



Acalanes High School  
Leadership Program Application for Class of 2023  
2019-2020

A major goal of the leadership class is to serve the campus community, promote a positive school experience for every student at Acalanes and work to develop a community of which we are all proud to be a part of.

Mission statement: I understand that leadership starts with me, but it's not about me. That it is my responsibility to create school spirit, that I get to serve my campus and community and I look for ways to shine the spotlight on others.

Congratulations on your decision to apply for a position in the Acalanes Leadership class. We look forward to reviewing your application. Enclosed in this packet you will find:

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|---|--------------|
| 1. Candidate and Parent letter (must be signed by student and parent) | Page 2       |
| 2. Leadership Application   | Page 3       |
| 3. Leadership questionnaire for all applicants                        | Page 4       |
| 4. Leadership Code of Conduct (must be signed by student/parent)      | Page 5       |
| 5. Teacher recommendation form  | Page 6       |
| 6. Committee board descriptions and questionnaire                     | Page 7 and 8 |

Please make sure you read and understand everything that is included. If you have any questions, feel free to contact Mrs. Walton.

Sincerely,

Mrs. Walton  
Leadership advisor  
[kwatson@auhsdschools.org](mailto:kwatson@auhsdschools.org)

Dear Prospective Leadership Candidate and Parents,

Thank you for your interest in applying to the Acalanes Leadership program. This program plays a significant role and we are excited that you want to contribute to our community. We want to ensure that you understand the course expectations along with requirements prior to applying. As a freshmen, you have the choice to apply to be a class officer or apply to be on a board. As a class officer you work on homecoming, bonding with the entire Class of 2022 and fundraising. If you are a member of a board, you work to plan events for the student body related to the board (see board descriptions).

- As part of leadership, you are expected to spend a significant amount of time outside of class as part of your responsibility and grade. Please check that you acknowledge the time commitment as well as the responsibilities required of me, **both within and outside the school day**.
- I am aware that I will have to enroll in the leadership class, which is an elective course.
- I am aware of the Leadership Retreat that will take place on August 4-5 and the work day on August 7th and plan on attending if I am selected.
- I understand that I am expected to work Don's Day (7 am-1 pm) on August 12th.

In order to apply, please understand the requirements. Packets must be turned in by April 22nd by 3:10 pm for all applicants. You can either deliver it to room 314, the main office or email it to [kw Walton@auhsdschools.org](mailto:kw Walton@auhsdschools.org)

Students must have a minimum GPA of 2.0 and turn their packet in on time to be eligible for the Leadership program. You **must** ask one teacher to fill one a teacher recommendation on your behalf. The form is enclosed and teachers can email it directly to Mrs. Walton.

**Step two: Packet evaluation and interviews**

Please ensure that you answer all questions completely and in as much detail as necessary. Interviews are not guaranteed. Interviews are granted solely on the quality of the packet, that effort is apparent, and the quality of responses to the questions. Though a minimum GPA of 2.0 is required, decisions are not made on academic achievement. However if students are struggling to maintain a 2.0 GA or have attendance issues, this will be a factor in our decision. Also, if a teacher recommendation contains negative comments, this will also be a factor. Candidates are chosen based on their display of leadership qualities along with their potential to be a benefit to our class and school community. If and when you attend an interview, the interview will contain questions related your interest in being a part of leadership. There will be both staff and students present at the interviews. You will receive an email asking you to sign-up for a timeslot and interviews will take place April 24th and April 29th after school.

**Step three: Decisions**

Decisions will be **emailed** April 29th . Once decisions are announced, we understand you may have questions. Please feel free to ask to meet with the leadership advisor to get your questions answered.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

# Leadership Application

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Cell phone #: \_\_\_\_\_

## What are you applying for?

- I would like to be considered for the freshmen class officer position.
- I would like to be considered for one of the leadership boards.
- I would like to be considered for either a class officer position or a leadership board.
- Items that need to be submitted for a complete application:
  - Complete pages 2 and 3
  - Complete page 4 (leadership questionnaire)
  - Complete page 5 (leadership code of conduct)
  - Complete pages 7-8 (specific committee questionnaire)
  - Have the teacher recommendation filled out ( 1 required)

Below are the 8 Leadership Boards. Their descriptions are found on page 8 & 9. Please rank your top **three choices** for which you are applying for. 1= 1st choice      2= 2nd choice      3= 3rd choice

\_\_\_ Community Outreach    \_\_\_ Diversity            \_\_\_ Environmental            \_\_\_ Rallies  
\_\_\_ Spirit                    \_\_\_ Student Life            \_\_\_ Student Support            \_\_\_ Tech/Multi-media  
\_\_\_ Publicity

## **Leadership Questionnaire for all applicants**

Please answer on a separate piece of paper.

