



# CASC State Council

## 2023-2024 Application

### For Elected & Appointed Office



California Association of  
Student Councils  
3130 Alpine Rd, Suite 288  
Portola Valley, CA 94028



Website : [www.casc.net](http://www.casc.net)

Phone : (510) 834-2272

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Executive Director Dr. June Thompson:

[june.thompson@casc.net](mailto:june.thompson@casc.net)

**Submit Digitally by Email**

February 10 - Elected Office

March 1 - Appointed Office



**The California Association of Student Councils  
2023 - 2024 State Council Application**

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***Application Instructions & Deadlines***

**Instructions:** Please scan and email a PDF of your application. Include only pages 5-8 and page 9 for Elected Office or pages 5-8, and page 10 for Appointed Office. Also include your letter of recommendation and any supplementary materials in the PDF. Do not submit any other pages not explicitly requested.

<p><b>Email to:</b> Executive Director June Thompson <a href="mailto:june.thompson@casc.net">june.thompson@casc.net</a> State President Ellie Lian <a href="mailto:ellie.lian@casc.net">ellie.lian@casc.net</a></p>	<p><b>Mail to:</b> CASC State Council Application 3130 Alpine Rd, Suite 288 Portola Valley, CA 94028</p>
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**What to Submit:**

Applicants for **Elected Office** submit:

- Forms A, B, and C
- Supplementary Information

Applicants for **Appointed Office** submit:

- Forms A, B, and D
- Supplementary Information

*\* Please do not submit any of the informational pages from this packet. \**

**Deadlines:**

Applications for **Elected Office:**

- Emailed by 11:59 pm on February 10

Applications for **Appointed Office:**

- Emailed by 11:59 pm on March 10

***The Application Process, Step-by-Step***

**1. Decide which State Council positions interest you. You may apply for 3 positions.**

- Read the job descriptions on page 14 of this packet.
  - What are you experienced in?
  - What do you want to learn more about?
  - What are your career interests?
- Get in touch with the people who currently hold the positions. See [casc.net/state-council](http://casc.net/state-council) for the list of current State Council members.
- If you'd like more advice, contact the current State President, Ellie Lian, [ellie.lian@casc.net](mailto:ellie.lian@casc.net) or (770) 878-1166.

**2. E-mail/Mail in your application (deadlines on page 3). Contact the State President (see above) if you have trouble meeting the deadline or if you don't hear back from CASC within five business days of submitting your application.**

**3. Complete the selection process as follows:**

**Appointed Positions:**

Attend an interview on the week of [TBD]  
Time TBD on Zoom.

**Elected Officer Positions (State President and State Vice President):**

Attend the Youth Action Summit of California (YASC) from February 25-26, 2023

- Be nominated by a fellow student
- Present a speech
- Answer questions of the delegation and alumni panel

Each attending school will be allowed to cast one vote for each office.

Important: When you submit your application, place this page as the top. Please do not submit any of the informational pages from this packet.

**Positions Applying For:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Form A: Basic Candidate Information**

**Personal Information:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ MI: \_\_\_\_\_

Preferred Name (optional): \_\_\_\_\_ Pronouns: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Current Grade: \_\_\_\_\_ CASC Region: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

Zip Code: \_\_\_\_\_ County: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

**School Information:**

School: \_\_\_\_\_ City: \_\_\_\_\_ County: \_\_\_\_\_

School Phone: \_\_\_\_\_ Principal: \_\_\_\_\_

**Parent/Guardian Information:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ MI: \_\_\_\_\_

Street Address (if different): \_\_\_\_\_ City: \_\_\_\_\_

Zip Code: \_\_\_\_\_ State: \_\_\_\_\_ County: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Relationship: \_\_\_\_\_

\_\_\_\_\_

**(Optional) Parent/Guardian 2**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ MI: \_\_\_\_\_

Street Address (if different): \_\_\_\_\_ City: \_\_\_\_\_

Zip Code: \_\_\_\_\_ State: \_\_\_\_\_ County: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Form B: State Council Student Contract**

Instructions: Read and initial each of the below items to acknowledge that you have read and agreed to them. Then, sign your name below and have your parent/guardian and principal sign in support as well.

