

## **Congratulations on picking up your ASB and Leadership Application!**

We are excited to hear you are interested in making a difference here on the Chino Hills High School. Here in ASB and Leadership, we are looking for students who want to make an impact on campus. We are looking for driven and self-starting students. We are looking for students with a vision, students who have some crazy ideas, and students who are okay working some crazy hours and putting in extra time before/after school to make everyone's experience at Chino Hills High special.

This application contains the following items that must be submitted to the ASB Room by the dates provided below. Please take the opportunity to impress! This application is to be used to apply for the following positions listed below. Students must complete all parts of the appointment application packet, satisfactorily complete all preappointment activities in order to be considered a candidate. *Students appointed to the office will need to commit to taking Student Leadership as an elective during 4th period.*

Please be sure to read over the duties and responsibilities for the position you are applying for.

### **Please be aware of the following dates:**

March 15: Applications go Live

April 1: **CLASS OFFICER** Applications Due to CHHS ASB room or Mrs. Hostetler's Box by 3:00 pm.

April 20: **Freshmen Leadership** Applications Due to ASB room or Mrs. Hostetler's Box by 3:00 pm.

## **CHHS ASB and Leadership POSITIONS**

All students must maintain a 2.0 grade point average, uphold the CHHS Constitution at all times, and remain in constant communication with the Activities Director. The number next to each title reflects the number of available positions.

### **Duties and responsibilities of the Class President (Townsend Student)**

The Class President shall serve as an advocate for all students and ensure that all class projects and activities are aligned with the class officers' overall goals.

- All Class Presidents shall work closely with the ASB President in implementing school activities.
- Will help with all fundraising planning and events.
- Responsible for implementing class festivities.
- Responsible for working with Class Vice President on implementing Spring Activities
- Must attend all Student Council meetings and work closely with all other Class Officers to ensure the success of all activities.

### **Duties and responsibilities of the Class Vice President (Cal-Aero Student)**

The Class Vice President shall serve to support the Class President.

- All Class Vice Presidents shall work closely with the ASB Vice President in implementing school activities.
- Responsible for implementing class festivities.
- Assumes responsibilities for absent Vice Presidents at meetings.
- Responsible for working with Class President on implementing Spring Activities.
- Must attend all Student Council meetings and work closely with all other Class Officers to ensure the success of all activities.

### **Duties and responsibilities of the Class Secretary (Townsend Student)**

It shall be the duty of the Class Secretary to:

- Reports directly to ASB Secretary.
- All Class Secretaries shall work together to keep all marquees current.
- Class Secretaries to work on advertising fundraisers through FOCUS, announcements, flyers, ...
- Organizes and schedule poster-making
- Must attend all Student Council meetings and works closely with all other Class Officers to ensure the success of all activities.

### **Duties and responsibilities of the Freshmen Leadership Class**

- Freshman build valuable, foundational leadership & communication skills, and discover strengths & passion
- Work with mentors in building existing leadership skills by guiding & developing incoming leaders
- Freshmen work together to positively shape school culture, build school spirit, RISE UP
- Freshmen serve our campus and community and shine the light on other Freshmen stories

**In order to be part of a member of the Chino Hills ASB Member, a student must meet the following guidelines:**

- Student must maintain a 2.0 GPA and turn in a progress report every two weeks. (If a student falls beneath a 2.0, they will be put on academic probation for one quarter and if they do not improve they will be dropped from the class.)
- Student must be academically eligible. (No Ds, Fs, or NC)
- Student will be enrolled, on time, and attend CHHS ASB Class for the entire school year.
- Student has read the Student Contract and is aware of responsibilities inside and outside of the leadership class.

Teacher Recommendation (Included): Every applicant for ASB and Leadership must obtain **two faculty recommendations** using the attached Teacher Recommendation Worksheet. Applicants must take the recommendation form to two teachers and provide those teachers with envelopes. The teachers should complete the recommendations and then seal them in the given envelopes before returning them to the ASB Room or Mrs. Hostetler's box in the staff lounge.

### **Application Checklist**

- |  |  |
|--|--|
| <input type="checkbox"/> Application         | <input type="checkbox"/> 2x Teacher Recommendation |
| <input type="checkbox"/> Responses           | <input type="checkbox"/> Grade Verification Form   |
| <input type="checkbox"/> ASB Code of Conduct | <input type="checkbox"/> Photo                     |

## ASB Member Application

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Current School: \_\_\_\_\_

Personal Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

*Please make sure to check your email regularly.*

What Position are you applying for:

Class President

Class Secretary

Freshmen Leadership  
Class

Class Vice President

**Please read the questions below and type your responses on a separate sheet of paper.**

1. ASB/SCHOOL RELATED: Why do you want to be in ASB/Leadership? What experiences do you have that would help you to serve in this position?
2. ASB/SCHOOL RELATED: What is a new activity that you would like to organize at CHHS that relates to the position(s) you're applying for?
3. ASB/SCHOOL RELATED: What unique qualities can you offer ASB and Leadership? What sets you apart from the others who are applying?
4. COMMITMENT AND SERVICE: There are times in ASB and Leadership when it's very busy, and times when it's slow. What kinds of things would you do when there's "nothing" to do?
5. SELF-AWARENESS/PERSONAL: In serving as an active member of the Chino Hills Leadership, what do you believe are great qualities a leader must have? How will you motivate your team to work together?
6. SELF-AWARENESS/PERSONAL: If you were guaranteed honest responses to three questions, whom would you question, and what would you ask?
7. VISION: Our goal in ASB is 100% student involvement. This means that every student on our campus is involved in something, whether it's ASB, band, drama, athletics, clubs, or something else beyond going to six classes. How would you encourage other freshmen to get involved?
8. What TWO teachers will be submitting a recommendation on your behalf.

