

 Name/College

**2018 General Election SENATE Candidate Application Packet**

**Due on Friday, February 2nd, 2018 before 5:00 PM.**

**www.usf.edu/sg**

SGATO TIME STAMP:

**Candidate Information Sheet**

**Everyone participating in this election must complete a Candidate Information Sheet**

*Return Application to Student Government*

Marshall Student Center, Suite 4300

**Position Running for:**

**Personal Information:**

**Name:**

**Address: City: State: Zip:**

**Telephone Number:**

**Official *USF* Email address:**

**Have you worked for any other USF department within the past year?**

Yes No

**If so, are you currently employed by that department?**

Yes No

**College**

**Major**

**Student Standing (by credit hours):**

Freshman Sophomore Junior Senior Graduate Student

**Credit Hours Enrolled this Semester:**

**Signature of Candidate**

 **Date:**

**Candidate Expense Statement**

List all of the following expenditures that you have spent in the campaign process. Misreported information on the Expense Statement may result in major/minor violations being assessed. If you have not yet spent anything please indicate that by filling out the form normally and indicating a “0” in the box marked “Total”. When completed, whether or not you have any expenditures at this time, please sign at the bottom. This form is to be updated on a weekly basis as expenses are incurred.

Name: Date:

Office Seeking: College:

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| --- | --- | --- | --- | --- |
| **Description** | **Vendor** | **Quantity** | **Cost** | **Total Cost** |
| **Ex) Box of chalk** | **Target** | **2** | **$5.00** | **$10.00** |
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**Subtotal**

**Tax**

**Total**

*I do hereby swear or affirm that the above list of expenditures is representative of my sum total of expenditures received during my campaign for Student Government office.*

Signature of Candidate \_

Supervisor

Time & Date:

**Candidate Contribution Statement**

List below all of the following contributions that have been received for your campaign. In addition to all contributions made by outsiders of your campaign like local business owners make sure to include any donations you make to your own campaign such as money and previously owned supplies. In the case that you have additional contributions past the submission of this statement you may amend by submitting an amended contribution statement. Misreported information on the Contribution Statement may result in major/minor violations being assessed. If you have not yet received any contributions please indicate that by writing “N/A” on the form. When completed, whether or not you have any contributions at this time, please sign at the bottom. This form is to be updated on a weekly basis as contributions are received.

 **Ex)**

**Name: The Really Cool Apartments. Amount: $ 500**

**Address: 4202 Rocky D. Bull Drive**

 **Tampa, FL 33620**

**Phone: 195-611-1762**

**Name:**   **Amount: $**

Address:

Phone:

**Name:**   **Amount: $**

Address:

Phone:

**Name:**   **Amount: $**

Address:

Phone:

*I do hereby swear or affirm that the above list of contributions is representative of my sum total of contributions received during my campaign for Student Government office.*

(Candidate Signature) Candidate’s Printed Name

(Supervisor) Date and Time

**Everyone participating in this election must complete Sections 1 and 2 and the Attestation portion of this form**.

**Section 1: Student Record Waiver**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby authorize and consent to the release of my records, which shall include my GPA, Academic Standing, major, and confirmation of enrollment at USF for the purposes of verifying the qualifications of employment and/or volunteer positions with Student Government. I also acknowledge that the information provided on this application is true to the best of my knowledge. I understand that falsification of any part of this form will be cause for immediate dismissal if employed in volunteering my time and/or the invalidation of this application. This information shall be held by Student Government for a period not to exceed one year, if not hired by SG. In the event that I am hired, I understand this application will become part of my permanent employee/volunteer file. This information shall not be released to any other entity without my prior written consent.

**Section 2: Acknowledgment of Status of Student Government Records and Privacy Rights for USF Student Government Officers, Appointees, Employees and Volunteers**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, voluntarily assume the responsibilities and rights afforded to me as a USF Student Government Officer/Appointee, Employee and/or Volunteer and acknowledge that although as a student at the University of South Florida my student records are confidential and protected by both Federal (FERPA) and State (Fl. St. 1002.22) Privacy Laws; as an active participant in the USF Student Government my actions and any records created as a result of my elected, appointed or hired position in USF Student Government (herein, SG Records) are subject to both the Florida Sunshine Laws (Fl. St 286.011) and Florida Open Records Laws (Fl. St. Chapter 119). The University will produce the Student Government records to the extent they are directly related to student government activities, including but not limited to, emails using the SG email address, requests or grants of funding, payroll or expense reimbursement or any campaign documents and expenditures as required by state and federal law in the event of a public record, public meeting or audit and compliance or investigation or any review by student government, the university, the state or other agency. I understand that specific documents or meetings that deal with my student status or student academic records unrelated to SG or that include judicial hearings that involve issues of student conduct, court records or records maintained by OSRR may retain their confidential and exempt status as provided by law.

