

The Most Spirited, Yet Loneliest Position on Campus: The Activities Director

The lifespan of an Activities Director, whether it be Middle School or High School, ranges between 2-3 years. There is a hefty demand to produce successful events, develop a proper grading system, and cultivate strong leaders. Unfortunately, in this aspect of education, many are effected by lack of support from administration, nonexistence of a stipend or a very small stipend, no prep period, no class period, shortage of time to prepare, lack of resources, little to no colleague support and more. In just a few short years a person will understandably question why they took this position in the first place.

But it doesn't have to be this way! While administration changes, pay could potentially increase, and staff members still don't understand all that you do for the students on your campus – don't give up on one of the most rewarding teaching positions in education.

Join a ten-year veteran, who almost quit in year two, to gain some basic paperwork and curriculum to help your transition and survive, becoming the best Activities Director for your students and school.

What you will receive here today...	Curriculum Validation
Code of Conduct/Syllabus	A-G UC & State Approved CADA Leadership Standards Professional Development Skills Common Core Application Code of Conduct adapted from original creator – Jessica Holman at Rancho Cotate High School Rank & Support Program created by Jill Mortensen
Constitution	A-G UC & State Approved CADA Leadership Standards Professional Development Skills Common Core Application Constitution adapted from original creator – Murrieta High School (10 years ago)
Job Descriptions – Information can be found within the Constitution Evaluation Grading System A few examples have been provided. If you would like all documents, email Jill Mortensen.	A-G UC & State Approved CADA Leadership Standards Professional Development Skills Common Core Application Job Descriptions adapted from original creator – Murrieta High School (10 year ago), but has been reevaluated multiple times in its existence at RHS. Evaluation System created by Jill Mortensen
Year Long Portfolio	A-G UC & State Approved CADA Leadership Standards Professional Development Skills Common Core Application Original idea, Scrapbook, created by Linda Cooper – retired Activities Director at Ceres High School. Project has been adapted to fit the research aspect to the A-G requirement for state approval.
CADA & Conferences	Join an organization that helps many individuals in the Activities world each year.

Jill Mortensen

Activities Director – Ripon High School

If you would like any of these documents sent to you via email, please contact at jmortensen@sjcoe.net

Jill Mortensen has also presented on Developing the Professional Leader (10 Total Units) – Common Core

For more information go to: <http://asbofriponhighschool.weebly.com>

ASB Leadership/Student Council Syllabus
Mrs. Mortensen
Room B3

Welcome:

Welcome to the student council/leadership community where learning, motivation, and excellence takes place. I am very excited to have your child in my class and look forward to the progress each student will make during this school year. I am writing this letter to the student and the parent/guardian to exemplify how my classroom will work successfully for all parties involved.

Conduct Unbecoming & Becoming of an Indian:

Ripon High School has a professional atmosphere that provides safety for your child in order to bring the best form of education to your child and to provide the least restrictive learning environment. In order for this safety to be accomplished there are rules and procedures your child must follow in order for academic success.

I, _____, will refrain from any activities which may embarrass Ripon High School and put the school in a negative light. I will avoid any involvement with defiance, cheating, drinking, drugs, smoking or stealing on campus and I realize that such involvement will lead to automatic suspension from the class and office. While personal time cannot be monitored by the school, I will take seriously my position as a role model for fellow Indians.

Student Initials: _____

I will be sure my dress at school will be appropriate at all times. I will refrain from swearing in the company of teachers, administration, and anyone else who would be offended. I will pay attention to my absences and tardies and refrain from having too many. **Student Initials:** _____

If I am not in school the day a binder, portfolio or any other large assignment is due, it is my responsibility to get the work to Mrs. Mortensen before or on the day it is due. **I understand late work is not accepted!** Work will be assigned to me weeks in advance and I understand Mrs. Mortensen makes the class aware of due dates in various ways: class discussion, text reminders, planner, etc. It is my responsibility to remember these key dates. **Student Initials:** _____

I will do my utmost to represent Leadership well, fully understanding that it is a privilege to be a part of Ripon High School's ASB class serving as a role model as a student leader. I will show school pride whenever appropriate and dress for all spirit days. I will present myself to all others with respect, modesty and dignity. **Student Initials:** _____

Required School Supplies: Items must be brought to class daily or I run the risk of my grade dropping in the class for not being prepared. **Student Initials** _____

- 1 1/2 inch binder (This is for the portfolio, a yearlong project)
- Pen box
- Markers
- Pen/Pencils
- PSA or Planner – we are going to work with these daily.
- **Positive Attitude and Strong Work Ethics!**

Grading/Assessment:

Students will be graded on the quality and completeness of their work and their participation in the class along with the various activities that student council undergoes. Students will be provided with rubrics/directions that will help with direction and proper assessment. Various forms of assessment will occur in the following areas with the valued percentage of each area listed:

1. Evaluation – 40%
2. Procedure Forms – 10%
3. Professional Development & Homework – 15%
4. Portfolio – 10%
5. Community Service – 10%
6. Quizzes/Tests – 10%
7. Class Participation – 5%

The point value of each assignment can be different, but the bulk of the grade lies in the evaluation of the student in their job and how they develop as a leader amongst their peers, teachers, and administrative staff. The Evaluation and Procedure Form component will equal 50% of the grade. These two areas specifically assess the job description/expectations of the position held in the course.

ASB Leadership Rank & Support Program

It is important when holding a leadership position that you take care of those you represent rather than pursue personal rewards. This is similar to our government structure where voters pick representatives to bring forth their wants and needs to the governing structure for protection and basic needs in society. Student Council has elected positions where you as an individual represent the student body. Also as an ASB Executive Member it is your responsibility to make sure those elected in positions below you are doing their job and are protected as well.

Leadership will take a different course with the Rank and Support Program. As an ASB Executive Member, you will be responsible for individuals underneath you. You will make sure they are doing well in school, help/listen when necessary, help to develop them into a stronger leader, do they need a friend, do they need someone to go to lunch with, help with other courses on campus, etc. ***A title can be given to anyone, but you truly have to earn the position title to be considered good at the job you hold. How do you want to be remembered as you hold this position?***

In our past – this leadership course has been more about oneself rather than taking care of each other. There is much difference between the attitude and work ethic of a freshman when compared to a senior. It is imperative that the seniors are the leaders in this course taking care of those below them, guiding them into becoming strong leaders, and then take care of their own self. The activities director will look to you at various events to make sure everyone is doing their job and expect you as an ASB Executive Member to be the last one there until the event is cleaned up and finished. You will be in charge of those on the list below and make sure they too are helping at every event held during the school year. The AD will look to you when there are issues with other members in leadership as to why things are not getting done. You basically report to me about behaviors of yourself and of the peers you are in charge of. Your position is not meet to be best friends with each person, rather to be in charge of each person and their leadership ability. You will be in charge to decide who will be a part of our program in the future. Please pay attention to each person you are in charge of!

The following is the position of the ASB Executive Member and who they will be responsible for throughout the year starting with Core Camp and ending up to the last day of school. There is no room in this course for selfish beings. Please keep this in mind.

ASB Executive Member:	Individuals Responsible for:
ASB President – Kayla Jacklich	Commissioners & TAs: Kayla Hutto, Austin Matthews, Jazzier Herrera, Makeila Hinrichsen, Jack Nelson, Branden States, Eric Jaquez, Machenzi Ray
ASB Vice President – Mitchell Ulrich	Commissioners: Donny Fontillas, Taylor Werner, Diego Franco-Carreno, Elizabeth Wenner, Samantha Allen, Sarah Thompson, Seneca Rubianes, Vanessa Medrano
ASB Activities – Trent Hawes	Sophomore Class Officers: Mia Benzinger, Hailey Bogetti, Dallas Waters, B’Elanna Morriss, Roland Davis, Alana Holland
ASB Treasurer – Ty Wells	Senior Class Officers: Courtney Slamon, Gianna Dodgion, Andria Martin
ASB Secretary/Treasurer – Griffin Brow	Freshmen Class Officers: Molly Ysit, Cassidy Isham, Evan Johnson, Nico Ilardi, Caryssa McKeon, Troy Brogran, Natalie Betshana, Keirra Chavez
ASB Board Member – Claire Wever	Junior Class Officers: Chloe Winter, Savannah Clark, Desiree Curz-Sampson, April Campos, Riley Machado, Mackenzie Winters

I understand the Rank & Support system in place. **Student Initials:** _____

Expectations:

I am going to expect the best quality of work that each student is capable of doing and I will demand a lot of time for this program. We will work on development a professional leader, community service member, and well rounded peer on the RHS campus. I believe that by having high expectations for your child they can grow into a more successful student. It is my goal to see your child grow into a strong leader here on the Ripon High Campus by being involved in activities and help their peers around them. During this time, the support and guidance from me as the teacher and you as the parent/guardian is essential for achievement. A strong partnership, administration, and teachers are imperative for student improvement.

Transform – 2016-2017 Theme

To represent another is to respect him. You must understand the other to be his or her voice. The best leaders represent their constituents even if it goes against what the leader wants. The best leaders listen to their people and bring their ideas to the table, making sure all voices are heard. Votes are cast based on the opinions of others. The leaders’ constituents must feel their opinions, their ideas, their voices are heard. We must let them know that we are their representatives and we believe in making the best opportunities, the best memories, the best school year for them. We are here to represent the Indians; to create school unity by representing the unheard; to have an open mind when listening to others and to spark the spirit in those we represent – because it is the Indian Community we serve this year.

The following is the student leader contract you will follow to elicit the most **Indian Pride** and **respect** from the RHS student body. Initial on the line agreeing to each statement.

- _____ I currently have a 2.0 GPA and no Fs on my most recent report card. I also realize that I must maintain a 2.0 GPA with no Fs in the first semester of the school year or I there will be a discussion of removal from the leadership program.
- _____ I understand that members who obtain excessive tardies (more than 3/week), truanancies, suspensions (2+), and/or behavioral referrals (2+) will be asked to transfer out of the class.
- _____ I understand that I must be enrolled full-time (at least 5 classes) at Ripon High School.
- _____ I will attend all assigned leadership events (set-up and clean-up), and will attend all formal meetings and/or meetings and trainings related to my job.
- _____ I understand that Leadership meets during fifth period, but I may be asked to be involved in activities which require preparation before school, at break, at lunch, or after-school.
- _____ I understand that I will not only be evaluated by Mrs. Mortensen, but the ASB President as well.

- _____ I will represent the Associated Student Body of Ripon High School at community functions and will advocate positively for our school always.
- _____ I will follow the rules and regulations of Ripon High School and the individual classes in which I am enrolled.
- _____ I understand that if I am not fulfilling my duties and responsibilities my leadership adviser will speak with me and we will discuss what changes need to be made. If these changes are not made, I will be asked to leave the class.
- _____ I will keep up with my academic work but will not spend leadership time working on other classes. (If another teacher has a problem with me, I will listen to my adviser's feedback about the situation and will accept this advice as assistance that needs to be heard.)
- _____ I will be a loyal leader and will communicate directly with my adviser if a conflict arises. I will not spread negative sentiment, rumors or gossip, about an adviser or fellow classmates. Social media included.
- _____ If there is evidence that I am not meeting the above standards, I understand I may be removed from the class.
- _____ I understand that being a part of the leadership class is a privilege and **NOT** a right.

I have read and understand the above statements and will continue meet the qualifications above.

Student Leader's Signature _____

Leadership Class Agreement (Parent)

I give my permission for my student to participate in the 2016-2017 Leadership program at Ripon High School. I realize that selection to be a member of this class is a great honor and a great responsibility. Much time and effort must go into any activity the students plan and execute and this may compete with other activities. I have reviewed the above agreement signed by my student. I will work with my child and give advice, help, and encouragement to make sure my student keeps up with all school work and school responsibilities.

Parent Signature _____

Leadership Class Agreement (Adviser)

I agree to provide instruction on various leadership skills, event planning, problem solving, and various other topics. I also agree to have an open office policy. This means that I am there for my students whenever they may need me and will be open minded to discuss whatever they need to discuss. I will always emphasize that a solid education and family time should be the priorities for all of my students. Leadership is a support network and a great way to become actively involved in Ripon High School.

Adviser's Signature _____

Photo Shoots:

A fun activity that is conducted during the school year is studio photo shoots. The Activities Director does not use class time to complete this activity. A time during the lunch hour is arranged with the student for the photo shoot. Photos are to be used in the portfolio assignment in class and for personal use. The Activities Director has rights to the photos and may post them to social media, keeping in mind the appropriateness of the photos and age of student. Photos will be given to the student and/or parent for their own use as well. This activity has taken place for the past 6-7 years and has turned into a tradition that the kids love to partake.

Student Signature: _____

Parent Signature: _____

ASB Feedback Contract – Leadership Student

During this school year things may happen that could involve confrontation towards another student. This ASB Contract is a way to give the positive or negative feedback in a way that is most beneficial toward your peer. Not everybody likes talking about things in person or in front of everyone, and this will help find what suits each individual student. Below I have listed several ways to be contacted in a situation where you need to be spoken to. Please circle the way that you would like to be reached if something happens and you need to be confronted.

