



Name/College

2019 Senate Midterm Election Candidate Application Packet

**Due on Friday, September
20th , 2019 no later than 5:00
PM.**

www.sg.usf.edu

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

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: _____

Description	Vendor	Quantity	Cost	Total Cost
(Ex) Box of chalk	Target	2	\$5.00	\$10.00
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 _____

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.**

(Ex)

Name: The Really Cool Apartments. **Amount:** \$ 250.00
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

 (ERC Supervisor Signature)

 Time & Date

ELECTION REQUIREMENTS

All candidates **MUST** have turned in a completed application packet **before 5:00 PM Friday, September 20th , 2019** 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 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, Salud Martinez prior to application.

Senators must attend the mandatory Senate Midterm Retreat following the Midterm elections in October which they will be notified of.

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 Salud Martinez at senatepresident@usf.edu

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** 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.

All candidates will be notified of their eligibility by 11:59 PM on Sunday, September 29, 2019. The ERC will notify all eligible candidates, SGATO will notify all ineligible candidates.

ELECTION SCHEDULE

Application Process: Monday, August 26, 2019- Friday, September 20th, 2019.
NO Campaigning.

Approval Process: Saturday, September 21st, 2019 – Saturday, September 28th, 2019.
NO Campaigning.

Campaigning Allowed: Monday, September 30th, 2019 – Wednesday, October 16th, 2019.
Candidates may campaign only after receiving verification from the ERC or SGATO.

Meet the Candidates Event (optional): Tuesday, October 3rd, 2019, 1-3PM in the MSC Amp, Rain Site will be 1-2PM in MSC 2709

Election: Tuesday, October 15, 2019 - Wednesday, October 16, 2019.

Results Released: Thursday, October 17, 2019 by 5:00PM

Run-Off Election (if needed, announced by 10/12): Tuesday, October 22nd, 2019 - Wednesday, October 23, 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 to request an individual appointment. You must do so **no later than 24 hours prior to the final meeting, or 10 AM Tuesday, September 25th**. If any changes occur, applicants will be notified by official USF email.

Tuesday, September 24, 2019: 4:30-5:30 PM in MSC 4200

Wednesday, September 25, 2019: 10:00-11:00 AM in MSC 4200

***Mandatory meeting locations are subject to change.**

Candidates will be notified if so.

Contact Information

Jaykwon Hosey, Supervisor of Elections Jhosey@usf.edu

Jennifer Bielen, Assistant Director-SGATO Bielenj@usf.edu

Office Hours – MSC 4303A

Supervisor of Elections

Monday & Wednesday: 9AM-12PM

Tuesday & Thursday: 9AM-11AM/12PM-2:30

Friday: 9AM-2:30PM

Election Information

- All unfilled Senate seats will be open for the elections process, but this is subject to change up to September 27th, 2019. The ERC will provide updated numbers when 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 Friday, September 20th, 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 by **Friday, September 27th at 5:00 PM**.
- Only paperwork submitted to the Elections Rules Commission with a time stamp 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 Friday, September 27th 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: Friday September 27th 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 Friday, September 27th 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 **Monday, September 30th**.
- 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 100 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
 - 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 # _____