



ASSOCIATED  
STUDENTS  
ACRAMENTO STATE



# CASH FOR CLUBS

FUNDRAISING PROGRAM





**ASI GOVERNMENT OFFICE  
ELECTIONS OFFICER**

---

**TYLER GARDNER**  
Email: [asi-ogeo@csus.edu](mailto:asi-ogeo@csus.edu)

**SO&L OFFICE FRONT DESK**

---

Office: (916) 278-6595  
Email: [getinvolved@csus.edu](mailto:getinvolved@csus.edu)

**ASI IT MANAGER**

---

**GERALD TUBO**  
Office: (916) 278-3996  
Email: [gtubo@csus.edu](mailto:gtubo@csus.edu)

**ASI OFFICE FRONT DESK**

---

Office: (916) 278-6784

**SEO MARKETING MANAGER**

---

**KAYLA KOROUGH**  
Mobile: (916) 539-2672  
Email: [k.koroush@csus.edu](mailto:k.koroush@csus.edu)

# FREQUENTLY ASKED QUESTIONS / QUICK LINKS:

## WHAT IS CASH FOR CLUBS?

Cash for Clubs is a cash for votes program exclusive to clubs and organizations on campus. For each vote that clubs collect, the club will receive a \$5.00 deposit into their club account from ASI. There is no cap on how many votes can be collected. The top five clubs that collect the most votes earn an added prize amount of \$500, \$400, \$300, \$200, and \$100 in addition to the number of votes that were collected. For more information: [asi.csus.edu/pod/cash-clubs](http://asi.csus.edu/pod/cash-clubs)

## HOW CAN CLUBS AND STUDENT ORGANIZATIONS PARTICIPATE IN CASH FOR CLUBS?

Clubs and student organizations can participate in Cash for Clubs by completing the ASI Club Accounting Form (CAF) and registering with SO&L (Student Organization & Leadership) by March 17th at 4 pm. For more information: [www.csus.edu/student-life/student-organizations/treasurer-resources.html#asi-club-account-form-caf-1](http://www.csus.edu/student-life/student-organizations/treasurer-resources.html#asi-club-account-form-caf-1)

## ELIGIBILITY FOR CASH FOR CLUBS:

All clubs and student organizations must be registered with SO&L (Student Organizations & Leadership) by March 17th at 4 pm to be eligible to participate in the Cash for Clubs fundraising project. On Wednesday, April 16th and Thursday, April 17th, 2025, from 8 am to 7:30 pm, clubs and student organizations are allowed to set up a polling station to do tabling on-campus and ask for votes for their clubs or student organizations.

Disclaimer: Clubs and student organizations should note that the club registration form is NOT the ASI Club Accounting Form (CAF).

For more information about ASI Club Accounting Form, check here (<https://www.csus.edu/student-life/student-organizations/treasurer-resources.html>).

# TIMELINE

HOW CAN YOUR CLUB/STUDENT ORGANIZATION MAKE CASH:

## INFORM YOUR CLUB OR STUDENT ORGANIZATION

Inform your club/student organization about Cash For Clubs fundraising project

2

## SET A GOAL

- How does your club/student org. plan to use the money raised?
- How many votes do you need to meet your goal?  
(300 votes=\$1500)

3

## ASI ELECTIONS DAYS

Host your polling station on April 16 & 17 from 8am-7:30pm. Collect votes from students & members

6

1

## ASI CLUB ACCOUNTING FORM (CAF)

Submit your CAF to ASI Accounting Services. Be registered with SO&L (Student Organization & Leadership) by March 17, 2025

4

## PLAN TO HOST A POLLING STATION

Schedule your club/student org. members to assist at your polling station on election days

5

## PROMOTIONAL MATERIALS FOR ELECTION DAYS

Create relevant promotional material! Create materials that convey "why" students should vote for your club/student org.

