

Melva Davis Academy of Excellence

ASB Application

Candidate: _____ Grade _____

Please answer the following questions as completely, thoughtfully, and as honestly as you can. Please answer questions on your own paper and attach to application.

1. Why are you interested in getting involved in Student Activities here at Melva Davis?
2. As a member of a leadership group like ASB, what campus-wide role do you envision for all leaders at Melva Davis Academy of Excellence?
3. In the past, have you had any discipline problems? Please explain what it was, your consequences, and what you may have learned from the situation.
4. Describe briefly a new idea that you think the student activities program should try that would improve school culture positively, and how it will improve the school culture.
5. What do you think a leader is? Name someone you think is a leader and why.
6. What is “school spirit” and how can ASB members show their “school spirit” and help others to show theirs?
7. If you and some friends were discussing an upcoming activity that ASB has planned, and someone said it was “stupid”, how would you respond to that person?
8. In a brief statement, tell why you feel you would be a good choice for an ASB position.

Applicant statement: Write out the next *italicized* statement in your own handwriting on the lines provided below. Complete the form with your signature.

As a candidate and/or member of ASB at Melva Davis Academy of Excellence, I will abide by the Student Code of Conduct, Academic Honesty Code and display excellent, appropriate behavior at all on- and off-campus events for the entirety of my time with ASB or may face consequences which could include removal from ASB.

Elected Positions: (4 positions) President, Vice President, Secretary, Treasurer.

Commissioner Positions: (8 positions) Commissioner at Large (class fundraising, and other activities assigned by ASB Director), Commissioner of Athletics (helps Athletic Director with sporting events and athletic records), Commissioner of Dance (dances and dance activities), Commissioner of Public Relations (announcements as needed, marketing activities etc.), Commissioner of Spirit (Assemblies, spirit days), Commissioner of Staff Appreciation (Staff relations and appreciations), Commissioner of Activities (Noon time and other activities), Commissioner of clubs (maintaining relationships with all other clubs on campus).

Melva Davis Academy of Excellence
15831 Diamond Rd.
Victorville CA, 92394

ASB Director

School phone: (760) 530-7650

Associated Student Body (ASB) Code of Conduct Contract

It is a privilege to be on the Melva Davis Academy of Excellence Associated Student Body (ASB). It is expected that all ASB members will conduct themselves in a manner that best represents the ASB Student Leadership team and Melva Davis student body. Any student who engages in misconduct on campus, in classes, while at games (home or visiting other school sites), school functions or other school related events (not limited to events held at Melva Davis), or on social media will receive disciplinary action. Disciplinary action may include, a temporary ASB suspension, ASB removal, a behavior contract, school suspension, campus beautification or in extreme cases, expulsion from the Adelanto Elementary School District.

I agree to abide by the following:

_____ I will follow all school rules as outlined in the Melva Davis Academy of Excellence Handbook and the Guidelines for Discipline.

_____ I will not be found truant on campus (attendance) or be tardy to classes on a regular basis (6 or less per quarter).

_____ I will maintain at least a 2.5 GPA with no F's; for all grading periods (for elected positions and commissioners): 2.0 GPA cumulative with no F's for ASB members.

_____ I understand that there will be afterschool, weekend and community requirements for ASB membership.

_____ I will not receive any office referrals for misbehavior in any class, or on campus for any reason.

_____ I will not engage in the use of any alcohol, tobacco or drug products, on or off campus.

_____ I will not bully any of my peers. This includes physical, verbal, texting, sexual, or sexting harassment, or using any social media outlets.

_____ I will act and dress in a manner that demonstrates my desire to be a good example to the student body at Melva Davis. (This includes zero school dress code violations and participating in school spirit days.)

Student Signature: _____

Parent/Guardian:

I am aware that my student is pursuing the opportunity to interview for a position within ASB at Melva Davis Academy of Excellence. We are aware of the guidelines, due dates, and expectations with this leadership opportunity.

Parent Signature: _____

Date: _____

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ASB Declaration of Candidacy

Student Name

Please indicate which office you would like to declare candidacy (X):

ASB President

ASB Treasurer

ASB Vice President

ASB Secretary

	Always	Sometimes	Never
I enjoy working with others	___	___	___
I have a strong sense of teamwork	___	___	___
I come up with new ideas	___	___	___
I can stay after school and help	___	___	___
I am a leader	___	___	___
I help other students feel good about themselves	___	___	___

ASB President: This officer should serve as an advocate for all students and ensure that all leadership projects are aligned with the team's overall goals.

