2017-2018 ASI Elections Candidate Checklist

☐ Review the ASI Elected Office Candidate Application, available on Friday, January 26, 2018 (link to application can be found at https://asi.csuci.edu/asi-elections)

☐ Complete the following requirements by 5 p.m. on Monday, March 5, 2018:
  o Submit the ASI Elected Office Candidate Application via CI Sync (link to application can be found at https://asi.csuci.edu/asi-elections)
  o Submit a signed a paper copy of the ASI Election Code to the Student Union Information Desk (link to election code can be found at https://asi.csuci.edu/asi-elections)
  o Sign up to attend a Required Candidate Workshop (link to sign up can be found at http://www.signupgenius.com/go/4090d48abae22a6f58-asielection)

☐ Attend a Required Candidate Workshop in the Student Union Coville Conference Room

   NOTE: All candidates running for a position during the ASI Elections are required to attend at least one Required Candidate Workshop. During the workshop, candidates will have the opportunity to have a professional photo taken. Workshops will be held in the Student Union Coville Conference Room (first floor) during the times listed below. If a candidate is unable to attend any of the below meeting times, they must set up a makeup meeting by contacting the ASI office at asi@csuci.edu or 805-437-1674 no later than Monday, March 5 at 5 p.m.
   o Tuesday, March 6, 2018 – Noon – 1 p.m.
   o Thursday, March 8, 2018 – 1:30 – 2:30 p.m.
   o Friday, March 9, 2018 – 10:30 – 11:30 a.m.
   o Tuesday, March 13, 2018 – Noon – 1 p.m.
   o Wednesday, March 14, 2018 – 6 – 7 p.m.
   o Thursday, March 15, 2018 – 1:30 – 2:30 p.m.

☐ Promote your candidacy to the student body during the ASI Elections campaigning period from Monday, April 2, 2018 at 8 a.m. through Wednesday, April 18, 2018 at 5 p.m.
   o NOTE: Candidates may campaign during this period only. No exceptions.
☐ Cast your vote and encourage others to vote! The ASI elections will take place Tuesday, April 17, 2018 at 8 a.m.– Wednesday, April 18, 2018 at 5 p.m.

☐ Receive election results. Candidates will be notified of election results the evening of Wednesday, April 18, 2018

☐ Remove all of your campaign material from campus no later than 5 p.m. on Thursday, April 19, 2018

☐ If you were elected to office, plan to attend the ASI Board Meeting on Thursday, May 3, 2018 from 7:40 – 9 a.m. in the Student Union Coville Conference Room. At this meeting all newly elected officers will be introduced to the ASI Board of Directors.

☐ If you were elected to office, mark your calendar now for the following meeting times and be sure to note them when making your fall 2019 class schedule!

  o Student Government Senate Meetings:
    ▪ Every Wednesday during the academic year from 9 – 11 a.m. in Student Union Coville Conference Room

  o ASI Board Meetings:
    ▪ The first Thursday of every month during the academic year from 7:40 AM – 9 a.m. in the Student Union Coville Conference Room