

# ASFC ELECTIONS APPLICATION PACKET

**Monday, March 6, 2017**

**ASFC Election Packets Available**

**Tuesday, April 18, 2017**

**APPLICATION DUE: Room 2011**



ASSOCIATED STUDENTS  
OF FOOTHILL COLLEGE

- Return to ASFC office receptionist by 12PM  
Sign-up for Speech Recording
- Email 100 Word Ballot Statement to  
[asfcpres@fhda.edu](mailto:asfcpres@fhda.edu)
- Complete ASFC Design Center job order  
(attached)
- Take Ballot Photo from 12-1\* PM @ ASFC Office

**Thursday, April 20, 2017**

**Candidate Meeting 12-1\* PM in Toyon Room 2020**

**Monday, April 24, 2017**

**Campaign Period Begins**

**Monday, May 1, 2017**

**Online Voting Period Opens @ 8 AM**

**Thursday, May 4, 2017**

**Voting Closes Thursday @ 2 PM  
Submit Expense Report by 12 PM (Room 2011)**

\*If you have class or other commitments during these times, please email [asfcpres@fhda.edu](mailto:asfcpres@fhda.edu) to make alternate arrangements

## ASFC Elected Position Job Descriptions

*These descriptions are for a basic reference, and are not limited to just what is said below. For better understanding email and/or set up a meeting with ASFC Advisor Daphne Small [smalldaphne@fhda.edu](mailto:smalldaphne@fhda.edu).*

**ASFC President:** Expect a weekly time commitment of 10-15 hours. The President motivates and unites the various boards in student government. The president sets the agenda for weekly Campus Council meetings, chairs those meetings, and is available to solve student issues on campus.

- Chair weekly Campus Council meetings Thursdays 2:00-4:00 PM.
- Chair President's Board meetings & Cabinet meetings.
- Attend weekly ASFC budget meetings Tuesdays 2:00-4:00.
- Attend bi-monthly PaRC and Academic Senate meetings
- Meet weekly with ASFC Advisor & bi-monthly with Dean of Students.



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### \*All ASFC Vice Presidents:

- Attend weekly Campus Council meetings held Thursdays 2:00-4:00 PM (required)
- Attend a college or district Shared Governance meeting bi-monthly (required)
- Meet weekly with the ASFC Advisor
- Should expect a weekly time commitment of 5-10 hours
- Chair weekly meetings of their designated board or council

**Vice President of Finance:** The VP of Finance oversees the ASFC budget of over \$500,000. The VP accepts requests throughout the year and create the budget for the next academic year.

**Vice President of Administration:** The VP of Administration oversees ASFC accountability, the by-laws and constitution as well as managing ASFC office supplies. The VP also oversee ASFC marketing & OwlCard promotion, and is in charge of ASFC Elections every year.

**Vice President of Activities Council:** The VP of Activities organizes Welcome Weeks, weekly activities, big events, and works with the heritage months, focused on building community through activities. The VP of Activities regularly attends events, many scheduled 12:00-1:00 PM.

**Vice President of Inter Club Council (ICC):** The VP of ICC works to charter and promote clubs, organizes club days, and facilitates funding and activity requests for clubs. This position has the power to set club procedures in an effort to make programs accessible and organized for clubs.

**Vice President of Senate:** The VP of Senate is in charge of promoting political advocacy and awareness. The VP work at Foothill, and can work at the state level as well as organize the yearly political awareness day event. The VP also leads the board in short, and long-term projects to improve Foothill College.

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**Senators (6 positions available):** Expect a weekly time commitment of 5 hours. 6 Senators will be elected, and will assist the Senate Board in political advocacy & awareness. Also they'll assist in guiding the ASFC towards its long term goals, through individual initiatives and long term projects.

- Attend weekly/bi-monthly Senate meetings
- Attend Campus Council weekly Thursdays 2:00-4:00 PM
- Attend a college or district Shared Governance meeting bi-monthly

Associated Students of Foothill College (Student Government):

# Application for Elected Officer 2017-2018

(Application Deadline: Monday April 17, 2017)



Name: \_\_\_\_\_ CWID: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Position Running For: \_\_\_\_\_

### To Be Eligible to Run for ASFC Office, You Must:

- be currently enrolled in at least 8 units at Foothill College, and maintain that throughout the next academic year (2017-2018).
- have paid your student body fee and be an OwlCard holder.
- have a quarterly and cumulative grade point average of 2.0, and must maintain that throughout the next academic year (2017-2018).

### If Elected to ASFC Office, You Must:

- serve 4 quarters (summer through spring 2017-2018)
- be available for training throughout the rest of spring quarter 2017.
- be available starting September 4th, 2017 for planning & training before fall quarter.