**Student Initials:**

\_\_\_\_\_ I pledge to obtain support from my teachers, school and district administration to arrange for excused absences and make up work during CASC events and meetings.

\_\_\_\_\_ I pledge to attend the entirety of the following required events and meetings during my term in office and understand that I am expected to pay the normal registration fee in many cases:

\_\_\_\_\_ All State Council Meetings (overnight, Friday night through Sunday)

\_\_\_\_\_ State Council Transitions - *March 31 - April 2, 2022*

\_\_\_\_\_ CASC Summer Leadership Conference at UC Santa Barbara - *July 31- August 3, 2023*

\_\_\_\_\_ Staff Development Program (SDP) - *June 16-18, 2023 in Cupertino and June 23-25, 2023 in Los Angeles if Summer Camp has already been attended or early August if attending after Summer Camp (exact date TBD)*

\_\_\_\_\_ Regional Officers Conference (ROC) - *June 27, 2023 for North and June 29, 2023 for South*

\_\_\_\_\_ Student Advisory Board on Education (SABE) - *November 6-9, 2023*

\_\_\_\_\_ Student Advisory Board on Legislation in Education (SABLE) - *January 8-10, 2024*

\_\_\_\_\_ Youth Action Summit of California (YASC) - *February 24-25, 2024*

\_\_\_\_\_ I understand that if I am not able to attend all of the above events, I must add a note to my application. During the year, in the event of a family emergency or illness that prevents my full attendance, I will notify the State President, Executive Director, and State Vice President. If notifications are not properly given, appropriate action may be taken, including, in some cases, expulsion.

\_\_\_\_\_ I understand that after I pay the initial flight defrayal fee (or request a need-based scholarship to cover the fee), CASC will arrange transportation to and from State Council meetings, provided arrangements do not conflict with the travel policy.

*\*fee only applies if in-person (summer 2023 at the earliest)\**

\_\_\_\_\_ I have informed my parents/guardians of my responsibilities as a State Council member and have received their full approval and support (signatures below).

\_\_\_\_\_ I understand that serving on the CASC State Council is a privilege, and plan to fulfill my prospective position to the best of my abilities, with the utmost professionalism and dedication.

\_\_\_\_\_ I am fully aware of all the commitments associated with my participation in the State Council of the California Association of Student Councils and commit to serving my year long term in its entirety.

**Student:** I have read and agreed to fulfill the aforementioned commitments if I am selected to serve on State Council.

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

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

**Parents/Guardians:** I have read and agreed to all of the items outlined in this contract, and pledge to support my child's involvement and leadership in CASC.

Parent/Guardian Name: \_\_\_\_\_

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

(Optional) Parent/Guardian Name: \_\_\_\_\_

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



**Form C: Declaration of Intent for Elected Office**

I, \_\_\_\_\_, wish to declare my candidacy for the California Association of Student Councils State Council office of:

\_\_\_\_\_ State President \_\_\_\_\_ State Vice President

I understand that by signing this Declaration of Intent, I am giving my permission to have any name printed on the official CASC ballot and agree to the following:

- I have read the position description(s) for the position(s) for which I am running and understand and accept the duties and time commitment involved.
- If elected, I will fulfill my duties to the best of my abilities and let no other activities interfere with my duties as a CASC officer.
- I understand that the election is final as long as the election process is properly executed.
- I am submitting a complete and honest application.
- I will attend the 2023 Youth Action Summit of California (YASC) and fully participate in the election process there.

**Candidate's 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 elected and pledge to support my child's involvement and leadership in CASC.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**(Optional) Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Form D: Declaration of Intent for Appointed Office**

I, \_\_\_\_\_, do hereby submit my application for the California Association of Student Councils State Council 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 commitments 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 State Council member.
- I am submitting a complete and honest application.
- I understand that the appointment (or lack thereof) is final as long as the appointment process is properly executed.

