



# ASB General Election Packet 2022

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For questions and more information about this document, please contact the following:

Please see ASB Vice-President Trinity Edwards or Ms. Lezni with any questions  
[trinityjedwards@outlook.com](mailto:trinityjedwards@outlook.com) / [llezni@seattleschools.org](mailto:llezni@seattleschools.org)

# ASSOCIATED STUDENT BODY GENERAL ELECTIONS 2022



INTERESTED IN REPRESENTING THE BALLARD STUDENT BODY?

**ASB Officer Positions:**

ASB President  
ASB Vice President  
ASB Secretary  
ASB Treasurer  
Digital Marketing Manager  
Clubs Coordinator  
Student Senate Representative  
Racial Justice Advocate  
Athletics Liaison  
Advising Arts Director  
Community Outreach Advocate  
Video Producer

**Senior Class Positions:**

Senior Class President  
Senior Class Vice President  
Senior Class Secretary/Treasurer

**Junior Class Positions:**

Junior Class Ambassador  
Junior Class Ambassador  
Junior Class Ambassador

**Sophomore Class Positions:**

Sophomore Class Ambassador  
Sophomore Class Ambassador  
Sophomore Class Ambassador

**APPLICATIONS DUE BY MONDAY, MAY 9<sup>TH</sup> BY 4:00PM  
TO VICE PRESIDENTS EMAIL ([trinityjedwards@outlook.com](mailto:trinityjedwards@outlook.com)) OR ASB ADVISORS  
MAILBOX.**

Please see ASB Vice-President Trinity Edwards or Ms. Lehni with any questions  
[trinityjedwards@outlook.com](mailto:trinityjedwards@outlook.com) / [llehni@seattleschools.org](mailto:llehni@seattleschools.org)

# ASB & Class Officer Position Descriptions & Expectations

- Be involved and spirited in school events/community.
- Respond and bring awareness to the student body's wants and needs, especially underrepresented groups.
- Communicate decisions made by ASB and receive/respond to feedback from the Student Body.
- Support all students, staff, sporting events, teams, programs, and clubs.
- Have a positive attitude and influence on your peers, promote safety and comfort in the community.
- Be willing to put in many hours outside of the school day.

## ASB Officers (10 positions)

2<sup>nd</sup> Period Leadership Class Required

<b>Elected Positions</b>	
<b>ASB President</b>	Presides over all ASB council leadership meetings. Oversees work of all other officers. Assists ASB advisor in running the Leadership class. Serves as liaison to the BLT, IC, Administration, and PTSA. Must possess good communication, organization, public speaking, and delegating skills. Must be a senior and have at least 1-year of ASB experience.
<b>ASB VP</b>	Assists the president and serves in their place in his/her absence. Runs the student senate, facilitates the Rotary Student of the Month selection, and oversees ASB elections. Must be extremely organized, committed, and able to delegate when times are stressful. Participates as a member of ASB Council. Must have at least 1-year of ASB experience.
<b>ASB Treasurer</b>	Helps to formulate and keep track of the ASB budget. Signs checks and purchase orders for all ASB related expenses. Must have excellent attendance and availability to assist the financial clerk. Also participates as a member of ASB council.
<b>ASB Secretary</b>	Takes meeting notes at all formal meetings when official decisions are made. Meeting minutes are legal ASB record and candidates must have great attendance and organization. Also participates as a member of ASB council.
<b>Appointed Positions (interviews with Activities Election Council will occur during May 16-18<sup>th</sup> after school)</b>	
<b>Digital Marketing Manager</b>	Deliver ASB information to student body and Ballard community. Responsible for organizing ASB work on updating calendars, Remind, Instagram, Tik Tok, and any other ASB Social Media. Also aids class ambassadors with posting on the class accounts and participates in morning announcements.
<b>Student Senate Representative</b>	Point person and organizer of the BHS Student Senate, assist the VP with Rotary Student of the Month and ASB Elections. Attend any meetings on district-wide school issues.
<b>Clubs Coordinator</b>	Point person for all BHS ASB Student-led Clubs and Pathway Programs. Must be in communication with club leaders and in charge of keeping the school's club list updated. Responsible for aiding club announcements and promoting clubs in school.
<b>Athletics Liaison</b>	Point person for all BHS Sports. Works to increase attendance at sporting events and must be in communication with team captains and Athletic Director. Responsible for making sports announcements, sports posts, and coordinates athletic ASB activities. Represents ASB at Athletic Booster Club Meetings.
<b>Racial Justice Advocate</b>	Acts as a partner with various Student Unions and underrepresented communities within Ballard. Seeks to address issues and concerns within those communities and brings them to the attention of ASB for all to act. Works with Community Outreach advocate on awareness weeks/months.
<b>Advising Arts Director</b>	Heads poster making and physical advertisements for ASB events. Makes Spirit Week posters and collaborates with committees throughout the year to publicize information and events.
<b>Community Outreach Advocate</b>	Involved in Ballard Community through philanthropic and other events. Point person for the Teen Health Center. Works to raise awareness about important topics during all awareness weeks. Works with Digital Marketing Manager to reach out with information to student body. Must be passionate about student's physical/mental health, as well as equity and equal representation for all communities within Ballard.
<b>Video Producer</b>	Create motion picture productions to communicate ASB messages to students. ASB is the client for these productions. The ASB TV Producer will complete productions on behalf of the ASB. Hands-on production assistance on these projects must be provided by students in the Digital Filmmaking Program.