**Please include a photo of yourself to include with your application. We will use this photo when reviewing responses to interview questions.**

## ASB & Leadership Code of Conduct

I, \_\_\_\_\_, solemnly swear that I will abide by the following Code of Conduct set forth by the Chino Hills High School ASB 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 an unweighted academic 2.0 grade point average computed on a 4.0 scale with no deficient or failing grades (no Ds or Fs).
  - B. If I receive less than a 2.0 GPA or receive a failing or deficient grade, I understand that I will be dismissed from office by the administration of Chino Hills High School.
  - C. I understand I may be asked to submit a record of my scholastic achievements to the activities director every two weeks.
  
- 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 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. I will never violate the dress code.
  - E. I will not carry nor use 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 Chino Hills High School at other schools.
  - G. I will maintain a satisfactory citizenship record and will not be beyond step two factor of a behavior contract with my assistant principal.
  - H. I understand if I am suspended from Chino Hills High School, I will be removed from ASB permanently, as determined by the Chino Hills High School administrative team.
  - I. Failure to comply with any of these rules may result in immediate removal from office as determined by the Chino Hills High School administrative team.
  
- III. Responsibility of Office
  - A. I understand that attendance to class is mandatory.
  - B. I understand that it is my responsibility to work on projects assigned to me during class periods, as well as outside of class.
  - C. I understand that I will be assigned work tasks at all ASB functions and that is my responsibility to work at ASB events.
  - D. I understand that if I am elected an ASB position, I must be enrolled in Student Leadership Class as one of my classes.
  - E. I understand that I will be assigned, and expected to execute, tasks by the activities director 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 Chino Hills High School administrative team, pursuant to the regulations set forth by the school constitution.

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Applicant's Name (Please Print Clearly)

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Applicant's Signature

**ASB & Leadership Grade Check Sheet**

Student : \_\_\_\_\_ Class of: 202

Thank you for your time.

Activities Director Contact Information: Kimberly Hostetler, Kimberly\_Hostetler@chino.k12.ca.us

Period	Class	Current Grade	Conduct Circle one	Teacher Name	Teacher Signature
1			Outstanding Satisfactory Needs Improvement		
2			Outstanding Satisfactory Needs Improvement		
3			Outstanding Satisfactory Needs Improvement		
4			Outstanding Satisfactory Needs Improvement		
5			Outstanding Satisfactory Needs Improvement		
6			Outstanding Satisfactory Needs Improvement		

## ASB & Leadership Application Teacher Recommendation Form

Student: \_\_\_\_\_ Position Sought: \_\_\_\_\_

Dear Teachers,

We would like your input about the above student applying to be an ASB/Class officer and/or Leadership student for the 2022-2021 school year at **Chino Hills High School**. We are looking for students who are dependable, responsible, punctual, and creative, who have a minimum GPA of a 2.0 for leadership students and 2.0 for ASB/class office, students who are hard-working, determined, and have the potential to be a positive role models on campus.

**Please complete the table below by marking an X in each row that best represents the student.**

This Student....	Strongly Agree	Agree	Disagree	Strongly Disagree
Works well with others				
Has a positive attitude				
Has good study habits				
Has good organizational skills				
Is prepared and ready to learn daily				
Is motivated to succeed				

Has this student had any Behavior/Discipline issues? If so, please explain.

Has this student had any Attendance issues? If so, please explain.

If you have any additional information/comments that may help us in determining if this student would be an asset to and benefit from the Leadership program at Chino Hills High School please email Kimberly Hostetler.

I ***strongly recommend*** ***recommend*** ***do not recommend*** this student for the ASB program at Chino Hills High School.

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name \_\_\_\_\_

May we contact you if we need more information about this student? YES NO

**\*\* Pleasure place in Mrs. Hostetler's BOX in the staff lound or bring to the ASB Room\*\***

Your comments and recommendation will be kept CONFIDENTIAL\*\*

Thank you,  
Kimberly Hostetler

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I ***strongly recommend*** ***recommend*** ***do not recommend*** this student for the ASB program at Chino Hills High School.

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name \_\_\_\_\_

May we contact you if we need more information about this student? YES NO

**\*\* Pleasure place in Mrs. Hostetler's BOX in the staff lounge or bring to the ASB Room\*\***

Your comments and recommendation will be kept CONFIDENTIAL\*\*

Thank you,  
Kimberly Hostetler