

PALOS VERDES PENINSULA HIGH SCHOOL
ASB APPOINTED OFFICE PACKET 2025-2026

BEFORE YOU CONSIDER INTERVIEWING FOR AN APPOINTED OFFICE, PLEASE NOTE: ALL MEMBERS
OF ASB MUST BE IN 4TH PERIOD LEADERSHIP

CHECKLIST OF FORMS ALL CANDIDATES FOR APPOINTED OFFICE MUST SUBMIT TO MRS.
HENDRICK BY **end of lunch on Wednesday, MARCH 19** . **INCOMPLETE OR LATE FORMS WILL
NOT BE ACCEPTED.**

A signed copy of the Appointed Office Rules (Form A)	_____
A completed Petition for Student Government Office (Form B) (both student and parent signature required)	_____
A completed Resume for ASB/Class Office (Form C)	_____
A signed copy of the Student Leader Contract (Form D) (both student and parent signature required)	_____
Appointed Office Preference Sheet (Form E)	_____
A copy of your last report card	_____
<u>Must attend Appointed Office Meeting in P115 on Tuesday, March 25 during lunch</u>	_____

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 appointed office meeting in P115 at lunchtime on Tuesday, March 25 if you are interviewing for an appointed office. Unless arrangements have been made with Mrs. Hendrick PRIOR TO THE LUNCH MEETING, any candidate who does not attend that lunch meeting will not be allowed to interview for appointed office.

Thank you for your effort. Good luck!

PENINSULA HIGH SCHOOL'S 2025-2026 ASB ELECTED OFFICES
STUDENTS RUNNING FOR AN ELECTED OFFICE MUST FILL OUT AN ELECTION
PACKET, WHICH IS NOT THIS PACKET.

- | | |
|---|--|
| 1. ASB PRESIDENT (1)- | MUST BE AN INCOMING SENIOR
MUST HAVE PRIOR HIGH SCHOOL ASB EXPERIENCE |
| 2. ASB VICE PRESIDENT (1)- | MUST BE AN INCOMING SENIOR
MUST HAVE PRIOR HIGH SCHOOL ASB EXPERIENCE |
| 3. SENIOR CLASS PRESIDENT (1)- | MUST BE AN INCOMING SENIOR |
| 4. SENIOR CLASS VICE PRESIDENT (1)- | MUST BE AN INCOMING SENIOR |
| 5. JUNIOR CLASS PRESIDENT (1)- | MUST BE AN INCOMING JUNIOR |
| 6. JUNIOR CLASS VICE PRESIDENT (1)- | MUST BE AN INCOMING JUNIOR |
| 7. SOPHOMORE CLASS PRESIDENT (1)- | MUST BE AN INCOMING SOPHOMORE |
| 8. SOPHOMORE CLASS VICE PRESIDENT (1)- | MUST BE AN INCOMING SOPHOMORE |
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PENINSULA HIGH SCHOOL'S 2025-2026 ASB APPOINTED OFFICERS

STUDENTS INTERESTED IN RUNNING FOR ONE OF THE FOLLOWING APPOINTED OFFICES
WILL INTERVIEW IN FRONT OF A PANEL OF OUTGOING ASB OFFICERS AND INCOMING
ASB OFFICERS.

1. Commissioners of Spirit
2. Commissioners of Athletics
3. Commissioners of Internal Relations
4. ASB Treasurer
5. ASB Secretary
6. Commissioners of Community Service & Fundraising
7. Commissioners of Publicity
8. Commissioners of Clubs
9. Zookeeper
10. Commissioners of Sound
11. Commissioners of Technology
12. Commissioners of Art
13. ASB Historian

PALOS VERDES PENINSULA HIGH SCHOOL'S ASB BY-LAWS

1. ASB President

- a. Oversee all aspects of the Associated Student Body at PVPHS
- b. Manage all officers on the ASB Council
- c. Plan and run all ASB meetings (4th period)
- d. Create plans to achieve goals for all officers
- e. Ensure that ASB operates within the allocated budget for the year
- f. Be present at ALL ASB activities
- g. Preside over the Executive Council of ASB, consisting of the ASB President, ASB Vice President, ASB Secretary, ASB Treasurer, Commissioner of Internal Relations, and the Commissioner of Spirit
- h. Automatically appointed to Grad Committee and Homecoming Committee
- i. Must have prior high school ASB experience

2. ASB Vice President

- a. Assumes the role of President should the vacancy occur
- b. helps to plan and run ASB meetings (4th period)
- c. In charge of inter-ASB events (mixers, end of year banquet, inner ASB recognition, etc.)
- d. oversees officers and activities planned by ASB
- e. present at ALL ASB activities
- f. Participate in Executive Council meetings. Members of the ASB Executive Council will include: ASB President, ASB Vice President, ASB Secretary, ASB Treasurer, Commissioner of Internal Relations, and the Commissioner of Spirit
- g. Oversees ASB elections
- h. Must have prior high school ASB experience