Please circle one of the following:

- Written Note
- In Person
- In a group
- One on One
- Other _____

Please circle who you would like to be confronted by:

- Teacher
- ASB President
- Class President
- Peer to Peer

I, _____ of the 2016-2017 ASB Class am signing below to agree to my chosen method in the event of a need for confrontation.

X _____

(Please sign above)

Morty's Contact Information:

My email – jmortensen@sjcoe.net

Cell phone with texting – (209) 541-6907

Student Council Website & Teacher Website – <http://www.riponhigh.net>

ASB Website – <http://asbofriponhighschool.weebly.com>

Facebook - <https://www.facebook.com/pages/ASB-of-Ripon-High-School/107810265207>

Remind 101: Text @mamamorty to 275-1776 to receive friendly reminders of events and due dates.

**Ripon High School
Associated Student Body
Constitution**

As proud members of Ripon High School, it is our objective to empower and encourage students to create a positive impact on the world around us by developing accountability, leadership and integrity in ourselves and inspiring it in others.

We, the student body of Ripon High School, for the purpose of maintaining student involvement in co-curricular activities, to give the student body a form of authority upon the decisions of this educational institution, to promote responsibility and leadership skills within the student body, and to provide the necessary means thereof, do ordain and establish this Constitution.

**ARTICLE I
NAME AND IDENTIFICATION**

Section A: The name of the organization shall be the Associated Student Body (ASB) of Ripon High School.

This organization shall have as its purpose, the conduct of activities on behalf of the students of the Ripon High School as approved by the school Principal and the governing board of the Ripon Unified School District.

Section B: The official nickname of Ripon High School is the "Indians."

Section C: The official colors of Ripon High School shall be Red & White.

**ARTICLE II
MEMBERSHIP**

Section A: All duly registered students at Ripon High School shall hold membership in their association.

Section B: Honorary membership in the Associated Student Body of Ripon High School may be conferred by a two-thirds vote of the Senate.

Section C: Members shall be entitled to one vote in all student body elections.

**ARTICLE III
SOURCE OF POWER AND SUPERVISION**

Section A: There shall be at least one faculty advisor appointed by the Principal as the designated representative for carrying out projects of student activities of the Associated Student Body.

Section B: All student power is derived from the Board of Trustees and is delegated by the Principal; the Principal may directly or through the advisor revoke student power at any time for any just cause.

**ARTICLE IV
GOVERNMENT**

Section A: Legislative and Administrative Powers of the Senate:
The Student government legislates and acts within a framework of power delegated to the Senate by the Principal of Ripon High. Since the Principal is directly responsible to the Superintendent of Schools and to the Board of Education, it is recognized that he/she has the right and privilege of review, veto and revocation of the powers and actions of the Senate. These rights and privileges shall be extended to the Director of Student Activities, acting as the Principal's delegate in Senate affairs. Administratively, the Senate shall enjoy the powers and responsibilities of the central governing unit to the other divisions of this association.

Section B: The Senate will have the power to: initiate and pass legislation concerning any phase of school life - making all laws necessary and proper for carrying into execution this legislation and appropriate moneys from the ASB treasury.

Section C: Membership of the Senate:

The Executive Board shall consist of the following ASB officers:

- President
- Vice President
- Treasurer
- Secretary
- Activities
- Board Member

The Executive Board shall have all executive powers. The Executive Board members shall serve as acting and voting members of Ripon High School Student Council.

Duties of the Executive Board members are outlined in the by-laws to the Constitution.

The positions of the Executive Board shall be filled by election of the Student Body during the spring semester of each school year. Students running for an ASB Executive Board elected position must have one year of leadership experience in the RHS Student Council course.

No member of the Executive Board may hold more than one ASB office or class office. The ASB President may not hold another Presidential position at RHS within student council during that same school year. The ASB President and the Activities Director will determine situations that arise regarding positions in student council.

All members of the Executive Board must be part of the ASB Leadership Class.

Section D: General Procedure of the Senate:

The Senate shall be governed by the following general procedures:

1. The Senate shall be a regular leadership class that meets regularly and all members must be enrolled. If for any reason they cannot take the leadership class they will forfeit their office.
2. Facilitative Leadership/Parliamentary procedure shall be followed during all meetings.
3. Meetings of the Senate shall be open to interested students and faculty at all times unless the Senate determines (by a majority vote) that a meeting should be closed.
4. The records of the Senate must be maintained as public records subject to audits and inspections.
5. A Student Body budget for the following year must be created by the ASB Treasurer assisted by the Advisor and Student Body Account Secretary and accepted by majority vote of the newly elected Senate before or on the new fiscal year.
6. Adequate fiscal control must be maintained for the handling of all student funds at all times as per the California Education Code.
7. The Senate must at all times carefully review both the spirit and letter of this Constitution.

Article V – Leadership Council

The legislative powers of the ASB shall be vested in the leadership council.

The leadership council shall consist of: the ASB Executive Board and the President, Vice President, Activities, Treasurer, Secretary, ASB Board Member of each class and commissioners of designated positions.

Article VI – Student Council

The student council shall consist of: the ASB Executive Board, class officers, and commissioners.

The student council shall meet once a month for a general meeting.

**ARTICLE VII
FINANCES**

Section A: All ASB funds will be expended so as to benefit the student body, either directly or indirectly, in accordance with the California Educational Code and the Board of Education regulations.

Section B: All expenditures must be approved by the Senate and signed by the ASB Treasurer, Activities Director and the ASB Bookkeeper.

Section C: All requests for expenditures of student funds require the signature of the designated Treasurer and the Advisor.

- Section D:** All class, club, or organization money must be deposited with the Student Body Bookkeeper daily to meet California Educational Code requirements and to maintain security.
- Section E:** An annual balanced budget will be prepared by the ASB Treasurer and Activities Director before the end of the fiscal year (July 1). This budget will determine and direct the financial programs of the ASB for the year.
- Section F:** Any Club, Class, or organization that borrows money from the ASB, must repay any outstanding debt and all obligations to the ASB before the end of the school year.
- Section G:** Any Club organization or Class that does not comply with the rules of the ASB Loan Policy may not receive the services offered by the ASB.
- Section H:** Donations: Money raised for ASB funds cannot be donated. ASB funds generated within the ASB budget will be used only for activities that benefit the student body. Fundraising done specifically to benefit a charity or family can be completed with permission from the Activities Director and Principal.
- Section I:** Funds left over from the Senior class of that current year will be divided four ways (equally) to support the four classes of that next school year. Funds from the current senior class can be spent on graduation and/or a class gift at the end of the school year. A proposal must be written by the senior class to determine funds to be spent elsewhere; it must be approved by the Activities Director and deemed applicable to the student body of RHS.

ARTICLE VIII POWERS

All powers granted in the Constitution are derived from the Principal as prescribed in the California State Educational Code and exercised only with his/her consent or approval. He/she may at any time declare this constitution either wholly or in part suspended or to be null and void. He/she has the power to remove from office any officer at any time for any just cause.

ARTICLE IX ELECTIONS

- Section A:** Time line for elections:
1. Elections for elected Senate officers will be conducted under the supervision of the ASB Advisor and the current ASB Executive Board, beginning no sooner than mid February of each year and organized according to the established procedure. In the event that the an ASB Board Member is a candidate for office, the ASB President or the next highest-ranking officer who is not in conflict for an officer, shall assume all responsibilities. If all officers become candidates, the Director of Activities, and an appointed officer, shall assume all responsibilities.
 2. The interview process for the appointed positions will begin no sooner that the beginning of February of each year according to the established procedure.
 3. Appointment of Freshmen class officers will be conducted by the ASB Executive Board no later than the end of year and according to the established procedure.

ARTICLE X REMOVAL FROM OFFICE

Section A: Removal: Upon approval from the Director of Activities, any officer may be considered for removal from office for just reasons. The Executive Board or a petitioning body consisting of 25 percent of the ASB, may request the removal of an officer. The recommendation must be approved by two-thirds (2/3) of the Student Council class and approved by the Activities Director and/or the principal.

Section B: Attendance: Any officer absent from 25 percent of the leadership classes (unexcused absences), properly publicized class meetings, and failure to participate in general ASB related activities and work sessions, may be subject to dismissal with a majority vote of the Executive Board, with the recommendation of the Activities Director and Principal.

Section C: Conduct: Any incidents involving drugs or alcohol will result in removal from office. Failure to fulfill the duties of office, fighting, using obscene language, open defiance of school authorities, forgery, documented cheating or vandalism will result in probation or removal from office.

Section D. Grades: Student Council members whose grade point average drops below a 2.0 or receives a “D” or "F" on any quarter grade report will be placed on probation for the following quarter based on contract established by Student Council. Each contract will be created due to specific needs of that student and kept on file with the Activities Director.

Section E. Oath of Office:

Installation for the newly elected officers shall be provided by the Executive Board before the end of the school year. The following oath of office shall be taken by each officer at his induction to office:

Oath of Office

"I do hereby solemnly pledge myself faithfully to discharge the duties of my office. I give my pledge that I will do everything in my power to up hold the Constitution and to promote the general welfare of the Student Body of Ripon High School."

Section F: Vacancies of office

1. If a vacancy occurs in one of the elected ASB offices, it must be filled by Succession or election administered by the Election Committee within two weeks of the vacancy, except if the vacancy occurs within the last grading period - an appointment with 2/3 majority approval of Senate may be used.
2. Vacancies in any other office, due to any cause, must be filled by appointment of the President with 2/3 approval of the Senate within two weeks after the vacancy occurs, except if the vacancy occurs within the last grading period.

Section G: Succession of ASB Officers

A vacancy in the office of President shall be filled using the order of succession, which is:

1. Student body Vice-President
2. Student body Activities
3. Student body Secretary
4. Student body Treasurer
5. Student body Board Member

If the order of succession cannot be carried out willfully by all parties involved, applications for that office will be taken. Candidates must fulfill all eligibility requirements of the ASB Constitution. The Senate shall vote, by 2/3 majority, to fill the vacancy. All new Senate members must enroll in the leadership class in order to take office.

**ARTICLE XI
AMENDMENTS**

Section A: Amendment Proposals:
Amendments to this Constitution must be submitted in writing during a regularly scheduled meeting of the Senate or the student body by petition by 10 percent. Each proposal may be accepted or received by a simple majority vote of the Senate.

Section B: Posting of Proposed Amendments and Revisions:
All accepted amendments and revisions proposed must be posted in a conspicuous place for at least five school days.

Section C: Amendment Vote:
Any amendment or revision to become a part of this constitution, must be approved by not less than two-thirds (2/3) vote of the Senate. If the amendment or revision is approved it shall be added to this constitution.

**ARTICLE XII
APPROVAL**

This constitution shall be in effect as soon as ratification by 3/4 of the Senate.

**When reading “Senate”, “Executive Board/Team”, and “Leadership/Student Council” they are the same concept.

**Ripon High School
Associated Student Body
Bylaws of the Constitution**

Article I – Student Council

It shall be the duty and power of the student council to:

- Be the supreme legislative body of the Associate Student Body.
- Propose and pass legislation that is considered important to the student body.
- Establish the annual ASB Sticker price.
- Budget and oversee the income and expenditures of all ASB monies.
- Propose and pass amendments to the constitution and Bylaws.

Each member of the student council shall be able to cast one vote in each voting situation.

Article II – ASB Members

The Student Body will elect student Body Officers in the spring for the following year.

All Student Body Officers must maintain a 2.0 grade point average and earn no semester failing grade. Exceptions will be granted only in the case that academic probation is granted by the Administration.

In order to apply to be a student in leadership you must have the following criteria:

1. Maintain a 2.0 grade point average
2. No Ds or Fs on report/progress grades to apply for an elected position.
3. No Ds or Fs on report/progress grades to apply for a commissioner position.
4. Go through an interview process.
5. Two Teacher Recommendations are required.

All Student Body Officers must be a part of the Leadership Class.

ASB Officer Positions

There are six total positions available in this area. Students in this position must have had a year of experience in leadership prior to applying and running for an ASB Executive position.

THE GOAL AND FOUNDATION OF LEADERSHIP AND ALL POSITIONS IS TO SET THE EXAMPLE. BE POSITIVE, COMMUNICATE WISELY, COMPLETE YOUR JOB WITH 100% EFFORT, BE SPIRITED AND PRIDEFUL.

1. The ASB Executive President

Must be a member of leadership for at least one year to be elected into the position.

- Enroll in the Leadership/Student Council course.
- This officer should serve as an advocate for all students and ensure that all leadership projects are aligned with the team's overall goals.
- Having an awareness and understanding of all student activities.
- Facilitating Leadership Council and ASB officer meetings.
- Holding monthly ASB meetings during class.
- Ensuring that the ASB officer team effectively communicates and works well together.
- Plan an agenda with the Activities Director for each class period and various meetings. (Stay on topic).
- Represent the student council at all meetings of organization and councils where the representation is necessary.
- Serve as a communication link between the governing bodies with respect and maturity.
- Preside at all student body assemblies or authorize someone to do so in his/her place.
- Appoint replacements for any opened offices on student council.
- Call special elections when deemed necessary.
- Monitor student council officers to verify they are fulfilling job responsibilities and complete quarterly evaluations of peers. Give the Activities Director the fully honest truth when evaluating yourself and the people you work with, good or bad.
- Make sure students in leadership STAY ELIGIBLE throughout the school year.
- Make sure EVERYONE is participating, not just a select few.
- Meet daily with the Activities Director.
- Form all needed committees.