*\*Must meet the requirements of all ASB officers and be enrolled in the Digital Filmmaking Program at the Intermediate or Advanced level. They can be nominated by the Digital Filmmaking teacher and referred to ASB and the Activity Coordinator.*

## **Class Officers (3 positions per class)**

2<sup>nd</sup> period Leadership class required for Seniors, recommended for grade 9-11

<b>Elected Positions</b>	
<b>Senior Class President</b>	Preside over all senior class meetings. Oversee the work of all other Senior officers. Collaborate with Senior Class Vice President on Senior T-Shirts, Prom, Graduation, and other senior events.
<b>Senior Class Vice President</b>	Collaborates with Senior Class President on Senior T-Shirts, Prom, Graduation, and other senior events. Work and assist with all appropriate projects, planning, and duties.
<b>Senior Class Secretary/Treasurer</b>	Monitor class budget within the ASB budget. Report directly to ASB and fiscal secretary. Can sign checks reimbursement slips and purchase orders for class related expenses. Assist other class officers with all appropriate duties.
<b>Class Ambassadors</b>	Initiate and facilitate communication directly with their class. Serve as heads during Spirit Weeks and other ASB events with full class representation.

## **Rules and Regulations**

Grade-level & Credits	All candidates must have earned the appropriate number of credits toward graduation for their grade level.
Grade Point Average	All candidates must have and maintain a minimum 2.5 GPA in each official grade-reporting period during their year of service, and their cumulative grade point average (see Ms. Lehni for more information). Officers must carry at least 5 full subjects at Ballard High School – no running start students. Failure to meet grade requirements at any grade reporting time will result in temporary suspension from all officer-related activities. If grades are not satisfactory after the 5-week suspension period, officers will be removed from their position.
Activity Cards	All officers must hold an Activity Card while in office.
Sports Participation	Officers may participate in sports during their year of service.
Code of Conduct	As a representative of Ballard High School, officers must maintain only the highest expectations of behavior. Observance of all school and district rules will be mandatory. This will include a <u><i>no tolerance policy on the use, sale, and possession of tobacco products, alcohol, or illegal drugs.</i></u> Signature on the attached application shall serve as agreement to these terms.
Disciplinary Action	Elected officers involved in any disciplinary action with the administration, officer-related or not, may result in temporary suspension from one's position. Officers involved in any criminal behavior forfeit their position of leadership for the balance of the school year.
Leadership Class	All ASB officers and Senior Class officers must be enrolled in the 2 <sup>nd</sup> period leadership class. It is recommended but not required for Junior and Sophomore class ambassadors.

**Final decisions regarding rules and regulations are determined by Ms. Lehni and Dr. Williams.**

## **Campaign Process**

<b>April 25<sup>th</sup> through May 9<sup>th</sup></b>	Completed applications must be turned in by Monday, May 9 <sup>th</sup> by 4:00PM to the <b>Vice President (Trinity Edwards), ASB Advisor Classroom, or Mailbox in the main office.</b> Upon approval of application, 10 feet of butcher paper will be provided for campaign use (available in the AC). A maximum of ten, 8½" x 11" sized sheets of paper may be used as well. Bulletin notices or other public-address forums may not be used. Social media sites can be used but only in promoting candidates. Any sites disparaging another candidate must be removed immediately and any candidate found to be in connection with these sites will be disqualified immediately.
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<p><b>Week of May 9<sup>th</sup> -13<sup>th</sup></b></p>	<p><b>Campaign Week</b> – Campaigning is an important part of the election process. Make sure your peers know who you are, what position you are running for, and why. Make them want to vote for YOU! Be yourself. The Voters Guide will be distributed this week as well (May 11th). Encourage your classmates to read about you and other candidates so they can make an informed decision. Don’t forget to hang your campaign posters too! The Talisman staff may also interview candidates during this week.</p>
<p><b>May 18<sup>th</sup>:</b></p>	<p><b>Primary Elections</b> – If more than 2 candidates run for one position, a Primary Election will be held on Wednesday, May 18<sup>th</sup> through an online form, with decisions made <b>based on what students read in the Voters Guide</b>. Two final candidates for each position will give LIVE SPEECHES in front of their classmates the following week in the PAC during the school day. Students will cast their final vote as they leave the auditorium. All final results will be tallied by Friday May 27<sup>th</sup> and candidates will be notified that evening at the phone number on your application.</p>
<p><b>May 23<sup>rd</sup> – 27<sup>th</sup></b> May 24<sup>th</sup> and May 26<sup>th</sup> 2<sup>nd</sup> /6<sup>th</sup> Period `</p>	<p><b>General Elections</b> - Live Speech Format: After primary elections, the final candidates will participate in either virtual or LIVE SPEECHES in front of their class during 2<sup>nd</sup> Period. All class officer candidates must be prepared with a speech, about 1 minute in length, to give to their classmates to introduce themselves and share why they want to be class officers. ASB officer candidates will answer “live” questions. Students will vote at the end of the speeches at their given meeting space when leaving.</p>
<p><b>May 16-18<sup>th</sup>:</b></p>	<p><b>Appointed Position Interviews</b> - Required interviews will take place on May 16-18th before/during/after school. Prior to the date you will receive a time to show up to the AC. These interviews will occur with the election committee. The interview will be a crucial factor in a candidate’s appointment – efforts should be made to be professional and prepared for this interview.</p>

