

Important Information When Applying for President or VP

There is a mandatory candidate meeting on April 12 at 3:00 p.m. in the ASCBC Office. The meetings will last 60-90 minutes. Difficulties with this meeting time should be reported to Alice Schlegel, aschlegel@columbiabasin.edu, when you submit your application. Not attending the meeting (or contacting Alice with difficulties by the application deadline) will prevent you from running.

Prior to this meeting, you can...

1. Attend a candidate information session. These are optional, but strongly encouraged. They will give more detailed information about applying, and you can ask the current President or VP questions about their roles. Information sessions will be held in the HUB Congress Room and are currently scheduled for:
 - Tuesday, March 6, 12:00-12:45 p.m.
 - Wednesday, March 14, 1:00-1:45 p.m.
 - Wednesday, April 4, 3:00-3:45 p.m.
2. Create a YouTube video and Personal Statement with a digital headshot. Please submit these to Alice Schlegel, aschlegel@columbiabasin.edu, by Wednesday, April 11. These are optional but highly encouraged. Feel free to submit one or both.
 - YouTube video: Please submit a link to the public video. **The video should be one minute or less.** Feel free to be creative and show your personality, but the video should not contain inappropriate language or content. The video needs to focus on you as a candidate and should not be a comparison of you to other candidates.
 - Personal Statement with a digital headshot. The personal statement should be written in the body of the email or attached as a Word document. **The statement is limited to 200 words.** The statement should not contain inappropriate language or content. The headshot should be sent as an attachment along with the personal statement.
3. Find friends or family members who are available to help you make items or brainstorm ideas for your campaign the weekend of April 13-15. Please do not put plans into action until after the candidate meeting on April 12.

More Stuff to Know...

1. Please do **not** start to advertise yourself as a candidate, buy or make materials, or establish promises to students or faculty/staff until after the rules have been covered in the [mandatory candidate meeting on April 12](#). You may begin to develop flexible plans and ideas, but these ideas will have to fall within the rules of campaigning. The ASCBC Office will extend their hours to 6:00 p.m. on April 12 to allow candidates access to the office's resources. The office resources will also be available to candidates from 8:00-11:30 a.m. on Friday, April 13.
2. Once you apply, the College will communicate with you via CBC student email. Please check your CBC email often throughout this process and respond to any correspondence promptly.
3. The current ASCBC student leaders have planned an elections event on Monday, April 16 from 10:00 a.m. – 1:00 p.m. called the HUB Goes Pub. This will be a karaoke event for all students with root beer and snacks. Candidates are encouraged to attend and advertise themselves as their class schedule allows. Candidates will also be given the opportunity to address the student body for 1-2 minutes. At the candidate meeting on April 12, candidates will be asked about when and if they can attend the event and approximately when they would like to speak.
4. Candidates will also be given a space to talk one-on-one with interested students during the elections week. We are calling this the elections lounge. It will be housed in the HUB Sun Room on Tuesday and Wednesday of elections week. More details to come at the candidate meeting...

5. There will be a \$100 limit to how much you can be spent on your campaign when it comes to student giveaways or campaign handouts/advertising. This includes the visual assessment of donated items or items you already own. This does not include basic household items that you might use to display your advertisements (examples are hand held white boards, easels, a laptop/smartphone, etc.). ASCBC will provide certain items to you. These items and suggestions of what you might purchase will be discussed in detail at the April 12 meeting. It is not an expectation that candidates spend money; it is optional. Please do not spend money prior to the meeting on April 12.
6. The winner(s) of the election must complete a criminal background and civil adjudication check and otherwise meet suitability requirements to become an employee of Columbia Basin College. Prior to being hired, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position.

Important Dates to Add to Your Calendar

Fri, April 6

Applications due! (Submitted via the on-line Student Employment Portal: www.columbiabasin.edu/studentjobs).

Wed, April 11

Deadline for Candidate YouTube Video link and Personal Statement with Headshot (Optional but highly encouraged)

Thurs, April 12 starting at 3:00 p.m.

Mandatory Candidate Meeting (in the ASCBC Office)

Candidates may not begin to officially advertise their candidacy until after this meeting.

The ASCBC Office will remain open until 6:00 p.m. if candidates would like to start using the resources in the ASCBC Office post-meeting.

Fri, April 13, 8:00-11:30 a.m.

ASCBC Office open and available to candidates who need resources, creation space, or have questions (Optional)

Fri, April 13-15

Work with family and friends to create your campaign using the guidelines you were given at the candidate meeting.

Mon, April 16, 6:00 a.m.

Election begins! Online Polls Open in the ASCBC Classroom in Canvas

Mon, April 16th, 10:00 a.m. to 1:00 p.m.

HUB Goes Pub Election Event; where candidates are given time to speak.

Tues, April 17 & Wed, April 18 – Times to be Determined

Elections Lounge Open!

Sun, April 22, 11:59 p.m.

Online Voting Ends in Canvas

Monday, April 23

Due to #6 above, the election winners will be contacted by phone/text, and they will need to report to Human Resources immediately to complete preliminary paperwork. The new officers will not be announced until this paperwork is processed and reviewed. The approximate time frame for this to happen is one to four business days.

The student acknowledges receipt of this candidate information when he/she submits their application. If there are questions about this information, it is the student's responsibility to contact Alice Schlegel, aschlegel@columbiabasin.edu, when applying.