FIND MORE INFORMATION AT:  
[ASI.CSUS.EDU](http://ASI.CSUS.EDU)



# CASE STUDIES


## **CASE STUDY #1: SAC STATE BICYCLE CLUB**

***SAC STATE BICYCLE CLUB WANTS TO BUY 5 NEW JERSEYS FOR THEIR TEAM. IT WILL COST THEM \$300 TO PURCHASE. HOW CAN THEY RALLY VOTES AT NO COST AT A POLLING STATION?***

- Sac State Bicycle Club would need 60 votes to achieve their goal of \$300. At the polling station, they could have a giveaway wheel that has a bunch of opportunities for students to win non-monetary items, such as bottle, helmet, safety taillight, waist pack, sunglasses, granola/protein bars, to students who vote for their club (i.e. once students vote for their club as an incentive they have an opportunity to spin a giveaway wheel). If the club is interested in a cheaper choice, then they could have a whiteboard with a question for students to answer, which is specific to the activity of bicycling. If the club doesn't have anyway to draw students' attention to their polling station, then they could solicit donations that can be used as giveaway items in their club's polling station.

## **CASE STUDY #2: SAC STATE ALPHA PHI**

***SAC STATE ALPHA PHI WANTS TO HOST A RETREAT WITH MATCHING T-SHIRTS. IT WILL COST THEM \$2000 FOR FOOD, VENUE, AND SUPPLIES. HOW DO THEY PROMOTE AND EXECUTE THEIR POLLING STATION?***

- Sac State Alpha Phi would need 400 votes to achieve their goal of \$2000. In addition to collecting votes from their members, they could also rally votes from students by setting up a polling station. They could attract students' attention to their polling station by giving away some swag, but if merchandise is only for members, then they could give away some food/drink/baked goods/snacks. If the Greek council is interested in a cheaper choice, then they could have a whiteboard with a question for students to answer, which is specific to Greek life. They could also have some promotional materials about their retreat, i.e., highlight the significance for members to go on a retreat, which includes sharing experience of any earlier retreats. They could also have some promotional material of the significance of joining a Greek council, specifically for Sac State Alpha Phi.
- 

# HOW TO SET UP A POLLING STATION

## SETTING UP A POLLING STATION:

- Book a space or table on-campus. Lay your table with a tablecloth.
- Connect laptop to on-campus Wi-Fi to access election here (<https://asi.csus.edu/>). Please contact Gerald at [gtubo@csus.edu](mailto:gtubo@csus.edu) to get the exact URL that clubs, or student organizations can use to collect votes.
- Use the QR code flyer or poster from the “materials packet” to collect votes for your club or student organization.

## HOW TO MARKET YOUR POLLING STATION:

- Decorate your polling station with your club or student organization’s signage, balloons and/or other items to draw students’ attention.
- Hand out any relevant promotional material (i.e., flyers or print materials) about your club or student organization.
- Clubs and student organizations can use incentives that DO NOT hold monetary value to draw students’ attention to polling stations (i.e., candy, swag, chips, etc.). However, monetary items (i.e., gift cards, cash, etc.) are not allowed.

## PROMOTION YES AND NO’S:

YES	NO
	



# DO'S AND DON'T'S

DO'S	DON'T'S
<p>Promote your club/ student organization on-campus using <b>FLYERS</b> and other <b>PRINT MATERIAL</b></p>	<ul style="list-style-type: none"> <li>Put signage anywhere as TPM (Time, Place &amp; Manner) policy does not allow:               <ul style="list-style-type: none"> <li><b>CHALK</b></li> <li><b>TAPE ON WALLS</b></li> </ul> </li> </ul>
<p>Learn more about the candidates and see if your club/student organization wants to <b>ENDORSE</b> any one of them</p>	<ul style="list-style-type: none"> <li><b>ALLOW CANDIDATES TO BE ANYWHERE NEAR YOUR POLLING STATION</b> as this breaks the election code and the candidate can be disqualified</li> </ul>
<p>Students can receive <b>NON-MONETARY REWARDS</b> from clubs and student organizations, such as candy, chips, and swag.</p>	<ul style="list-style-type: none"> <li><b>MONETARY INCENTIVES</b>, such as gift cards or cash, cannot be offered to students in exchange for their votes</li> </ul>
<p>Ensure that your club/- student organization is following the <b>PROPER REGULATIONS</b> and club/student organization members are displaying proper conduct (i.e., behavior) at the polling station, as dictated by TPM (Time, Place &amp; Manner) policy.</p> <p>For more information about TPM, check here: <a href="http://sacramentostate.policystat.com/policy/11300804/latest/">sacramentostate.policystat.com/policy/11300804/latest/</a></p>	



# RESOURCES

## **CHECKING OUT LAPTOPS**

If you don't have your own laptop or iPad, then go to the University Library to check out a laptop at the University Library Service Desk (located on the 1st floor).

