ASSOCIATED STUDENTS
SACRAMENTO STATE

ROADMAP TO OFFICE

BECOMING A CANDIDATE

How to Run for Office Workshop (optional)

Running for office can seem overwhelming, but this workshop will help you build your campaign skills. Learn how to:

- Write a personal statement
- Create a social media campaign using free resources
- Gain support from clubs and organizations
- Build a campaign/publicity board

HEAR FROM PREVIOUS CANDIDATES

The workshop will be held February 14, 2020 from 11:30am to 3:30pm in the University Union, Folsom Room. Students are encouraged to bring a laptop so they can do the work that day. Limited space is available. Students can register here: **https://csus.presence.io/form/asi-how-to-run-for-office-workshop**

ASI Election Grant (optional)

ASI offers 10 grants of up to $125 each to assist candidates with campaign costs. The application for this grant is included in the Independent and Presidential Candidate Applications. More information can be found on the ASI website.

Step 1: Apply for Candidacy

Submit your candidate application by **4:00PM on Friday, March 13, 2020.**

1. Go to Hornet Hub and sign in with your Sac State account
2. Select the "Organizations" tab and search for ASI Student Government
3. Select the "Forms" tab and find the application for the position you want to run for (Independent Candidate or Presidential Ticket)

This form is submitted exclusively online. The application period will open Tuesday, January 21, 2020 at 8am and close Friday, March 13, 2020 at 4pm.

- An important component of this application will be your Candidate Statement, which will appear on the ASI Election ballot and serve as a concise representation of your campaign platform. In a

paragraph or two, you should describe your goals and qualification so voters can know what you are running for.

- You cannot apply to more than one election position per election cycle.

Step 2: Attend a Mandatory Workshop

Step 2 can be completed before Step 1. You must attend **one** of the workshops as scheduled below prior to the March 13th filing deadline. Candidates must attend the full workshop presentation, so arrive on time! The workshop will review the:

- Elections Code

- Candidate expectations

- Responsibilities of serving on the Board of Directors

Dates and locations for the Mandatory Candidate Workshops are:

Date	Time	Day	Location
March 4, 2020	5:00PM-6:00PM	Wednesday	UU Lobby Suite
March 5, 2020	9:00AM-10:00AM	Thursday	UU Pacific Suite I
March 10, 2020	1:00PM-2:00PM	Tuesday	UU Auburn Room

Failure to attend a mandatory workshop will result in ineligibility to run for office.

If a candidate is unable to meet during scheduled times, the candidate may contact the Executive Director, Sandra Gallardo at Sandra.gallardo@csus.edu for special arrangements. Special arrangements are contingent on the Executive Director's availability.

Candidates will only be posted as eligible to campaign when the workshop is completed and all other requirements are met.

Step 3: Be Approved for Candidate Eligibility

After meeting all requirements as detailed in the Elections Information Packet, the Vice President of Student Affairs will determine your eligibility. You will be notified of your eligibility by the ASI Executive Director. You cannot begin campaigning until you have received this notification of eligibility.

Step 4: Workshop with the Vice President of Student Affairs

After being notified of eligibility by the ASI Executive Director, candidates must attend this mandatory workshop with the Vice President of Student Affairs. During the workshop, the VPSA will go over proper campaign etiquette and how candidates should run a free, fair, and ethical campaign. Following completion of this workshop, potential candidates will receive their final approval and notice of eligibility to run for office. Once you are deemed eligible, your name and campaign statement will appear in the ASI Voter Booklet and on the ASI Elections Ballot.

Date	Time	Day	Location
March 17, 2020	1:30PM-2:30PM	Tuesday	Welcome Center- Lassen Hall 1100
March 18, 2020	5:30PM-6:30PM	Wednesday	Welcome Center- Lassen Hall 1100

Step 5: Candidate Photos

After being deemed eligible for candidacy, candidates may have their photo taken by ASI to be uploaded into the Voter Booklet and Voting Ballot. Presidential Tickets will have their photos taken together. If a candidate is unable to make it during the allotted time window, a silhouette will be posted in place of their photo within the Voter Booklet and Voting Ballot. Candidates will **not** be allowed to submit their own photos. Photos will be taken March 23rd, 2020 between 8:30am and 4:00pm in the ASI Hotspot (University Union, Room 1240).

CAMPAIGNING

All candidates are encouraged to attend every optional event. Each optional event offers candidates the opportunity to campaign to students who are actively interested in the election.

Campaigning Time Period and Regulations:

After receiving your notification of eligibility, you may begin campaigning at 7am on March 26th. You can find details of where campaigning is allowed and prohibited in Article V of the Election Code. You should be sure to read the Residential Hall Political Canvassing Policy, the Union WELL Inc. Posting Policy, and the Time, Place and Manner Restrictions on Speech-Related Activities, which can be found on the ASI website. It is vitally important that you review these requirements, to prevent the violation of a campus policy.

