



## Associated Student Government Candidate Checklist Spring 2025

### The following must be completed prior to elections:

- ☐ 2025-2026 ASG Officer Candidate Application by **12:00 PM Friday, March 28<sup>th</sup>, 2025.**
  - Candidates for President, Executive Vice President, and Student Trustee are required to submit a Letter of Recommendation written by an individual (excluding family and friends) that can speak on the candidate's leadership skills. The Letter of Recommendation must be submitted by 11:59pm on April 15, 2025. If the letter of recommendation is not submitted on time, the candidate's application will be considered incomplete and the candidate's name will NOT appear on the ballot.

### **\*LATE APPLICATIONS WIL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCE\***

- ☐ Attend a **Candidate Information Session**
  - ASG Candidate Information Sessions will occur on the following dates and times:
    - Monday, March 10, 2025, 10am to 11am, CHCS-211 (VAL)
    - Tuesday, March 11, 2025, 1pm to 2pm, CHCS-211(VAL)
    - Thursday, March 20, 2025, 3pm to 4pm, CHCS-211 (VAL) & Building 1A (CCC)
    - Monday, March 24, 2025, 11am to 12pm, STCN-105 (VAL) & Building 1A (CCC)
  - If you are unable to attend at the scheduled times, please e-mail Moussa Haj Ghaban at [asg\\_equity@canyons.edu](mailto:asg_equity@canyons.edu) to schedule an alternative meeting.
- ☐ Attend a **Candidate Campaign Material Review Session**
  - This session will give candidates an opportunity to have their campaign materials reviewed by the ASG Elections Committee and obtain information on how their campaign materials may be distributed.
  - The Campaign Material Review Session will occur on the following dates and times:



- **Monday, April 14, 2025, 10am to 11am, STCN-105 (VAL)**
- **Tuesday, April 15, 2025, 3pm to 4pm, STCN-105 (VAL)**
- If revisions are noted during the Campaign Material Review Session, revised materials are due by **5pm on April 21, 2025**. Email your revised campaign materials to Moussa Haj Ghaban at [asg\\_equity@canyons.edu](mailto:asg_equity@canyons.edu).
- Approval on revised materials will be provided by **5pm on Monday, April 28, 2025**.
- ❑ It is **MANDATORY** for Candidates **OR** their campaign manager to attend **ONE** Candidate Information Session and **ONE** Campaign Material Review Session.
  - If you do not have a campaign manager, you must still attend both meetings.
  - Failure to fulfill mandatory session requirements will result in your name being **removed** from the ballot.
- ❑ **Candidate Meet and Greet Dates (OPTIONAL)**
  - The Elections Committee set up dates and times for eligible candidates and campaign managers to meet and greet students during election week. Attendance is optional. More details and guidelines regarding each event will be provided during the Campaign Material Review session.
    - May 5, 2025; 1:00pm to 2:00pm, Valencia Campus
    - May 6, 2025; 2:00pm to 3:00pm, Canyon Country Campus
    - May 7, 2025; 10:00am to 11:00am, Valencia Campus

**2025-2026 ASG Elections Online Voting:**  
**9:00 AM May 5, 2025 – 11:59 PM May 9, 2025**

**For any questions regarding ASG Elections, please reach out to  
ASG Election Committee Chair Moussa Haj Ghaban at  
[asg\\_equity@canyons.edu](mailto:asg_equity@canyons.edu).**

**Visit [www.canyons.edu/asgelections](http://www.canyons.edu/asgelections) for more information and  
access to Candidate Resources.**