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**Attestation for Section 1 and 2:**

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Signature Date

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 Please Print Name

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Revised 07/20/2016

**ELECTION REQUIREMENTS**

All candidates **MUST** have turned in a completed application packet **before 5:00 PM Friday,**

**February 2nd, 2018** to MSC 4300**.**

All candidates **MUST** attend **AT LEAST ONE** informational meeting**.** Times/Dates are listed in this packet. **Candidates will be expected to communicate through official USF email- Please be mindful that ANY communication sent to a member of the ERC student account will NOT be acknowledged due to Florida public record law.**

**SG REQUIREMENTS**

Senators **MUST** attend Tuesday night senate meetings (typically 6pm-11pm). Some exceptions may be made for exams and class conflicts that require late arrival/early departure. For more information about this please speak to the Senate President Pro Tempore, Yusef Shafiq.

Senators **MUST** sit on one committee. The Senate President Pro Tempore assigns committee memberships based on class schedule and seniority.

For questions on Senate operations please contact Pro Tempore Yusef Shafiq at yusefshafiq@usf.eudu.

All Senators **MUST** attend a two day Annual Plunge Leadership Retreat lead by SGATO the week prior to fall classes beginning.

Candidates **MUST** be enrolled for at least 6 credit hours as an undergraduate or 4 credits as a graduate degree-seeking student and maintain **AT LEAST** an institutional 2.5 GPA as an undergraduate student and a 3.0 GPA as a graduate student and may not be under disciplinary probation, suspension or expulsion.

All candidates will be notified of their eligibility on or before Friday, February 9th, 2018. The ERC will notify all eligible candidates, SGATO will notify all ineligible candidates.

**ELECTION SCHEDULE**

**Application Process:** Monday, January 8th, 2018 - Friday, February 2nd, 2018.

*NO Campaigning.*

**Approval Process:** Monday, January 8th, 2018 - Friday, February 9th, 2018.

*NO Campaigning.*

**Campaigning Allowed:** Monday, February 12th, 2018 – Completion of voting.

*Candidates may campaign only after receiving verification from the ERC or SGATO.*

**Election Voting:** Monday, February 26th, 2018 - Thursday, March 1st, 2018.

**Run-Off Election (if needed):** Tuesday, March 6th, 2018 - Wednesday, March 7th, 2018.

**Candidate Information Meetings**

Candidates MUST attend at least one meeting, as required by Student Government Statutes, to be placed on the ballot. You will be DISQUALIFIED if you fail to attend a meeting. If your schedule conflicts with all of the times listed below, contact the Supervisor of Elections to request an individual appointment. You must do so AT LEAST 24 HOURS PRIOR to the final listed meeting time. If any changes occur applicants will be notified by official USF email.

**Monday, February 5th, 2018: 12:30-1:30 PM in MSC 4200**

**Wednesday, February 7th, 2017: 5-6 PM in MSC 3708**

**Thursday, February 8th, 2017: 5-6 PM in MSC 4200**

**Contact Information**

Jade Swaby, Supervisor of Elections: **jswaby@usf.edu**

Kira Benton, Associate Supervisor of Elections: **kirabenton@usf.edu**

**Please DO NOT send any emails to my student account as they will NOT be acknowledged.**

**Office Hours**

Supervisor Jade Swaby: Tuesday/Thursday 12:30 - 2:00 PM

Associate Supervisor Kira Benton: Monday/Wednesday 2:00 - 4:30 PM

Deputy Supervisor Jermaine Covington: Tuesday/Thursday 9:00 AM – 12:00 PM

**Election Information**

* All 60 Senate seats will be open for the elections process.
* Students may only run for one position in Student Government.
* Students must run in the college they are currently registered in according to the Office of the Registrar.
	+ Students registered in more than one college and those who have not declared a major may choose which college to run in, and must inform the ERC of their decision in writing by Friday, February 9th, 2018.
* Only paperwork submitted to the Elections Rules Commission with a time stamp will be recognized as received, including this application.

