



Name: _____ Position Sought: _____

Santa Margarita Catholic High School Associated Student Body

Dear ASB Class Officer Candidates,

Thank you for your interest in obtaining an Associated Student Body position! Serving on ASB is an important job that requires a lot of time, effort, dedication and responsibility. It is also very rewarding and can provide you with great memories as well as opportunities to have fun, get involved and make decisions that affect campus life.

The following application must be completed to run for class office. In order to qualify as a candidate for office, you must complete and meet the requirements contained in this application. Upon completion of the speeches an election will determine the class officers. Failure to complete any requirements and deadlines contained in this application may result in disqualification from the election.

Be sure you know the deadlines below (and meet them). Please email activities@smhs.org with any questions. Thank you again for supporting your student body and good luck!

Caritas Christi,

Ms. Sayles
Activities Director

ASB Class Officer Timeline

Tuesday, January 28, 2025

ASB class officer packets available online.
(Students must complete all parts of the election packet and be approved by the Activities Department to be considered for office.)

Wednesday, April 2, 2025

Class officer packets are due 3:00pm to the Activities Office. *Mandatory meeting Wednesday, April 2, 2:30pm in the ASB Room.*

Thursday, April 3, 2025 - Sign-Up Genius Link will be sent to your student email account to schedule your appointment to record your speech. Your speech must be approved before it can be recorded.

Thursday, April 3, 2025 - Email your written speech by 3:00pm to activities@smhs.org.

TBA (After School)

Pre-record speeches/questions after school in ETV Studio. You will sign up for a time slot.

Tuesday, April 15, 2025

Election Day! Candidates report to Activities. Come back to Activities after 2nd lunch to learn the election results.

ASB Class Officer Election

Packet Checklist

- Application (online)
- Resume (upload with application)
- Speech (email)
- Deans Demerit Check
- ASB Code of Conduct
- Participation Fee & Retreat Commitment
- Academic Counselor Recommendation
- Teacher Recommendations



Resumé

Each candidate is required to submit a resumé as a brief written account of personal, educational, and work-related qualifications and experience. The resumé should be one page in length. Though there is no specific format for the appearance of the resumé, each candidate is strongly encouraged to review traditional resumé formatting and submit something that would be acceptable in a professional environment. Students who do not complete an adequate resume will be disqualified as a candidate for office. The resumé should be submitted as part of the online application.

The resumé should contain references to the following information:

1. Awards / Special Recognition
2. Work / Community Service / Club History
3. Qualifications / Skills / Strengths
4. Academics / Certifications
5. Ambitions / Interests

Campaign Speech

Candidates are required to successfully deliver a speech as part of the election process. Speeches must be emailed to activities@smhs.org by Thursday, April 3, 2025, at 3:00pm.

1. Speeches should be no longer the 60 seconds.
2. The candidate will deliver the speech without the assistance of anyone.
3. No props are allowed.
4. The content of speeches must be appropriate and consistent with campaign rules and guidelines.
5. The content of speeches must be scripted and submitted with the election packet.
6. Once your speeches are approved, variation from the speech may lead to disqualification.

Teacher Recommendation

Every candidate for office must obtain three faculty recommendations using the digital Teacher Recommendation Form. Candidates must email the recommendation form to three teachers. The teachers should complete the recommendations and responses will be sent directly back to the activities office. The candidate should request all three of the Teacher Recommendation forms be completed by the Wednesday, April 2, 2025 due date.

Understanding of the campaign guidelines: By signing below you are declaring the following: “I understand the stated guidelines contained in this election packet as they pertain to the election process at Santa Margarita Catholic High School. I will follow the rules. I understand that breaking any of the rules will result in disqualification.”

Candidate’s Signature

Date

Parent’s Signature/ Guardian

Date



ASB Class Officer Application

This application is to be used to apply for the following positions: Class President, Class Vice President & Class Secretary. Students must complete all parts of the appointment application packet to be considered a candidate. *Students elected to office will need to commit to taking ASB as an elective that shall meet monthly on Single Block/Late Start days during the 2025-2026 school year.*

Position Sought: _____

Name: _____

I. Deans Demerit Check:

Each student must obtain a demerit(s) check, including a dean’s signature verifying the number and type of demerit(s). Students may not have more than 7 demerits during the present school year, and the nature of demerits a student has will be taken into account when determining eligibility to run for office.

- Defiance
- Dishonesty
- Disrespect
- Dress Code
- Attendance
- Behavior

Deans Signature (verifying demerits)	Date:	Number of demerits
--------------------------------------	-------	--------------------

II. Academic Counselor Recommendation:

I recommend the aforementioned candidate as an outstanding representative of Santa Margarita Catholic High School. Their current academic GPA is 2.75 or greater.

Academic Counselor Signature	Date	Overall Academic GPA (2.75 or greater)
------------------------------	------	--

III. Required ASB Participation Fee Commitments

- \$850 ASB Retreat (August 3-5, 2025). Fee will be collected in June 2025 through FACTS. This event is mandatory.
- \$150 ASB Spirit Pack (ASB polo, sweatshirt, leadership materials). Fee will be billed to your FACTS Tuition Account. *Items will be ordered in the summer and delivered to students by the start of the school year.*

All ASB students pay \$1000 in order to help cover the costs associated with providing the above student leadership experiences and services.

Student Signature: _____

Parent Signature: _____



ASB Code of Conduct

I, the undersigned, solemnly swear that I will abide by the following Code of Conduct set forth by the Santa Margarita Catholic High School (SMCHS) ASB Cabinet and Constitution. The following standards of eligibility, conduct, and responsibilities shall apply to all members during their term of office.

I. Academic Achievement

- A. I will maintain a minimum academic 2.75 GPA.
B. If I receive less than a 2.75 GPA or receive a failing or deficient grade, I understand that I will be dismissed from office by the administration of SMCHS.
C. I understand I may be asked to submit a record of my scholastic achievements to the Activities Director at the end of each grading period.

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. (It is critical that you understand the full implications of this statement. Ask Ms. Sayles if you need further explanation).
B. I will uphold the constitution and my oath of office.
C. I will cooperate with and support the ASB President and Activities Director.
D. I will abide by school dress regulations at all times.
E. I will not carry nor use any illegal chemical substances or stimulants, drugs, alcohol, etc. at any time, on and off campus.
F. I will display good sportsmanship at all times and serve as an ambassador for SMCHS at other schools.
G. I will maintain a satisfactory citizenship record and will not more than 7 demerits.
H. I understand if I am suspended from SMCHS, I may be suspended from ASB temporarily or permanently, as determined by SMCHS administration.
I. Failure to comply with any of these rules may result in immediate removal from office as determined by the SMCHS administration.

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 assigned to me before school, at lunch, and after school.
C. I understand that I will be assigned work tasks at all ASB functions and that it is my responsibility to work at ASB events.
D. I understand that if I am elected to an ASB position, I will be enrolled in the ASB Executive Leadership Class.
E. I understand that I will be assigned, and expected to execute, tasks assigned by the Activities Director, Asst. Activities Director, Activities Secretary, and/or the ASB president.

Violation of any of the stated rules is cause for removal from office. Removal from office is determined by the SMCHS administrative team, pursuant to the regulations set forth by the school constitution and/or Parent Student Handbook.

Candidate's name (Print Clearly)

Candidate's signature

Date

Parent or guardian's name (Print Clearly)

Parent/guardian's signature

Date