



Name/Campus

2021 Midterm Election Candidate Application

Packet

**Due on Friday, September 17,
2021**

11:59 PM

www.sg.usf.edu

Supervisor of Elections: _____ Date: _____

Candidate Information Sheet

Everyone participating in this election must complete a Candidate Information Sheet

Return Application via DocuSign to savannahc4@usf.edu

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

Are you an international student?

Yes

No

College _____

Major _____

Campus _____

Position: Campus Council Rep ☐ Senator ☐

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.

Please note: This page may be left blank when submitting application. However, please ensure you update weekly as your campaign expenses begin to accrue.

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.

Candidate Signature _____

Supervisor of Elections _____

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. **There is a \$1000.00 cap for total donations to your campaign and a \$250.00 cap for individual donations.** 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. **Please note: This page may be left blank when submitting application. However, please ensure you update weekly as your campaign expenses begin to accrue.**

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.

Signature of Candidate: _____ *Date:* _____

Supervisor: _____ *Date:* _____

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 # _____

Revised 07/20/2016

ELECTION REQUIREMENTS

All candidates **MUST** have turned in a completed application packet **by 11:59 PM Friday, September 17th, 2021**. All applications **MUST** be submitted via DocuSign. All candidates **MUST** attend **AT LEAST ONE** informational meeting. . Candidates are expected to communicate through their **official USF email**. **Voting is online. Polling stations are tentative due to Covid.**

SG REQUIREMENTS

Candidates **MUST** be enrolled for at least 6 credit hours as an undergraduate student or 4 credits as a graduate degree-seeking student during the fall and spring semesters.

Candidates **MUST** be in good academic standing and maintain a minimum cumulative institutional 2.5 GPA for undergraduate students and 3.0 GPA for graduate students.

Candidates **MUST** not be under current disciplinary probation, suspension or expulsion with the university.

All candidates will be notified of their eligibility on or before Friday, September 24th, 2020 at 11:59 pm.

The ERC will notify all eligible candidates. SG Advising Offices will notify all ineligible candidates.

ELECTION SCHEDULE

Application Process: Monday, August 23rd, 2021 - Friday, September 17th, 2021

NO Campaigning is allowed during the application period.

Approval Process: Monday, September 20th, 2021 - Friday, September 24th, 2021

Candidates may campaign only after receiving verification from the ERC or SG Advising Offices.

NO Campaigning is allowed during the approval process period.

Election Voting: Tuesday, October 12th, 2021 - Wednesday, October 13th, 2021.

Campaigning Allowed:

Saturday, September 25th, 2021 through the completion of voting on October 13th, 2021.



Student Government Job Descriptions

2nd Consolidated
Term

General Information

Position	Campus Council Representative	Branch	Legislative
Pay Rate	B-1 \$10.00 per hour	Position Type	Temporary Student Employee (TSE)
Authorized Hours	varies by campus	Possible Travel	Yes
HR Supervisor	SG Advisors	Working Over Authorized Hours:	Yes, with prior written authorization from direct supervisor

Job Description

The SG Campus Council Representatives shall serve as the elected representatives of the Student Body to the SG Campus Councils and shall use their vote and their speaking rights to fulfill this role as representatives.

Role and Responsibilities

- Attend, participate in, and vote in all meetings of their respective Campus Council.
- Review and recommend budget allocations for their respective campus based on campus budget standards and Proviso.
- Prepare for meetings beforehand to maximize temporal efficiency.
- Communicate with their respective campus community and their constituents as needed.
- Maintain conformity with applicable SG governing documents in all business applications.
- Assist the respective campuses, Senate leadership, and SG Advising in fulfilling educational initiatives for the branch.
- Perform other duties as necessary to execute the mission of the USF Student Government.

Minimum Qualifications and Education Requirements

- Must be in good academic standing (maintain minimum cumulative institutional 2.5 GPA for undergraduate students and 3.0 GPA for graduate students).
- Must be actively enrolled for a minimum of 6 credit hours as an undergraduate degree seeking student or a minimum of 4 credit hours as a post-baccalaureate student during the fall and spring semesters.
- Must not be under current disciplinary probation, suspension or expulsion by the university.

Preferred Qualifications

- Should be able to maintain professionalism and a commitment to ethical practices.
- Should be able to think critically and logically in most given situations.
- Possess a basic understanding of SG governing documents.

Working Conditions

Work 5 hours a week in an office setting. May have to travel within the state and on campus for Student Government conferences, programs, events, and meetings.