3. Senior Class President

- a. Act as the representative of your class to ASB
- b. Assist ASB in planning specific events
- c. Help to plan school dances
- d. Assist ASB VP in organization of mixers
- e. Responsible for the creation and maintenance of the Senior Class Instagram Page
- f. Automatically appointed to Grad Committee
- g. Works with Grad Committee to organize all Senior Class Activities, including Senior Week, Senior Class shirts, Senior Breakfast, Baccalaureate and Graduation
- h. Responsible for planning Class Reunions

4. Senior Class Vice President

- a. Act as a representative of your class to ASB
- b. Organize and help run by monthly class council meetings
- c. Assist ASB in planning of events
- d. Plan and organize all class competitions with the help of Commissioners of Spirit
- e. Responsible for the creation and maintenance of the Senior Class Instagram page

- f. Automatically appointed to Grad Committee
- g. Works with Grad Committee to organize senior wk, including Senior Class shirts, all Senior Week activities, Baccalaureate & Graduation
- h. Responsible for assisting the Class President **in** the planning of Class Reunions

5. Junior Class President

- a. Act as a representative of your class to ASB
- b. Assist ASB in planning of events.
- c. Responsible for the creation and maintenance of the Junior Class Instagram page
- d. Help to plan school dances

6. Junior Class Vice President

- a. Act as a representative of your class to ASB
- b. Organize members of class for lunch-time class competitions
- c. Assist ASB in planning of events
- d. Responsible for the creation and maintenance of the Junior Class Instagram page

7. Sophomore Class President

- a. Act as a representative of your class to ASB
- b. Assist ASB in planning of events
- c. Responsible for the creation and maintenance of the Sophomore Class Instagram page
- d. Help to plan school dances

8. Sophomore Class Vice President

- a. Act as a representative of your class to ASB
- b. Organize members of class for lunch-time class competitions
- c. Assist ASB in planning of events
- d. Responsible for the creation and maintenance of the Sophomore Class Instagram page

9. Freshman Class President (in the Fall)

- a. Act as a representative of your class to ASB
- b. Assist ASB in planning of events
- c. Responsible for the creation and maintenance of the Freshman Class Instagram page
- d. Help to plan school dances

10. Freshman Class Vice President (in the Fall)

- a. Act as a representative of your class to ASB
- b. Organize members of class for lunch-time class competitions
- c. Assist ASB in planning of events
- d. Responsible for the creation and maintenance of the Freshman Class Instagram page

PVPHS Appointed Officers

11. Commissioner of Athletics

- a. Oversees and organizes three seasonal pep rallies for athletics with the help of Commissioners of Spirit and Zookeepers - organize highlights from each team as well as communicating with all sports teams
- b. publicize all PVPHS athletic events
- c. work closely with Zookeepers to promote school spirit
- d. represent athletics in ASB by serving as a liaison between ASB and the Athletic Department
- e. Serve as liaison between all performing groups and the ASB for the organization of pep rallies
- f. Responsible for the creation and maintenance of the Athletics Instagram page

12. Commissioner(s) of Spirit

- a. Works with Commissioner of Athletics to organize Pep Rallies for ALL sports teams.
- b. Plan, organize and oversee all aspects of spirit weeks
- c. Plan games, write scripts and organize all spirit activities
- d. Work closely with Class VPs to help with Class Competitions- focus on the games aspect of Class Competitions
- e. Responsible for keeping an accurate total of class points
- f. Responsible for fair and honest Class Competitions by utilizing referees, establishing clear rules, disqualifying participants for unfair or dishonest play, etc.
- g. Is present at all ASB events

13. ASB Treasurer

- a. Participate in Executive Council meetings. Members of the ASB Executive Council will include: ASB President, ASB Vice President, ASB Secretary, ASB Treasurer, and Commissioner of Internal Relations
- b. With the guidance of Mrs. Lore in the Student Store, take charge of all financial operations
- c. oversee all financial statements to the ASB
- d. make recommendations as to passage of financial requisitions
- e. chair the committee to prepare the budget for the following year
- f. create weekly requisition reports to present to the ASB

14. ASB Secretary

- a. Assists the ASB President and Vice President plan all ASB meetings and 4th period agendas
- b. Takes minutes to record details of meetings
- c. Types minutes and gives them to Mrs. Lore in the Student Store
- d. Assists with any necessary correspondence
- e. Is present at ALL ASB events
- f. Participate in Executive Council meetings. Members of the ASB Executive

Council will include: ASB President, ASB Vice President, ASB Secretary, ASB Treasurer, and Commissioner of Internal Relations

- g. Calendar all ASB events- on master calendar, and student calendar

15. *Commissioners of Art*

- a. Has a DAILY job of creating banners and advertisements for all upcoming ASB events
- b. Responsible for five (5) large murals during Homecoming Week. This is a very intense, time-consuming responsibility, so Commissioners of Art must be prepared for an incredible amount of work during the month of October.
- c. Maintain "Art Cart"- keeping all art and painting tools clean and organized
- d. Will help create a Homecoming Art board to help with all the decorations.