- Attend Site Council Meetings with the ASB Vice President. If unable to go, find another ASB Officer to replace the absence.
- Supervise all committee chairpersons to establish and enforce timelines and deadlines for events and project preparation.
- Apart of the interview panel that helps to decide the following years positions in leadership.
- Plans the ASB Banquet with ASB Executive Board.
- Grades various leadership assignments as instructed by the Activities Director.
- Must be thick skinned, firm, and not afraid to change relationships for the betterment of the class structure.
- Keep on task at all times.
- STAY POSITIVE! This is a very strong role and requires much attention and dedication.
- Ensuring you are carrying out duties and responsibilities that have been given by the AD.
- Participate in planning, preparing, and attending all ASB and class events as assigned.
- Lead/contribute to committees as assigned (may have to complete on own time, outside of class period.) Be willing to give time outside of class to get projects done.
- Work, assist, supervise and communicate together as a team and find compromise and positivity.
- Turn in all work at prescribe deadline.
- Respect each position in the class and their authoritative role in making sure the class runs smoothly.
- Work daily to develop your professional skills.
- Spread school spirit; above and beyond what is expected.
- Attending all classes when possible and maintaining grades in those classes.
- Follow the Core Principles established each year.

2. The ASB Executive Vice-President

Must be a member of leadership for at least one year to be elected into the position.

- Enroll in the Leadership/Student Council course.
- This officer serves to support the ASB President and advocated a wide range of student involvement and incorporation into school-wide functions.
- Ensuring you are carrying out duties and responsibilities that have been given by the AD.
- Report directly to the ASB president.
- Serve as ASB President if the President becomes permanently unable to fulfill his/her duties. Facilitating Leadership Council and ASB meetings when ASB president is not present.
- Required attendance at all student council.
- In charge of planning: Back to School Dance, Battle of the Sexes, End of the Year Spirit Week, End of the Year Dance.
- Develop fundraising activities for Student Council.
- Plan and conduct ASB & Class elections with the Activities Director. Ensuring each student follows the campaign funding rules during election periods.
- Attend Site Council Meetings with the ASB President. If unable to go, find another ASB Officer to replace the absence.
- Promote representation and incorporation of a wide range of students
- Apart of the interview panel that helps to decide the following years positions in leadership.
- Plans the ASB Banquet with ASB Executive Board.
- Have a professional relationship with the ASB President through meetings to help with being on the same page as the President but the Exec Team as well. This will help with the functioning of the entire class.
- Participate in planning, preparing, and attending all ASB and class events as assigned.
- Lead/contribute to committees as assigned (may have to complete on own time, outside of class period.) Be willing to give time outside of class to get projects done.
- Work, assist, supervise and communicate together as a team and find compromise and positivity.
- Give the Activities Director the fully honest truth when evaluating yourself and the people you work with, good or bad.
- Turn in all work at prescribe deadline.
- Respect each position in the class and their authoritative role in making sure the class runs smoothly.
- Work daily to develop your professional skills.
- Spread school spirit; above and beyond what is expected.
- Attending all classes when possible and maintaining grades in those classes.
- Follow the Core Principles established each year.

3. The ASB Executive Secretary

Must be a member of leadership for at least one year to be elected into the position.

- Enroll in the Leadership/Student Council course.
- Required attendance at all student council meetings.
- Ensuring you are carrying out duties and responsibilities that have been given by the AD.
- This officer's primary role is to improve the communication between student government and the general school population through official minutes of meetings.

- Manage minutes at Meeting (but have other officers come and get them if they are need)
- Record minutes (minutes must be typed) – must email a copy to Activities Director and ASB Bookkeeper.
- Monitors class secretaries to verify they are fulfilling the responsibilities of the office.
- Making invitations and thank-you notes for all appropriate events.
- Write all official correspondence with other schools, organizations and businesses.
- Managing and updating the ASB calendar of events. Specifically in the classroom. This will be updated each month.
- Creating the Core Principle Poster for the classroom. (Due on the 1st Day of School or negotiated by the AD)
- Apart of the interview panel that helps to decide the following years positions in leadership.
- Plans the ASB Banquet with ASB Executive Board.
- Participate in planning, preparing, and attending all ASB and class events as assigned.
- Reports Directly to the ASB President.
- Lead/contribute to committees as assigned (may have to complete on own time, outside of class period.) Be willing to give time outside of class to get projects done.
- Work, assist, supervise and communicate together as a team and find compromise and positivity.
- Give the Activities Director the fully honest truth when evaluating yourself and the people you work with, good or bad.
- Turn in all work at prescribe deadline.
- Respect each position in the class and their authoritative role in making sure the class runs smoothly.
- Work daily to develop your professional skills.
- Spread school spirit; above and beyond what is expected.
- Attending all classes when possible and maintaining grades in those classes.
- Follow the Core Principles established each year.

4. The ASB Executive Treasurer

Must be a member of leadership for at least one year to be elected into the position.

- Enroll in the Leadership/Student Council course.
- Required attendance at all student council meetings.
- Ensuring you are carrying out duties and responsibilities that have been given by the AD.
- This officer ensures that student finances are sound and fairly distributed to the student body at Ripon High School.
- Keep a complete and accurate record of all receipts and disbursements of the student body funds. Completing this task will take the assistance of the ASB Bookkeeper.
- Budgeting ASB expenditures for the year based on ASB goals.
- Comprehending the budget and working closely with the bookkeeper to make sure funds are allocated respectfully and responsibly. The Treasurer must meet with bookkeeper either daily or weekly.
- Monitors class treasurers to verify they are fulfilling the responsibilities of the office.
- Monitoring Club and Class accounts and taking any necessary action.
- Keep and maintain all financial documents (minutes, financial reports, contracts, Pos, etc. All files are located with the ASB Bookkeeper.)
- Approving reimbursements from any ASB account; signing checks and forms for checks as the student representative.
- Develop and organize all ASB fundraisers with the assistance of the Activities Director.
- Oversee all financial record keeping for student council.
- Apart of the interview panel that helps to decide the following years positions in leadership.
- Plans the ASB Banquet with ASB Executive Board.
- Participate in planning, preparing, and attending all ASB and class events as assigned.
- Reports Directly to the ASB President.
- Lead/contribute to committees as assigned (may have to complete on own time, outside of class period.) Be willing to give time outside of class to get projects done.
- Work, assist, supervise and communicate together as a team and find compromise and positivity.
- Give the Activities Director the fully honest truth when evaluating yourself and the people you work with, good or bad.
- Turn in all work at prescribe deadline.
- Respect each position in the class and their authoritative role in making sure the class runs smoothly.
- Work daily to develop your professional skills.
- Spread school spirit; above and beyond what is expected.
- Attending all classes when possible and maintaining grades in those classes.
- Follow the Core Principles established each year.

5. The ASB Executive Activities

Must be a member of leadership for at least one year to be elected into the position.

- Enroll in the Leadership/Student Council course.
- Required attendance at all Student Council Meetings. Attend all ASB executive meetings and class meetings to know your responsibilities and be up to date on the perspectives of the class.
- Reports Directly to the ASB President.
- Participate in planning, preparing, and attending all ASB and class events as assigned.

- Coordinate & maintain a working knowledge of all the upcoming events that are going on, and the procedures that must be taken to complete them successfully.
- Ensuring you are carrying out duties and responsibilities that have been given by the AD.
- Complete all activity procedure forms, purchase orders, and use of facilities forms correctly and on time. They are crucial to the end result.
- Update your ASB team regularly on your goals and responsibilities for the upcoming weeks ahead in your position. Communication is key.
- Supervises all class activities officers ensuring they are carrying out their job responsibilities.
- Finalizing Rally Schedule and spirit week plans and ensures completion of all tasks. Make sure all members of leadership complete the Leadership Activity Procedure Form.
- Coordinate the rally commissioners in their actions at rallies at RHS. Work with them on scripts and practice rallies before they occur.
- Communication within the student body is important, too. Work with your Publicity officers and class officers in charge of planning for specific sub-activities to ensure that maximum attendance and enjoyment are reached.
- Finalize the rally schedules, week plans, and distribute.
- Consult the class with ideas regularly to keep the brainstorming fresh and the activities fun.
- Collaborate with the Spirit Commissioners to develop and promote school pride and spirit.
- Collaborate with the Commissioners of Spirit to develop and promote school pride and spirit.
- Apart of the interview panel that helps to decide the following years positions in leadership.
- Lead/contribute to committees as assigned (may have to complete on own time, outside of class period.) Be willing to give time outside of class to get projects done.
- Work, assist, supervise and communicate together as a team and find compromise and positivity.
- Give the Activities Director the fully honest truth when evaluating yourself and the people you work with, good or bad.
- Turn in all work at prescribe deadline.
- Respect each position in the class and their authoritative role in making sure the class runs smoothly.
- Work daily to develop your professional skills.
- Spread school spirit; above and beyond what is expected.
- Attending all classes when possible and maintaining grades in those classes.
- Follow the Core Principles established each year.

6. The ASB Executive Board Member

Must be a member of leadership for at least one year to be elected into the position.

- Enroll in the Leadership/Student Council course.
- Required attendance at all Student Council Meetings.
- Ensuring you are carrying out duties and responsibilities that have been given by the AD.
- Attend and be an active member for all monthly board meetings and report back to Student Council.
- Attend all and any special meetings held by the district board that is required and report back to Student Council.
- Take the voice of the Student Body to the board members.
- Student will be directly involved in communicating with professionals and community members to assist in various activities held by the leadership class. i.e. Dinner dance
- Apart of the interview panel that helps to decide the following years positions in leadership.
- Plans the ASB Banquet with ASB Executive Board.
- Meet with Head Advisor once a month; during key events: weekly.
- Participate in planning, preparing, and attending all ASB and class events as assigned.
- Reports Directly to the ASB President.
- Lead/contribute to committees as assigned (may have to complete on own time, outside of class period.) Be willing to give time outside of class to get projects done.
- Work, assist, supervise and communicate together as a team and find compromise and positivity.
- Give the Activities Director the fully honest truth when evaluating yourself and the people you work with, good or bad.
- Turn in all work at prescribe deadline.
- Respect each position in the class and their authoritative role in making sure the class runs smoothly.
- Work daily to develop your professional skills.
- Spread school spirit; above and beyond what is expected.
- Attending all classes when possible and maintaining grades in those classes.
- Follow the Core Principles established each year.

Class Officers Positions

There are four/five total positions available for each class: Seniors, Juniors, and Sophomores. Freshmen (amount can vary for Freshmen) coming into RHS and a part of the leadership class will be representatives in their first year.

1. Class President

- Enroll in the Leadership/Student Council course.
- Required attendance at all Student Council Meetings.
- Takes the lead in determining class objectives and goals. Serve as representative to the specific class. Be a good example/role model to peers.
- Meet with Head Advisor once a month; during key events: weekly.
- Ensuring you are carrying out duties and responsibilities that have been given by the head class advisor and/or AD.
- Preparing all information for Student Council Meetings and addressing information in meetings.
- Coordinate all agenda items for class meetings to ensure that all members attend.
- Must be aware of all class activities and student body activities.
- Monitors class officers to verify they are fulfilling the responsibilities of their office.
- Ensures there is effective and plentiful publicity for every class event.
- Participate in planning, preparing, and attending all ASB and class events as assigned.
- Reports Directly to the ASB President or Rank and Support Personnel.
- Lead/contribute to committees as assigned (may have to complete on own time, outside of class period.) Be willing to give time outside of class to get projects done.
- Work, assist, supervise and communicate together as a team and find compromise and positivity.
- Give the Activities Director the fully honest truth when evaluating yourself and the people you work with, good or bad.
- Turn in all work at prescribe deadline.
- Respect each position in the class and their authoritative role in making sure the class runs smoothly.
- Work daily to develop your professional skills.
- Spread school spirit; above and beyond what is expected.
- Attending all classes when possible and maintaining grades in those classes.
- Follow the Core Principles established each year.
- *Senior Class President: 1. plan graduation with fellow class officers and advisor; 2. plan senior bbq/yearbook distribution; 3. plan the senior gift with fellow class officers and advisor; 4. book the church, pastor and choir for the senior baccalaureate.*

2. Class Vice President

- Enroll in the Leadership/Student Council course.
- Required attendance to all student council meetings and class meetings
- During Homecoming, attend/participate in all meetings regarding float, skit, and spirit day.
- Reports directly to the class president. Communication amongst all officers is important.
- This officer serves to support the Class President. Attending all meetings held by the class President.
- Assumes responsibilities of the class president in his/her absence. Know the importance of your job because the class president needs to know that he/she has someone they can rely on.
- Facilitating class officer meetings when class president is not present.
- Supervises the class secretary in taking attendance and minutes at class meetings.
- Promoting school service projects.
- Promoting representation and incorporation of a wide range of students.
- Participate and work within committees assigned.
- The vice president should be in charge of creating a community project that the other class officers help with (*Example: when the whole class made blankets for a community project.*)
- Meet with Head Advisor once a month; during key events: weekly.
- Ensuring you are carrying out duties and responsibilities that have been given by the head class advisor and/or AD.
- Participate in planning, preparing, and attending all ASB and class events as assigned.
- Reports Directly to the ASB President or Rank and Support Personnel.
- Lead/contribute to committees as assigned (may have to complete on own time, outside of class period.) Be willing to give time outside of class to get projects done.
- Work, assist, supervise and communicate together as a team and find compromise and positivity.
- Give the Activities Director the fully honest truth when evaluating yourself and the people you work with, good or bad.
- Turn in all work at prescribe deadline.
- Respect each position in the class and their authoritative role in making sure the class runs smoothly.
- Work daily to develop your professional skills.
- Spread school spirit; above and beyond what is expected.

