

Townsend Junior High School ROUND ONE Leadership Application

Due on: February 26, 2016 (please print clearly)

Student Name: _____ Permanent ID #: _____

Parent Phone: () _____ - _____ Student Phone: () _____ - _____

Parent E-mail: _____ Student E-mail: _____

Adult T-Shirt Size (circle one): XS S M L XL

Position Applying for (Check One):

_____ Leadership Class Only OR Officer Positions:

_____ President	_____ Treasurer	_____ Renaissance Commissioner
_____ Vice President	_____ Publicity Commissioner	
_____ Secretary	_____ Community Commissioner	
_____ I'd like to be considered for a Yearbook Editor Position		

Number each Committee in order of preference (1 is the highest, 6 is the lowest):

_____ Renaissance	_____ Community	_____ Spirit
_____ Publicity	_____ Yearbook	_____ Extracurricular

NOTE: You are responsible for giving each of your six teachers an evaluation form, though your teachers will turn them in to the office directly rather than returning them to you.

- ☉ I understand that I will be responsible for the duties described on the information sheet. I understand that I am responsible for maintaining a 2.0 or higher as well as maintaining a positive attitude toward the class, advisers, students and staff. Leadership is not an automatic "A" grade. I will have assignments to complete, activities to participate in, and committees to work on, all of which will be graded. I may have to spend time during my lunch and after school to complete tasks. It is hard work and must be completed according to high expectations.
- ☉ I understand that I may be required to change Leadership classes (and lunches) at least once during the school year.
- ☉ I understand that if I run for office, I may not share that information with anyone or I will be disqualified from running. I must also follow all campaigning policies, or I will be disqualified.
- ☉ I understand that I am applying for a class with a limited number of spaces. I understand that there are over 200 students who are looking to fill a class with 60 spaces and that there is a good chance that I will not be selected. **I will accept the decision of the Townsend staff as final.**

Student Signature _____ DATE: _____

Parent Signature _____ DATE: _____

On a separate sheet of paper, answer the following questions in your own words. Your answers should give evaluators an idea of who you are, so be detailed!

1. Why do you want to be involved in Student Government (Leadership)?
2. What qualities, characteristics, and experiences do you have that make you a good leader? Include previous leadership positions held as well as activities / groups / teams / events / hobbies with which you have been involved.
3. What special skills, talents or qualifications do you have that would make you an asset to the Leadership class? (You may submit original artwork / photography / videography instead of answering this question if you have these talents)
4. Who / What has had the greatest impact on your life?
5. What is the biggest obstacle you have overcome in life, and how has that impacted your ability to lead?
6. As a leader on campus, what would you do to improve our school?
7. How would you involve the student population in planned activities? Include why you think this is important.
8. What could you do to increase school spirit? Include why you think this is important.

If running for ASB office,
e-mail your speech to Jodie_NobleTT@Chino.k12.ca.us by February 26.

Leadership Information

Responsibilities:

- Fundraisers
- Dances
- Peer Tutoring
- Renaissance Rallies
- School Spirit
- Student of the Month
- Community Outreach
- Yearbook / Videography

ASB Officers:

- President
- Vice President
- Secretary
- Treasurer
- Renaissance Commissioner
- Community Commissioner
- Publicity Commissioner
- Spirit Commissioner

Requirements:

Students will need to have:

1. A minimum GPA of 2.0, but students with higher GPA's will have more of an advantage. (Students with any D's or F's will not be selected)
2. Excellent citizenship in all classes. (Students with any N's or U's will not be selected)
3. Good attendance habits.
4. Teacher Recommendations (these are confidential)
5. This application completed & returned to the office by February 26

(No late applications will be accepted for any reason)

Students intending to run for an office must meet the above requirements and will also need to:

6. Write an anonymous speech explaining why they should be elected for their chosen office and email it to Jodie_NobleTT@Chino.k12.ca.us by February 26.
7. Abide by all Campaign Policies as listed

Leadership Committees

Both Leadership classes work together on most activities and projects on campus. However, all students will be placed in specialized committees according to the strengths that the advisers see in them. All students, with the exception of Officers and Yearbook Editors change classes (and lunches) at least once during the year.

Community

Executes all community service-related projects on campus. Oversees student recognition in the areas of Student of the Month, Perfect Attendance, and Honor Roll.

Extracurricular

Plans and oversees school dances, intramurals, and other extracurricular events throughout the year.

Publicity

Ensures that all activities and events are advertised on campus and within the community.

