

# POSITION INFORMATION

SDSCPA ASB 2019-2020



"ONE VOICE CAN CHANGE A ROOM"  
\_BARACK OBAMA

LET THAT VOICE BE YOU!



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# FRESHMEN CABINET

2018-2019

Freshmen Class President:

A freshman class president is communicative, an active listener, and a leader. The class president collaborates with all other cabinet members to reach goals. We lead our class, acting as the main spokesperson to our fellow students. Freshman Cabinet must host the halftime show for homecoming Spirit week, purchase and sell class apparel, as well as fundraise for the class account. Class presidents and the rest of ASB works to unite our school.

Freshmen Class Vice President:

Freshmen Class Vice President's main role is to take initiative whenever the class president isn't present but also whenever the class cabinet needs help with anything. He/she keeps the class advisor up to date and makes sure that the advisor approves and is aware of any events and fundraisers ideas we plan on doing. Also, they makes sure everyone's on task. They're mostly in charge of the class Instagram account in order inform their class about wand creating the event and fundraiser flyers. To add on, you work together with your class cabinet (Freshmen class Secretary, Treasure, and President) in order to better our school environment and our fellow classmates but also, as Freshmen is the year when new people come to our school, Freshmen Cabinet works on improving the connection with our class by constructing activities that can help our class bond closer together. Furthermore, class cabinet makes sure everyone in the class feels welcomed and comfortable into the school community.



# FRESHMEN CABINET

2018-2019

## Freshmen Class Secretary:

As freshmen class secretary, I have been updating my out of class vice president with everything that goes on in class. I also update our class of 22, through Remind, about school events and class updates. When we have fundraisers, I remind the rest of my cabinet about them and plan the logistics. During our cabinet and class meetings I take minutes and notes to look back on for future references.

## Freshmen Class Treasurer:

Freshman Class Treasurer's main task is to keep track of the money in the class account and help fundraiser to earn money for the class. Some of the other tasks that Freshman Class Treasurer does are:

- Works closely and keeps in touch with financial clerk about class account status, class merch orders, etc.
- Works together with class cabinet to come up with fundraiser ideas
- Collects cash box and tally sheet from finance office before all fundraisers
- Keeps track of tallies during fundraisers (makes sure tallies match up with money in cash box)
- Deposits money at the end of fundraisers and fills out deposit slip
- Keeps records of receipts from class account deposits
- Fills out paperwork for fundraisers (ERF's)
- Creates budget plan & budget goals for first semester & end of the year



# SOPHOMORE CABINET

2018-2019

Sophomore Class President:

As a class president, I lead the class and cabinet, I retain all information and a president is the person to go to to know specific detail , I articulate events and do weekly reports , I make sure all events and details are precise and make sure I have the proper communication with admin and cabinet aswell as asb, as a president you have to be aware of all positions and be willing to step up and take initiative for a position, as a president you also plan events such as halftime show, fundraisers, class meetings, and bonding days. You have to have good communication with everyone. You also order class merch. Last thing is as sophomore class president, you really want to bring spirit and a persevering, bright attitude and be willing to know how to time manage and set your priorities straight, being a president is challenging so having good communication is a huge factor of having a successful year.

Sophomore Class Vice President:

It is to be a full-time contributor to your cabinet as well as your students, being able to provide a helping hand when your hands are full. Time management is key and so is communication. Vice takes initiative, makes sacrifices that may not settle with the group at first, but will be the better decision in the end.



# SOPHOMORE CABINET

2018-2019

## Sophomore Class Secretary:

As Sophomore Secretary, I really became the backbone of my cabinet. I have been in ASB since Freshmen year but anyone can do it if you are passionate about supporting not only your class, but yourself as well as your cabinet. What entails being a Sophomore Secretary is time and motivation. This year, there aren't big events that you handle such as Homecoming or Prom. Your focus is to have a sufficient amount of money and create a **STRONG** bond, so you must be ready for ways to increase attendance, share new ideas for bonding day and take initiative. Initiative is important because you really fill up the spots of the rest of your cabinet.