- Attending all classes when possible and maintaining grades in those classes.
- Follow the Core Principles established each year.

3. Class Secretary

- Enroll in the Leadership/Student Council course.
- Required attendance at all student council meeting.
- Attend all class meetings and take minutes at all meetings.
- Ensure that all fellow peers' opinions, thoughts, ideas, etc. are recorded and processed.
- This officer's primary role is to improve the communication between the Class officers and the students of their class.
- Working with ASB Secretary in taking, emailing, and distribution of minutes to head advisors, class officers, and Activities Director. (Email/print out the minutes and attach them to procedure form.)
- Must type and distribute minutes from meetings to all required personnel no later than one week after the specific meeting(s).
- Ensuring that invitations and thank-you notes are made for all appropriate events.
- Meet with Head Advisor once a month; during key events: weekly.
- Ensuring you are carrying out duties and responsibilities that have been given by the head class advisor and/or AD.
- Participate in planning, preparing, and attending all ASB and class events as assigned.
- Reports Directly to the ASB President or Rank and Support Personnel.
- Lead/contribute to committees as assigned (may have to complete on own time, outside of class period.) Be willing to give time outside of class to get projects done.
- Work, assist, supervise and communicate together as a team and find compromise and positivity.
- Give the Activities Director the fully honest truth when evaluating yourself and the people you work with, good or bad.
- Turn in all work at prescribe deadline.
- Respect each position in the class and their authoritative role in making sure the class runs smoothly.
- Work daily to develop your professional skills.
- Spread school spirit; above and beyond what is expected.
- Attending all classes when possible and maintaining grades in those classes.
- Follow the Core Principles established each year.

4. Class Treasurer

- Enroll in the Leadership/Student Council course.
- Required attendance at all student council meeting.
- This officer ensures that class finances are sound and wisely used for class activities.
- Budgeting class expenditures for the year based on class goals with the help of the Head Advisor.
- Keeping records of all expenditures and deposits. Ensuring that reimbursements and payments happen in a timely manner.
- Communicate & assist the bookkeeper in maintaining accurate and efficient accounting of the class account.
- Participate/help in developing fundraising activities for the class.
- Responsible for keeping all purchase orders, check and cash box requests for the class. (On file with the ASB Bookkeeper)
- Places all orders for the class supplies with the assistance of class activities.
- Fill out all P.O.'s. Use money wisely during the year.
- Keep and maintain all original documents.
- Meet with Head Advisor once a month; during key events: weekly.
- Ensuring you are carrying out duties and responsibilities that have been given by the head class advisor and/or AD.
- Participate in planning, preparing, and attending all ASB and class events as assigned.
- Reports Directly to the ASB President or Rank and Support Personnel.
- Lead/contribute to committees as assigned (may have to complete on own time, outside of class period.) Be willing to give time outside of class to get projects done.
- Work, assist, supervise and communicate together as a team and find compromise and positivity.
- Give the Activities Director the fully honest truth when evaluating yourself and the people you work with, good or bad.
- Turn in all work at prescribe deadline.
- Respect each position in the class and their authoritative role in making sure the class runs smoothly.
- Work daily to develop your professional skills.
- Spread school spirit; above and beyond what is expected.
- Attending all classes when possible and maintaining grades in those classes.
- Follow the Core Principles established each year.

5. Class Activities – In this position, one should only be in charge of your specific class, but still work with the other class activity leadership to share ideas.

- Enroll in the Leadership/Student Council course.
- Required attendance to all student council meetings.

- Ensuring you are carrying out duties and responsibilities that have been given by the head class advisor and/or AD.
- This officer's primary role is to create an inclusive social atmosphere and ensures that Class activities reach a wide range of students.
- Uphold all tasks assigned by Class President, ASB Executive Team, and Activities Director.
- Responsible for planning, coordinating, and supervising all class activities.
 - Freshmen: T-shirts sales, Homecoming dance, skit, float, Decoration Day/Gym, fundraisers, class competitions, Staff & Student Basketball game.
 - Sophomores: T-shirt sales, Homecoming skit, float, and Decoration Day/Gym, Winter Formal, class competitions, fundraisers.
 - Juniors: T-shirt sales, Homecoming skit, float, and Decoration Day/Gum, Prom, fundraisers, and class competitions.
 - Seniors: T-shirt sales, Senior Sunrise and Sunset, Homecoming skit, float, Decoration Day, Grad Night, Graduation, fundraisers, and class competitions.
- Publicizing class events, includes flyers and announcements.
- Communicate with ASB Activities, head advisor, and designated executive team member for guidance in planning class activities.
- Play and active role in assisting the Class President in filling out procedures forms, or any other forms pertaining to a class event.
- Assist with organizing all activities that relate to Rallies (including selecting various representatives for games, overlooking decorations and their completion, ensuring all posters/flyers/signs/potty presses are made for rallies or upcoming events).
- Attending all meetings held by the class President.
- Meet with Head Advisor once a month; during key events: weekly.
- Participate in planning, preparing, and attending all ASB and class events as assigned.
- Reports Directly to the ASB President or Rank and Support Personnel.
- Lead/contribute to committees as assigned (may have to complete on own time, outside of class period.) Be willing to give time outside of class to get projects done.
- Work, assist, supervise and communicate together as a team and find compromise and positivity.
- Give the Activities Director the fully honest truth when evaluating yourself and the people you work with, good or bad.
- Turn in all work at prescribe deadline.
- Respect each position in the class and their authoritative role in making sure the class runs smoothly.
- Work daily to develop your professional skills.
- Spread school spirit; above and beyond what is expected.
- Attending all classes when possible and maintaining grades in those classes.
- Follow the Core Principles established each year.

Freshman Representative - Positions are not specifically designated in their freshmen year of leadership. Each member is considered equal in title and work prescribed.

- Enroll in the Leadership/Student Council course.
- Required attendance at all Student Council Meetings.
- Serve as representative to the freshmen class. Be a good example/role model to peers.
- Run the Homecoming Dance and the Staff/Student Basketball game.
- Meet with Head Advisor once a month; during key events: weekly.
- Ensuring you are carrying out duties and responsibilities that have been given by the head class advisor and/or AD.
- Participate in planning, preparing, and attending all ASB and class events as assigned.
- Reports Directly to the ASB President or Rank and Support Personnel.
- Lead/contribute to committees as assigned (may have to complete on own time, outside of class period.) Be willing to give time outside of class to get projects done.
- Work, assist, supervise and communicate together as a team and find compromise and positivity.
- Give the Activities Director the fully honest truth when evaluating yourself and the people you work with, good or bad.
- Turn in all work at prescribe deadline.
- Respect each position in the class and their authoritative role in making sure the class runs smoothly.
- Work daily to develop your professional skills.
- Spread school spirit; above and beyond what is expected.
- Attending all classes when possible and maintaining grades in those classes.
- Follow the Core Principles established each year.

Commissioners

Commissioner position availability will be dependent on applications for student council.

1. Rally/Publicity Head Commissioner – Position can be combined with Rally Commissioner Position; Position is a part of the ASB election process.

- Enroll in the Leadership/Student Council course.
- Attend all student council meetings.
- Give report at every Student Council meeting.
- Ensuring you are carrying out duties and responsibilities that have been given by the AD.
- Responsible for being the MCs at each and every rally held at Ripon High School.
- The goal is to provide enthusiasm, energy, and familiarity to the student body in the activity of a rally.
- Write scripts, plan, and practice for rallies ahead of time. (Scripts must be given to the Activities Director)
- Include non-Leadership members in some of your ideas for new rallies.
- Bring in new ideas each time you discuss a new rally.
- Reports directly to the ASB President.
- Keep storage room clean and organized.
- Publicize school activities; issue new releases to the press, school announcements, updates on Facebook and in the cafeteria.
 - Utilize posters and flyers to create colorful and classy reminders about school events.
 - Use Facebook or Twitter to spread more awareness about school events.
- Check all posters and potty presses that go out to see if they are appropriate to the school. Example of don'ts: **Rally Friday Be There!!** (this is not acceptable).
- Have a committee and DELEGATE WORK TO THEM. It is very important to use this committee to your full advantage--tell them what work needs to be done and assign jobs to get it done.
- Responsible for removal of loose blue tape from existing posters on campus.
- Participate in planning, preparing, and attending all ASB and class events as assigned.
- Reports Directly to the ASB President or Rank and Support Personnel.
- Lead/contribute to committees as assigned (may have to complete on own time, outside of class period.) Be willing to give time outside of class to get projects done.
- Work, assist, supervise and communicate together as a team and find compromise and positivity.
- Give the Activities Director the fully honest truth when evaluating yourself and the people you work with, good or bad.
- Turn in all work at prescribe deadline.
- Respect each position in the class and their authoritative role in making sure the class runs smoothly.
- Work daily to develop your professional skills.
- Spread school spirit; above and beyond what is expected.
- Attending all classes when possible and maintaining grades in those classes.
- Follow the Core Principles established each year.

2. Rally Commissioner (2 individuals hold this position; prefer one male and one female, not guaranteed. This position will be an elected position held during ASB Elections). Position can be combined with Rally/Publicity Head Commissioner.

- Enroll in the Leadership/Student Council course.
- Attend all student council meetings.
- Give report at every Student Council meeting.
- Ensuring you are carrying out duties and responsibilities that have been given by the AD.
- Responsible for being the MCs at each and every rally held at Ripon High School.
- The goal is to provide enthusiasm, energy, and familiarity to the student body in the activity of a rally.
- Write scripts, plan, and practice for rallies ahead of time. (Scripts must be given to the Activities Director)
- Include non-Leadership members in some of your ideas for new rallies.
- Bring in new ideas each time you discuss a new rally.
- When needed for rallies or other activities ask for help from fellow classmates.
- Meet with Head Advisor once a month; during key events: weekly.
- Participate in planning, preparing, and attending all ASB and class events as assigned.
- Reports Directly to the ASB President or Rank and Support Personnel.
- Lead/contribute to committees as assigned (may have to complete on own time, outside of class period.) Be willing to give time outside of class to get projects done.
- Work, assist, supervise and communicate together as a team and find compromise and positivity.
- Give the Activities Director the fully honest truth when evaluating yourself and the people you work with, good or bad.
- Turn in all work at prescribe deadline.
- Respect each position in the class and their authoritative role in making sure the class runs smoothly.
- Work daily to develop your professional skills.
- Spread school spirit; above and beyond what is expected.
- Attending all classes when possible and maintaining grades in those classes.
- Follow the Core Principles established each year.

3. Athletics Commissioner (2 individuals hold this position; prefer one male and one female, not guaranteed)

- Enroll in the Leadership/Student Council course.
- Attend all student council meetings.
- Gives report at every Student Council meeting.
- This commissioner's primary role is to market school-wide events to the student body and create an inclusive, comfortable social climate for a wide range of students.
- Ensuring you are carrying out duties and responsibilities that have been given by the AD.
- Exercise general supervision of athletic activities.
- Maintains the Athletic Bulletin Board in the North Gym with the current RHS sporting news.
- Organizes and assigns student council members to video tape at least one game per sport for the Video Extravaganza.
- Plan, coordinate, supervise, and publicize inter-mural sports. (i.e. Powder Puff, Dodge Ball)
- Prepares announcements for the Daily Bulletin highlighting recent sports results and individual accomplishments.
- Work with the Athletic Director and various coaches and their respective sport. Maintain a file of all teams including rosters and schedules.
- Replaces all sold powder puff jerseys by December of each current school year.
- Participate in planning, preparing, and attending all ASB and class events as assigned.
- Reports Directly to the ASB President or Rank and Support Personnel.
- Lead/contribute to committees as assigned (may have to complete on own time, outside of class period.) Be willing to give time outside of class to get projects done.
- Work, assist, supervise and communicate together as a team and find compromise and positivity.
- Give the Activities Director the fully honest truth when evaluating yourself and the people you work with, good or bad.
- Turn in all work at prescribe deadline.
- Respect each position in the class and their authoritative role in making sure the class runs smoothly.
- Work daily to develop your professional skills.
- Spread school spirit; above and beyond what is expected.
- Attending all classes when possible and maintaining grades in those classes.
- Follow the Core Principles established each year.

