## WOODROW WILSON HIGH SCHOOL
### 2017 SPRING ASB AND CLASS ELECTIONS

<table>
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<tr>
<th>Date</th>
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| Wednesday  November 30th | APPLICATIONS AVAILABLE  
2.0 GPA required and enrollment in 2nd period ASB class for all ASB & Class Presidents. |
| Wednesday  November 30th | CANDIDATE INTEREST MEETING  
at lunch in the Activities Office. |
| Wednesday  December 14th | APPLICATION, CANDIDATE STATEMENT AND LARGE 16X20 POSTER DUE  
by the end of lunch in the Activities Office. |
| Wednesday  December 14th | MANDATORY CANDIDATE MEETING  
at lunch in the Activities Office. All candidates must be there. |
| Monday – Tuesday January 9th – January 17th | CAMPAIGN WEEK  
See guidelines attached. |
| Friday January 13th | SPEECHES DUE  
by the end of lunch in the Activities Office. |
| Tuesday January 17th | MANDATORY LUNCH ELECTION RALLY  
on the rally stage. All Candidates are required to make a speech. |
| Wednesday & Thursday January 18th & 19th | VOTING  
Lunch or during escorted classes in the Media Center. |
| Tuesday January 24th | RESULTS POSTED AT 2:43PM  
New ASB members see your counselor to change your schedule and be enrolled in 2nd period ASB class. |

Application, Candidate Statement, and Large 16x20 Poster must be turned in to the Activities Office on or before the end of lunch on Wednesday, December 14th.

It is your responsibility to remember these dates. If you miss a mandatory meeting and/or the election rally, you may be disqualified from the election. Responsibility is a key quality in a student leader.

**LATE APPLICATIONS WILL NOT BE ACCEPTED**
Woodrow Wilson High School

ASB ELIGIBILITY REQUIREMENTS
Each ASB member must:

- Participate in school events with the ASB class.
- Briefly report on his/her current projects.
- Prepare a report of goals and projects pursued during the term of office.
- Carry out the specific duties of his/her office.
- Be enrolled in ASB 2nd period. Special circumstances must be discussed with the Activities Director before declaring candidacy. Any decisions made will be at the discretion of the Activities Director and/or current ASB.
- Possess a cumulative GPA of 2.0 prior to running for ASB, as well as at the time of application and election.
- Maintain a 2.0 GPA while a member of ASB.
- The candidate must have no entries for cheating, fighting, inappropriate behavior, etc. in the past year.

STUDENT BODY ELECTION CAMPAIGN RULES
Cost of campaign may not exceed $40. This includes donations. Be prepared to justify expenses.

1. LARGE POSTER
   A. Each candidate will be allowed one large poster (16” x 20”). Please be sure that your poster is not larger than required. NO GLITTER!
   B. Poster will be displayed in the foyer of the 100 building along with the other candidate’s. (Current ASB members will hang all posters.)
   C. Poster must be turned in to the Activities Office by the deadline, with your candidate application and statement.
   D. All large posters will be taken down by current ASB members after elections.
   E. All aspects of the poster must be completed by hand.

2. FLYERS
   A. All flyers are to be stamped with the official approval stamp from the Activities Office.
   B. Each flyer is not to exceed 8.5” x 11”.
   C. One approved flyer per candidate per classroom only.
   D. Candidates must receive teacher approval for placement in classrooms. CLASSROOMS ARE THE BEST POSTING LOCATION AND THE ONLY POSTING LOCATION. NO FLYERS MAY BE PLACED OUTSIDE OF THE CLASSROOMS.
   E. Each candidate must take down his/her flyers by Friday, January 20th no later than 3:00pm.
   F. No candidate or affiliate is to cover over, deface or remove another candidate’s flyers.

3. NAME TAGS
   A. Each candidate is allowed a maximum of 100 campaign tags.
   B. Name tags may be worn only and not posted.
   C. Name tags may not exceed 3” x 5”.