## Sophomore Class Treasurer:

As the treasure of sophomore class, I am in charge of the funds of the sophomore class. I work with sophomores class cabinet in planning fundraisers, filling out event request forms, contacting venues/vendors. Sophomore treasure should be aquatinted with the financial clerk. Sophomore treasure should be open minded and co-operative



# JUNIOR CABINET

2018-2019

## Junior Class President:

Important points to be Junior Class President is to be assertive, you have to know when it's time to have fun and when it's time to be serious and get things done. If someone is not pulling their weight, you have to be able to confront them professionally. "It's not what you say, it's how you say it". Also, planning homecoming is a task for you and your cabinet to work collaboratively, as you are the one who needs to lead, it is important to do research beforehand. Stay organized and be present, you need to let your cabinet know they can rely on you and vice versa. However, remember that you will be working with not only your cabinet, but also advisors, staff, admin, students, and other ASB members so make sure you know how to stay organized and communicate for not only yourself but for everyone else involved.

## Junior Class Vice President:

As Junior VP, you're not given a specific role, you're very versatile into working with your cabinet members and representatives. From class meetings to fundraisers, paperwork, and event planning, you're there to assist with anything necessary. You do, on the other hand, take charge in the absence of your president. Working hand-in-hand with your cabinet is crucial, and it's necessary to communicate with them effectively to meet specific goals and deadlines. Junior class is in charge of planning Homecoming and Spirit Week, which will be your top priority. You will also be working closely with your advisor, Mr. De Freitas, and other administration. Running for this position, or any ASB position is very high demanding and will push you out of your comfort zone. It will require you to sacrifice a majority of your time, extracurricular activities. ASB positions are for those willing to take initiative goal-driven activities, work with a variety of different people, and develop interpersonal leadership skills.



# JUNIOR CABINET

2018-2019

## Junior Class Secretary:

As the Junior Class Secretary, it's important that you clearly communicate with your cabinet, not just for homecoming, but for other events throughout the year. You have to have a good rapport with the financial advisor, Ms. Garcia, and Mr. De Freitas because you'll be dealing with them a lot. Remember to transcribe the relevant decisions because it creates a reliable paper trail. It's important to balance the stress when it comes to planning Homecoming with your cabinet like creating a shift list and contacting vendors. It's important to be able to prioritize what's happening professionally and personally and keep a good head up.

## Junior Class Treasurer:

As the Junior Class Treasurer, you are responsible for organizing the Homecoming budget with a budget given by the ASB Treasure. You work with your cabinet as well to plan and organize details for Homecoming other than just money wise. You must be able to create fun and new fundraising ideas to help raise money for your class. Are commonly the one to fill out Event Request forms, Income Statements, and On/ Off Campus Forms for fundraisers. It is important to keep constant track of class balance as well.



# SENIOR CABINET

2018-2019

## Senior Class President:

As Senior Class President, it is important to be a leader amongst your peers as well as a team player when working together. The important roles to hold throughout the school year include the making efforts to have the senior class bond through certain events such as senior sunrise, senior sunset, spirit week, and prom. More of what to consider are arranging prom logistics, gradnite, securing fundraisers every month, and distributing and delegating tasks.

## Senior Class Vice President:

The main goal of the Senior Class Vice President, and the Senior Class Cabinet, is to create a fun and meaningful last year for your class through planning fundraisers, bonding days, graduation, and Prom! As Senior Class Vice President you do many jobs involving teamwork, communication, and initiative. You always have to be aware and informed of what is happening so if the President is away you are still able to lead the class. It's important to learn the roles of everyone in cabinet so that you're able to take on any task that comes along.



# SENIOR CABINET

2018-2019

## Senior Class Secretary:

As Senior Class Secretary, the primary duties to uphold is helping all around and being versatile as a team member. As well as taking meeting minutes whenever there is a senior class meeting, organizing fundraiser paperwork, and contributing to the organization of Prom logistics.

