



BISHOP MANOGUE CATHOLIC HIGH SCHOOL

EDUCATING THROUGH FAITH, LEADERSHIP, KNOWLEDGE, AND COMPASSIONSM

Associated Student Body Commissioner, Class President & Class Representative Application & Election Requirements

Application Requirements

Due Friday 3/20/20 at 3:00 pm

1. **Application** - [Commissioner Application](#)
[Class President Application](#)
[Class Representative Application](#)
2. [GPA and Discipline Verification Form](#)

All forms are Google Drive links.

Approved candidates will be notified by email no later than Sunday 3/22/20. If approved as a candidate, please follow the election timeline & requirements below.

Election Timeline & Requirements

- **Approved Candidates** - notified by email by **Sunday 3/22** (Spring Break is 3/23 - 3/27)
- **Election Week** - Monday 3/30 - Friday 4/3
 - **Posters:** Can be hung up starting in the morning on Monday 3/30. Limit of 10 posters
 - Must be appropriate. *Any signs that are deemed inappropriate will be taken down and candidate may be dismissed from election.*
 - All posters must be taken down on Friday 4/3.
 - **Voting:** Will take place on Friday 4/3 during Miner TV

**** Any other election week ideas must be approved by Ms. Gamble****

- **Election Winners** - Notified and Announced on Monday 4/6
-

Selection Criteria: Student Vote - 50%, Application - 40%, Prior ASB/Leadership Experience & Involvement - 10%



BISHOP MANOGUE CATHOLIC HIGH SCHOOL

EDUCATING THROUGH FAITH, LEADERSHIP, KNOWLEDGE, AND COMPASSIONSM

Associated Student Body

Commissioner, Class President & Class Representative Job Descriptions

Commissioner of Events

- ***There will be 2 Commissioners of Events elected to Associated Student Body***
- Coordinate Welcome Back, Homecoming, Christmas Party, Winterfest & Prom at the direction of the President
- Recruit and manage all volunteers for each event week (including non-student body members)
- Define all responsibilities, all timelines for responsibilities, and any committees required for the events
- Work with the Treasurer to understand the budget for each event
- Work with the Director of Operations for all facility and custodial needs for each event
- Work with the Recording Officer for all publications regarding the event

Commissioner of Rallies

- ***There will be 2 Commissioners of Rallies elected to Associated Student Body***
- Plan, prepare and execute the Welcome Back, Homecoming, Winterfest and any additional rallies (state champions, academic champions)
- Provide a script for all rallies to the Vice Principal of Student Affairs one week prior to the event
- Recruit and coordinate all rally participants one month in advance of rally
- Work with Commissioner of Media to produce opening video, game videos, and highlight videos for all rallies
- Recruit and organize volunteers (including non-student body) for rally set-up, clean-up and management

Commissioner of Spirit

- ***There will be 2 Commissioners of Spirit elected to Associated Student Body***
- Coordinate efforts to bring spirit to all school events and activities
- Work with Commissioner of Rallies and Commissioner of Events to find ways to bring more school spirit into school life and culture
- Provide Manogue S.W.A.G (Spirit Wear and Gear) for students to purchase or to use as giveaways to increase school spirit

Commissioner of Media

- Coordinate & produce any and all videos needed for Miner TV, rallies, welcome back or other ASB events and activities
- Coordinate with Miner TV for announcements for ASB events and activities
- Work with the Vice-President and Secretary on all ASB related communications, including social media accounts and ASB webpage
- Help with any other media or communication needs for the Associated Student Body

Commissioner of Service

- Coordinate all service projects at BMCHS - including club initiatives in conjunction with the Commissioner of Clubs and Campus Ministry Service in conjunction with the Campus Ministry team
- Recruit and coordinate volunteers for service (collection, distribution, advertisement)
- Work with the Recording Officer to publish service opportunities and drives
- Manage the Service Request Form on the ASB Webpage

Commissioner of Clubs

- Collect all club applications in accordance with the requirements of the Vice Principal of Student Affairs
- Manage all club fundraising requests and events with the Treasurer and the Vice Principal of Student Affairs
- Organize a Club Fair at the beginning of each school year
- Manage the Club Page on the ASB Website
- Collect, approve and manage all Club advertisements and communications
- Organize the Club tables for the annual Open House
- Hold a quarterly Club forum to get feedback from Club Moderators and Officers
- Create and distribute an annual Club satisfaction & interest survey

Commissioner of Recognition

- Manage ASB Recognition Page on the ASB Website
- Create a bi-weekly "Student to Know" for the Weekly Wire (interview, photo)
- Manage the Students Helping Students Succeed and the Google Forms for Miner Alerts and Miner Congrats
- Work with Vice-President to support the Freshman Connect
- Work with Admissions Director and New Student Advocate to make Freshmen and new students part of the BMCHS family
- Recruit and organize student tutors and publish in Students Helping Students Succeed page
- Coordinate annual faculty and staff recognition

[Application for Commissioner](#)

Class President

- ***There will be 1 Class President for each grade elected to Associated Student Body***
- Class Presidents are responsible for holding quarterly class meetings to discuss student activities, student involvement, and to hear student needs and concerns
- They serve as the primary student representative for their class in all ASB events and activities
- Serve in various volunteer roles required by ASB & commissioners to help events and activities for the school
- Work with Commissioner of Media to maintain and monitor class Instagram accounts to announce dress, activities, games, events etc.
- Obtain a faculty advocate for their class

[Application for Class President](#)

Class Representative

- ***There will be 2 Class Representatives (per grade) elected to Associated Student Body***
- Class Representatives are responsible for supporting the Class President in all ASB events and activities related, as well as any individual class events, projects and activities.
- Serve as the student leader representative for their class in all ASB events and activities
- Responsible for documenting all class meeting minutes and presenting the findings to the entire Associated Student Body
- Serve in various volunteer roles required by ASB & commissioners to help events and activities for the school

[Application for Class Representative](#)

At Large Members

Five at large members will be appointed annually to support ASB and all of its functions. At large members will be appointed from applications received for ASB Officer, Commissioner and/or Class Representative positions.



BISHOP MANOGUE CATHOLIC HIGH SCHOOL

EDUCATING THROUGH FAITH, LEADERSHIP, KNOWLEDGE, AND COMPASSIONSM

BMCHS ASB Elections - GPA and Discipline Verification Form

Please print this form and return it to Ms. Shelly Gamble

Candidate Name: _____ Candidate Grade: _____

Applying for ASB Position: _____

1. Cumulative Grade Point Average: _____

2. Last Semester Grade Point Average: _____

3. Discipline History: ____ Yes ____ No

***If yes, please describe:**

GPA Verified: _____ Date: _____

Ms. Michels - BMCHS Registrar Signature

Discipline History Verified: _____ Date: _____

Mr. Lazarek - BMCHS Assistant Principal of Student Affairs Signature