4. OTHER
   A. Candy, food items, or other odd campaign items may be distributed to students during campaign week only. Check with the Activities Office for clarification and approval.
   B. Sandwich signs may be carried or worn.
   C. Noisemakers, such as bells, horns, drums, bullhorns, or microphones that change the normal projection of a person’s voice may not be used.
   D. No chalk may be used to endorse any candidate on or around any surface on campus.
   E. Any candidate caught by a school official, mimicking, badgering, or disputing another candidate during their speech or caught tampering with another candidate’s campaign items (i.e. posters, application, etc.) will be subject to disciplinary action with a punishment of expulsion from the election by the Activities Director and/or the current ASB class.
   F. Applicants running for ASB President or ASB Vice-President must have had two previous semesters of student government experience in either an elected or appointed capacity in the Wilson ASB class. At least one of the two semesters must be the semester immediately preceding your application for this office.
   G. No electronic campaigning of any sort whatsoever is allowed (Twitter, Instagram, FaceBook, etc).
   H. Campaigning may only be done during campaign week.
   I. Any candidate violating any of the campaign rules may be disqualified.
5. **SPEECHES**
   A. All candidates must give a speech on the rally stage at the election rally on Tuesday, January 17th. Speeches are due by Friday, January 13th. Students who need help with their speeches should contact the Activities Director no later than 2:45pm on Thursday, January 12th.

6. **CANDIDATE STATEMENT**
   A. Must be on a **WHITE 5.5” X 8.5” PIECE OF PAPER (1/2 SHEET OF PAPER)**. See sample below. Except for those candidates who are running for ASB President, who may submit a full 8.5” x 11” page statement.
   B. Statements should be generated on the computer, using **BLACK INK, WITH A FONT SIZE NO LARGER THAN 12**.
   C. Candidate must affix a wallet sized photo (no larger than 2 ½” x 3 ½”) of him/herself in the upper left-hand corner of the statement. It is suggested that you format your text to allow room for a photo.
   D. Statements with photos will be displayed.
   E. All statements will be taken down by current ASB members after elections.

**Statement WILL NOT be posted if guidelines are not strictly followed.**

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**Sample of Statement:**

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Place wallet-sized photo here.
2 ½ X 3 ½ (maximum size)

Hi, my name is Woody Bruin and I am running for Senior Class Treasurer. I have been involved in my class councils for two years and have the passion and experience to serve our graduating class. As treasurer I will assist the president and organize fundraising efforts for our council. I am prepared to work hard so that we can have a great year. I am a hard worker, trusting, friendly, and enjoy working with others. I want to serve Wilson and my community. So don’t forget to vote for me.

Woody Bruin, for Senior Class Treasurer!
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ASB PRESIDENT

Eligibility:
1. Must have had two previous semesters of student government experience with one of the two semesters immediately preceding this current application, in either an elected or appointed capacity in ASB Class. Cannot hold office for more than two semesters.

Duties:
A. Show leadership qualities at all times (Pro Active, Bold, Fair-minded, Enthusiastic, Dedication).
B. Preside over all ASB meetings and prepare agenda.
C. Direct policies and activities of the Student Body. Plan the monthly calendar with the Activities Director.
D. Represent the Woodrow Wilson High School Student Body in all school affairs deemed necessary.
E. Shall assume the responsibility of leadership in establishing Student Government policies.
F. Shall see to it that all ASB members carry out the duties of their respective offices and duties.
G. Delegate and assign duties for student body activities.
H. Shall appoint all ASB committees formed during the semester and see that those duties are performed.
I. Substitute for student representatives to the Wilson Site Council. You will fill in & vote for any absent Class Council Presidents.
J. Be an ex-officio member of all Wilson ASB committees.
K. Regularly communicate with the student body and administrators through various communication outlets, the efforts and accomplishments of the ASB.
L. Receive all dignitaries and represent the school at all school and non-school activities.
M. Oversee the housekeeping to insure a clean environment in the ASB room and surrounding areas.
N. Prepare a written agenda for all ASB meetings and keep those agendas in the ASB President’s notebook. Be responsible that the previous minutes are ready. All ASB members should have an agenda before them at the beginning of each meeting, as well as, a copy of the minutes from the previous meeting.
O. Meet weekly with the Activities Director individually to discuss all ASB matters.
P. Perform duties as assigned by the Activities Director.

ASB VICE PRESIDENT

Eligibility:
1. Must have had two previous semesters of student government experience with one of the two semesters immediately preceding this current application, in either an elected or appointed capacity in ASB Class. Cannot hold office for more than two semesters.