### Dates to Remember:

- Turn in this application by 12:00 PM Monday, April 17, 2017 to the ASFC Secretary (Room 2011) along with:
  - 50 signatures of current OwlCard holders endorsing you to run (on reverse side).
  - Email your 100-word statement to appear on the election ballot to [asfcpres@fhda.edu](mailto:asfcpres@fhda.edu).
  - Complete the Design Center elections package form for your promotional material (attached).
- Take your ballot photo on Mon. April 17, 2017 12-1 PM outside the ASFC Office (Room 2011)
- Election speeches (1-2 minutes) will be recorded between April 18<sup>th</sup> and April 21<sup>st</sup>. Sign up for your time slot when you turn in your application.
- Attend the candidate info meeting Wednesday April 19, 2017 in the Toyon Room (Room 2020)
- Campaign Week begins April 24, 2017.
- Online voting open through Monday, May 1 through May 4 until 12:00pm.

By signing below, you commit to the requirements and deadlines listed above. You also commit to the position description on the previous page, and acknowledge the time commitments and duties described. If elected you will be held to these standards, and if you fail to meet the requirements, you may face impeachment. You also agree to work with the incumbent officer for training through the rest of the quarter. You agree to work with the newly elected cabinet and ASFC advisor to plan for the coming year. By signing below, you further agree to uphold the elections code, agreeing not to spend more than \$300, not to vandalize opponents' flyers, and not to spread unfounded remarks. You also promise not to assist students while they vote online, and cannot campaign within 30 feet of ASFC voting stations.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

For ASFC use:

Eligibility approval: \_\_\_\_\_

App submission date: \_\_\_\_\_

100-word ballot emailed: \_\_\_\_\_

Picture taken: \_\_\_\_\_

D.C. form submitted: \_\_\_\_\_

**Signatures:** I hereby endorse \_\_\_\_\_ for elective office and I certify that I am currently enrolled and have an OwlCard.

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# ASFC Spring 2017 Elections

## ASFC Design Center job order

Submit this form w/ your application by 12 PM  
on Mon. April 17 to the ASFC Secretary

Your Name (*to be used on election material*): \_\_\_\_\_

Position Running For: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Will you be submitting your own design or employing the services of the ASFC Design Center? (Please check one)

- I will be submitting my own design** To submit your own design:
- Submit a print-ready PDF sized to fit 8.5"x11" letter-sized paper (not A4 or other sizes). Send print-ready design via email to design\_center@foothill.edu, with the subject line "ASFC ELECTIONS 2017, [your first and last name]."
  - Attach printed copy when you turn in your application.
  - Indicate what print package you would like (packages are listed on reverse side): package # \_\_\_\_\_

**I would like the Design Center to make me a design** To have the ASFC Design Center create the design for your election, please do the following:

- Do you prefer to use your ballot photo taken by the ASFC for your poster? Circle:            Yes            No
  - If you indicated no, email a high-resolution jpeg to design\_center@foothill.edu, with the subject line "ASFC ELECTIONS 2017, [your first and last name]."
- Indicate your choice of poster template (templates are listed on reverse side)    Circle:            A            B            C            D
- What color would you like your poster to be (the main color on template can be customized): \_\_\_\_\_
- Indicate what print package you would like (packages are listed on reverse side) Circle:    1            2            3            4            5
- Provide your one-sentence statement or quote to appear in the quote section on the flyer:

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The ASFC will provide 1 package at no cost (\$75 value). Any *additional* material must be paid for out of pocket, and will count towards your \$300 limit (including the \$75 package paid by ASFC) you may not spend more than \$300 total. You must submit an expense report by the time voting closes on May 4th.

Package number	poster (24"x36")	tabloid (11"x17")	letter-size (8.5"x11")	half-sheet (5.5"x8.5")	quarter-sheet (4.5"x5.5")
1	3	5	50	0	0
2	1	15	200	0	0
3	2	5	50	90	160
4	1	10	75	90	320
5	0	50	75	90	0

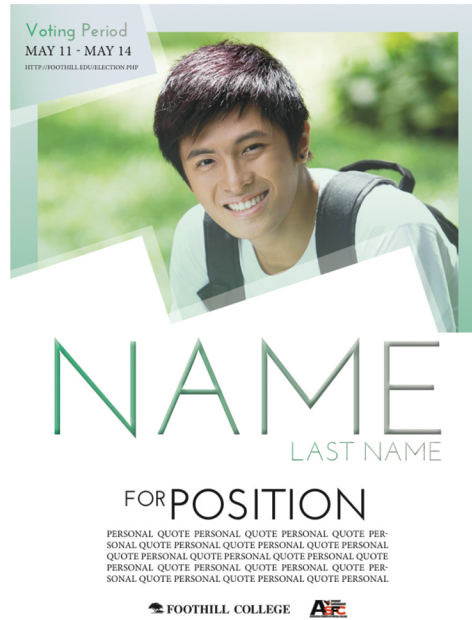
For size comparison/reference, please see the image below:

**For Design Center/Smart Shop use only:**

Designer: \_\_\_\_\_ Package: \_\_\_\_\_

#	sz	dt prod.	prod. by	notes

A.



B.



C.



D.