**Candidate's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

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

(Optional) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### ***Supplementary Information***

Please submit the following supplementary information with your application.

**I. CASC Experience**

Use the attached chart to list your participation in CASC and its programs. Briefly describe how your participation has impacted you. Leave this section blank if you have no CASC experience. Prior CASC experience is not a requirement to serve on State Council.

**II. Future Activities**

Use the attached chart to list non-CASC activities that you plan to participate in during the 2023-2024 school year.

**III. Personal Questions**

Write 4 short essays addressing the prompts listed below. Each essay has a 150 word limit that may not be exceeded. Be specific and provide examples. Label each response with its appropriate number.

1. Describe a time when you faced a challenge or setback. How did it affect you and what did you learn from it?
2. What is the biggest challenge facing California schools?
3. Describe a leadership role you have had and what you accomplished.
4. What experience have you had relating to the position you are seeking and what goals would you set for the year?

**IV. 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. Your recommender should be able to speak to your recent accomplishments and character.

**V. High School Transcript**

Enclose an official or unofficial copy of your transcript with your most current grades.

<i>CASC Experience</i>			
<b>Name of Program/Part of Organization</b>	<b>Role</b>	<b>Date(s) of participation</b>	<b>Personal Impact/Relevance</b>
ex: Region 10 Cabinet	Region Secretary	June 2022 to May 2023	

<i>Future Activities (NON CASC)</i>			
<b>Name of Activity</b>	<b>Role</b>	<b>Estimated Hours per Week</b>	<b>Estimated Weeks per Year</b>
ex: Portola High School ASB	Student Representative	8	42

## ***State Council Overview and FAQs***

### **Students on State Council**

- Run the organization and develop leadership skills - in CASC, students have real responsibility and real opportunities to make a difference.
- Are elected or appointed to specific positions:
  - **The elected officers**, the President and State Vice President, lead State Council.
  - **The appointed executive cabinet members** oversee specific areas within CASC.
  - **The appointed region presidents** lead CASC in their regions, overseeing local programs and their region cabinets.
- Organize and direct one-day and overnight programs across California that reach tens of thousands of students, including:
  - Regional one-day leadership/student advocacy workshops
  - Summer leadership camps
  - Student council/ASB workshops
  - CASC club leadership training workshops
  - Elementary and middle school programs
  - The Student Advisory Board on Education (SABE)
  - The Student Advisory Board on Legislation in Education (SABLE)
  - The Youth Action Summit of California (YASC)
  - Student Board Member symposiums
- Have fun and make lifelong friends — most past State Council members still stay in touch.
- Collaborate with the government to improve our schools, writing and lobbying for legislation.
- Travel across the state working with students and schools all over California.
- Get support from professional mentors and learn real-world professional skills.

### **Who can be on State Council?**

- State Council is open to all high school students (grades 9-12).
- Perfect grades and a 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 or CASC experience is a plus but not required.

### **What are the time commitments?**

- State Council meets for a full weekend five times per year. The meetings last from Friday evening until Sunday afternoon.
- State Council members attend all CASC programs — see Form B for information. In-year programs will require about three-five absences each semester.
- State Council members devote 5-20 hours per week depending on the position — see the job description.

### **What are the financial commitments?**

- State Council pays an initial flight fee for CASC to arrange transportation to and from state council meetings that occur across the state from the student's region. CASC arranges for students to stay with host families in the area. Students pay for food.
- State Council members attend CASC programs throughout the year and are expected to pay the normal registration fee in many cases.

### ***Job Descriptions***

Time commitments and days of school missed don't include events that are required of everyone on State Council, including regular State Council meetings and in-year conferences (YASC, SABE, SABLE, etc) that constitute additional absences. Please note that the listed time commitments and job descriptions are merely guides.