Duties:
A. Help with publicity for Woody’s Instagram.
B. Help oversee the housekeeping in the ASB meeting room.
C. Advise Fall/Spring Freshman Class Council.
D. Set and monitor other committees as requested by the ASB President and/or Activities Director.
E. Monitor all hallway bulletin boards working with the responsible persons.
F. Be responsible for running Student Body and Class elections. Notification of elections to the student body must be at least four weeks prior to elections (with the exception of freshman offices which must be concluded by the third week of school). Must provide written information, as well as, meetings for candidates, verify receipt of necessary candidate paperwork by due dates, publish a list of eligible candidates, collect and hang candidate posters, host the election rally, and oversee the mechanics of the actual voting (Activities Director must approve all election activities and materials).
G. Preside over ASB meetings in the absence of the ASB President.
H. Act as Parliamentarian at all ASB meetings.
I. Perform other duties as assigned by the Activities Director.

ASB SECRETARY

Eligibility:
1. Must have had two previous semesters of student government experience with one of the two semesters immediately preceding this current application, in either an elected or appointed capacity in ASB Class.

Duties:
A. Record all minutes of the ASB Business Meetings.
B. Type and distribute minutes to the Banker, Activities Director, and all ASB members prior to the next business meeting.
C. Keep a bound notebook of minutes and turn them in to the Activities Director at the end of each quarter.
D. Be responsible for all outside correspondence. (i.e. thank you notes, responses to requests, etc.)
E. Preserve all records of the student body.
F. Assist the ASB President in preparing agendas.
G. Perform any additional duties as requested by the Activities Director.

ASB TREASURER

Eligibility:
1. Must have had two previous semesters of student government experience with one of the two semesters immediately preceding this current application, in either an elected or appointed capacity in ASB Class.

Duties:
A. Work closely with the Activities Director and Student Body Banker in handling all student body financial records.
B. Keep the student body financial records.
C. Keep the ASB informed on all financial matters of the Woodrow Wilson High School student body.
D. Assist in the preparation of the student body budget.
E. Present the purchase orders (POs) at all ASB meetings. Assist the Recording Secretary with tracking the PO numbers for business meeting minutes.
F. Assist the “Banker” with presenting copies of check disbursements at the ASB business meetings. Present for approval.
G. Perform other duties as assigned by the Activities Director.

GOVERNOR OF ACTIVITIES

Duties:
A. Be coordinator and plan Homecoming activities – Fall.
B. Plan and coordinate all student activities relating to special programs.
C. Be responsible for informing all persons involved in any programs.
D. Assist any organization that wishes to present a program for the student body.
E. Submit all plans to the ASB three (3) weeks in advance of any activity.
F. Plan far enough in advance to allow time for all phases of any production to be accomplished.
G. Update, regularly, a hallway bulletin board if assigned.
H. Perform other duties as assigned by the Activities Director.

GOVERNOR OF ATHLETICS

Duties:
A. Initiate enthusiasm for all school athletic contests.
B. Plan an athletic event for ASB to participate in other than football.
C. Shall be prepared to present at the rally the suggested Athlete of the Season.
D. Obtain the name from the coaches of the honored teams for the rally. Fill out the certificate, and get it signed by the proper individuals.
E. Notify coaches, no less than (1) week in advance if they are to speak at the rally and/or introduce their teams. Work with the coaches so that the rally is their liking, insuring their participation. Assist the Rally Chairs in contacting the teams and preparing the rally.
F. Obtain a roster of varsity players from each coach.
G. Advertise through posters, fliers, etc. the athletic events for the week.
H. Work closely with the Athletic Directors in any way you can, to help them and support their athletic programs.
I. Participate in all ASB activities. You have a responsibility to the athletic departments and to the general student body.
J. Perform other duties as assigned by the Activities Director.

GOVERNOR OF CLUBS

Duties:
A. Coordinate all Club President’s meetings.
B. Maintain files of all club rosters, constitutions, rule agreements and club activities. Assist the Activities Office to maintain a club list including name, purpose, president’s name, sponsor’s name, meeting date and time of all Student Body clubs.
C. Send notices and agendas to all club sponsors two weeks before each meeting.
D. Coordinate and coordinate the chartering process for all school recognized clubs.
E. Organize the Homecoming Fair. Assist with the handling of club participation requests for Homecoming Fair and setting booth placement. – Fall Semester.
F. Coordinate with Co-Counselors of Publicity when publicizing events.
G. Perform other duties as assigned by the Activities Director.

