

Timeline for the Guide for Placing a Student Fee Initiative on a Ballot:

This is to serve as a quick reference guide for **referendum sponsor(s)**. Actions should be completed no later than the timeline below, but may happen earlier.

Timeline for the Guide for Placing a Student Fee Initiative on a Ballot:

Fall	Week 4 Election
1	
2	
3	No later than week three (3), the referendum sponsor(s) notifies and meets with following individuals: <ul style="list-style-type: none">• Associate Vice Chancellor – Student Life, Campus Community, and Retention Services• Associate Vice Chancellor – Health, Wellness, and Divisional Resources¹• ASUCD Business Manager• ASUCD Internal Affairs Commission• Council on Student Affairs and Fees (COSAF)
4	
5	Business manager alerts the Elections Committee
6	Presentation to COSAF
7	Submit to VCSA, BIA, Campus Counsel
8	
9	VCSA, BIA, and Campus Counsel return reviewed draft
10	Send measure to UCOP

Winter Break: UCOP review

Winter	Week 4 Election
1	
2	Elections Committee meets with sponsors to start collecting signatures
3	

¹ The AVC of Health, Wellness, and Divisional Resources will track the progress of each fee initiative and assist sponsors in meeting the timeline in this guide.

4	VCSA obtains enrollment data to determine signature pool, Sponsor(s) submit signatures to EC
5	Final Deadline to submit signatures for initiative measures Senate votes on legislative measures
6	Sponsor(s) submit language for COSAF endorsement
7	
8	COSAF must meet to endorse. VCSA and VCFOA submits letter of recommendation
9	
10	

Spring Break: VCSA and VCFOA review

Spring	Week 4 Election
1	Sponsors submit Chancellor's approval of the ballot and documents to the Elections Committee
2	
3	Elections Committee publishes ballot information
4	ASUCD Election VCSA obtains enrollment data to determine voting pool
5	
6	
7	
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