Creating Campaign Materials (optional):

You are not required to spend money on your campaign, nor does a successful campaign necessarily require you to spend money.

- Independent Candidates will be limited to spending $350 for all campaign materials, and expenses for Presidential Tickets will be limited to $500.

- ASI offers 10 Elections Grants of up to $125 each to help candidates fund their campaign. The application can be found within both the Presidential Ticket and Independent Candidate applications.

- Be sure to save all of your receipts and keep track of you campaign expenditures.

- If you choose to create campaign materials, think ahead to void rush ordering, excess costs, and excess stress.

- ASI highly recommends candidates use free online design tools such as Canva.com to design campaign materials such as flyers, buttons, posters, boards, and social media posts.

- If you choose to create a 4x4 board, try to be creative with the materials you use. Boards can be made out of PVC pipes, wood, vinyl, etc.

Campaign at Club Meetings/Receive Endorsements (optional):

It is highly recommended that you attempt to campaign at club meetings. You should contact them before-hand and ask to briefly speak to their club about your platform. Following your presentation, we recommended speaking with their president to find out if they would consider endorsing you as a candidate. If they agree to do so, they must fill out a Letter of Endorsement and personally deliver it to the ASI Government Office on the 3rd floor of the University Union.

- Club presidents can find the blank Letter of Endorsement here:
  https://asi.csus.edu/post/applications-policies-and-forms

Campaign on Campus (optional):

A vital component of your campaign is to promote your platform through your own initiative on campus. It is highly encouraged that candidates talk to students around campus or use social media in attempts to gain support. Meeting with the student body you hope to represent is one of the best ways to draw support and encourage students to vote.

ASI Student Government Candidate Forums (optional):

ASI will be hosting two Executive Candidate Forums throughout the campaigning period for Executive position candidates to present their platform to the student body. During the Forum candidates will be prompted to answer a series of questions and discuss campus-wide issues with others running for your same position. Candidates will be invited to attend an Executive Candidate Forum depending on which position they are running for.

Candidate Forum- Vice President of Academic Affairs, Vice President of University Affairs, Vice President of Finance

April 7, 2020	12:00PM-1:00PM	Tuesday	UU Orchard Suite

Candidate Forum- President and Executive Vice President (Presidential Ticket)

April 9, 2020	12:00PM-1:00PM	Thursday	UU Orchard Suite

Coffee and Candidates (optional):

Coffee and Candidates will be hosted in the University Union Lobby Suite on March 26th from 10:00am to 11:00am. This event will serve the purposes of allowing you to mingle with students over coffee, and establishing the randomized order of candidates on the ballot. This event is an excellent opportunity for candidates to meet students and share their platform.

Directors, Deans, and Donuts (optional):

ASI and the Residence Hall Association will be hosting Directors, Deans, and Donuts in the Riverview Conference Room on April 13th from 4:00pm to 6:00pm. This event gives candidates for College Director positions an opportunity to meet students from their college. College Deans and Associate Deans are invited to build a stronger relationship between the Deans and future College Directors.

ELECTIONS & RESULTS

ASI Elections Kick Off (Voting Day 1):

Polls open at 8am on April 15 and close at 7:30pm on April 16. During this time students may vote online or through the ASI polling site located outside, near the western walkway of the University Union. You are not allowed to campaign within **50 feet** of the polling site. ASI will be hosting the Election Kick-Off event April 15 from 4pm-6pm to encourage students to vote.

ASI Results Party (Voting Day 2):

After the closure of the poll, ASI will host the Election Results Party in the Global Lounge where the results of the election will be announced. The Results Party will be held immediately following the closure of the polls at 7:30pm on April 16.

Remove All Campaign Materials (Mandatory):

You must remove all campaign materials and advertisements no later than 5 pm on April 19, 2020. This includes flyers, posters, and campaign signs. Failure to remove all campaign materials m result in a fine.

Campaign Expenditure Report (Mandatory):

You must submit a Campaign Expenditure Form in person and the ASI Government Office no later than 4pm on April 20, 2020. This will require detailed information on each of your campaign expenditures. <u>You are absolutely prohibited from pooling funds with any other candidates.</u> This form can be found on the ASI website.

Election Complaints:

Election complaints are due no later than April 23, 2020 at 4:00pm. If you suspect another candidate or campaign member practiced prohibited actions, you may file an Election Complaint through Hornet Hub. In addition to the submission of your Election Complaint, you will also be required to turn in a $25 deposit to the ASI Student Government office by the deadline.

Swearing Into Office (Strongly Encouraged):

If you are elected to the Board of Directors, you will be sworn into office at the end of May. Over the summer you will attend a three-day ASI Board of Directors Retreat, following which, you will begin regularly serving on the Board of Directors.