4. Technology (2 positions available; not guaranteed)

- Enroll in the Leadership/Student Council course.
- Attend all student council meetings.
- Gives report at every Student Council meeting.
- Participate in planning, preparing, and attending all ASB and class events as assigned. Works with other ASB and Class Officers to coordinate and plan ASB activities.
- This commissioner's primary role is to utilize technology to enhance communication and promote activities throughout the student body, document student government activities and preserve school culture and student life.
- Recording and compiling events, including dances, assemblies, sports events, rallies, homecoming, lunch activities, etc. onto a single comprehensive DVD, and offer it to the entire student body. Responsible for having videotape of ALL RHS events to include in the Video Extravaganza.
- Working with ASB Officers on videos for various assemblies and events as necessary.
- Responsible for all technological aspects of ASB activities. Keeps an inventory of all ASB equipment.
- Organizes and assigns Student Council members to videotape ASB activities and other RHS student events.
- Providing technical support during rallies, elections, lunchtime activities, managing and setting up microphones, speakers, LCD projectors, spotlights, etc.
- Responsible for sound system at all ASB activities. (This sound system is the property of ASB Leadership)
- Ensuring you are carrying out duties and responsibilities that have been given by the AD.
- Reports Directly to the ASB President or Rank and Support Personnel.
- Lead/contribute to committees as assigned (may have to complete on own time, outside of class period.) Be willing to give time outside of class to get projects done.
- Work, assist, supervise and communicate together as a team and find compromise and positivity.
- Give the Activities Director the fully honest truth when evaluating yourself and the people you work with, good or bad.
- Turn in all work at prescribe deadline.
- Respect each position in the class and their authoritative role in making sure the class runs smoothly.
- Work daily to develop your professional skills.
- Spread school spirit; above and beyond what is expected.
- Attending all classes when possible and maintaining grades in those classes.
- Follow the Core Principles established each year.

5. Historian/Alumni Relations Commissioner

- Enroll in the Leadership/Student Council course.
- Required attendance at all Student Council Meetings.
- Ensuring you are carrying out duties and responsibilities that have been given by the AD.

- Give accurate reports at every student council meeting.
- May trace historical development within restricted field of research, such as events, activities, and social growth at RHS by taking pictures of these events.
- Keep an accurate scrapbook of events held throughout the year at RHS and complete a finished product at the end of the year.
- Presents the scrapbook to the Activities Director and Student Council at the ASB Awards Banquet.
- Responsible for maintaining and assigning student council members to take pictures of ASB activities through the school year.
- Assigns Student Council a page to do for the scrapbook.
- Purchases all supplies for the scrapbook with the help of the AD.
- Set up account on Shutterfly.com through Ms. Mortensen to work on scrapbook.
- Responsible for keeping record of supplies and class camera (or your own).
- Communicate between the yearbook staff and student council; schedules pictures and sharing pictures.
- Work with other ASB and class officers to coordinate and plan ASB activities involving the Alumni Association.
- This commissioner's primary role is to be the contact between student relations at Ripon High School and the Alumni directly involving the Alumni association.
- Participate in planning, preparing, and attending all ASB and class events as assigned.
- Reports Directly to the ASB President or Rank and Support Personnel.
- Lead/contribute to committees as assigned (may have to complete on own time, outside of class period.) Be willing to give time outside of class to get projects done.
- Work, assist, supervise and communicate together as a team and find compromise and positivity.
- Give the Activities Director the fully honest truth when evaluating yourself and the people you work with, good or bad.
- Turn in all work at prescribe deadline.
- Respect each position in the class and their authoritative role in making sure the class runs smoothly.
- Work daily to develop your professional skills.
- Spread school spirit; above and beyond what is expected.
- Attending all classes when possible and maintaining grades in those classes.
- Follow the Core Principles established each year.

6. Renaissance/Link Crew - (2 positions available; not guaranteed.)

The Renaissance/Link Crew Commissioner shall have the following duties:

- Enroll in the Leadership/Student Council course.
- Attend all student council meetings.
- Gives report at every Student Council meeting.
- Works with other ASB and Class Officers to coordinate and plan ASB activities. Participate in planning, preparing, and attending all ASB and class events as assigned.
- Ensuring you are carrying out duties and responsibilities that have been given by AD.
- Create and pass out various items to students involved in the program.
- Must be able to organize and run an academic rally/event (just one); Activities Director will assist. (If applicable).
- Organize and assist with Renaissance Committee.
- Recruit business partners to sponsor the Renaissance Club.
- Order all supplies needed for Renaissance members.
- This commissioner's primary role is to ensure a successful transition and provide support for students entering Ripon High, including freshman, new students, and ELD students.
- Organizing Link Crew activities for underclassmen and junior high students that focus on student development and transition through high school.
- Coordinating opportunities for Link Crew members to assist large school-wide events (assemblies, rallies, decorations, other commissioner activities, etc.).
- Managing and updating an effective form of communication to all Link Crew members (website, email, notes).
- Make the nametags for all incoming freshmen and link crewmembers to orientation.
- Organize the shirt order for link crewmember and various other classified staff at RHS.
- Help design the link crew shirts.
- Organize the materials needed for the freshmen orientation meeting.
- Have meetings to discuss link crew with the teacher.
- Organize the freshmen groups and classrooms to be used for orientation.
- Reports Directly to the ASB President or Rank and Support Personnel.
- Lead/contribute to committees as assigned (may have to complete on own time, outside of class period.) Be willing to give time outside of class to get projects done.
- Work, assist, supervise and communicate together as a team and find compromise and positivity.
- Give the Activities Director the fully honest truth when evaluating yourself and the people you work with, good or bad.
- Turn in all work at prescribe deadline.
- Respect each position in the class and their authoritative role in making sure the class runs smoothly.

- Work daily to develop your professional skills.
- Spread school spirit; above and beyond what is expected.
- Attending all classes when possible and maintaining grades in those classes.
- Follow the Core Principles established each year.

7. The Writer

- Enroll in the Leadership/Student Council course.
- Attend all student council meetings.
- Give report at every Student Council meeting.
- Under the direction of Head Publicity Commissioner.
- Publicize school activities; issue new releases to the press, school announcements, updates on Facebook and in the cafeteria.
 - Utilize posters and flyers to create colorful and classy reminders about school events.
 - Use Facebook or Twitter to spread more awareness about school events.
- Submits bulletins for Student Council in the daily announcements.
- Organizes and selects a Student Athlete of the Week and Student of the Week. The Activities director will email staff and coaches to receive nominations.
- Writes for school newspaper (if paper exists on campus) and to Manteca and Ripon's news paper when appropriate.
- Meets regularly with the school's newspaper to ensure publicity is accurate and being covered (if paper exists on campus).
- Ensuring you are carrying out duties and responsibilities that have been given by the AD.
- Participate in planning, preparing, and attending all ASB and class events as assigned.
- Reports Directly to the ASB President or Rank and Support Personnel.
- Lead/contribute to committees as assigned (may have to complete on own time, outside of class period.) Be willing to give time outside of class to get projects done.
- Work, assist, supervise and communicate together as a team and find compromise and positivity.
- Give the Activities Director the fully honest truth when evaluating yourself and the people you work with, good or bad.
- Turn in all work at prescribe deadline.
- Respect each position in the class and their authoritative role in making sure the class runs smoothly.
- Work daily to develop your professional skills.
- Spread school spirit; above and beyond what is expected.
- Attending all classes when possible and maintaining grades in those classes.
- Follow the Core Principles established each year.

8. Spirit Commissioner (2 individuals hold this position; prefer one male and one female, not guaranteed)

- Enroll in the Leadership/Student Council course.
- Attend all student council meetings.
- Gives report at every Student Council meeting.
- Ensuring you are carrying out duties and responsibilities that have been given by the AD.
- This commissioner's primary role is to market school-wide events to the student body and create an inclusive, comfortable social climate for a wide range of students.
- Developing initial rally and spirit week plans to present to ASB officer meeting (rallies entail possible games, theme, decorations, and performances that reflect a specific purpose to the rally, and spirit weeks entail theme, dress up days, and participation incentive programs). End of the Year Award (Jamba, candy, food, etc) to most spirit class.
- Working in conjunction with ASB on planning and executing spirit weeks.
- Promoting student spirit on spirit weeks. Promoting attendance to sports events and developing the role of the Red Hole.
- Wearing red on every Friday; going all out – stand out amongst the rest of the student body.
- Organizing and tallying spirit counts & getting candy to pass out on big spirit days.
- Participate in planning, preparing, and attending all ASB and class events as assigned.
- Reports Directly to the ASB President or Rank and Support Personnel.
- Lead/contribute to committees as assigned (may have to complete on own time, outside of class period.) Be willing to give time outside of class to get projects done.
- Work, assist, supervise and communicate together as a team and find compromise and positivity.
- Give the Activities Director the fully honest truth when evaluating yourself and the people you work with, good or bad.
- Turn in all work at prescribe deadline.
- Respect each position in the class and their authoritative role in making sure the class runs smoothly.
- Work daily to develop your professional skills.
- Spread school spirit; above and beyond what is expected.
- Attending all classes when possible and maintaining grades in those classes.
- Follow the Core Principles established each year.

9. Media Relations Commissioner

- Enroll in the Leadership/Student Council course.
- Attend all student council meetings.
- Gives report at every Student Council meeting.
- Publicize school activities; issue new releases to the press, school announcements, updates on Facebook and in the cafeteria.
 - Utilize posters and flyers to create colorful and classy reminders about school events.
 - Use Facebook or Twitter to spread more awareness about school events.
- Works closely with **The Writer Commissioner** to get information to the newspapers, student body, community members, and any other individuals that can help our school.
- Ensuring you are carrying out duties and responsibilities that have been given by the head class advisor and/or AD.
- Participate in planning, preparing, and attending all ASB and class events as assigned.
- Reports Directly to the ASB President or Rank and Support Personnel.
- Lead/contribute to committees as assigned (may have to complete on own time, outside of class period.) Be willing to give time outside of class to get projects done.
- Work, assist, supervise and communicate together as a team and find compromise and positivity.
- Give the Activities Director the fully honest truth when evaluating yourself and the people you work with, good or bad.
- Turn in all work at prescribe deadline.
- Respect each position in the class and their authoritative role in making sure the class runs smoothly.
- Work daily to develop your professional skills.
- Spread school spirit; above and beyond what is expected.
- Attending all classes when possible and maintaining grades in those classes.
- Follow the Core Principles established each year.

Applicable to all positions in leadership:

- ***Student shall serve as a positive role-model to other students at RHS.***
- ***Required to set-up and clean-up after all ASB rallies and activities.***
- ***Required to complete an entire scrapbook with assigned pages throughout the year.***
- ***Required to carry out all jobs and assignments assigned by the ASB President and the Activities Director.***
- ***All students in leadership are required to attend one school board meeting, take notes, and write a one page summary of the event. This document will be due the Friday after the board meeting.***

Article III – Succession

If the ASB President cannot fulfill his/her duties because of illness, physical disability or absence, the ASB Vice-President shall assume and carry out the duties of the President until the President becomes able to resume the duties of his/her office.

If the President is permanently unable to fulfill his/her duties, the ASB Vice-President becomes the ASB President.

A vacancy in the office of President shall be filled using the order of succession, which is:

1. Student body Vice-President
2. Student body Activities
3. Student body Secretary
4. Student body Treasurer

In the case of vacancy of any other Student Body Officers, including Commissioners, the Leadership Council, with the approval of the Executive council, shall elect a replacement with a majority vote within two weeks of the vacancy of office.

ARTICLE IV QUALIFICATIONS

Section A: General Qualifications

1. All candidates for office must be currently enrolled as an undergraduate student of Ripon High School in good standing.
2. All candidates for the Associated Student Body offices must have at least a 2.0 grade average during the semester preceding application for office and must have a cumulative 2.0 grade average for the preceding years of their high school and must meet prior to candidacy, citizenship, attendance and other requirements established in the Student Election Policy. All officers must maintain a 2.0 grade average during their term of office.

3. The ASB President must have served in Student Council during the previous year and have maintained a 2.0 GPA with no "Ds" or "Fs."
4. The Vice President must have served in Student Council one year and have maintained a 2.0 GPA with no "Ds" or "Fs."
5. After elections, when final spring semester grades are released, all candidates must maintain their 2.0 GPA or they will automatically be removed from office.
6. All officers must maintain election qualifications as established in this article during their term of office. Failure to do so shall result in temporary probation and/or permanent suspension from their office's duties as seen fit by the appropriate administrative and student authorities.
7. All officers of this Associated Student Body must maintain satisfactory citizenship grades. Any "U" in citizenship could result in temporary probation and/or permanent suspension from that officer's duties after a review by the appropriate administrative and student authorities.
8. All officers must maintain excellent attendance. Poor attendance may result in disqualification/removal from office.
 - a. No more than 10 unexcused absences per semester.
9. The term of office for all officers of this Associated Student Body shall be one year – ending the last official day of school.
10. All officers of this Associated Student Body shall be responsible for carrying out the duties assigned to them through the By-Laws, the faculty advisor to the specific group, and all adopted policies. Failure to do so may result in suspension or removal from office.
11. All officers of this Associated Student Body will be expected to abide by all school regulations (See Ripon High School Discipline Policy in the PSA). Violations of any regulations could mean temporary Probation and/or permanent suspension from that office, dependent upon the seriousness of the violations. In such cases, final the administration and/or faculty will make determination, only after both sides have been given equal chance to respond.