1. Why do you want to be in leadership?
2. What is your biggest strength and what is an area of growth that you would like to see in your life?
3. What motivates you to be a leader and how do you use your leadership skills on AND off campus?
4. Why should you be considered for leadership? What will you bring to the program that continues to build the program and the school culture at Acalanes?

## 2019-2020 Leadership Code of Conduct

Student and a parent must sign to acknowledge an understanding of the contract. As a Leadership student, I understand that I am expected to abide by the following guidelines.

1. I understand AHS supports the philosophy of zero tolerance for the use of alcohol and illegal drug use. In the State of California, it is illegal to drink alcohol under the age of 21. For this reason, the Leadership program believes it is important for leaders to abstain from substance use. Any student found using or selling alcohol or illegal drugs may be removed from the Leadership class/program.
2. I agree to apply myself to my studies and maintain to the best of my ability satisfactory grades with a minimum GPA of 2.0.
3. I understand that school attendance is important and therefore I must have regular attendance and promptness to all classes. Excessive tardiness and absences will not be tolerated.
4. I understand that Leadership activities are before school, at brunch, lunch, and after school. As a Leadership student and representative of the student body, I have an obligation to spend time out of the classroom on Leadership activities; it is expected and required as part of my grade in the course.
5. I understand Leadership students are expected to be a proper role model on campus displaying exemplary behavior. Courteous treatment of fellow students, teachers, administrators, other staff members, and community members is expected and required. Any major violation of school policies may result in review of involvement in the Leadership class.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

## Confidential Staff/Teacher Recommendation Form

Below is a recommendation that one teacher needs to fill out. It is **your responsibility** to ask and remind your teacher to fill it out prior to the deadline.

Name of student: \_\_\_\_\_

Teacher's name: \_\_\_\_\_ Subject: \_\_\_\_\_

The above named student is applying for a position in the Acalanes High School leadership class. This form is important to their application. Please take careful consideration when filling out this form and note that it is kept confidential.

Being a member of our Leadership class requires the student to spend hours on campus beyond that of a normal school day. They are also expected to be able to handle stressful situations with great care and must be able to work cooperatively on tasks with specific deadlines.

Based upon your work with the above-mentioned student, mark the following areas according to your observations. Feel free to provide candid statements when necessary.

You can either mail your recommendation to:

Acalanes High School  
Attn: Katherine Walton  
1200 Pleasant Hill Road  
Lafayette, CA 94549

Or e-mail the recommendation to: [kw Walton@auhsdschools.org](mailto:kw Walton@auhsdschools.org) by April 22nd.

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Please rate the student on the following scale:

1-Below Average	2-Average	3- Above Average	4-Excellent
1. Ability to work with others		_____	
2. Attendance		_____	
3. Professionalism		_____	
4. Punctuality		_____	
5. Self-motivation		_____	
6. Communication skills		_____	
7. Initiative/self-starter		_____	
8. Ability to meet deadlines		_____	

Please explain why this student would be a great addition to the leadership class.

Please explain any concerns you may have about this student joining the leadership class.

## **Auxiliary Board Descriptions and questionnaire**

Below are the descriptions of the various appointed positions in Leadership. You expressed your top three choices on page 4. For your **top choice only**, please answer the questions included below. You can type or write your answers on a separate piece of paper.

### **Class Officers**

Class officers are active members of the leadership class representing the entire student body. All four officers work as a team, meeting weekly with parent and administrative advisors to plan and organize for their class. Overall responsibilities include: homecoming, class trips or special events, 4-6 fundraisers, participation in class competitions, planning of ball and prom among other things.

1. A large part of your role as a class officer is working to get your class (Class of 2022) involved in school events and activities. What are 2 ways that you could go about doing this?
2. In the fall, class officers will organize homecoming. Discuss a time when you coordinated an event. What went well and what was challenging?

### **Community Outreach:**

Members of the community outreach board make sure that Acalanes is well involved with the surrounding community. The board is responsible for coordinating Adopt-A-Family in December, maintaining our relationship with our sister school and holding 3 events per year, organizing one school wide volunteer event per quarter (Canned Food Drive, clothing drive, etc), organizing the Blood Drive and working to implement the Cancer Awareness Week in the fall.

1. What motivates you to do community service and what community service are you involved in outside of Acalanes?
2. How can we encourage all students to participate in the community service events? Be creative!
3. Are you good at time management? Explain a time or situation in which you have had to juggle multiple responsibilities.

### **Diversity:**

Members of the Diversity board create a year-long program, in conjunction with the district Diversity Committee that encourages understanding of and tolerance for differences in the Acalanes community. In addition, the diversity board will organize, manage and execute C.A.R.E. Week in the fall. In the spring, diversity will plan and execute International Week including an all-school rally. Diversity board members are expected to attend monthly district diversity meetings.

