CASC REGION CABINET
2016 – 2017 Application

California Association of Student Councils

1212 Preservation Park Way
Oakland, CA 94612

DUE
June 1, 2016

OPEN TO ANY AND ALL HIGH SCHOOL STUDENTS
The California Association of Student Councils (CASC)
2016-2017 Region Cabinet Application

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INSTRUCTIONS: Please e-mail your entire application to your Region President (found on CASC website, including your letter of recommendation). If not possible, please mail or fax to the CASC office.

Application Postmark Deadline: June 1, 2016

Interviews:
• After submitting an application, you will be contacted to arrange for an interview by the current Region President

Required Transition/Training Dates: (either North or South; dates TBA)
  • Regional Officers Conference North
  • Regional Officers Conference South
  • CASC Summer Leadership Conference
    ▪ St. Mary’s College (North)
    ▪ University of California, Santa Barbara (South)
  • Staff Development Program (North/South/Last Chance)
    ▪ Must have attended Summer Leadership Conference
    ▪ Must be at least an incoming high school sophomore
    ▪ Dates:
      • Last Chance North
      • Last Chance South

Questions? Contact the CASC office, Mon-Fri, 9am - 5pm: 510.834.2272, cascmail@aol.com

You may also contact the 2015-16 State Vice President Matthew Lee at

matthew.lee@casc.net.
CASC indeed had a tremendous formative influence on my life, and it’s interesting to reflect how my path might have differed had I not been involved. CASC gave me a view of myself as a leader, a wide range of specific and useful skills and a special group of people. It gave me an interesting, important and real job to do at the age of 17.

Mary Thorndike, 1985-1986 State Council Member
(Director of Student Advisory Board on Education)

For 67 years, the California Association of Student Councils (CASC) has been the state’s student-run nonprofit organization focusing on youth leadership. CASC serves student councils and their advisors, as well as any other young leaders and students who want to make a difference. Supported by advisors and an office staff, the twenty-five high school students on State Council, assisted by their regional counterparts, lead CASC.
What is a Region Cabinet?

CASC has divided the state into twelve regions, each led by a Region President in charge of CASC’s operations at the local level. Each region has a Region Cabinet that is a student group leading CASC at the local level, overseeing programs and working with schools, students, and governments in the area.

By working closely with Region Presidents, Region Cabinets are responsible for the planning and execution of CASC’s programs in their local areas. Region Cabinet members’ duties range from direction Region conferences to advocating for students locally to visiting schools to train their leadership classes.

Who can be on Region Cabinet?

- Region cabinet is open to all high school students (grades 9-12).
- Perfect grades and long resume are not required – we’re looking for passionate, dedicated students who are ready to make a difference and devote time to their positions
- Student council and CASC experience is great but not required

What are the time commitments?

- Region Cabinet members devote 2-10 hours per week depending on the position and may miss school from time to time
- Region Cabinet attends all regional conferences and programs (at least two a semester)
- Depending on the Region President, Region Cabinet meets regularly and is responsible for their own transportation
- Region Cabinet is asked to staff (be a counselor for) nearby Elementary School, Middle School, and Special Projects Programs

What are some benefits of joining Region Cabinet?

- Develop friendships with other youth from local schools
- Gain important experience planning events, collaborating on a team, working with government, and more
- Region Cabinet is a catalyst is developing students’ leadership abilities by providing them with real-world experiences
CASC in History: Accomplishments

International

In 1987 CASC student leaders worked with Russian and Finish counterparts to develop the Agenda for the 21st Century. The document was presented directly to Presidents Gorbachev and Reagan and led to the first youth exchange program between the US and the Soviet Union.

CASC training and support led to the founding of the Association of Young Leaders (AYL), the third non-profit organization formed in the Newly Independent Russian States in 1992.


In 2004 CASC and AYL trained Japanese youth to serve as facilitators for an environmental forum in Aomori, Japan.

National

CASC leaders served as facilitators and recorders for small group sessions at the 2002 Family Re-Union Conference sponsored by Al and Tipper Gore at Vanderbilt University.

Executive Director, June Thompson, is serving as the Architect for Leadership Development for the American Society of Plastic Surgeons. CASC trainers are currently working with staff, board, and members to augment their leadership skills.

In 1995, the Corporation for National Service selected CASC as one of the three organizations to collaborate in designing and conducting training for national service executives.

CASC youth leaders staffed the 1992 Earth Train project which conducted environmental forums in Los Angeles, Denver, and Chicago and met with UN and Congressional leaders.

Schools

In 1996 CASC facilitated the establishment of the Westside Leadership Magnet School in the Los Angeles Unified School District. Currently, student leaders conduct classroom lessons in leadership three times a week for primary and elementary schools.

CASC trains peer mentors for the summer enrichment program for “at-risk” entering ninth graders in the Compass Program at Menlo-Atherton High School. The program serves as a catalyst for the development of class, club, and ASB leaders.