#### **State President (elected)**

Hours per week: 15-25

Days of school missed: 5-10 per semester

*Leads CASC, helps set direction of organization, and presides over State Council.*

Responsibilities include:

- Serve as Spokesperson for CASC.
- Direct and develop agenda for State Council meetings and conference calls.
- Cultivate partnerships with other organizations.
- Sit on the Board of Directors; liaison between State Council and Board.
- Find candidates for vacant State Council positions and/or steps in as necessary.
- Ensure communication between Executive Officers and their Region counterparts.
- Ensure all programs are well-staffed and oversee recruitment for programs.
- Coach and support State Council members, ensuring they follow-through on their work plans.
- Ensure CASC is maintaining strong relationships with volunteer staff, alumni, donors, students, advisors, and partners.
- Serve on ACSA's (Association of California School Administrators) LPC if applicable.

#### **State Vice-President (elected)**

Hours per week: 15-25

Days of school missed: 5-10 per semester

*Helps to lead CASC and set direction of organization. Oversees regions, staffing, and quality control.*

Responsibilities include:

- Coach and support the Region Presidents, ensuring follow through.
- Oversee quality control of region conferences:
  - Review all program schedules to ensure quality.
  - Collect feedback from participants and staff after programs.
  - Develop direction for the Fall Region Conferences.
  - Oversee direction for the Winter/Spring Region Conferences.
- Evaluate effectiveness of all region conferences and make recommendations accordingly.
- Develop and update standardized region conference programs.
- Help develop agenda for State Council meetings.
- Assume responsibility of the State President as necessary.
- Serve as a spokesperson for CASC.
- Assist State President in leading State Council.

**Region President (appointed in Regions 1-12)**

Hours per week: 6-13

Days of school missed: 5 per semester

*Runs CASC at the local level, leading the region cabinet, overseeing local programs, and ensuring outreach to local students, advisors, and schools.*

Responsibilities include:

- Serve as spokesperson for CASC at the local level.
- Work with the region advisor and regional executive cabinet to provide leadership and set direction for the region.
- Organize and direct the region's fall and spring one-day conferences.
- Recruit and select region cabinet members and establish an effective region cabinet structure. (Region cabinets are the local equivalent of State Council)
- Preside over cabinet meetings.
- Coach and support individual cabinet members, ensuring follow-through.
- Promote CASC's statewide and local programs to schools in the area.
- Serve as liaison between State Council and the region.
- Plan region fundraisers and maintain a balanced budget.
- Establish relationships with local partners and government officials.
- Support member schools in the region.

**Secretary / Treasurer (appointed)**

Hours per week: 10-20

Days of school missed: 6 per semester

*Oversees finances, logistics, records, and history*

Responsibilities include:

- Assist the Executive Director in preparing budgets for CASC, regions, and programs.
- Serve as historian, preserving photos, feedback/evaluations, testimonials, etc.
- Analyze financial statement reports to monitor expenditures and recommended savings and cuts.
- Oversee logistics for State Council, including meeting minutes, meeting logistics, email accounts, conference call scheduling, fees, etc.
- Recommend flights for state council meetings to office and prepare travel reports.
- Approve region budgets & spending.
- Oversee data entry by region presidents and program directors.
- Take minutes at State Council meetings and disseminate them after the meetings.
- Support and provide direction to region secretaries.
- Monitor CASC website and Wiki page, changing and updating information as necessary.

**Governmental Affairs Program Director (appointed)**

Hours per week: 6-12

Days of school missed: 5-9 per semester



Recommended: Located in Northern California, preferably Sacramento.

*Promotes student input in government and advocates for students at the State level.*

Responsibilities include:

- Update CASC's legislative platform.
- Lead CASC's advocacy and lobbying efforts at the state level, including writing legislation and mobilizing support for legislation.
- Serve as liaison to education organizations and lobbyists.
- Serve as liaison to state government and officials, including the State Legislature and the State Department of Education.
- Collaborate with the Student Board Member on the State Board of Education.
- Develop and coordinate CASC's Legislative Policy Committee (usually Region GAP Directors).
- Develop relationships with legislators in Sacramento.
- Train and mobilize regional Governmental Affairs Directors.
- Oversee recruitment and selection of student members for Western Association of Schools and Colleges (WASC) accreditation teams if applicable.
- Serve on the Association of California School Administrators (ACSA) Legislative Policy Committee (LPC) and the California School Board Association (CSBA) LPC if applicable.