ASB Vice President: This officer serves to support the ASB President and advocates a wide range of student involvement and incorporation into school-wide functions.

ASB Secretary: This officer's primary role is to improve the communication between student government and the general school population.

ASB Treasurer: This officer ensures that student finances are sound and fairly distributed to the student body Melva Davis.

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ASB Commissioners Declaration of Candidacy

Student Name

Please indicate which office you would like to declare candidacy (X):

- | | |
|--|--|
| <input type="checkbox"/> Commissioner of Clubs | <input type="checkbox"/> Commissioner of Athletics |
| <input type="checkbox"/> Commissioner of Dances | <input type="checkbox"/> Commissioner of Public Relations |
| <input type="checkbox"/> Commissioner of Spirit | <input type="checkbox"/> Commission of Staff Appreciation |
| <input type="checkbox"/> Commissioner of Activities | <input type="checkbox"/> Commissioner at Large |

About yourself:

Put an X on the line that describes you.

	Always	Sometimes	Never
I enjoy working with others	___	___	___
I have a strong sense of teamwork	___	___	___
I come up with new ideas	___	___	___
I can stay after school and help	___	___	___
I am a leader	___	___	___
I help other students feel good about themselves	___	___	___

Commissioner of Clubs: This person will maintain relationships with all clubs on campus.

Commissioner of Athletics: This person is in charge of helping Athletic Director with sporting events and athletic records.

Commissioner of Dances: This person is in charge of dances and dance activities.

Commissioner of Public Relations: This person is in charge of announcements as needed, marketing activities, etc.

Commissioner of Spirit: This person is in charge of assemblies and spirit days, may be assigned mascot from time-to-time.

Commissioner of Staff Appreciation: This person is in charge of staff relations and appreciations.

Commissioner of Activities: This person is in charge of noon time activities and other activities.

Commissioner at Large: This person is in charge of fundraising and other activities assigned by ASB Director.

MELVA DAVIS ACADEMY OF EXCELLENCE

ASB Officer Responsibilities 2016-2017

Note: This is a list of the responsibilities that ASB officers will be expected to meet for the 2016-2017 school year. By no means is an ASB officer limited to these responsibilities; remember that an ASB officer dedicates countless hours (during **and** outside of class) to the students at MDAE. An ASB officer's role is to serve and represent the students. Completing the assigned tasks, as well as dedication to service, will be incorporated into the Leadership Class grade.

ASB President: This officer should serve as an advocate for all students and ensure that all leadership projects are aligned with the team's overall goals. Some specific responsibilities may include:

- Having an awareness and understanding of all student activities.
- Facilitating Leadership Council and ASB officer meetings.
- Holding monthly ASB officer and commissioner discussions.
- Ensuring that the ASB officer team effectively communicates and works well together.
- Attending PTA meetings.
- May require after school hours.

ASB Vice President: This officer serves to support the ASB President and advocates a wide range of student involvement and incorporation into school-wide functions. Some specific responsibilities may include:

- Facilitating Leadership Council and ASB meetings when ASB president is not present.
- Facilitating Club Council meetings.
- Handling all ASB and Class election processes.
- Promoting representation and incorporation of a wide range of students.
- Attending School Site Council meetings.
- May require after school hours.

ASB Secretary: This officer's primary role is to improve the communication between student government and the general school population. Some specific responsibilities may include:

- Managing and emailing minutes for Leadership Council to ASB advisors and officers and making minutes available for public inspection.
- Making invitations and thank-you notes for all appropriate events.
- Managing and updating the ASB calendar of events.
- Keeping a notebook of all ASB communication for entire year.

ASB Treasurer: This officer ensures that student finances are sound and fairly distributed to the student body at Melva Davis. Some specific responsibilities may include:

- Budgeting ASB expenditures for the year based on ASB goals.
- Presenting a thorough breakdown of the ASB budget at the beginning, middle, and end of the school year along with monthly budget summaries to Leadership Council.
- Monitoring Club and Class accounts and taking any necessary action.
- Approving reimbursements from any ASB account; signing forms for checks as the student representative.
- Reviewing and signing monthly financial reports.