ARTICLE V GENERAL STUDENT BODY ELECTIONS

Section A: Student Body Election Committee

1. All general student body elections shall be conducted under the supervision of the Student Body Executive Board and the Activities Director.
2. The Executive Board and Activities Director will designate three other Senate members to serve as member Election Standing Committee if a current ASB Executive Member is running for an elected position or is absent during election process, which also includes an interview.
3. It shall be responsible to see that the elections are run efficiently, fairly, democratically, and in accordance with the provisions of the By-Laws and the Student Election Policy.
4. The Executive Board shall direct and supervise the nomination of candidates, the campaign, the election, and the announcements of the results.
5. The committee shall prepare the Student Election Policy for approval by the Senate.

Section B: Election

1. The date for the election of all Associated Student Body officers shall be fixed by the election Committee with the approval of the Senate and shall not be later than thirty days prior to the close of the school year.
2. The privilege to vote is extended to all membership of the Associated Student Body for the coming school year - except seniors.
3. Voting will take place on the designated day and location outlined by the Student Council class with the approval of the Principal.
4. Protest of the voting procedures and/or unfair practices may be filed by any eligible voter with the coordinator of student activities within three days after the polls have been closed. If the protest is found to be valid, the Activities Director will take appropriate steps as deemed necessary.
5. Installation of offices shall be provided prior to the conclusion of the school year. The oath of office shall be administered by the Principal of Ripon High School or his designate.

Section C: Petitions and applications for office

1. Petitions and applications for office are to be made available by the Director of Activities. At least five (5) school days will be allowed for candidates to complete their petitions and return them to the Activities Office. Specific dates and times will be established by the Activities Director and indicated on the petitions and applications.
2. In the event that an insufficient number of candidates file petitions within the designated time, the Director of Activities will have the authority to extend the filing time.
3. The Activities Director will make the final decision regarding the completeness and validity of each petition and application for office. He/she maintains the right to disqualify any candidate not meeting the requirements to run for office. A day after petitions are due, a letter of qualified candidates will be sent home.

Section D: Interviews and Appointed Positions

1. Each candidate for an appointed position must go through an interview before he/she can qualify for candidacy.
2. All appointed positions will be decided in part by an interview - the balance is by successfully meeting application requirements.
3. The interview panel for both interviews may consist of: Activities Director and the Executive Officers.

Section E: Campaigning

1. Candidates Meeting: The Director of Activities will hold a mandatory meeting of all candidates running for elected or appointed Council positions prior to the start of campaigning or interviews. The purpose of holding this meeting shall be to discuss who has qualified, review office duties and responsibilities of the candidates and to review campaign rules. Present Senate Officers may attend this meeting to specifically review their office duties with the new candidates. Failure of a candidate to attend this meeting will result in automatic disqualification, unless the candidate has been cleared with a valid reason through the Director of Activities prior to the meeting. Any candidate missing the regularly scheduled meeting **MUST** attend the make-up meeting on the following school day during lunch. Attending this mandatory meeting is required before a candidate is official or to begin campaigning. *A second mandatory meeting will be held by the Activities Director after the elected offices have been filled. If failure to attend this meeting occurs the result is automatic removal of position, unless the candidate has been cleared with a valid reason through the attendance office and/or the Director of Activities.*
2. After the official candidates have been announced, campaigning will be conducted for a maximum of five (5) school days, beginning the next school morning. *See rules and regulations present in application packet.*
3. Posters may be displayed **ONLY ON THE CAMPUS** and only in specified areas: only inside school gates; not on the marquee; no plant life; not on painted surfaces; not on windows or Plexiglas/mirrors with masking tape. Posters illegally placed will be removed. Candidate will be warned - second warning may result in disqualification.
4. Campaign material not appropriate will be removed and may result in disqualification.
5. Campaign expenditures must not exceed \$75 per candidate.
6. Stickers of any kind are not to be handed out.
7. Telephoning or mailing as a means of campaigning is not permitted.
8. Each candidate is responsible for littering and/or any damage to the campus brought about by his/her campaign. Any unreasonable littering or damage to the school will require payment for damage and may result in the candidate's disqualification.
9. Any candidate/associate caught destroying or tearing down another candidate's poster will be required to withdraw.
10. Candidates must remove all endorsed campaign material and tape by half-hour after the end of the day of elections. Violation may result in disqualification.
11. Violation of the election rules and regulations shall be referred to the Activities Director and Executive Board within 48 hours of election, and may result in the disqualification of the candidate for office and he/she may no longer hold the title of official candidate and may not hold any office in the ASB.
12. All infractions of the campaign rules will be reviewed and investigated by the Activities Director and Executive Board within 48 hours of notification of the infraction.

Section F: Speeches

1. All campaign and nominating speeches, skits, etc., must be submitted one day prior to presentation and approved by the Activities Director before being used.
2. Presentation must not be discriminatory against any segment of the school population.
3. The basic intent of the speech must be presented as approved.
4. If the candidate fails to meet requirements he/she may be removed as a candidate from the election by the elections committee.
5. Speeches are limited to three minutes (this includes any bilingual translations.)

Section G: Voting

1. Voting will be conducted at an appropriate polling place on campus by secret ballot. Polling times and locations will be determined by the Election Committee.
2. No write-in candidates will be accepted.
3. It is not necessary to vote for every office for the ballot to count.
4. The polls, while open, will be supervised by an adult.
5. Counting of the ballots will be done by the Activities Director or his/her designee.
6. In all positions, the candidate will receive a composite score made up of 40% student body vote, 25% teacher recommendation, and 35% interview score. The candidate with the highest composite score will be the new position holder.
7. Election results will be announced and posted as soon as possible after the Activities Director determines that the elections have been run properly and have been completed up to that point.
8. Candidates who run unopposed must receive a majority (51%) of the votes cast to be elected, have 80% of composite score, and not be documented for any suspension, truancy, cheating, lying, or disobeying the school discipline policy outlined in the school PSA.

Section H: Terms of office

1. The newly elected and/or appointed officers will formally assume office on the day following the last scheduled school day for the year.
2. Any newly elected officer having either a grade deficiency or a less than average citizenship marks on his/her final semester report card must resign and will be replaced as soon as possible.
 - a. A personal contract can be established by the Activities Director if he/she deems it appropriate.

Section I: Incoming Freshmen

1. The entering Eighth Grade members of the Association shall be interviewed by the current school year elected ASB to determine representation into the following school year. Their terms of office shall begin immediately on the first day of school and end with the last school day of the year in office.
2. Their composite score will be out of 65 points based on an interview process and teacher recommendations. The entering eighth grader must receive a 50 point score or higher for consideration to become a Freshmen Representative in the coming school year.

ARTICLE VI CLUB CHARTER ORGANIZATION

Section A: Application for Charter A written application for an organization charter on the official form provided must be presented to the Student Council for approval. This term shall set forth:

1. Proposed organization name
2. Signature of sponsor.
3. Purpose and objectives of the organization.
4. Organization constitution and bylaws.
5. Signature of at least 10 charter members.

Section B: Approval

1. All requests for Club approval must first be approved by the Activities Director and the Principal (unless official procedure is changed).
2. Next the application must be approved by a majority of the Senate and the Activities Director. If the charter is approved by two-thirds vote, a charter shall be issued to the organization. Three copies of this application and charter must be made. One is to be put in the official minutes of the Senate, one in the official minutes to the ASB Bookkeeper, and the third to the Principal of Ripon High School.

Section C: Probation, Suspension, or Revocation of Charter

1. Probation shall be defined as an official action taken by the Senate or the Activities Director to warn the organization in question that it shall be under observation for a stipulated period of time due to the infraction of a constitutional or policy requirement.
2. Suspension shall be defined as an official action taken by the Senate to suspend an organization that is on probation for a period of time to be decided by the Senate or Activities Director at the time this action is taken for failure to comply with constitutional requirements or organizational behavior. At the time that the period of suspension has been completed the organization shall again be on probation. During this probation period, if another infraction of rules occurs, the Senate or Activities Director shall revoke the club's charter.
3. Inactive clubs – If a club is inactive for more than one school year or do not have a current Constitution by June 30th, 2007, the Activities Director will inform the club of the lack of activity and the club will have a 30 day period to find another Advisor or the current Advisor must hold an official meeting with minutes discussing the future activities of the club. If a club is determined to be inactive there will be a carryover of unexpended funds/balances into the ASB budget.
4. Revocation shall be defined as an official action of the Senate or Activities Director taken to declare the charter of the organization in question null and void and to completely disband the organization's activities and declare further activities of the organization unconstitutional.
5. Each club is responsible for having a current Constitution on file with the ASB Bookkeeper and Activities Director. The Constitution must be revisited by newly elected officers and approved with signatures. If this is not complete within the first month of the new school year, the club will be placed on probation.

ARTICLE VII EXPRESSION ON CAMPUS

Section A: Students will be allowed to hand out petitions, circulate newspapers and other printed matter, use bulletin boards and wear insignia to express an opinion or support a cause that is legal within the guidelines established by the law, California Education code, School Board policy, and approved by both the Ripon Administrative team and the Senate.

Section B: Limitations

1. The type of distribution is limited to the hours before school, during lunch, and after school is dismissed.

2. The place of distribution will be reasonably restricted to permit the normal flow of traffic within the school corridors and entranceways.
3. The manner of distribution will be such that:
 - a. Coercion is not used to induce acceptance of printed matter or to sign petitions.
 - b. Funds or donations are not collected for the material distributed.
 - c. Leaflets and printed material to be distributed is submitted to the school administration at least 24 hours prior to such a distribution for approval.
 - d. Materials printed for distribution are not stacked on the school grounds while they are being dispersed.
 - e. No printed material or petitions, which violate any prohibition, may be distributed on any school grounds.

Section C: Prohibitions

Prohibited material is matter, which is judged by the Board of Education, District Administration or school administration to be:

1. Obscene to minors according to current legal definitions.
2. Capable of inciting students so as to create a clear and present danger of their committing unlawful acts or disrupting the orderly operation of school.
3. Express or advocate racial, ethnic, or religious prejudices.

Section D: Any student who willfully or knowingly distributes any petition, circular, newspaper; wears any button, badge; or posts a bulletin in violation of any prohibition will be suspended, expelled or otherwise penalized depending on the severity of the violation and in accordance with established procedures.

ARTICLE VIII INITIATIVES AND REFERENDUMS

Section A: The Initiative

Proposals for regulations affecting the general welfare of the entire Student Body may be initiated in the manner customary in democratic society. All such proposals must be submitted to either the Senate or Director of Activities in writing and must bear the signed support of fifteen (15) percent of the members of the Student Body.

Section B: Referendum

The Senate and/or the Director of Activities may defer to the Student Body for approval and measure of general interest for a decision or an advisory vote. If the Senate refused to submit such a problem of general interest to the Student Body for referendum consideration, a petition containing the names of fifteen (15) percent of the members of the Student Body can require such a procedure.

ARTICLE IX AMENDMENTS TO THE BY-LAWS

All amendments to the By-Laws shall originate in the Senate and be ratified by a 3/4 majority of the Senate members.

PROCEDURES OF THE RIPON HIGH SCHOOL CONSTITUTION

ARTICLE I DANCE COURTS

Section A: Qualifications

Court king and queen nominees must be full time seniors at Ripon High School with a 2.0 GPA on the last grading report, have good attendance (no excessive truants or tardies) and be good citizens (no major discipline problems). Underclass students may also be a part of a court when appropriate (same qualifications).

ARTICLE II DEATH/DYING

Section A: Who

This section applies to any staff or student currently enrolled at Ripon High. A Senate Standing Committee for this Article is the ASB President, ASB Vice President and two other officers (either volunteers or selected).

Section B: Procedure Upon the death of a current staff or student the following will occur:

1. Committee will arrange for a family visit.
2. Buy appropriate flower arrangement and card for visitation.
3. Create a “good-bye” poster for the general student body to sign. Talk to family during committee visitation.
4. With Principal’s permission – lower flag to half-mast and/or put name on marquee.

ARTICLE III TOKENS OF APPRECIATION

Section A: Amount

1. This sections deals with the limited amount of how much each class can spend toward their Head Class Advisor gift given at the Student Banquet Award. The sum of \$50.00 or less will be allowed by the Activities Director and the ASB Bookkeeper to be spent on the freshmen class advisor, sophomore class advisor, junior class advisor, and senior class advisor.
2. Any other token of appreciation given to a member of the Ripon High School staff or community member must be brought to the formal ASB meeting and approved by the members of Student Council by a 2/3rds vote. Discussion of the amount spent will be determined by the Student Council group and approved by the Director of Activities.
3. Sports – Applicable if money for gift is taken out of sport budget. The amount of how much a specific sport (Frosh, JV, Varsity) can spend toward their coach, as a gift cannot be over the amount of \$50.00. The money spent will be taken out of the budget of that particular sport, but a Purchase Order must be written and approved by the Athletic Director or Activities Director and the Principal.

ARTICLE IV AMENDMENTS TO THE PROCEDURES

All amendments to the Procedures shall originate in the Senate and be ratified by a three/fourths (3/4) majority of the Senate members.