Renaissance

Plans and implements all Renaissance Rallies and student recognition.

Spirit

Plans and implements all Spirit Days, theme weeks, lunch games and related events.

Yearbook

Plans, designs and distributes yearbook.

Campaign Policies for Candidates

There will be no campaigning at Townsend Junior High School or off campus. This means no posters, stickers, candy, balloons, or other gimmicks. It also means no social networking. Students caught campaigning will be removed from Leadership eligibility.

NO EXCEPTIONS!!!

You will be notified by March 10 of your eligibility to run for office. Instead of campaigning, you will write a short speech letting the students of Townsend know what you plan to do to make our school the BEST in the WEST! This speech is due with your application and will be posted online and around campus from March 14 to March 22. Please do not share which speech is yours with anyone. Doing so will jeopardize your place in the Leadership class.

Voting will take place electronically on March 21 and 22. Winners will be announced before the end of the school day on March 24. The class lists will be posted on March 24 on the door to Room 507 and available in the office. Good luck!

ASB Officer Responsibilities

Attendance: All officers and Leadership students are required to attend ASB meetings. Most meetings will be held during the Leadership class or during lunch. There may be special circumstances that will require additional ASB meetings. Attendance at these special meetings will also be required.

Offices: Listed below is a brief description of the possible duties of elected officers. All officers will work closely with school administration, ASB Adviser, and Leadership teachers.

President:

- ✓ Runs ASB meetings
- ✓ Introduces speakers at assemblies
- ✓ Represents Townsend at Leadership conferences
- ✓ Works with other officers and the Leadership class on projects
- ✓ Monitors groups and reports on-goings
- ✓ Serves as a Positive Role Model
- ✓ Performs other duties as assigned

Vice President:

- ✓ Replaces the President in or helps President with the above activities as needed
- ✓ Maintains order at ASB meetings
- ✓ In Charge of supplies inventory and orders
- ✓ Serves as a positive role model
- ✓ Performs other duties as assigned

Secretary:

- ✓ Reads and takes notes at all ASB meetings
- ✓ Maintains records of ASB functions
- ✓ Makes copies for District Office, including minutes and bills
- ✓ Serves as a positive role model
- ✓ Performs other duties as assigned

Treasurer:

- ✓ Accounting of ASB funds
- ✓ Signs official documents for ASB expenditures
- ✓ Acts as Yearbook Business Manager
- ✓ Serves as a positive role model
- ✓ Performs other duties as assigned

Community Commissioner:

- ✓ Coordinates activities, attending activities and meetings as needed
- ✓ Organizes schoolwide community service projects
- ✓ Serves as a positive role model
- ✓ Performs other duties as assigned

Renaissance Commissioner:

- ✓ Works with the Leadership class on Renaissance-related jobs
- ✓ Helps plan and organize all Renaissance activities, promotions, and rallies
- ✓ Works closely with ASB Adviser and Leadership teachers
- ✓ Serves as a positive role model
- ✓ Performs other duties as assigned

Publicity Commissioner:

- ✓ Responsible for notices in the morning bulletin informing student body about ASB activities
- ✓ Keeps ASB council informed of all school activities
- ✓ Makes and post signs advertising ASB activities
- ✓ Writes news releases for Townsend Times (dates, etc.), local papers and local access channel
- ✓ Serves as a positive role model
- ✓ Performs other duties as assigned

Spirit Commissioner:

- ✓ Responsible for planning all School Spirit Dress-Up days, theme weeks and lunchtime activities
- ✓ Keeps ASB council informed of all school spirit activities
- ✓ Makes and post signs advertising spirit activities
- ✓ Serves as a positive role model
- ✓ Performs other duties as assigned

Townsend Junior High Round One Leadership Evaluation Form
TO BE GIVEN TO TEACHER BY LEADERSHIP CANDIDATE AND RETURNED BY
TEACHER TO NOBLETT OR MURILLO NO LATER THAN March 9, 2016

TEACHER INSTRUCTIONS: Based on your observations, could you please evaluate this student in the areas below by checking the appropriate box for each category? We value your candid remarks when considering students for the Leadership class. These forms are kept confidential.

Thank you for your time.

	Excellent = 5	Good = 4	Average = 3	Below Average = 2	Poor = 1	Don't Know
Attendance						
Attitude toward work						
Ability to succeed in groups						
Ability to receive instruction/criticism						
Problem solving ability						

Additional Comments:

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