



University of South Florida Student Government



Name/College

2017 General Election
SENATE Candidate
Application Packet

Due on Friday, February 3rd, 2017
before 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*

Position Running for: _____

Personal Information:

Name: _____ **U-Number:** _____

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: _____

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.

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



University of South Florida Student Government

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.

Attestation for Section 1 and 2:

Signature

Date

Please Print Name

U # _____



ELECTION REQUIREMENTS

All candidates **MUST** have turned in a completed application packet **before 5:00 PM Friday, February 3, 2017.**

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.**

SG REQUIREMENTS

Senators **MUST** attend Tuesday night senate meetings (typically 6pm-9pm). 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, Jessica Vanek.

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 Jess Vanek at jvanek@usf.edu

All Senators **MUST** attend a two day training session the week before the start of fall classes.

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 and may not be under disciplinary probation, suspension or expulsion.

All candidates will be notified of their eligibility on or before Friday, February 10, 2017.
The ERC will notify all eligible candidates, SGATO will notify all ineligible candidates.

ELECTION SCHEDULE

Application Process: Monday, January 9, 2017 - Friday, February 3, 2017.

NO Campaigning.

Approval Process: Monday, January 9, 2017 - Friday, February 10, 2017

NO Campaigning.

Campaigning Allowed: Monday, February 13, 2017 – Completion of voting.

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

Election Voting: Monday, February 27, 2017 - Thursday, March 2, 2017.

Run-Off Election (if needed): Tuesday, March 7, 2017 - Wednesday, March 8, 2017



Candidate Information Meetings

All 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. All scheduled meetings will be held in MSC 4200. If any changes occur, applicants will be notified via official USF email.

Monday, February 6th, 2017: 7 PM

Wednesday, February 8th, 2017: 7 PM

Thursday, February 9th, 2017: 7 PM

Contact Information

Jalen LaRubbio, Supervisor of Elections

jalarubbio@usf.edu

Office Hours

Supervisor Jalen LaRubbio: Mondays & Wednesdays 2:30 - 4:30 PM

Associate Supervisor Abby Pitner: Tuesdays & Thursdays 2:00 - 5:00 PM

Deputy Supervisor David Rosado: Tuesdays & Thursdays 1:00 - 3:00 PM

Deputy Supervisor Jade Swaby: Mondays & Wednesdays 10:00 AM - 12 noon

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 10, 2017
- 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 13th**.
- 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



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 10th 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 or Word format
3. Email this file as an attachment to the Supervisor of Elections Jalen LaRubbio at jalarubbio@usf.edu
4. **Deadline: Friday February 10th 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 February 29th-March 3rd.*

Please submit the candidate photo 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, February 10th at 5:00 PM.



February 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			No campaigning 1	2	3 Applications due at 4:59:59 p.m.	4
5	6 7pm – Candidate Meeting	7	8 7pm – Candidate Meeting	9 7pm – Candidate Meeting	10 12pm – Pres./VP Ticket Meeting	11
12	13 Campaigning begins 12pm – Election Kickoff	14	15 2pm - Pastries with the Candidates	16 7pm - Presidential Debate	17	18
19	20	21	22 11:30am – Cookout w/ the Candidates 7pm – President/VP Ticket Debate	23	24	25
26	Voting 27 MSC LIB	28 MSC JPH	March 1 MSC ENG	2 MSC EDU/Pollo Tropical	3 12 noon - Results Announcement	4
5	6	Runoff 7	8	9	10	11



Events Overview

- **Election Kickoff – Monday 2/13, 12:00 p.m.** – MSC Atrium – The ERC will host an event for candidates to interact with student voters and present their platforms, with light snacks and drinks provided.
- **Pastries with the Candidates – Wednesday 2/15, 2:00-3:30 p.m.** – Library Lawn – Student Government’s monthly “Pastries” events continue, with the edition for February showcasing the candidates for the General Election. This event will provide an opportunity for candidates to interact with student voters outside of the Library, with dessert items and coffee provided.
- **The Presidential Debate – Thursday 2/16, 6:00 p.m.** – MSC Ballroom – The presidential tickets will square off in a Q&A style debate. Doors will open at 6:00 p.m. and hors d'oeuvres will be served. Senatorial candidates, along with both members of the presidential tickets, are encouraged to arrive at this time to mix and mingle with each other and with student voters and honored guests. The debate will begin at 7:00 p.m.
- **Cookout with the Candidates – Wednesday 2/22, 11:30 a.m.** – MSC Amphitheatre – Burgers and hot dogs will be provided in the MSC Amphitheatre during Bull Market, where candidates will have the opportunity to interact with student voters and present their platforms.
- **The President and Vice President Ticket Debate – Wednesday 2/22, 7:00 p.m.** – MSC Ballroom – Both members of each tickets will face off with the others in a debate. Doors will open at 6:30 p.m., with the debate to begin at 7:00. Please note that while senatorial candidates are highly encouraged to attend, they will not be permitted to campaign inside the room before or during this debate.
- **Results Announcement – Friday 3/3, 12 noon** – MSC 4200 – Find out who won Senate seats, the Our Shirt design, and the Presidential Election, with light snacks provided.