elected officer or appointed representative of the students, I can neither relinquish nor delegate this responsibility to any other individual.

Understanding and acting upon the foregoing premises, I shall in the performance of my duties:

1. Remember at all times that I represent Palos Verdes Peninsula High School students, faculty, and staff and that my behavior will be such that it will bring respect to the office or position that I hold, the school, my family and to myself.
2. Consider my position of student body officer or representative as a trust and not use it for personal gain.
3. Follow rules and regulations set up by the school and the individual classes of which I am a member.
4. Maintain my grades in citizenship as well as academics in compliance with the constitution.
5. Attempt to get ideas and opinions from all students of the school and work to incorporate their views in the discussion and decisions of Associated Student Body Government.
6. Share equally in all duties of student government, which include: attending and participating in activities, working my shifts, dressing up on dress-up days and being a positive influence on and off my campus.
7. Maintain my attendance at 100% of ASB events unless I am at home ill, and it is verified by my parent. Family trips are an exception.
8. Have someone take my place if I have specific responsibilities, and I am going to be absent.
9. Make use of the opportunities for development of my potential as a student leader through participation in workshops, hands-on experiences, and other educational situations available to me.

10. Be open and honest with my advisor in all matters. If something is bothering me, I will go directly to my advisor and not “cause waves” within the organization.
11. Respect the “need to know” status of some items of business discussed in ASB meetings, and therefore commit to not discussing them outside of class.
12. Do my best to meet new individuals on campus and to broaden my friendships so that I can truly represent those who have put me in a position of leadership.
13. Avoid any involvement with insubordination, drinking, drugs, smoking, or stealing, and realize that such involvement will lead to automatic suspension from class and office.
14. Understand that if I am dropped from class, there may not be a class for me to go to. **THE RESPONSIBILITY IS MINE TO IMPROVE MY GRADES, CITIZENSHIP, OR EFFORT.**

My parents and I have read this contract. We understand that if I am elected or appointed as a member of Peninsula High School's ASB, I will be signing this contract and I will be held accountable for all of the duties listed. I agree that I am committed to the school, individuals, student's morale, rules, policies and decision-making.

Print student name

Student's signature

Parent/Guardian Signature

Parent/Guardian Signature

(both signatures where applicable pls)