# Voters' Guide Questions

**Class Officer and ASB Officer Candidates** – please answer the following questions and email them to Trinity Edwards, [trinityjedwards@outlook.com](mailto:trinityjedwards@outlook.com). Answers handed in on a sheet of paper with the application will not be accepted. Your **answers will be published** in the Voter's Guide that will be distributed during Campaign Week to help students make their decisions for the Primary Election.

## Required Question:

A common theme in student government, not just for Ballard but for all schools, is inclusion, making students feel like they are an involved member of their school and community. As a member of student government, what will you do to make students feel involved and connected to their school?

## Choose 3 of the next 6

1. What are some of your values that will make you a successful school leader?
2. What are you involved in at Ballard High School?
3. If elected, how would you promote school spirit?
4. What is your favorite thing about Ballard High School?
5. If elected, how would you help make students feel welcome at school?
6. What is a specific cause or event that you feel passionate about at Ballard?

## Live Speeches/Questions (Elected/Ambassadors Only)

### **Tips for speeches and answering questions**

- Don't make promises that you have no control over like "longer breaks" and "less homework".
- People take their choices very seriously; therefore, if you come off as professional and prepared, people will respect that.
- Be clear and concise - You have a limited amount of time to get their attention, so take advantage of your time!

**Class Officer Candidates:** Prepare a speech, about one minute in length, to give to your class. Be sure to include what position you are running for and why you think you are the best choice for that position. Tell your class about new and exciting things you would like to accomplish at Ballard next year, and what changes you would like to see made. Attach a copy of your speech (typed or neatly handwritten) to your completed application. *\*Class Officer Candidates will speak in front of their class.*

**ASB Officer Candidates:** ASB candidates will not give a prepared speech; but will instead prepare responses to the following questions. Each response should be about thirty seconds in length, and you should be prepared to answer each question on Election Week. Each candidate will respond to Question 1 as well as 1 randomly chosen question from the remaining four.

### Required Question:

What will be your biggest contribution to ASB and all of the projects/responsibilities ASB is a part of?

### 1 "live question" (randomly chosen from these 4)

1. What values do you have, that will help ASB succeed next year?
2. What is your past leadership experience?
3. How will you work towards improving school spirit?
4. What is your definition of a good leader?

## ASB Appointed Position Interviews (Officers Only)

### **The process for selecting the Appointed Positions will consist of the following**

- Will still complete all packet components/requirements
- Required interviews will take place on May 16-18<sup>th</sup> after school. Prior to the date you will receive a time to show up to the AC.
- These interviews will occur with Ms. Lehni, the current position holder, and the ASB Vice President
- The interview will be a crucial factor in a candidate's appointment – try to be excited and prepared for this interview.

**Class Officer Candidates:** Prepare a speech, about one minute in length, to give to your class. Be sure to include what position you are running for and why you think you are the best choice for that position. Tell your class about new and

## **Checklist for required application items:**

- Completed Ballard High School Leadership Application – **due May 9<sup>th</sup>**.
- Rough draft of questions/speech
  - CLASS OFFICERS CANDIDATES: Write up of one minute speech. Rough draft is **due May 9<sup>th</sup>**.
  - ASB OFFICER CANDIDATES: Answers to live questions. Rough draft is **due May 9<sup>th</sup>**.
- Email the following to Trinity Edwards (ASB VP), trinityjedwards@outlook.com – **due May 9<sup>th</sup>**.
  - Write up of answers to the required question and then 3 of the following 6 Voters Guide Questions
  - Answers that are handed in with application on a sheet of paper will **NOT** be accepted, as they need to be copied and pasted into the voter's guide.
  - Please talk to Ms. Lehni or Trinity Edwards about complications prior to May 9<sup>th</sup>.
- Give teacher recommendation forms to two of your teachers and ask them to turn in directly to the Ms. Lehni or the ASB Advisor's mailbox by May 9<sup>th</sup>.
- Intent-to-Run form complete. (25 for class officer candidates, 50 for ASB officer candidates)