16. *Commissioners of Clubs*

- a. Responsible for consistent, respectful correspondence with all clubs
- b. Responsible for chartering and discontinuing clubs
- c. Responsible for organizing and conducting Club Presentations for clubs interested in establishing a charter at PVPHS
- d. Organize a period of general club sign-ups at the beginning of both semesters
- e. Preside over the Club Council meetings held every other month
- f. Keep an accurate account of all club forms
- g. Communicate with the Faculty Advisors of clubs when clubs are having difficulty meeting expectations
- h. Communicate with presidents of clubs when clubs are having difficulty meeting expectations
- i. Hold all club presidents to the same standards, despite friendships (special exceptions are not tolerated)
- j. Create ways of recognizing clubs that are doing well and are having a positive impact on our campus

17. *Commissioners of Sound*

- a. Plays music EVERY day during lunch
- b. Organizes and oversees Coffee Houses (3-4 per year) with the help of Internal Relations
- c. Play music at basketball and football games
- d. Responsible for sound equipment upkeep

18. *Commissioner of Internal Relations*

- a. Helps organize Coffee Houses (3-4 per year)
- b. Organizes and publicizes Freshman Elections in the fall and ASB Elections in the spring
- c. Organize publicity campaigns for ASB events (i.e. organizing banner-making, social media announcements)
- d. Participate in Executive Council meetings. Members of the ASB Executive Council will include: ASB President, ASB Vice President, ASB Secretary, ASB Treasurer, Commissioner of Internal Relations, and the Commissioner of Spirit
- e. Attends all ASB events

19. *Commissioner of Publicity*

- a. Updates marquee when needed (1-2 times a week)
- b. Works closely with Commissioner of Community Service on all of ASB's community service events
- c. Lead and organize 8th Grade Open House, and any activities that promote PVPHS to the local intermediate and elementary schools.
- d. Assist in any school tours requested by local parents and students
- e. Advertises PVPHS events to the general public

20. *Commissioners of Community Service and Fundraising*

- a. Organizes all Community Service events, including, but not limited to Willenberg, Canned Food Drive, Walk for Life and Blood Drive.
- b. Help promote Community Service opportunities to the student body
- c. Organizes and oversees all ASB fundraisers.
- d. Acts as liaison for all school-wide fundraisers if/when applicable (Peninsula Education Foundation, etc.)
- e. Oversees Class Presidents and their fundraising efforts (if/when applicable)

21. *Zookeeper*

- a. Attend ALL home Varsity Football and Basketball games
- b. Lead student body with cheers at all home Varsity Football and Basketball games
- c. Work with the student body and the administration to ensure all cheers are school appropriate
- d. Helps organize all pep rallies

22. *Commissioner of Technology*

- a. Responsible for filming, editing and the production of 8th Grade Open House video and all ASB election videos
- b. Responsible for promoting ASB events
- c. Responsible for all Hype Videos and Lip Dubs
- d. Works with ASB Historian and Commissioner of Athletics to produce slideshows at pep rallies

23. *ASB Historian*

- a. Responsible for taking pictures of all ASB events
- b. Responsible for organizing all pictures in folders that are accessible by anyone at the school
- c. Responsible for putting together the Senior Slideshow
- d. Acts as liaison between yearbook, newspaper and ASB
- e. Works with Commissioner of Technology and Commissioners of Athletics for slideshows @ pep rallies

Palos Verdes Peninsula High School

ASB Appointed Office Timeline

Monday, March 10	Appointed applications available on the website under Panther Picks
Wednesday, March 19	Applications due in P115 by end of lunch. NO EXCEPTIONS.
Tuesday, March 25	Meeting in P115 at 12:50 to discuss the interview process. At this meeting you will receive your interview date and time.
Monday, April 14- Wednesday, April 30	Appointed Office interviews
May 2	Appointed Officers announced