\*Please note that any student with a valid OneCard can check-out laptops for 4 hours at a time.

## **BOOKING SPACE OR TABLES ON-CAMPUS**

### **OPTION 1: BOOK A SPACE IN LIBRARY QUAD**

**Step 1: Meeting with your Student Organizations & Leadership (SO&L) Advisor:**

-Your SO&L Advisor will work with you to determine if space is available as well as aid you with interpreting policies associated with access to the Library Quad. If space in the Library Quad has not been reserved by another group, student organizations are allowed to table in the Library Quad on a "first come, first serve" basis for informational or recruitment purposes only (i.e., no amplified sound, food/drink or exchange of money is allowed).

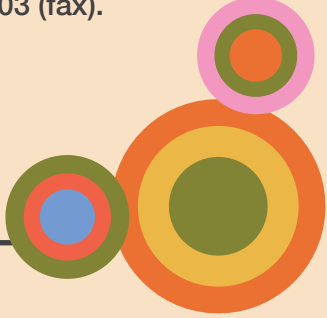
**Step 2: Submit Applicable Forms:**

-For organizations looking to raise funds (i.e., selling goods, accepting monetary donations) and/or planning to serve food/beverages, you will work with your SO&L Advisor to submit a Request to Raise Funds and/or Serve Food Form. All requests to serve food/beverages must be vetted by your SO&L Advisor for approval from University Enterprises, Inc. (UEI) at least 10 business days prior.

-A map of tabling locations in the Library Quad can be found here ([https://www.csus.edu/student-life/student-organizations/student-organizations/\\_internal/\\_documents/club-tabling-map.pdf](https://www.csus.edu/student-life/student-organizations/student-organizations/_internal/_documents/club-tabling-map.pdf)).

### **OPTION 2: BOOK A LOBBY SPACE IN UNIVERSITY UNION**

-To book the lobby space in the University Union, you can visit the Event Services office located on University Union 2nd floor or send an email to [events.unon@csus.edu](mailto:events.unon@csus.edu) or call them on 916.278.6743 (phone) or 916.278.7503 (fax).





# MATERIALS PACKET

Clubs and student organizations can customize the following designs for promotion of their club or student organization.

## POSTER

ASSOCIATED STUDENTS  
SACRAMENTO STATE

**ASI ELECTION DAYS**  
**APRIL 16-17, 2025**

**VOTE FOR US!**

**SCAN TO VOTE!**

VOTE ON ASI ELECTION DAYS  
FOR CASH FOR CLUBS

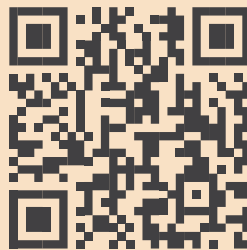


**ASI ELECTION DAYS  
APRIL 16-17, 2025**

**VOTE FOR US!**



**SCAN TO VOTE!**



VOTE ON ASI ELECTION DAYS  
FOR CASH FOR CLUBS

## **SOCIAL MEDIA POST**

# **ASI ELECTION DAYS APRIL 16-17**



**VOTE FOR US!**



**HELP US RAISE MONEY BY VOTING FOR US  
FOR ASI CASH FOR CLUBS!**

**EVERY VOTE MATTERS!**

# **SOCIAL MEDIA POST**

**ASI ELECTION DAYS**  
**APRIL 16-17**



**VOTE FOR US!**



**HELP US RAISE MONEY BY VOTING FOR  
US FOR ASI CASH FOR CLUBS!**

**EVERY VOTE MATTERS!**



# SAMPLE POLLING STATIONS

## SAMPLE CLUB #1





# SAMPLE CLUB #2