GOVERNOR OF DODGEBALL (2)

Duties:
A. Plan and oversee entire Dodgeball Tournament.
B. Work closely with Activities Director to create tournament documents.
C. Hold an interest meeting in December for Club Chartered teams.
D. Hold Captains’ meeting in January to discuss, rules, regulations and expectations.
E. Hold auditions for the Dodgeball chicken and announcers.
F. Create Tournament Bracket.
G. Send reminders to teams for tournament play.
H. Write bulletin announcements for necessary publicity and reminders.
I. Update Tournament bracket after play.

GOVERNOR OF HUMAN RELATIONS/WELFARE

Duties:
A. Consult with sponsors and club Presidents of STAR and Human Relations Camp.
B. Be responsible for establishing a “Good Neighbor Policy” between the Wilson Student Body and our fellow high schools.
C. Coordinate ASB efforts in developing harmony among the various factions of Wilson High School.
D. Perform other duties as assigned by the Activities Director.
GOVERNOR OF PUBLICITY (2) Duties:  
A. Monitor the use of the markers, paint and paper in the ASB room. Check that they are in good repair and report when supplies are running low.  
B. Monitor all posters or fliers being put up around school. All should be previously approved with the proper stamp (approved by the Activities Director).  
C. Monitor Building Maintenance around campus. Coordinate publicity for all campus events and activities, including making signs and posters and posting bulletin announcements.  
D. Assist Activities Director with Woody's Instagram and the official Wilson digital app.  
E. Write bulletin announcements for upcoming events.  
F. Make posters as needed and maintain poster organization.  
G. Perform other duties as assigned by the Activities Director.

HISTORIAN Duties:  
A. Maintain the monthly calendar of all Wilson activities and events. Announce activities and events to ASB during business meetings.  
B. Take photographs and collect pictures, throughout the semester, for the annual scrapbook.  
C. The Fall Historian shall present to the Spring Historian the up-to-date scrapbook. The Spring Historian shall complete the scrapbook and present it to the Activities Director prior to the end of the school year in June.  
D. Regularly maintain & update the outer office bulletin board with current event information & newspaper articles.  
E. Perform other duties as assigned by the Activities Director.

RALLY CHAIRMAN (2) Duties:  
A. Plan all rallies and be in charge of all rally skits. All rallies should be planned well in advance and all participants should be notified in plenty of time.  
B. Act as the primary emcee for all rallies.  
C. Promote Student Body enthusiasm and school spirit.  
D. Never act or speak inappropriately while administering the duties as Rally Chairman.  
E. Plan and prepare the Annual Homecoming All-School Rally. - Fall Semester.  
F. Plan and prepare Random Spirit Outbursts (RSO’s).  
G. Have a rally agenda ready for each performing group prior to each rally.  
H. Appoint and preside over the Spirit Committee with the consent of the ASB President.  
I. The Spirit Committee, if formed, shall consist of:  
   a. Rally Chairs  
   b. Varsity Cheer Captains  
   c. Bruinette Captains  
   d. Representative of Production  
   e. Drum Captain  
   f. Drum Major  
   g. Representative of Link Crew  
   h. Representative of Crazy Crew  
   i. Student Representatives – Spirit  
J. Be in charge of all other pep activities together with the assistance of the Governor of Activities.  
K. Perform other duties as assigned by the Activities Director.

CLASS VICE PRESIDENT (FRESHMEN, SOPHOMORE, JUNIOR, & SENIOR) Duties:  
A. All Class Presidents must be enrolled in the ASB Class.  
B. Preside over the class council meetings.  
C. Write a bulletin notice and/or make posters advertising the weekly meetings.  
D. Run class council meetings using parliamentary procedure.  
E. Insure that your Class Vice President keeps records on attendance at the meetings.  
F. Insure that your class secretary takes minutes at the class council meetings.  
The original minutes should be kept in a notebook. One copy of the minutes should be given to the Activities Director and one to the ASB Corresponding Secretary to be placed in a notebook with your agendas.  
G. Meet periodically with all class officers to discuss problems and the direction that each class is going.  
H. See that he/she handles their own responsibilities each week and during the semester oversees that fellow officers meet their requirements. It is your responsibility to let the Activities Director know if one of the class officers is not fulfilling his/her duties.  
I. Prepare and Plan a Homecoming Booth and Parade entry. - Fall Semester.  
J. Organize, coordinate and execute all fundraising activities.  
K. The Fall Senior Class President chairs the Winter Formal Committee.  
L. The Spring Junior Class President chairs the Senior Prom Committee.  
M. The Spring Junior, Sophomore and Freshman Class Presidents work with the Activities Director on the Senior Breakfast.  
N. The Freshman, Sophomore and Junior Presidents and Class Councils work with the Activities Director on the Baccalaureate reception.  
O. Perform other duties as assigned by the Activities Director.

