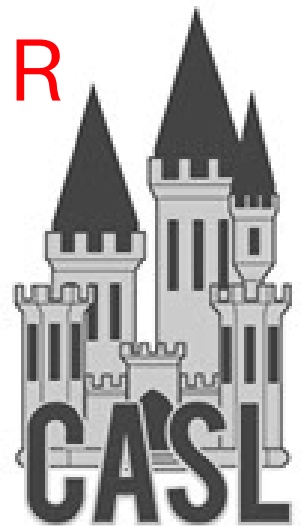


CALIFORNIA ASSOCIATION OF STUDENT LEADERS

**FRESHMAN DIRECTOR  
APPLICATION  
GUIDEBOOK**

APPLICATION DUE | 2.13.17 | 9 AM



# INFORMATION

Before you begin the application, make sure you're eligible to be an applicant! According to the California Association of Student Leaders (CASL) Bylaws, each candidate is required to have: a minimum 2.0 GPA, parent's approval, and school approval. Each category of the following application will be reviewed by the Elections Committee and will be rated on a scale of 1-5. Candidates who are selected as finalists based on this application will then participate in the election process at the CASL State Conference.

Finalists must be in attendance at the Middle School Conference to become an elected CASL State Board member. Finalists should plan to arrive and check-in by 12:00 PM on the first day of the conference. A special candidate-only session will be offered on the first day of the conference. Applicants for the State Board who do not qualify as finalists may still be selected as a Meet the Pros presenter.

Once you begin your online application you will not be able to log back on and return to it. The application must be completed in one online sitting. Please have components prepared ahead of time.

# SHORT RESPONSE

- Using no more than 100 words per answer, prepare your response to the following questions.
- You will be asked to copy and paste your answers into a text box.

1. What does the word “advocacy” mean to you and why do you think it is important to practice in leadership?
2. Describe a time in your life in which you had to stand up for someone or something.
3. What is something you believe makes you an outstanding candidate for the CASL State Board?

Please note...

1. Any words over the 100 word limit will be cut off and not considered.
2. You will be able to copy and paste your answers into the application, take the time to plan out your thoughts on a separate document.

# RESUME

Things to address on your resume...

- Activities you are involved in at your school and in your community
- Leadership positions you have held in the past 2 years
- Notable accomplishments and awards and recognitions you have received in the past 2 years
- A small photo of yourself in the top right corner (the same one as mentioned in the next section)

Please note...

1. Your resume should be no longer than one page.
2. You will be able to copy and paste your responses into the application, so it is highly recommended you take time to plan out your thoughts on a separate document.

# PERSONAL PHOTO

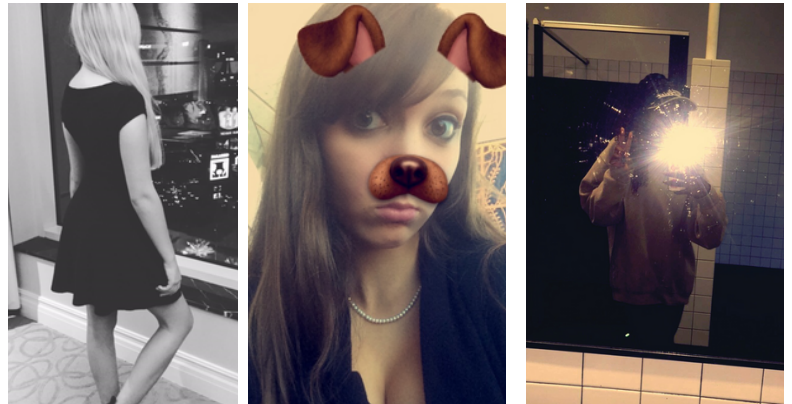
Your photo should be...

- In a black t-shirt with limited design (none is preferable)
- Just of you
- A relatively high quality photo (cell phone photos are generally okay)
- The same photo you put at the top of your resume

## Acceptable Photos



## Unacceptable



Please note...

1. Your photo is not used to determine finalist selection, rather used by the selection committee and the delegates at the conference for identification purposes.
2. The application will require you to upload your photo as a JPG file; save the file to your computer accordingly.
3. See acceptable photos/unacceptable photos above.

# MEET THE PROS

- Pick a topic in which you are passionate.
- Create a handout to accompany your presentation.
- Go to the Meet The Pros link on the [www.caslboard.com](http://www.caslboard.com) website to complete the separate Meet The Pros Application.

Please note...

1. The Meet The Pros application is *required* in order to be considered as a finalist.
2. You *must* present independently to be considered a finalist.
3. The application will require you to upload your handout as a PDF file; save the file to your computer accordingly.

# RECOMMENDATIONS

- You will need to submit the email address of a teacher who can write a letter of recommendation for you and an advisor or coach who can attest to your ability to work in a group. They will receive an email from CASL after you submit your application with a link to upload their recommendation.
- Your parent, advisor, and principal will need to reply to a CASL email confirming their knowledge and approval for you to run for the CASL State Board. They must submit their recommendations by February 13th.

Please note...

1. Please inform your advisor, parent, selected teacher, and principal about the recommendation email ahead of time so they can be prepared to recommend you.
2. The recommendations *must* be in by the deadline for the application.

# TOP TEN

- **What is your top ten?**

Please note...

1. The application will require you to upload a PDF document of your top ten list, so please save the document to your computer accordingly.
2. Feel free to express yourself while doing this!
3. Please note, the Top Ten list will not be published or given to any of the schools during the voting process. It will only be seen by the eyes of the selection committee on the CASL State Board.



## APPLICATION DUE | 2.13.17 | 9AM

- ALL APPLICATION COMPONENTS, INCLUDING LETTERS OF RECOMMENDATION, MUST BE RECEIVED BY THIS DEADLINE.
- AT 9 AM SHARP, THE WEBSITE WILL BE SHUT DOWN.
- WE STRONGLY SUGGEST YOU DO NOT WAIT UNTIL THE LAST MINUTE IN CASE OF TECHNICAL PROBLEMS.
- A COMPLETED APPLICATION MUST BE RECEIVED ON OR BEFORE THIS DATE, IN ORDER TO BE CONSIDERED A FINALIST.
- APPLICANTS WILL RECEIVE CONFIRMATION OF SUBMISSION BY E-MAIL.
- FINALISTS WILL BE SELECTED BY A COMMITTEE THAT WILL REVIEW ALL THE COMPONENTS OF THE APPLICATION.

# SELECTION PROCESS SUMMARY

The process of selecting finalists consists of the following:

## STEP 1

Objective: Candidates submit a completed application before the deadline.

## STEP 2

Objective: All applications are reviewed by a committee of the CASL State Board. Incomplete applications or those with approval denied are eliminated.

## STEP 3

Subjective: The remaining candidates are reviewed by the committee, keeping in mind that we are forming a team that will serve the entire state the following year.

- \* Factors considered besides resume, responses and Top Ten include: time of application submission, what year of high school the candidate is in, and the region of the state they represent
- \* Also reviewed is format of the resume, content of the responses, and past leadership experiences explained on the resume.
- \* Further discussion when needed, covers whether a candidate is known by anyone from camp, a Leadership Development Day or a previous CASL conference.

# QUESTIONS?

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