

**Norco High School**  
**ASB Sophomore Class President/Vice President Application**

I, \_\_\_\_\_, wish to apply for the office of ASB Sophomore Class Vice President / President (Circle one)

I understand that if elected to this position, I will be expected to meet the requirements of office as outlined in the ASB Constitution.

**GPA:** \_\_\_\_\_

**Clubs Involved In:**

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**Previous Leadership Positions:**

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**Other Leadership Activities:**

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**Requirements of ASB Sophomore Class Vice President/President**

1. Minimum GPA of 2.0 on the last two report cards.
2. Must be a sophomore.

**Duties of Sophomore Class President**

1. Represent the Sophomore Class in all ASB meetings.
2. Sign all Sophomore Class activities and money requisitions.
3. Preside over Sophomore Class activities and meeting and appoint committees to carry out Sophomore Business.
4. Organize and supervise Sophomore Class Homecoming float building.
5. Collaborate with the Activities Director in selecting the Prom Site for next school year.
6. Take pictures at all ASB events and put together an ASB slideshow cataloging the year
7. Responsible for coordinating/planning all sophomore events with the sophomore advisors

**Duties of Vice President**

1. Carry on the Sophomore Class President's duties in his/her absence
2. Aid the President at his/her request in any class activity or duties.
3. Keep Class Secretary/Treasurer informed of all class duties/activities.
4. Work on committees as appointed by Executive Council.
5. Collaborate with the other Vice Presidents to plan and organize all school-wide elections.
6. Assist in the locating prom sites for the following school year.

I understand the duties of the ASB office I am applying for as outlined in the ASB Constitution. I have read and understand the ASB Poster rules, and will abide by the rules during campaigning; otherwise, I will be subject to a disqualification.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## ASB Contract

1. Shall be an ACTIVE AND PRODUCTIVE member of the ASB class.
2. Shall participate in all dress up days and lunch activities, as well as decorating and cleaning up at dances.
3. Shall submit written reports by specified due dates.
4. Shall serve on any appointed committee by Executive Council or the Activities Director.
5. Shall maintain a COOPERATIVE AND RESPECTFUL attitude, as well as follow through on assigned responsibilities in a timely manner.
6. Shall collaborate in advertising all ASB functions and events.
7. Shall assist and perform duties assigned by the Activities Director.
8. Shall assume the initiative to assist other ASB members with work or discover things to do for leadership when not busy with ASB work.
9. Must attend ASB summer camp and assigned registration dates.
10. Leadership class hour is for student government work. It is NOT a study hall.
11. Will work assigned student store hours in addition to ASB class hours.
12. Shall meet the following requirements to continue in ASB:
  - a. Not be suspended from school.
  - b. Adequately perform individual job and/or classroom duties.
  - c. Enrolled in ASB class.
  - d. Maintain a minimum LEADERSHIP CLASS GRADE of "C" (70%).
  - e. Maintain a minimum 2.0 GPA of all classes (3.0 for Executive Council members) and have no "U"s in any grading period, or will be removed from the class.
  - f. Must be enrolled in a minimum of five class periods on campus.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

The above signature acknowledges an understanding of the requirements necessary for my position in ASB. Failure or neglect in meeting any one or more of the above items may and can result in forfeiture of my ASB position and removal from the ASB class. Final determination will be made by the Activities Director.



Please attach one letter of recommendation from a teacher or a nonrelated adult who has witnessed your leadership skills within the last two years.