STUDENT REPRESENTATIVE – CRAWZY CREW Duties:  
A. Be a liaison between ASB and Link Crew and Crazy Crew.  
B. Work with ASB and Spirit Committee for Athletic events especially Football games.  
C. Support spirit rallies.  
D. Plan and execute a Homecoming Fair Booth. – Fall Semester.  
E. Assist Activities Director, Crazy Crew and Link Crew Coordinators.

STUDENT REPRESENTATIVE – LINK CREW Duties:  
A. Be responsible for the speakers and their whereabouts at all times.  
B. Learn how to operate the speakers.  
C. Assign students to assist in transporting speakers from one place to another.  
D. Be present at other events where the speakers are needed or arrange for other knowledgeable students to be present. You are responsible for the speakers at all events.  
E. Be at all rallies from beginning to end.  
F. Be the liaison with the Stage Manager and his Stage Crew. Make sure the Stage Manager is present at all rallies.  
G. You are responsible for all music. Never play inappropriate music (swear words or suggestive lyrics).  
H. Other duties assigned by Activities Director.

STUDENT REPRESENTATIVE – SPECIAL PROJECTS Duties:  
A. Be a Co/Chair (Director) along with the Representative of Special Interests of the Spirit Blackout Rally. - Spring Semester  
B. Be the ASB member in charge of the Mascot tryouts. – Spring Semester.  
C. Be on the “core” committee for the Mr. & Miss Bruin contest.  
D. Perform other duties as assigned by the Activities Director.

STUDENT REPRESENTATIVE – WOODY’S WACKY WEDNESDAY (WWW) Duties:  
A. Plan lunchtime events on Rally Stage.  
B. Assist with the Dodgeball Tournament. – Spring Semester.  
C. Plan Annual Santa visit in December. – Fall Semester.  
D. Plan Random Spirit Outbursts (RSO’s).  
E. Help with rallies when needed.

CLASS COUNCIL SECRETARY Duties:  
A. Attend weekly or bi-monthly Wednesday class council meetings.  
B. Take minutes.  
C. Fill in for the Class President or Class Vice President when necessary.  
D. Make a copy of minutes and distribute one each to the Activities Director and one to the Class President.  
E. Insure that all class council officers execute their duties.  
F. Assume the role of Parliamentarian.

CLASS COUNCIL TREASURER Duties:  
A. Attend weekly or bi-monthly Wednesday class council meetings.  
B. Fill in for the Class President, Class Vice President, OR Class Secretary when necessary.  
C. Manage monies for fundraisers.  
D. Fill out all necessary purchase orders and turn in to the Student Body Banker.  
E. Collect monies and fill out collection sheets and turn in to the Student Body Banker.  
F. Know the balance of accounts.
PETITION FOR CANDIDACY FOR ELECTIVE OFFICE SPRING 2017
(Due on or before the end of lunch on Wednesday, December 14, 2016)

1. PRINT NAME: _____________________________________________________________ GRADE: _________
2. STREET ADDRESS: ______________________________________________________________________
3. CITY: ____________________________________________________________ ZIP CODE: _______________
4. CELL PHONE: _________________________________ HOME PHONE: _______________________________
5. E-MAIL ADDRESS: ______________________________________ T-SHIRT SIZE: ______________
6. DATE OF BIRTH: __________________________ AGE: ________________ GENDER: M ______ F ______
7. I AM DECLARING MY INTENT TO RUN FOR: _____________________________________________________
   (Position / Office)
8. IF I AM NOT ELECTED I WOULD LIKE TO BE CONSIDERED FOR AN APPOINTED POSITION IN PERIOD 4.
   GPA (Grade 9 to present): ________ Counselor’ Signature: _________________________________

   **COUNSELOR – PLEASE UNDERSTAND THAT THE APPLICANT MUST BE ABLE TO ENTER ASB DURING 2ND PERIOD.**

If running for a Senior Class Council position, Mr. Martinho, Senior Class Council Advisor’s signature is required below.