1. Give some background on your experience working with others who have racial, ethnic, religious or sexual preferences different from your own.
2. Why is it important that we create a community on campus that understands and tolerates individuals differences? What ideas do you have that support this initiative?

### **Environmental:**

Members of the environmental board will work on various projects relating to environmental work on our campus. Projects include: recycling & composting in all areas on campus, Earth Week, awareness campaigns around choices that affect the environment, collaboration with clubs on campus, and educational events (movie nights, brown bag lunches, speakers).

1. In April, we are rolling out a comprehensive plan on campus to recycle and compost as a school community. Design a public relations campaign that will educate the student body on what to throw away, what to recycle and what to compost along with encourage students to make good choices. How should we advertise? How should we educate? What should the message be?

### **Publicity:**

Members of the publicity board will be charged with working with the ASB Public Relations Officer to enhance and support the following: creating the Weekly Flush on a weekly basis, updating the Leadership bulletin boards by the library, managing social media and running social media campaigns, publicizing campus wide events (sports, performing arts), updating the website & School Loop News with campus activities and maximizing the chalkboards out on campus.

1. Given your experience at middle school, what have been some effective strategies to informing the student body about events and highlighting activities & people on campus?

2. At Acalanes we use social media to advertise events. How can we increase the number of followers on our handles? What ideas do you have?

### **Rallies:**

Members of the Rally board organize and run quarterly spirit rallies & spirit weeks for the school (Welcome Back, Homecoming, 2nd semester showdown and May spirit week). In addition, the rally board will organize 4 lunchtime rallies/activities throughout the year. Lastly, members are charged with planning other lunchtime activities to enhance the Acalanes community and will work in conjunction with the spirit board to coordinate dress-up days and spirit weeks.

1. Give some background on your experiences speaking to large audiences.
2. How would you encourage students to attend and participate in school rallies?
3. You are responsible for planning the first lunchtime activity in the front quad. What would the activity be? Be creative and original.

### **Spirit:**

Members of the spirit board coordinate publicity and events to build cohesive spirit and encourage student attendance at Acalanes. In addition, the spirit board will be the coordinators and managers of the Student Store. Together the board will design student apparel, order the apparel, manage the store, take inventory and ensure it is staffed. In addition, the spirit board will design, implement and publicize dress-up days in conjunction with the rally board. Lastly, spirit will update the leadership bulletin boards monthly and work on the Weekly Flush.

1. How can we recognize and promote spirit with students involved in the performing arts? What ideas do you have?
2. Imagine there is an upcoming game against our rival school in any sport you choose. Describe 3 ways you would encourage the student body to attend.
3. What ideas do you have for new dress up days?

### **Student life:**

Members of the student life board are responsible for all on-campus dances and managing and supporting all of the on-campus clubs. They will also coordinate Battle of the Bands, tailgates & a movie night. In addition, the board will plan 4 lunchtime meetings with the principal (What's the Scoop with Silvestri?!).

1. What experiences do you have with on-campus clubs and how could you improve the club system?
2. How would you encourage students to attend the Welcome back dance?
3. Think about the first What's the Scoop with Silvestri. It is the first opportunity for new students to get to know her in 30 minutes. What activities would you plan?

### **Student support:**

Members of the student support board are charged with promoting the overall well being of students in addition to positive student recognition throughout the school year. Students will work with parent groups (Boosters, Parents Club, etc) to coordinate spirit efforts at various extra-curricular events such as athletics, performing arts & music. Board members will meet and communicate regularly with the school nurse as a means to collaborate throughout the year. In addition, the board is responsible for implementing student recognition programs in order to recognize every student at Acalanes. Student support will plan, implement and oversee finals prep weeks, plan lunchtime activities to promote and support the overall well being of students, PROM Wise week, the carpool program and when necessary, condolence and support cards for members of the Acalanes community.

1. In what ways could we recognize students at Acalanes? What ideas do you have?
2. April is National Stress Awareness Month. What are two ideas you have for lunchtime activities that would promote awareness and/or help students who are feeling stressed?
3. If we asked you to coordinate a program to celebrate every single student at Acalanes, what are some ideas you have to do that so students feel valued and appreciated?

### **Tech/Multi-Media:**

Members of the tech/multi-media board are responsible for all communication videos throughout the academic year. Students will write, produce, film and edit the videos. In addition, the board is responsible for sound at all leadership events including rallies as well as coordinating voice-overs during the Homecoming rally.

1. What experience do you have with Video Production and what software have you used?
2. What experience do you have in front of a camera? Are you comfortable receiving feedback?
3. What new ideas do you have that could be implemented with the monthly communications videos?