SAMPLE OUTLINE FOR A CONSTITUTION

Article 1. Organization

- a. Name of organization
- b. Purpose and means of accomplishment
- c. Time, place and frequency of meetings of officers
- d. Definition of quorum

Article 2. Membership

Article 3. Officers and Elections

- a. Titles and duties of officers
- b. Election of officers
- c. Term of office
- d. Requirements for eligibility
- e. Appointment of committee

Article 4. Representatives to Student Council other than Officers

- a. Method of selection
- b. Qualifications for eligibility
- c. Term of office

Article 5. Adult Advisers - Appointment by Superintendent, Principal, Faculty, or Student Council

Article 6. Financial Activities

- a. Budgets
- b. Revenues
- c. Disbursements
- d. Statements and reports

Article 7. Clubs within the Student Body Organization

- a. Purposes of clubs
- b. Method of organization and discontinuance
- c. Financial activities
- d. Constitution and/or by-laws

Article 8. Amendments to Constitution

- a. Method of origination
- b. Requirements for adoption

Ripon High School
ASB Constitution & Bylaws
2016-2017 School Year

Approval:

ASB President

Date

ASB Vice President

Date

ASB Treasurer

Date

ASB Secretary

Date

ASB Activities

Date

ASB Board Member

Date

Activities Director

Date

**ASB President Evaluation – Conducted by peers in the leadership course
(Quarterly)**

Directions: As the ASB President leads this class through the year, it is an important responsibility of the leadership class to give an evaluation of the ASB President. This evaluation will occur each month and will be worth 100 points in the grade book. Each student in the class will give an evaluation based on the information below and an average score will be taken as a grade on the ASB President. **Please score based on the job the ASB President is completing in class and not based on personal positive/negative feelings. *If the activities director feels evaluations are based on personal issues then these will cease.***

ASB President Job Description:

- Enroll in the Leadership/Student Council course.
- This officer should serve as an advocate for all students and ensure that all leadership projects are aligned with the team's overall goals.
- Having an awareness and understanding of all student activities.
- Facilitating Leadership Council and ASB officer meetings.
- Holding monthly ASB meetings during class.
- Ensuring that the ASB officer team effectively communicates and works well together.
- Plan an agenda with the Activities Director for each class period and various meetings. (Stay on topic).
- Represent the student council at all meetings of organization and councils where the representation is necessary.
- Serve as a communication link between the governing bodies with respect and maturity.
- Preside at all student body assemblies or authorize someone to do so in his/her place.
- Appoint replacements for any opened offices on student council.
- Call special elections when deemed necessary.
- Monitor student council officers to verify they are fulfilling job responsibilities and complete quarterly evaluations of peers. Give the Activities Director the fully honest truth when evaluating yourself and the people you work with, good or bad.
- Make sure students in leadership STAY ELIGIBLE throughout the school year.
- Make sure EVERYONE is participating, not just a select few.
- Meet daily with the Activities Director.

- Form all needed committees.
- Attend Site Council Meetings with the ASB Vice President. If unable to go, find another ASB Officer to replace the absence.
- Supervise all committee chairpersons to establish and enforce timelines and deadlines for events and project preparation.
- Apart of the interview panel that helps to decide the following years positions in leadership.
- Plans the ASB Banquet with ASB Executive Board.
- Grades various leadership assignments as instructed by the Activities Director.
- Must be thick skinned, firm, and not afraid to change relationships for the betterment of the class structure.
- Keep on task at all times.
- **STAY POSITIVE!** This is a very strong role and requires much attention and dedication.
- Ensuring you are carrying out duties and responsibilities that have been given by the AD.
- Participate in planning, preparing, and attending all ASB and class events as assigned.
- Lead/contribute to committees as assigned (may have to complete on own time, outside of class period.) Be willing to give time outside of class to get projects done.
- Work, assist, supervise and communicate together as a team and find compromise and positivity.
- Turn in all work at prescribe deadline.
- Respect each position in the class and their authoritative role in making sure the class runs smoothly.
- Work daily to develop your professional skills.
- Spread school spirit; above and beyond what is expected.
- Attending all classes when possible and maintaining grades in those classes.
- Follow the Core Principles established each year.

Topic	Points Possible	Points Received	Comments
Student has followed duties according to job description.	20 points	/20	
Student has shown positive leadership qualities.	20 points	/20	
Student has kept the class organized and on task.	20 points	/20	
Student shows respect toward peers and guides the class to success. Student does not sit and talk, play on electronic devices, or work on other homework from other courses.	20 points	/20	
Student is following core principles.	20 points	/20	
Grade: _____	Total Points = 100	/100	

Student Council Position – Quarterly Evaluation Form

ASB President

Job Description:

The ASB President must be a member of leadership for at least one year to be elected into the position.

- Enroll in the Leadership/Student Council course.
- This officer should serve as an advocate for all students and ensure that all leadership projects are aligned with the team's overall goals.
- Having an awareness and understanding of all student activities.
- Facilitating Leadership Council and ASB officer meetings.
- Holding monthly ASB meetings during class.
- Ensuring that the ASB officer team effectively communicates and works well together.
- Plan an agenda with the Activities Director for each class period and various meetings. (Stay on topic).
- Represent the student council at all meetings of organization and councils where the representation is necessary.
- Serve as a communication link between the governing bodies with respect and maturity.
- Preside at all student body assemblies or authorize someone to do so in his/her place.
- Appoint replacements for any opened offices on student council.
- Call special elections when deemed necessary.
- Monitor student council officers to verify they are fulfilling job responsibilities and complete quarterly evaluations of peers. Give the Activities Director the fully honest truth when evaluating yourself and the people you work with, good or bad.
- Make sure students in leadership STAY ELIGIBLE throughout the school year.
- **Make sure EVERYONE is participating, not just a select few.**
- Meet daily with the Activities Director.
- Form all needed committees.
- Attend Site Council Meetings with the ASB Vice President. If unable to go, find another ASB Officer to replace the absence.
- Supervise all committee chairpersons to establish and enforce timelines and deadlines for events and project preparation.
- Apart of the interview panel that helps to decide the following years positions in leadership.
- Plans the ASB Banquet with ASB Executive Board.
- Grades various leadership assignments as instructed by the Activities Director.

- **Must be thick skinned, firm, and not afraid to change relationships for the betterment of the class structure.**
- Keep on task at all times.
- **STAY POSITIVE!** This is a very strong role and requires much attention and dedication.
- Ensuring you are carrying out duties and responsibilities that have been given by the AD.
- Participate in planning, preparing, and attending all ASB and class events as assigned.
- Lead/contribute to committees as assigned (may have to complete on own time, outside of class period.) Be willing to give time outside of class to get projects done.
- Work, assist, supervise and communicate together as a team and find compromise and positivity.
- Turn in all work at prescribe deadline.
- Respect each position in the class and their authoritative role in making sure the class runs smoothly.
- Work daily to develop your professional skills.
- Spread school spirit; above and beyond what is expected.
- Attending all classes when possible and maintaining grades in those classes.
- Follow the Core Principles established each year.

Topic	Points Possible	Points Received	Comments
Student has followed duties according to job description based on highlighted areas and written description by AD.	30 total points	25/30	
<i>Student has showed positive leadership qualities. Student maintains a positive attitude in behavior and comments shared in class and with instructor regarding events, activities and work within the class assigned.</i>	30 total points	30/30	
Student has meet deadlines as prescribed by the Activities Director.	30 total points	30/30	
<i>Student has shown respect to peers, teachers, classified, administration, and Activities Director.</i>	30 total points	30/30	
Student has followed class rules: sitting down when the bell rings, being quiet waiting for instruction from ASB President and AD, and getting started on daily assignments.	30 total points	25/30	I could use more of your help getting the class quiet and in their seats at the bell.
<i>Student has been quiet when another person is speaking in front of the class.</i>	30 total points	30/30	
Student has been productive in daily class activities, position work, committee work, and if not busy, looks to help another peer in class – goal: NOT to waste significant time allotted to get work completed. Student is not doing other school work for other classes during leadership time.	30 total points	30/30	
<i>Student has used electronic devices in a professional manner. Cell phones are ok in the class under the discretion of the</i>	30 total points	30/30	

<i>AD. Student uses phone for leadership related items. NOT to check social media and/or post unless directed by assignment and/or AD</i>			
Student has followed the core principles outlined by the class at the beginning of the school year.	30 total points	25/30	#1 – Be comfortable with being uncomfortable
<i>Student has maintained academic excellence in courses at RHS. Student must maintain a C average grade in all classes or grade on evaluation will drop. If you cannot maintain grades in all classes, with the demands of the leadership program, then this is cause for concern.</i>	30 total points	30/30	Grades are looking good! Checked 11.30.16
Grade: 95% A	300 total points	285/300	

ASB President Quarterly Evaluation of Peers

The following evaluation is done by the ASB President every month to give a different perspective on your effort and attitude in the Leadership class. The grades given are determined by the ASB President's judgment. Points are taken away due to lack of discipline, disrespect, and inefficiency to do one's job. Every circumstance is taken individually, and the number of points that will be subtracted off the original 100 points will be determined by the severity of one's actions.

Points may also be allotted to those that go above and beyond to do more than that of their job description. These Bonus Points are also determined by the ASB President's judgment.

This evaluation will include personal notes and comments and specific dates or description of why points were subtracted or added. Your scores in the evaluations are confidential and are only being discussed by the ASB President and the Activities Director. It is your choice to discuss your grade with your classmates. ***If there are any questions or concerns to why points were subtracted, direct your questions to the ASB President.***

Name of Student:			
Topic	Points Allotted	Points Attained	Comments
Student's attitude toward the ASB President:	/20	/20	
Student's attitude toward the Activities Director:	/20	/20	
Student's attitude towards classmates/peers:	/20	/20	
Student's fulfillment of job based on job description:	/20	/20	

Student's ability to receive and carry through with direction within class. Student does not sit and talk, play on electronic devices, or work on other homework from other courses.	/20	/20	
Total:	/100	/100	Grade on Evaluation_____

Leadership Evaluation Meeting

Students will wait outside of Mrs. Mortensen's office at their scheduled appointment time. The time frame of the meeting will be between 5-10 minutes in length. Please be on time; if failure to attend meeting occurs, student will receive evaluation without discussion or potential changes made to the evaluation.

Student Name	Date	Time
Kayla Jo	Monday 10.17.16	11:35am
Mitchell	Monday 10.17.16	11:40am
Trent	Monday 10.17.16	11:45am
Griffin	Monday 10.17.16	11:55am
Ty	Monday 10.17.16	11:50am
Claire	Monday 10.17.16	12:00pm
Gianna	Tuesday 10.18.16	11:35am
Andria	Tuesday 10.18.16	11:40am
Jack	Tuesday 10.18.16	11:45am
Diego	Tuesday 10.18.16	11:55am
Chloe	Tuesday 10.18.16	11:50am
Savannah	Tuesday 10.18.16	12:00pm
Desiree	Wednesday 10.19.16	11:35am
April	Wednesday 10.19.16	11:40am
Riley	Wednesday 10.19.16	11:45am
Mackenzie	Wednesday 10.19.16	11:50am
Mia	Wednesday 10.19.16	12:00pm
Hailey	Thursday 10.20.16	11:35am
Dallas	Thursday 10.20.16	11:40am
B'Elanna	Thursday 10.20.16	11:45am
Alana	Thursday 10.20.16	11:55am
Roland	Thursday 10.20.16	11:50am
Molly	Thursday 10.20.16	12:00pm
Kassidy	Friday 10.21.16	11:35am
Evan	Friday 10.21.16	11:40am
Nico	Friday 10.21.16	11:45am

Caryssa	Friday 10.21.16	11:55am
Troy	Friday 10.21.16	11:50am
Natalie	Friday 10.21.16	12:00pm
Kierra	Monday 10.24.16	11:35am
Donny	Monday 10.24.16	11:40am
Taylor	Monday 10.24.16	11:45am
Elizabeth	Monday 10.24.16	11:55am
Samantha	Monday 10.24.16	11:50am
Sarah	Monday 10.24.16	12:00pm
Seneca	Tuesday 10.25.16	11:35am
Vanessa	Tuesday 10.25.16	11:40am
Kayla H.	Tuesday 10.25.16	11:45am
Austin	Tuesday 10.25.16	11:55am
Jazzie	Tuesday 10.25.16	11:50am
Makeila	Tuesday 10.25.16	12:00pm
Branden	Wednesday 10.26.16	11:35am
Eric	Wednesday 10.26.16	11:40am

The Legacy Portfolio

Leadership offers many essential lessons that you will take with you beyond the walls of RHS. In order to reflect upon the many lessons that you will become skilled at, you will be required to produce a leadership portfolio. This assignment is a key component to the A-G College Prep approval process.

This portfolio will be a part of your grade throughout the year. You will have directions regarding each page along with due dates given to you at the start of the year. You must keep this important document clean, organized, and fully complete with each due date.

As one of your final projects in leadership, you will be passing on the knowledge and ideas that you have built over this past year to next year's class. This portfolio is based off of the knowledge gained and events completed this current year. Not data, photos, information will be accepted from years past.

You will need the following supplies to be successful in completing this year long task.

1. 1-inch binder (prefer to have slip cover as a part of the front of the binder for your cover page)
2. Protective slip covers – pages will be back to back; no blank pages allowed
3. Color Printer Ink or Print pictures through various outlets like CVS, Walgreens, etc.
4. Computer with a typing program
5. White computer paper
6. This document will be typed! Times New Roman, 12 pt font, 0.5 inch margins. Hand written work will not be accepted.

Follow this step by step directive that will explain what is required for each page of the binder along with the due date. NO LATE work will be accepted and if this assignment is incomplete at the end of each semester, your grade will be significantly affected.

