Name/College

2019 Senate Special Election Candidate Application Packet

Due on Tuesday, July 2, 2019 no later than 5:00 PM.

www.sg.usf.edu
Candidate Information Sheet

Every student participating in this election must complete a Candidate Information Sheet

Return Application to Student Government
Marshall Student Center, Suite 4300

Senate Seat 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 and indicating a “0” in the box marked “Total”.

Name: ___________________ Date: ___________________

Office Seeking: ___________________ College: _______________

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<tr>
<th>Description</th>
<th>Vendor</th>
<th>Quantity</th>
<th>Cost</th>
<th>Total Cost</th>
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<tr>
<td>(Ex) Box of chalk</td>
<td>Target</td>
<td>2</td>
<td>$5.00</td>
<td>$10.00</td>
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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 at time of submission.

Signature of Candidate __________________________________________

ERC 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 filling out the form and writing an “NA.” You may not receive more than $250.00 per donor.

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<tr>
<th>Name:</th>
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<tr>
<td>The Really Cool Apartments</td>
<td>250.00</td>
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<tr>
<td>Address:</td>
<td>4202 Rocky D. Bull Drive</td>
</tr>
<tr>
<td></td>
<td>Tampa, FL 33620</td>
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<tr>
<td>Phone:</td>
<td>195-611-1762</td>
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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

(ERC Supervisor Signature)           Time & Date
ELECTION REQUIREMENTS
All candidates MUST have turned in a completed application packet before 5:00 PM Friday, July 2, 2019 to MSC 4300. Late applications will not be accepted.

All candidates MUST attend AT LEAST ONE informational meeting. Times/Dates are listed in this packet. Candidates will be expected to communicate via official USF email.

SG REQUIREMENTS
Senators MUST attend Tuesday night senate meetings (typically 6pm-11pm). Some exceptions may be made for exams and class conflicts. For more information about this please speak to the Senate President Pro Tempore, Salud Martinez prior to application.

Senators MUST attend the mandatory Senate Special Elections Retreat on Tuesday, July 30 from 2:30 PM – 6:30 PM in MSC 4200.

Senators MUST sit on at least one committee, but not more than three committees depending on available authorized work hours. The Senate President Pro Tempore assigns committee memberships based on class schedule and seniority.

For questions related to Senate operations please contact the Senate President Pro Tempore Salud Martinez, saludm@usf.edu.

Candidates MUST be USF Tampa Campus students and be enrolled in the Fall and Spring Semesters for at least 6 credit hours as an undergraduate degree seeking student or 4 credits as a post baccalaureate student and maintain AT LEAST a cumulative 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 by the University.

All candidates will be notified of their eligibility by 11:59 PM on Wednesday, July 10, 2019. The ERC will notify all eligible candidates, SGATO will notify all ineligible candidates.

ELECTION SCHEDULE
NO Campaigning.

NO Campaigning.

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


Results Released: Thursday, July 25, 2019 by 5:00PM (posted on the main doors to the SG Suite, MSC 4300 and the public notice board next to the MSC Information Desk)

Run-Off Election (if needed, announced by 7/25): Tuesday, July 30, 2019 - Wednesday, July 31, 2019
Candidate Information Meetings

Candidates MUST attend at least one meeting, as required by Student Government Statutes, to be placed on the ballot. You will not be approved to run if you fail to attend a meeting. If your schedule conflicts with all of the times listed below, contact the Supervisor of Elections or SGATO to request an individual appointment. You must do so no later than 24 hours prior to the final meeting, or by 1:00 PM on Tuesday, July 9th. If any changes occur, applicants will be notified by official USF email.

Monday, July 8, 2019: 4:30-5:30 PM in MSC 4200
Tuesday, July 9, 2019: 1:00-2:00 PM in MSC 3705

Contact Information

Suzane Nazir, Senate President: suzanenazir@usf.edu
Salud Martinez, Senate President Pro Tempore: saludm@usf.edu

Office Hours – MSC 4303A

Supervisor of Elections TBA

Election Information

- All unfilled Senate seats will be open for the elections process, but is subject to change up to Monday, July 8, 2019. The ERC will provide updated numbers as necessary.
- 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 and as verified by SGATO.
  - If a student is registered in more than one college, he/she may choose which college to run in.
  - Candidates who have not declared a major may run in the college of their choice.
- If there are more seats than candidates running for a college as of Tuesday July 2, 2019, then unfilled seats will become At-Large seats. Candidates may opt to run for an At-Large seat rather than a college seat, but they must inform the Supervisor of Elections or a SGATO Advisor no later than 5:00 PM on Friday, July 5, 2019.
- Only paperwork submitted to the Elections Rules Commission with a time stamp or that is initialed and dated by a SGATO Staff Advisor will be recognized as received, including this application.

IMPORTANT NOTE

All Senate seats will become paid student employment positions once the candidate is officially certified and the appropriate paper work is completed via the university. There are no exceptions.
Candidate Biography and Photo

Candidates may include a biography and photo to be posted on official Student Government social media. The biography will be limited to a maximum of 200 words and must be submitted to the Supervisor of Elections, via email, in a PDF document by Tuesday July 2, 2019 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.

1. Write a biography with a maximum of 200 words
2. Save in a PDF format
3. Email this file as an attachment to the Supervisor of Elections TBA
4. Deadline: Tuesday July 2, 2019 at 5:00 PM

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 October 9th – 10th.

For the candidate photo please submit this in a separate document from the bio. The photo must include only yourself and may not include any University or SG trademarks or logos. The photo is also due by Tuesday, July 2, 2019 at 5:00 PM.

*Candidate bios and photos will only be posted on the official Student Government website and social media. They will not be posted on the ballots.
Campaigning Overview

- Campaigning may not take place before the official campaigning period, which begins **Thursday, July 11, 2019**.
- 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:
  - Any threat or act of violence or attempt to commit extortion or blackmail
  - Slander or libel against any student, staff, or faculty
  - Knowingly providing false information or withholding financial records or budget changes
  - Any attempt to commit, accept, or negotiate a bribe
  - Destruction or theft of another campaign’s materials
  - Tampering with voting software or attempting to cast more than one vote
  - Attempting to set up unauthorized or mobile polling stations
  - Coercing a student to vote
  - Abusing official capacity for the benefit of a campaign, if a University employee
  - Any violation of the Student Body Constitution
  - Using SG resources for the purpose of campaigning
  - Condoning others to commit these acts
- The following are minor violations. The first minor violation is a warning, and each subsequent minor violation carries a fine of $20. After seven (7) minor violations, a candidate will be disqualified:
  - Using A&S funded materials to further a campaign, with the exception of student free printing allocations
  - Sliding campaign materials under doors of residence halls or on vehicles
  - Posting signs or chalking in unauthorized locations
  - **Campaigning within 50 feet of an official polling station**
  - Campaigning within any SG Agency or Bureau
  - Early campaigning
  - Using University administrators, USF Spirit Squad, NCAA athletes, or any University employee as endorsement of a campaign
  - Using university department uniforms, nametags and/or logos while campaigning
  - 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
Section 1: Student Record Waiver

I, ____________________________________, hereby authorize and consent to the release of my records, which shall include my GPA, Academic Standing, major, conduct record, 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.

Attestation for Section 1 and 2:

_______________________________________________

_______________________________________________

Signature                                                                                                                 Date

Please Print Name:

U #____________________________________________

Revised 07/20/2016