PALOS VERDES PENINSULA HIGH SCHOOL ASB APPOINTED OFFICE PACKET- 2025-2026
FORM A

APPOINTED OFFICE RULES

Seeking the office of: _____

Candidate's name: _____ **Grade:** _____

1. In order to run for office you must maintain a 2.5 grade point average and have not received 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. Before a student may run for office, his or her citizenship and academic record will be confidentially evaluated by the PVPHS administration. Students with concerns regarding his or her record may not run for office. Reasons why a candidate may not be allowed to run for office may include, but is not limited to: past cheating incidences, previous discipline/attitude issues with faculty or administration, etc.
2. If you run for an ASB Elected Office, you must fill out the Election Packet (WHICH IS NOT THIS PACKET!). If you want to run for an ASB Appointed Office, you must fill out the Appointed Office Packet. You may run for both an Elected Office and an Appointed Office. Use the checklist in this packet to make sure you have turned in all of your forms. Packets are checked thoroughly by the ASB appointed office panel. Candidates who turn in incomplete packets will not be permitted to run for elected or appointed offices.
3. A mandatory meeting for all APPOINTED OFFICE candidates will be held on Tuesday, March 25 at 12:45 pm in P 115. If there is an important reason why you cannot attend the meeting, please see Mrs. Hendrick prior to March 25. You may not run for an appointed office if you do not attend this meeting or do not talk to Mrs. Hendrick PRIOR to the meeting.
4. Appointed office candidates will interview with a student panel of outgoing and incoming ASB members. Candidates may not ask the panel members questions about the interview process before or after the interview. Questions about the interview process must be asked directly to Mrs. Hendrick prior to the candidate's interview.
5. Appointed office decisions will be made by the panel of outgoing and incoming ASB members. Candidates are asked to respect the decisions the panel makes.
6. Failure to comply with any of the Appointed Office 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.**

I _____, in seeking the office of
(Print name)

_____, agree to adhere to rules #1-#6
regarding the ASB Appointed Office procedure.

Applicant's signature

Date

Parent/Guardian signature

Date

FORM B

PENINSULA HIGH SCHOOL PETITION FOR ASB APPOINTED OFFICE

This petition is due on Wednesday, March 19 by the end of lunch in P115

1. Name of candidate: _____ Class of _____

This petition is for the office of _____

Home Phone #: _____ Cell Phone # _____

Email address of student: _____

2. Parent's statement: I am fully aware that my son/daughter is running for an elected or appointed position at PVPHS. I understand that before my son/daughter may run for an elected or appointed position, he/she will be evaluated by the administration in terms of discipline and the school's policy for academic integrity. If my son or daughter is found by the administration as having previous disciplinary or academic integrity incidents, my child may not be approved to run for an elected or appointed position. 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 and after school. I am also aware that my child may be removed from ASB should he/she exhibit any disciplinary, attitude, or attendance issues. I understand that my child may be removed from ASB through either a 2/3 majority vote by the Student Council or direct removal by the Activities Director regardless of if he/she is elected or appointed. I understand that if my son or daughter is elected onto ASB, it will be required for him to take the Leadership Course (ASB) during 4th period. If other academic courses are only offered 4th period, I understand that my son or daughter is not able to be a member of ASB unless he or she enrolls in 4th period Leadership.

Parent's signature: _____ Date: _____

3. Candidate's statement: I understand that before I may run for an elected or appointed ASB position, my Academic and Discipline record will be evaluated by the administration. I understand this if I am found by the administration as having previous disciplinary or academic integrity incidents; I may not be approved to run for an elected or appointed position. 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. 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 am also aware that I may be removed from ASB should I exhibit any disciplinary, attitude, or attendance issues. I understand that I may be removed from ASB through either a 2/3 majority vote by the Student Council or direct removal by the Activities Director regardless of if I am elected or appointed. I understand that if I am an elected ASB member, it is required for me to be in 4th period Leadership (ASB). If other academic courses are only offered 4th period, I understand that I am not able to be a member of ASB unless I enroll in 4th period Leadership. Additionally, I assure 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: _____

Name of candidate: _____ Email address: _____

Attach a copy of your most recent report card to this form.

1. What is your weighted GPA (all grades)? _____

2. What is your weighted GPA from your last report card only? _____

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

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

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

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

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

8. I understand that if I am appointed to the position for which I am running, I will be responsible for: (list everything using pgs. 5-7)

9. 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).

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. Work with the students in other leadership classes on our campus. I will recognize that there is no hierarchy of leadership, and all of the leadership classes are of equal importance in maintaining and improving the culture at PVPHS. If other leadership groups are planning events, I will do my best to support those events to the best of my ability.
11. 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.
12. 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.
13. 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.
14. Avoid any involvement with insubordination, drinking, drugs, smoking, or stealing, and realize that such involvement will lead to automatic suspension from class and office.
15. 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

(both signatures where applicable pls)

Form E
2025-2026 ASB Appointed Office Preference Sheet
Due Wednesday, March 19

ASB candidate: _____
(name)

Appointed office for which you are applying: _____

Please list the Appointed Offices you would be willing to consider. This list should NOT include the position for which you interviewed. The reason ASB needs this information is that we may feel that you are better suited for a position for which you did not interview. The ASB panel reserves the right to reposition candidates into offices that we feel they may be better suited for.

Order of Preference:

1. _____
2. _____
3. _____
4. _____