### **Governmental Affairs on a Local Level (appointed)**

Hours per week: 5-10

Days of school missed: 8-10 per semester

Recommended: It is strongly encouraged that applicants have served as student board members.

*Promotes student input in government at the local level.*

Responsibilities include:

- Direct and outreach for Student Board Member Symposiums.
- Develop a statewide network of student school board members.
- Promote and review applications for student members in WASC committees if applicable.
- Lead workshops at the CSBA annual workshop if applicable.
- Provide other educational materials for Student Board Members across CA.
- Maintain a vast knowledge of accurate and current education policy.
- Maintain a relationship with the State Board of Education to promote student involvement in district school boards.
- Maintain relationships with school district board members and district staff across CA.
- Seat student board members on districts without one by partnering with a local high schooler.
- Work with Governmental Affairs and Policy Director to promote district student involvement by passing statewide legislation.

### **Education Policy Director (appointed)**

Hours per week: 5-15

Days of school missed: 5-10 per semester

Special Requirements: Applicants must have previously attended the Student Advisory Board on Education (SABE) and/or the Student Advisory Board on Legislation in Education (SABLE).  
*Organizes and directs the Student Advisory Board on Education (November, 4~5 days) and the Student Advisory Board on Legislation in Education (spring, 3 days).*

Responsibilities include:

- Serve as liaison to the State Board of Education and State Senate/Assembly Committee on Education in terms of their support for these conferences.
- Develop the SABE/SABLE program schedules and activities, arranging for guest speakers.
- Secure staff for each program.
- Work with the Outreach and Communications directors to proactively promote the program statewide.
- Work with the Development director to seek financial and in-kind sponsorships and donations for each program.
- Work with the Outreach director to develop and execute press relations for each program.
- Develop guides for regional Student Advocacy conferences alongside the GAP Director and support them.
- Develop partnerships for SABE and SABLE with organizations whose missions align with CASC.

### **Youth Action Summit of California Director (appointed)**

Hours per week: 5-15

Days of school missed: 5-10 per semester

Special Requirements: Applicants must have previously attended the Youth Action Summit of California (YASC).

*Organizes and directs YASC (spring, 3 days).*

- Responsibilities include:
- Develop the program schedule and activities.
- Arrange for keynote speakers, guest speakers, and workshop presenters.
- Secure staff for each program.
- Work with the Outreach and Communications directors to proactively promote the program statewide.
- Work with the Development director to seek financial and in-kind sponsorships and donations for each program.
- Develop partnerships for YASC with organizations whose missions align with CASC.
- Work with the State President to coordinate elections for the State President and Vice President successors.
- Work with the YASC Assistant Director to prepare logistical aspects of the program.
- Create an organized project follow-up plan for post-conference.

### **Elementary/Middle School Program Director (appointed)**

Hours per week: 5-10

Days of school missed: 5-10 per semester

*Organizes, promotes, and directs one-day leadership workshops for elementary and middle schools.*

Responsibilities include:

- Conduct one-day leadership workshops throughout the state in the fall and spring.
- Secure adequate staff for conferences in proportion to delegation numbers (delegate numbers vary between 25 to 180).
- Conduct pre-camp training with staff, and find host homes/transportation for the staff.
- Build schedules for each of the conferences.
- Build evaluation forms for each of the conferences and identify areas for future improvement.
- Determine relevant curriculum to be taught at each conference.
- Work with the Outreach and Communications directors to proactively promote the program statewide, which include contacting schools that participated in the past to invite them to return.