CASC designed a special workshop for Gifted and Talented Students in the Mountain-View Whishman Elementary District and the Mt. Diablo School District.

Over a four-year period, CASC conducted training for classes, the staff, and the entire student body at Menlo-Atherton High School. The result was a more unified and respectful student population.

Organizations

CASC provided small group facilitators for the Educational Planning Forum for the Sequoia Union High School District. Meeting skills training was also provided for parent groups.

CASC designed leadership lessons and trained staff for Sacramento START, which conducts after-school programs in 40 low income elementary schools.
IMPORTANT: When you submit your application, place this page on top. Please do not submit any of the previous informational pages.

Form A: Basic Candidate Information

Personal Information:
First Name: ______________________ Last Name: ______________________ MI: ______
Street Address: _______________________________ City: ______________________
Zip Code: _______________ County: ______________________ Date of Birth: _____________
Current Grade: ______ CASC Region: _____ (Refer to www.casc.net) Home Phone: _____________
Cell Phone: _____________ I can receive texts ___ I have a Facebook AIM: ________________
Do you drive?: _________ If no, when? ____________________________
How did you find out about this position? __________________________________________
E-Mail: ________________________________

School Information:
School: __________________________ City: __________________________ County: ________________
School Ph: ___________ Principal: _______________ ASB / Leadership Advisor: ________________

Parents/Guardians Information:
First Name: ______________________ Last Name: ______________________ MI: ______
Street Address (if different): _______________________________ City: ______________________
Zip Code: _______________ State: _____________ County: ______________________
Cell Phone: ______________________ Home Phone: ______________________
E-mail Address: ________________________________ Relationship: ________________

First Name: ______________________ Last Name: ______________________ MI: ______
Street Address (if different): _______________________________ City: ______________________
Zip Code: _______________ State: _____________ County: ______________________
Cell Phone: ______________________ Home Phone: ______________________
E-mail Address: ________________________________ Relationship: ________________
Form B: Declaration of Intent for Appointed Office

I, ________________________________, do hereby submit my application for the California Association of Student Council Region Cabinet offices of:

First choice: Second Choice: Third Choice (optional):

I understand that by signing this Declaration of Intent, I agree to the following:

• I have read the position descriptions for the positions for which I am applying and understand and accept the duties and time commitment involved.

• If selected, I will fulfill my duties to the best of my abilities and let no other activities interfere with my duties as a CASC Region Cabinet member.

• I am submitting a complete and honest application.

• MUST Attend:
  o ALL region cabinet meetings
  o CASC Summer Leadership Conference (see dates on page 2)
  o All region high school conferences (Fall and Spring Conference)
  o Staff Development Program

Candidate Signature: ________________________________ Date: __________

Parents / Guardians: I have read this application packet and am familiar with the mission and ideals of CASC. I understand the responsibilities my child will have if selected and pledge to support my child’s involvement and leadership in CASC.

Signature: ________________________________ Date: __________

Signature: ________________________________ Date: __________
Principal and ASB/Student Council Advisor: I have read this application packet and am familiar with the mission and ideals of CASC. I understand the responsibilities my student will have if selected and pledge to support my student’s involvement and leadership in CASC.

Principal: ________________________________ Date: __________

ASB Advisor/ Activities Director: __________________________ Date: __________
Supplementary Information

Please submit the following supplementary information with your application on separate sheets of paper. **YOU MUST READ ALL INSTRUCTIONS CAREFULLY OR YOUR APPLICATION WILL BE AT A DISADVANTAGE.**

I. List of Significant Activities, Work Experience, Volunteer Service, Awards, and Honors

Provide a list of your most significant and relevant academic and extracurricular activities and achievements, including any ASB/student council or student board member involvement and all CASC programs you have attended (if any). Please use the attached chart. Only use as much space as you need: we’re looking for quality, not quantity. Only include activities in which you were/are meaningfully involved.

II. Essay

Write a 500 word essay explaining your interest in the positions for which you are applying. Be specific and provide examples. Don’t forget to address your second and third choice positions. In your essay, consider the following questions:

- Why do you want this position?
- What skills and experience do you bring to the position and organization?
- What ideas do you have for improving the activities associated with your position?
- What are your overall aspirations and goals for the year if you are chosen?

III. Letter of Recommendation

Provide a letter of recommendation from an individual who knows you personally, other than a family member, such as a teacher, principal, advisor, manager, etc.

IV. High School Transcript

Enclose a copy of your transcript that includes your most current grades.