**Campaigning Overview**

* Campaigning may not take place before the official campaigning period, which begins **Monday, February 12th, 2018.**
* Campaigning may not take place until after you have been notified by SGATO or the ERC that you are approved to campaign.
* The following are major violations, which will result in disqualification and cause the Candidate(s) or ticket to be in poor standing with Student Government for two calendar years:
	+ Any attempt, successful or unsuccessful, to:
		- Use force or threats in any way, including for money, favors, or votes
		- Use money or favors to persuade a person or group to act in a certain way, not including purchases of goods or sponsorships
		- Spread false, damaging statements against any person or group
		- Tamper with voting software
		- Condoning the commission of any of these actions by others
	+ Any use of SG or USF resources to assist or harm a campaign, including:
		- Using social media pages that are otherwise primarily used for a position, department, or office
		- Using ListServs or other similar department/office email lists in any way
		- Using department/office tabling events
		- Seeking donors or volunteers while on the clock or in the workplace
		- Actively campaigning while on the clock or in the workplace
		- Condoning the commission of any of these actions by others
	+ Any of the following other violations:
		- Receiving more than the caps specified in SG Statutes 706.3
		- Knowingly providing false information to the Supreme Court, the ERC, and/or to SGATO
		- Withholding any financial records or any updates to them
		- Damaging, destroying, or thieving a campaign’s materials
		- Setting up or operating an unauthorized polling station
		- Condoning the commission of any major violations by others
* The following are minor violations. For each minor violation after the first violation a nominal fine of $20 will be levied against a Senate candidate. A Campaign Ticket shall be disqualified should the Campaign Ticket accumulate seven (7) minor violations.
	+ Using A&S funded materials to further their campaign (with the exception of anything printed via the free printing locations listed on the USF Information Technology website).
	+ Sliding campaign materials under doors of residence halls
	+ Posting signs in unauthorized locations
	+ Chalking in unauthorized locations
	+ Campaigning within 100 feet of an official polling station
	+ Campaigning in any Student Government Agency or Bureau
	+ Campaigning while wearing any USF Department uniform, nametag, or polo given as a result of a position in that department
	+ Early campaigning
	+ Using University administrators, USF Spirit Squad, current NCAA athletes, Division 1 athletes, or any current non-student University employee as endorsement of a campaign
	+ Placing campaign materials on vehicles parked on-campus
	+ Any violation of the Election Code of Ethics
	+ Condoning others to commit these acts
* Please refer to Student Government Statutes Title VII for more information on the elections process

***\*\*\*All Election Process requirements MAY be subject to change- candidates will be informed of such changes if they should occur\*\*\****

**Candidate Biography and Photo**

Candidates may include a biography and photo to be used in official Student Government media. The biography will be limited to a maximum of 200 words and must be submitted to the Supervisor of Elections, via email and in a separate document, by Friday, February 9th by 5:00 PM. The Elections Rules Commission is not responsible for any grammar, formatting or spelling mistakes and will post only what the candidate submits- if you choose to NOT submit one there will not be any information regarding your candidacy in the bio book at each of the voting polls- we strongly encourage you to submit a bio..

1. Write a biography with a maximum of 200 words

2. Save in a Word format

3. Email this file as an attachment to the Supervisor of Elections Jade Swaby at **jswaby@usf.edu**

4. Deadline: Friday February 9th at 5:00 PM- we can extend this to Feb 14th if you feel this is necessary?

**EXAMPLE***: My name is Rocky D. Bull and I am a junior majoring in Biomedical Sciences here at the University of South Florida. I am currently the Public Relations officer for the* *Economics Scholar Society as well as an active member of Black Student Union and Alliance of* *Concerned Students. Ever since arriving on the Tampa campus I have been looking for a way to get involved and give back to the student body and I feel being your Senator is the best way I can do that. As a Senator I will fight to make Student Government more transparent so you can see where your money goes. In addition I will help to bridge the gap between Student* *Government and the student body by relaying real student concerns and getting your input on important matters. Finally as a Senator I will stand up for any student concern even when it differs with my opinion because I am a Senator for the students. VOTE RDB February 29th-March 1st.*

**Please submit the candidate photo and biography in a single word document. The photo must include only yourself and may not include any University or SG trademarks or logos.**

**The photo is also due by Friday, February 9th at 5:00 pm. .- Can change date if you like.**