This will be a tool that will be passed onto future generations, all components must be completed. Renaissance homework passes will not work on the portfolio, but will accept late passes if deemed necessary.

Assignment	Due date
<i>Helpful Hint: page number on every page except cover page and Table of Contents page. Also – make sure there is a title on every page.</i>	
Title Page (different theme each year!)	Thursday, August 25th, 2016

<ul style="list-style-type: none"> - You need a theme for the Portfolio - Your Name - Your position - The current School year - You will need two copies of this: one to be placed in the binder's slip cover and one when you open the binder. Place the cover page in a clear plastic slip cover. - The cover of your album does not count as page one. 	
<p>Table of Contents</p> <ul style="list-style-type: none"> - Each and every page starting after the table of contents must have a title of the page assigned and a page number. - Place this document in the slip cover behind your themed cover page. 	<p>Thursday, August 25th, 2016</p>
<p>The Initial Letter – Page 1</p> <ul style="list-style-type: none"> - Write a one page typed letter (double spaced, times new roman, 12-point font) that discusses your initial thoughts entering into the school year and your expectations of the year ahead. Perhaps some insight will come from Core Camp or past experiences in the program. What do you ultimately want to get out of the program? - Please keep this document to one page in length. 	<p>Thursday, August 25th, 2016</p>
<p>Part I: Favorite Quotes – Page 2</p> <ul style="list-style-type: none"> - What are some of quotes that you find relation? What spoken words make an impact in your life and why? You must vary the people and the minimum requirement is 3 quotes. Veterans: try to come up with new ones. Don't repeat! 	<p>Friday, September 9th, 2016</p>
<p>Part II: Quote – Page 3</p> <ul style="list-style-type: none"> - Find a quote that represents you as a leader and the effort that you placed in the leadership program this year. Describe what this quote means to you as a leader and how it can impact the future students in this course. Why is the quote important? Why is reflection important? How can a simple statement make the biggest impact for the future? Think about it... - This cannot truly be completed well if done at the start of the year. Explore words and symbolism within your year of leadership. 	<p>Thursday, April 13th, 2017</p>
<p>Part I: Goals – Page 4</p> <ul style="list-style-type: none"> - You should have an idea of what these are since we worked on goals, themes, intentions and agreements at Core Camp. You must have two goals for yourself connected to Leadership, 2 short term goals for your life, and 2 long term goals (for your future). 6 total! - Make them meaningful. What do you hope to accomplish? Veterans: try to come up with new ones this year. Don't repeat! 	<p>Friday, September 9th, 2016</p>
<p>Part II: Goals – Page 5</p> <ul style="list-style-type: none"> - Look back on the goals that you listed in the at the start of the year. Write a reflection on each one (6 total) to see if you have made strides to accomplishing those goals. Explain in great detail. This should be at least one page in length. - If you continue onto another page, please adjust the margins and spacing to fit accordingly. There will be a pattern to this entire portfolio. 	<p>Thursday, April 13th, 2017</p>
<p>Part I: People Magazine Cover – Page 6</p> <ul style="list-style-type: none"> - You will need to do this one on the computer in order to make it look like a real People Magazine Cover. If you have never seen a People Magazine, go to the Library and look at one. The headlines should be about you and something that you want to accomplish in your lifetime. For example: you might be a person that gives back to your community, works on a charity, and becomes famous. It should relate to what you want to do with your life. There are websites online that allow you to drop your picture into a People magazine cover and they do the rest. http://www.fakemagazinecover.com/?page=8 You 	<p>Tuesday, September 27th, 2016</p>

<p>may have to find various other similar sites: pending if they work or if they want to charge you. Do NOT pay!</p>	
<p>Part II: People Magazine Article – Page 7</p> <ul style="list-style-type: none"> - This is an article all about you. It should be typed on a computer and a full page about you and what you plan to accomplish. This will be single spaced, Times New Roman, 12 pt font, 1-inch margins. This article should not be in 1st person, rather 3rd person. 	<p>Tuesday, September 27th, 2016</p>
<p>Role Model – Page 8</p> <ul style="list-style-type: none"> - Who is someone that you admire and has made an impact on your life. This can be both positive or negative so long as it has changed you for the better. Reflect on the souls around you and see the gift they have given to you. - You will need to do a little research for your write up. You will need to have a picture and a paragraph. Veterans: try to come up with new ones. Don't repeat! 	<p>Tuesday, November 1st, 2016</p>
<p>Inner Animal... - Page 9</p> <ul style="list-style-type: none"> - What animal describes your personality best? Please provide a picture and a 10-20 sentence paragraph discussing why this animal represents you. Veterans: try to come up with new ones. Don't repeat! 	<p>Tuesday, November 1st, 2016</p>
<p>Part I: The Best Things About Me – Page 10</p> <ul style="list-style-type: none"> - This is a page of a collage of pictures of you, family and friends. 	<p>Tuesday, November 29th, 2016</p>
<p>Part II: The Best Things About Me – Page 11</p> <ul style="list-style-type: none"> - You must pick a song that represents you. This page will have the lyrics included along with a 5-7 sentence paragraph explaining why this song is all about you. - Music is a powerful outlet for expression and processing this thing we call life. All music is accepted within this area due to the impact it makes on you. 	<p>Tuesday, November 29th, 2016</p>
<p>Part I: Homecoming Activities – Page 12</p> <ul style="list-style-type: none"> - This page illustrates you working on committees, the float, working on the spirit decorating day, helping and performing in the skit, powder puff, etc. - This is a page solely of a pictorial spread. 	<p>Thursday, October 13th 2016</p>
<p>Part II: Homecoming Activities Continued – Page 13</p> <ul style="list-style-type: none"> - This page is the same as the previous page. You will have a two page spread of homecoming events. Take lots of pictures! 	<p>Thursday, October 13th 2016</p>
<p>Part I: What I Like Best About Being a Member of Leadership – Page 14</p> <ul style="list-style-type: none"> - This is a typed page. You need to write about three of your favorite leadership memories on this page in paragraph style. This information is related to the current school year. No pictures or caption but actual writing. Veterans: try to come up with new ones. Don't repeat! 	<p>Tuesday, January 24th, 2017</p>
<p>Part II: A Reflection of a Peer in Leadership – Page 15</p> <ul style="list-style-type: none"> - I want a story of something that they did that was good, when they thought of someone else– when they weren't being selfish but helping someone else – being kind, being giving and loving. Please include a picture of this person. This is a typed page; a paragraph of 10 or more sentences. Veterans: try to come up with new ones. Don't repeat! 	<p>Tuesday, January 24th, 2017</p>
<p>Part I: RHS Pride – Page 16</p> <ul style="list-style-type: none"> - Don't use the same pictures that you have already used. This can be Winter Formal, Homecoming, band stuff, dance, drama, sports, clubs, that that you do at RHS. When the word Pride is stated, it means your direct involvement in the school/activity. Multiple photos required, fill up the page. 	<p>Tuesday, February 21st, 2017</p>
<p>Part II: RHS Pride – Page 17</p> <ul style="list-style-type: none"> - This is your second RHS PRIDE page. Lots of Photos required. 	<p>Tuesday, February 21st, 2017</p>
<p>Part I: What I love to do... - Page 18</p> <ul style="list-style-type: none"> - Please put a collage of pictures of a hobby or things that you enjoy to do. Include pictures of this activity and a typed paragraph (10 sentences) describing your hobby. 	<p>Friday, December 9th, 2016</p>

<p>Part II: Letter to Parents – Page 19</p> <ul style="list-style-type: none"> - This is a letter from you to your parents thanking them for their support, love, dedication, sacrifices, etc. A letter of how much you appreciate them for all they have done for you throughout this year and your life so far. 	<p>Friday, April 28th, 2017</p>
<p style="text-align: center;">Your True Legacy General Advice – Page 20</p> <p>The Letter (this letter should have its own page)</p> <ol style="list-style-type: none"> Write a one-page letter to the officer or commissioner that will be replacing you for next year. <ul style="list-style-type: none"> - Any information you wish you had known at the beginning of the year. - Recommendations for improvements next year. - Things to be aware of (ex: any campus modifications must be approved). - Be Specific: giving advice in a general manner will not be as meaningful. 	<p>Tuesday, May 23rd, 2017</p>
<p>Do’s and Don’ts List – Page 21 (this document should be a separate page from the letter)</p> <ol style="list-style-type: none"> Think of all the things you learned in your position this year. Create a general list; giving advice that you think would help your successor! Example: <ul style="list-style-type: none"> - DO: Plan publicity for at least ONE week prior to event. - DO: Turn in your project proposal on time – or your event being canceled! - DO: Have “check-ins” once a week, where everyone tells the team what he or she is working on. This meeting will help you keep your group on the same page and be sure that there are no duplication of efforts. - DON’T: Assumer it will be easy for you to find supervision for events. Plan at least 2 weeks ahead. - DON’T: Let only Leadership students sign up for your events – involved lots of outside students 	<p>Tuesday, May 23rd, 2017</p>
<p>The Contact List – Page 22</p> <ul style="list-style-type: none"> - Every student must have at least three contacts on this list with phone number, address, email address and title of individual(s)/company. Using Mrs. Mortensen as a contact is ok, but will not count as one of your three contacts required. - Write down all the contact information for everyone that you interacted with this year. For example: Prom contacts, DJs, Grand Events, email addresses, phone numbers, photographers, etc. - You may want to keep track of your contacts throughout the entire year. 	<p>Tuesday, May 16th, 2017</p>
<p>Budget – Page 23</p> <ul style="list-style-type: none"> - Everyone completes this aspect, even if you are not a treasurer; 1 page in length or multiple pending your position in the class. - The treasurer of each class is responsible for getting the budgets, making a copy, and giving it to the members in their group. ASB Officers and Commissioners will use the ASB budget. Class officers will use the class budgets. Renaissance and Link Crew have a separate budget that is required. - You are required to highlight any areas in the budget that pertained to your job/events specifically that you were directly involved. 	<p>Tuesday, May 23rd, 2017</p>
<p>The Professional – Page 24</p> <ul style="list-style-type: none"> - As a class we have worked on many forms of professional learning with the goal of developing the professional leader. Please choose two aspects that were discussed this year and explain the topic and what each topic encompassed. Your goal in this section is to provide knowledge of a 	<p>Friday, April 28th, 2017</p>

professional leader and share with next year's position holder what you learned in this specific area.	
<p>Change – Page 25</p> <ul style="list-style-type: none"> - Write a one-page reflection on the year for you as a leader. Within this document, describe a time of frustration, lack of efficiency, or a problem that occur (as an individual or class). Next, provide a change for the future class. A positive change that could improve the inner workings of the student council program. 	Friday, April 28th, 2017
<p>The Ideal Leader – Page 26</p> <ul style="list-style-type: none"> - Describe what an ideal leader is in your words. What should a student in this program be expected to do regarding daily class activity, planning and event, and completing homework. What is acceptable and what is not acceptable behavior for a course such as this one at RHS. 	Tuesday, March 21st, 2017
<p>You – Page 27</p> <ul style="list-style-type: none"> - The final page is simply a picture of you and one single word that represents your entire being, your true character. - You can use your studio shot that Morty takes of you if you wish, but not required. This will also depend on when your pictures have been taken and edited. 	Tuesday, March 21st, 2017
<p>The Portfolio Assignment Directions – Page 28,29,30,31,32</p> <ul style="list-style-type: none"> - The copy of this assignment is to be in your binder at the end for the entire school year. The instructor will grade whether this assignment is properly place in the binder each time it is due. 	Each time the portfolio is due
<p>Grading Rubric – Page 33</p> <ul style="list-style-type: none"> - You are required to keep the grading rubric within the binder throughout the year. The instructor will pull the rubric each grading due date. After grading as occurred, the instructor will place rubric back into binder so that you are aware of your grade each time the portfolio is due. 	Each time the portfolio is due
<p>Your Projects (Multiple Pages; pages will vary) – Page Numbers will vary per student.</p> <ul style="list-style-type: none"> - You are required to use information that has already been developed. You can use old Leadership Procedure Forms and make a copy of the work. You can describe what a potty press should look like and create one on the computer. You can include old homework assignments that have been graded by Mrs. Mortensen. EVERYTHING in this section should not look as though you threw it together last minute. Quality is key in this section and can harm your grade overall within this assignment. Start early on this section; do not procrastinate! - Include a copy of all the various projects (required; listed below) you accomplished while in your position. More projects can be added by you and what you accomplished this year as well. <ol style="list-style-type: none"> 1. Leadership procedure form – speak with Morty about gaining a copy 2. Evaluation from one of the quarters by both the AD and ASB President 3. PO 4. Potty Press 5. ASB Formal Mtg Notes 6. Announcement 7. Minutes 8. One social media post (copy) 9. Two assignments from Google Classroom Completed 10. Class Syllabus – you will receive back from instructor once signed and graded. This is your honor code, your contract within the program. Your word is your honor! 	Tuesday, May 23rd, 2017

Final Portfolio DUE DATE: May 23rd, 2017

**I expect it to be thorough and well done.
NO LATE WORK IS ACCEPTED!
Pay attention to due dates!**

**If you would like the portfolio grading rubric, please email Jill Mortensen at jmortensen@sjcoe.net or jmortensen@riponusd.net