V. Optional Materials

You may optionally submit additional, extraordinary, relevant materials for us to consider alongside your application, such as an award-winning graphic design portfolio or detailed article about you on the front page of the *L.A. Times*. You are strongly discouraged from submitting these materials unless you feel the materials significantly enhance your application and tell us something about you not available anywhere else in your application. These materials will not be returned to you. Do not submit: copies of awards won, photos of you with important people, brief newspaper clippings, etc.
## I. List of Significant Activities, Work Experience, Volunteer Service, Awards, and CASC Programs Attended

<table>
<thead>
<tr>
<th>Name of activity (list in order of importance)</th>
<th>Extra Curricular?</th>
<th>Paid Work?</th>
<th>Volunteer Service?</th>
<th>Starting &amp; Ending Date</th>
<th>Do you plan on participating in this activity in the coming year?</th>
<th>Hours per week</th>
<th>Weeks per year</th>
<th>Brief Description (include specific duties and accomplishments)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: ASB Commissioner of Correspondence</td>
<td>Extra curricular</td>
<td></td>
<td></td>
<td>09/27/11 – Present</td>
<td>Yes</td>
<td>6 hours/week</td>
<td>40 weeks/year</td>
<td>Manage all class secretaries, collect and take minutes for leadership class, responsible for all correspondence within school and community</td>
</tr>
</tbody>
</table>

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EXECUTIVE POSTIONS

Vice President

*Primarily responsible for planning and executing both the fall and spring conferences and all logical aspects.*

Responsibilities Include:

- Runs fall and spring conference
- Takes part in the Alumni Mentorship Program by finding interns locally
- Serves as the Public Relations Rep for the Region
- Add/revise workshops to conference schedule (with approval from state)
- Finds staff for both fall and spring conference
- Work closely with outreach on promoting and marketing both conferences, as well as other special projects that the region offers
- Assumes responsibilities of the President when necessary
- Attends State Council meetings if the President is unable to attend
- Works with Region President on establishing a cabinet meeting agenda

Secretary

*Oversees finances, logistics, records, and history.*

Responsibilities Include:

- Keeps minutes at every region meeting and documents every region event/project (conference sites, food donations, fundraising ideas and events, marketing letters, thank-you notes, donation letters, etc.)
- Creates a Region cabinet roster to upload on the CASC wiki
- Contacts and maintains relationships with local (city, county) newspapers to promote CASC
- Writes local press releases, edited by State Communications Director
- Manages and updates contact information from summer camp and region conference in region database
- Coordinates logistics for cabinet meetings and region conferences
Committee Director

Oversees and manages their respective committee and committee members. There is one committee director for each of the four committees (outreach, governmental affairs, development, and regional resource).

Outreach Committee

This committee is responsible for spreading the word about CASC programs to students, educators, schools, districts, and community groups in the region. They are in charge of marketing CASC programs, especially region conferences, to students and educators throughout the region. Other CASC programs that this committee is responsible for marketing throughout the year are SABE, YASC, and CASC’s summer conferences.

Responsibilities Include:
- Clubs Coordination
- Actively promotes the establishment of clubs in the region
- Coordinates club events in region, including compiling a calendar of events to send to the State Secretary/Treasurer
- Promotes club events occurring locally
- Maintains contacts with Club Presidents
- Monitors club activity to ensure professionalism and uphold CASC standards
- Collects Best Practices for other clubs in the state to use as a resource
- Publicity
  - Plans and executes Info Nights, local information sessions for parents, students, and advisors to attend and learn more about CASC
  - Oversees the promotion of statewide programs
  - Invites students to follow, like, etc. CASC social media outlets
- Marketing
  - Customizes marketing letters and e-mails from the state to be sent out to advisors, principals, educators, students, and youth groups in region
  - Coordinates visits to other schools and organizations in the region
  - Establishes relationships with district and community groups, such as youth councils, youth groups, school district administrations, and school boards

Development Committee

Coordinates raising funds, grant writing, and sponsor-seeking.

Responsibilities Include:
- Oversee all of the region’s fundraising efforts for scholarships and in general

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- Seek donations and corporate contributions
• Focuses on **reducing region costs** and promoting future monetary growth through fundraising events and donations
  o Increase Delegate Count
  o Find Cheaper/Free Conference Sites
• Research **grant opportunities** and with state permission write grant proposals to local businesses
• Participates in fundraising for the organization as a whole (telethons, assists GAP in creating relationships with legislators)
• Hosts two reunion events per year to strengthen relationships between alumni and current cabinet members

**Governmental Affairs Committee**
*Builds and maintains relationships with government officials, including legislators, superintendents, and those in the Department of Education.*

Responsibilities Include:
• Serves as the Research Team for the Student Advisory Board on Education and the Student Advisory Board on Legislation in Education
• Identifies and develops relationships with legislators in region.
• Ensures follow-up from SABE and SABLE delegates
• Develops partnerships with local organizations working on educational issues.
• Identifies youth advisory committees in area and develops relationships with committee heads.
• Promotes forums on educational issues at the school and district levels and trains students and adults to run them.
• Surveys student opinions on legislative issues/educational topics.
• Follows up on SABE proposals that require legislation/regional implementation, provides recommendation.
• Updates region cabinet on current the current legislative efforts of CASC.
• Advocates for the student board member position and the advisory vote