## Senior Class Treasurer:

Plans fundraisers and keep track of finances and expenses in the senior class. Our main event during senior year is to plan prom and raise enough money for prom and graduation.

# COMMISSIONERS

2018-2019

Lions: Den:

The Commissioner of Lion's Den will be appointed by The Associated Student Body Cabinet. The Lion's Den Committee's primary focus must expand beyond the aspiration to improve the student store and work towards enhancing on campus community and school spirit. In order to achieve any and all goals set, members of this committee must be dedicated, passionate, maintain communication, and collaborate with each other and the rest of ASB. Even minor details in planning, creativity, and execution are vital in producing an impact that not only betters the Associated Student Body, but SDSCPA as a whole. In order to achieve this goal, the activities that this committee will take part of are the following:

Committee Requirement

- Capable of selling merchandise and properly handling required financial duties
- Help out in the Finance Office when needed and work closely with the head of the Finance Office
- Open 2 days a week
- Works with Publicity and Design to co-create ASB shirts and/or school merchandise
- Advertise and publicize school merchandise
- Collect student feedback and suggestions on merchandise and any other related subjects
- Maintain and organize Lion's Den
- Reach out to suppliers to complete orders for school merchandise

Middle School:

Being middle school commissioner requires patience and event-planning skills. You'll work closely with a Middle School ASB that you and your committee will appoint. Events you plan include the middle school basketball games, retreat, in addition to assisting Middle School ASB with whatever events or fundraisers they want to plan. Being in charge of Middle School ASB requires you to teach them the ropes of ASB and relaying communication between them and high school ASB. Keeping updated with the Middle School Instagram page is also crucial to ensuring that middle schoolers feel included and listened to since they love to contact that account for any questions. The purpose of being Commissioner of Middle School is to be the voice of the middle school community within ASB.



# COMMISSIONERS

2018-2019

## Clubs and Organizations:

The Committee of Clubs and Organizations is responsible for supporting the clubs of SCPA. Typical tasks include review and revision of the Club Constitution, aiding clubs in becoming official SCPA clubs (annually), and holding a Club Fair at the beginning of the school year. Other tasks throughout the years include holding monthly club council meetings and planning Culture Cookout.

## Publicity and Design:

As a P&D Commissioner, we work with everyone in ASB and work on any event that is asked of us to publicize. We work on flyers, posters, handouts, social media, videos, notices and etc. (Basically anything that promotes an event.). Our mission is to let everyone in school know what ASB is doing and promote events/fundraisers so our students participate and enjoy their time at school.

## Arts:

The mission and goal the Associated Student Body Arts commissioner is to unite, inform, and serve as the bridge for students of all different forms of art/majors. The Arts commissioner leads the committee that is in charge of morning announcements to update the students on upcoming events, auditions, shows, workshops, and any other artistic opportunities that are open to all students. Everyday the arts committee will provide a variety of diverse styles of music to match the students on campus . The music played at lunch everyday has proven to connect and draw large groups of students together from all different grades or majors. Another way that the Arts commissioner works towards its mission is through planning SCPA's annual coffee house. Coffee house gives performance opportunities to all students, especially for those who may not have the opportunity to perform in the MainStage productions that year. The Arts commissioner should believe in creating a diverse, colorful, and cultural environment for all SCPA artists to connect and unite.



# COMMISSIONERS

2018-2019

## Spirit:

It's takes lots of dedication, hard work, blood, sweat, and tears as long as with having lots of spirit. This position teaches you how to have thick skin and always be ready to have an open mind. It's important to stick to your passion along with working with your committee. We start the year off with staff Olympics in the summer then going into spirit weeks and dress up days, along with juniors vs seniors. spirit is the heart of our school. On campus, it's your job to make sure no student is left behind . Although this position comes with lots of joy it has to come hand in hand with lots of hard work. Never be afraid to let your creative side show and always be ready for feed back.