\*Reminder: you could be disqualified for "*any comments or materials that may be interpreted as negative, derogatory, or offensive to any persons or groups, as well as any references to any type of illegal substance use.*"

**\*\*Speeches and answers to all questions must be approved by Ms. Lehni and the Vice President (Trinity Edwards). Changes to the speech between due date and live speech must be approved! Any unannounced changes may result in disqualification from the election process.**

**Good luck!**

**BALLARD HIGH SCHOOL**  
**STUDENT GOVERNMENT LEADERSHIP APPLICATION**

**POSITION APPLYING FOR:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **2022-23 Grade Level:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Parent/Guardian Name(s):** \_\_\_\_\_

**Current Class Schedule:**

Period	Class	Teacher	Room #	Current Grade in Class
1				
2				
3				
4				
5				
6				

**By signing below, I acknowledge that I have read the rules and regulations for being a Student Government Officer at Ballard High School and agree to abide by them.**

\_\_\_\_\_  
**Signature of Applicant**                      **Date**                      **Signature of Parent/Guardian**                      **Date**

.....  
**(For office use only)**

- GPA:                                      1<sup>st</sup> Sem GPA \_\_\_\_\_                      Core Cumulative GPA \_\_\_\_\_
- Voters' Guide Question Answers
- Rough draft of Live Speech/Answers
- Teacher Recommendation Forms                      1<sup>st</sup> \_\_\_\_\_                      2<sup>nd</sup> \_\_\_\_\_
- Intent-to-Run form

***Deadline for return to ASB Advisor Mailbox is Monday, May 9th at 4:00PM***

## INTENT TO RUN

It is important to make sure that your peers know who you are and what position you are running for. To accept your application, please find the appropriate number of students and teachers for your position and ask them to write their name and sign this form to show that they are aware of your candidacy. Note: Students CAN sign more than one Intent-to-Run form as this is not agreeing to vote for you, they are just acknowledging that they know you are a candidate for your desired position.

- **Class Officer candidates – 25 students in your grade level, and 3 teacher signatures**
- **ASB Officer candidates – 50 students in the school, and 6 teacher signatures**

By signing below I acknowledge being aware of the candidacy of \_\_\_\_\_ (*name of candidate*) for the position on the Student Government Council of \_\_\_\_\_ (*name of position*). I am aware I am not formally agreeing to vote for this candidate by signing below.

NAME (please print clearly)	Signature
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<b>Teacher Name</b>	<b>Teacher Signature</b>
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6**	

\*\*Only required for ASB officer candidates

To: Teachers Candidate Name: \_\_\_\_\_  
 From: ASB and Ms. Lehni Teacher Name: \_\_\_\_\_  
 Position Applying For: \_\_\_\_\_

The candidate above is wishing to run for an ASB or a Class Officer position. Please evaluate them on the following areas by circling the appropriate word.

<b>Leadership Potential:</b>	Unsatisfactory	Satisfactory	Above Average	Excellent
<b>Responsibility:</b>	Unsatisfactory	Satisfactory	Above Average	Excellent
<b>Integrity:</b>	Unsatisfactory	Satisfactory	Above Average	Excellent
<b>Overall Impression of Character:</b>	Unsatisfactory	Satisfactory	Above Average	Excellent

**Please take a moment to explain or describe what this person can bring to ASB:**

**Teachers, please return this form directly to Ms. Lehni / ASB Advisor's mailbox by Monday, May 9<sup>th</sup>**  
**(please do not return to student)**

To: Teachers Candidate Name: \_\_\_\_\_  
 From: ASB and Ms. Lehni Teacher Name: \_\_\_\_\_  
 Position Applying For: \_\_\_\_\_

The candidate above is wishing to run for an ASB or a Class Officer position. Please evaluate them on the following areas by circling the appropriate word.

<b>Leadership Potential:</b>	Unsatisfactory	Satisfactory	Above Average	Excellent
<b>Responsibility:</b>	Unsatisfactory	Satisfactory	Above Average	Excellent
<b>Integrity:</b>	Unsatisfactory	Satisfactory	Above Average	Excellent
<b>Overall Impression of Character:</b>	Unsatisfactory	Satisfactory	Above Average	Excellent

**Please take a moment to explain or describe what this person can bring to ASB:**

**Teachers, please return this form directly to Ms. Lehni / ASB Advisor's mailbox by Monday, May 9<sup>th</sup>**  
**(please do not return to student)**