Mr. Martinho’s Signature: ____________________________________________________________

Adult Signature/Adult Print
(5 Adults on Campus, 3 of the 5 MUST be a past/current teacher)

1. / ____________________________________________________________
2. / ____________________________________________________________
3. / ____________________________________________________________
4. / ____________________________________________________________
5. / ____________________________________________________________

Comment/Recommendation

9. Activities Clearance:
   Synergy Fines Activities Office

10. Bankers Clearance:
    ASB Fines Bankers Window

11. Detention Clearance:
    Grade Level Admin Clerk

12. Library Clearance:
    Media Center

13. Textbook Clearance:
    (This does not include your current class set of books) Bookroom

   (BE SURE TO COMPLETE THE BACK OF THIS FORM)
CANDIDATES: Read the following and sign below. Do not sign until you have read the following and understand fully.

ASB CODE OF CONDUCT
I, the undersigned, do solemnly swear that I will abide by the following Code of Conduct set forth by the Wilson High School ASB. The following standards of eligibility, conduct, and responsibilities shall apply to all members during their term in office. The term in office shall run from the first day of the spring semester till the last day of the semester.

I. ACADEMIC ACHIEVEMENT:
A. I will maintain a minimum of a 2.0 Grade Point Average.
B. If I receive less than a 2.0 GPA, I understand that I will be placed on probation. If my GPA does not increase, I understand I will be removed from office.

II. BEHAVIORAL STANDARDS:
A. As a member of ASB, I realize that my conduct must be beyond reproach at all times, on and off campus. ASB is set to higher standards. I am representing the reputation of the entire school.
B. I will uphold the ASB constitution and my oath of office.
C. I will cooperate with the ASB President and Activities Director.
D. I will cooperate with all ASB members and help wherever help is needed.
E. I will abide by the school dress regulations at all times.
F. I will not carry nor use chemical substances or stimulants, drugs, alcohol, cigarettes, etc. at any time on & off campus.
G. I will display good sportsmanship at all times and serve as an ambassador for Wilson High School at other schools.
H. I will maintain a satisfactory citizenship record.
I. I understand that if I am suspended from Wilson High School, I may be suspended or removed permanently, from my ASB office; as determined by the Wilson High School Administration.
J. Failure to comply with any of these rules may result in immediate removal from office as determined by the Wilson High School Administration.

III. RESPONSIBILITIES OF OFFICE:
A. I have read the qualifications for the office/position for which I am running from the ASB Constitution attached to this application to ensure that I am eligible.
B. I have checked with my counselor to ensure that I can be scheduled into the ASB 2nd period class, and have had my counselor sign my application.
C. I understand that attendance to class is mandatory.
D. I have read and pledge to abide by the campaign rules attached to this application.
E. I agree to abide by the deadlines as listed. The Activities Director reserves the right to disqualify me from running for office if I fail to meet the deadlines, rules, and regulations.
F. I understand that I may be assigned work tasks at ASB functions and that it is my responsibility to work and prepare at all ASB events.
G. I understand if I am elected, or appointed to an ASB position (other than Class VP, secretary, and treasurer) I must be enrolled in the ASB 2nd period class. (No Exceptions).
H. I understand that I will be assigned tasks by the Activities Director and/or the ASB President and I am expected to execute them.

I HAVE READ THE DIRECTIONS, UNDERSTAND, AND AGREE TO ABIDE BY THEM.

Candidate's Signature: _________________________________________________________ Date: ________________

As the parent of: ____________________________, I have read and understand the election packet, and that holding an office at Woodrow Wilson High School requires a considerable time commitment.

I will make every effort to make sure that my son/daughter attends required events and leads the student body of over 3,800 with commitment, pride, and honor.

Parent/Guardian’s Signature: ___________________________________________________ Date: ________________

Principal Signature: ____________________________ Date: ________________

(For ASB President and Class President Candidates only)