## Community and Professional Development:

The committee of Community and Professional Development is tasked with community outreach, on and off campus. The CPD commissioner and committee members are in charge of planning all on-campus drives, and awareness weeks, as well as Fright Night. The commissioner of Community and Professional Development must be organized, driven, and empathetic.





# REPRESENTATIVES

2018-2019

The Backbone of ASB:

What the role of an ASB Representative means is that we are here for each individual member who is in need of assistance. We work with everyone. Crucial characteristics of a rep include flexibility, this is essential as a rep must be on call for other ASB members at anytime for any help. Our job is to be there and prepared for whatever is needed. In our class (as in grade), we are there to assist our cabinet, when a member is not there, again we sub for them. This role applies to committees as well.

ASB Representatives are also known as the backbone of ASB because without their support cabinets and committees would fall apart. Representatives are responsible to help both their class and committee in which they are assigned, making them have double of the work that ranges widely from small tasks to whole events. As a representative you must be willing to work with everyone, contribute ideas, and carry out tasks that are asked of you.



# ASB CABINET

2018-2019

ASB President:

The ASB President position entails high intensity focus, diligence, commitment and initiative. Along with many other characteristics not listed. If you are chosen and voted to be this position, be prepared to face endless challenges and work with many different personalities & people. You work closely with the Administration of SCPA, the San Diego Unified School District Board of ASB Presidents & the District ASB Advisor Ms. Stacey Seiders, the ASB Cabinet and ASB Class Cabinets. You are in this position to serve the students of the school, to be both the follower and leader your ASB Members into the sense of community and selfless service. Understand that going into this position is hard work but if you enjoy serving your the Students of SCPA and want to take your leadership skills to the next level I highly encourage you to run for the position of ASB President. If you have any more detailed questions, please do not refrain from contacting me!

What the role of an ASB Representative means is that we are here for each individual member who is in need of assistance. We work with everyone. Crucial characteristics of a rep include flexibility, this is essential as rep due to the fact that members may call for help anytime. Our job is to be there and prepared for whatever is needed. In our class (as in grade), we are there to assist our cabinet, when a member is not there, again we sub for them. This role applies to committees as well.



# ASB CABINET

2018-2019

ASB Vice President:

As ASB vice president my position entails being in charge of the commissioners, organizing the SDSCPA ASB calendar on google docs and physically on the board, turning in event and fundraising request forms after they have been approved from a meeting to the finance clerk or Ms. Gloria Garcia, substituting for ASB cabinet if they are absent and overall being the ASB presidents right hand.

ASB Secretary:

ASB secretary, is a pivotal position in ASB Cabinet to keep track of things. Your job is to prioritize on taking meeting minutes and notes on anything and during meetings you are in charge of keeping every rules in check by the ASB Constitution and the Instructors Workbook. You are also in charge of daily attendance, making sure that members have their ASB lanyards and fit attires at all times. And finally ss an ASB secretary, have fun!

Good traits to have:

Have attention to details

Be good at typing

Consistency



# ASB CABINET

2018-2019

## ASB Treasurer:

The job and duties of ASB Treasurer is to manage ASB funds as well as monitor all class funds. Jobs also include setting budgets for school wide events (Fright Night, Homecoming, ASB Ball, Spring Fling etc...), sign and approve requisitions, attend all SSC Budget meetings with administration (as chair if voted), and approve funding and budgets for ALL ASB activities.

## ASB Historian:

The duties of ASB Historian is to be present at all events to take photos and videos of ASB. These will all be put into an end of the year video that you must create. Historian is in charge of designing lanyards, sometime stoles and ASB Merchandise, as well as working to update and design the ASB Website. While ASB Historian does focus on these specific duties, Historian is also a part of cabinet and therefore works with and in support of ASB Cabinet and the rest of the ASB members..