### **Special Projects Director (appointed)**

Hours per week: 5-10

Days of school missed: 3-10 per semester

*Promotes, organizes, and directs CASC's custom-designed programs for schools and organizations.*

Responsibilities include:

- Direct Special Project conferences throughout the state.
- Actively seek out organizations and schools which can benefit from the implementation of CASC curriculum in their regular functions.
- Communicate with schools, businesses, and youth organizations that request Special Projects.
- Assist in the development of an agenda for each of the workshops offered.
- Assist in the design of the Special Projects curriculum and developing a handbook for the participants, if necessary.
- Coordinate staff for all Special Projects and collaborate with the Secretary/Treasurer in scheduling travel arrangements for yourself to the Special Projects.
- Run pre-camp and post-camp for all Special Projects.
- Coordinate host homes and transportation for all staff and transportation.

### **Outreach Director (appointed)**

Hours per week: 5-10

Days of school missed: 5 per semester

*Conducts a major portion of marketing for the organization. Gets people involved with CASC on all levels through specific tasks like school visits, phone calls, presentations at conferences, and partnerships with community groups.*

Responsibilities include:

- Collaborate with program directors and the communications director to develop strategies for proactively promoting programs and marketing for conferences.

- Oversee continual visits to schools, youth councils, and community groups made by other state council members and regional outreach directors.
- Develop relations with organizations, districts, and other partners to promote programs.
- Conduct workshops spotlighting CASC at conferences hosted by other organizations.
- Market state council positions to potential candidates for the next year.
- Coordinate follow-up calls to students, advisors, and schools involved with CASC about upcoming programs.
- Coordinate press, including writing press releases for CASC events.
- Write marketing letters and emails to send out to students, advisors, and principals across CA.
- Oversee promotion of membership to schools.
- Support and provide direction to regional outreach directors, who conduct a similar array of tasks at the region/local level.

### **Development Director (appointed)**

Hours per week: 5-7

Days of school missed: 5 per semester

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

Responsibilities include:

- Coordinate the two annual telethons, including recruiting callers.
- Research grant opportunities, writing grants where possible.
- Support the Board of Directors Development Committee.
- Seek sponsors for CASC programs.
- Mobilize State Council to help identify potential donors and sponsors.
- Support and provide direction to regional development directors.
- Oversee fundraising for scholarship funds.
- Run annual donor campaigns and assist the Board of Directors with auctions.

### **Communications Director (appointed)**

Hours per week: 5-7

Days of school missed: 5 per semester

*Oversees the message and branding that CASC projects to the world by developing advertising strategy and managing social networking communications. Edits and lays out CASC's digital newsletters. In charge of graphic design for State Council.*

Responsibilities include:

- Work with program directors and Outreach director to develop strategy for marketing programs.
- Work with the Executive Director to compile case studies that highlight CASC's work.
- Develop promotional materials for programs using graphic design programs.
- Identify potential journals in which CASC could publish articles and work with the Executive Director to identify an author and follow-through.
- Commission and write articles for the Harbinger, CASC's statewide newsletter.
- Develop content and send a monthly e-newsletter to all CASC contacts.

- Edit, lay out the template, and prepare a proof of each newsletter edition.
- Compile photographs of CASC events.
- Run the CASC Instagram, Facebook, and other social media

**Director of Technology (appointed)**

Hours per week: 5-7

Days of school missed: 5 per semester

*Compiles resources and information on the CASC website. Maintains, updates, and restructures CASC website for CASC events.*

Responsibilities include:

- Regularly update website (updates pictures, calendar, registration, etc.)
- Support State Council with technology including organizing SDP staff, QR codes for conferences, compiling evals, Zoom or other virtual platforms, etc.
- Work with the Secretary/Treasurer to develop tech logistics for online programs.
- Create marketing materials such as graphics, posters, and videos for the communications director to broadcast.
- Collect information about great programs, events, school policies, etc from students and advisors.
- Create CASC merchandise and run the online store.
- Write how-to papers and guides for distribution to schools (such as a guide to fundraising, how to set up a student government, etc.).
- Work with the communications and outreach directors to sell CASC publications and merch.
- Update CASC's internal resources, such as the CASC Wiki.