– This information is not designed to be a complete inventory of the job's duties, responsibilities, and qualifications. Rather, it is designed to give the general nature and level of work to be performed by employees assigned to this job title. –



Student Government Job Descriptions

2nd Consolidated
Term

General Information

Position	Senator	Branch	Legislative
Pay Rate	L-1 \$10.00 per hour	Position Type	Temporary Student Employee (TSE)
Authorized Hours	varies by campus	Possible Travel	Yes
HR Supervisor	SG Advisors	Working Over Authorized Hours:	Yes, with prior written authorization from direct supervisor

Job Description

The SG Senators shall serve as the elected representatives of the Student Body to the SG Senate and shall use their vote and their speaking rights to fulfill this role as representatives.

Role and Responsibilities

- Attend, participate in, and vote in all meetings of the Senate.
- Attend, participate in, and vote in at minimum one (1) Senate Committee.
- Review and recommend budget allocations based on budget standards and Proviso.
- Conduct event audits for A&S funded registered student organizations.
- Prepare for meetings beforehand to maximize temporal efficiency.
- Maintain conformity with applicable SG governing documents in all business and university applications.
- Assist the respective campuses, Senate leadership, and SG Advising in fulfilling educational initiatives for the branch.
- Communicate with the USF community and their constituents as needed.
- Perform all other duties as necessary to execute the mission of the USF Student Government and as stated in SG governing documents.

Minimum Qualifications and Education Requirements

- Must be in good academic standing (maintain minimum cumulative institutional 2.5 GPA for undergraduate students and 3.0 GPA for graduate students).
- Must be actively enrolled for a minimum of 6 credit hours as an undergraduate degree seeking student or a minimum of 4 credit hours as a post-baccalaureate student during the fall and spring semesters.
- Must not be under current disciplinary probation, suspension or expulsion with the university.

Preferred Qualifications

- Should be able to maintain professionalism and a commitment to ethical practices.
- Should be able to think critically and logically in most given situations.
- Possess a basic understanding of Robert's Rules of Order and SG governing documents.

Working Conditions

Work 10 hours a week in an office setting. May have to travel within the state and on campus for Student Government conferences, programs, events, and meetings.

– This information is not designed to be a complete inventory of the job's duties, responsibilities, and qualifications. Rather, it is designed to give the general nature and level of work to be performed by employees assigned to this job title. –

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. You **must attend at least one** of the virtual candidate meeting. If any changes occur, applicants will be notified via official USF email.

Friday, September 17th, 2021: 4:00-5:00 pm

Tuesday, September 21st, 2021: 3:00-4:00 pm

Have questions? Join us for a virtual chat. We will have same student leaders who will be sharing their experiences with SG! Find out what it is like to occupy a seat as a campus council representative. You don't want to miss it!

Contact Information

Federal Supervisor of Elections: Savannah Carr, savannahc4@usf.edu

Associate Supervisor of Elections: Hayden Milligan, hayden5@usf.edu

St. Petersburg Deputy Supervisor of Elections: TBA

Tampa Deputy Supervisor of Elections: TBA

Sarasota Deputy Supervisor of Elections: Dahlia Martinez, djmartinez@usf.edu

Virtual Office Hours *Hours subject to change*

Supervisor of Elections – Savannah Carr

Monday 2:00 pm – 6:00 pm

Wednesday 2:00 pm – 6:00 pm

Tuesday & Thursday 3:00 pm – 4:00 pm

Available via appointment at other times

Associate Supervisor of Elections: - Hayden Milligan

Monday/Wednesday 9: 00 am -12:00 pm

Tuesday/ Thursday 9:00 am-12:00 pm

2:00 pm- 6:00 pm

St. Petersburg Deputy Supervisor of Elections - TBA

Tampa Deputy Supervisor of Elections – TBA

Sarasota Deputy Supervisor of Elections – By appointment

Election Information

- Each Campus will have the following number of open seats which are subject to change

Campus Council Open Seats:

Senate Open Seats:

- St. Pete- 8
- Sarasota/Manatee- 4
- Tampa- 4
- St. Pete- 4
- Sarasota/Manatee-5
- Tampa- 17

Campaigning Overview

- Only paperwork submitted to the Elections Rules Commission with a time stamp will be recognized as received, including this application
- Campaigning may not take place before the official campaigning period, which begins on **Saturday, September 25th at 12:01 AM.**
- Campaigning may not take place until after you have been notified by SG Advising or the ERC that you have met membership requirements and are approved to campaign.
- The following are major violations, which will result in disqualification if found culpable:
 - 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 if found culpable 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 that can be found on the SG website: <https://www.usf.edu/student-affairs/student-government/elections/index.aspx>

Candidate Biography and Photo

Candidates may include a biography and photo to be used in official Student Government media. The biography and photo **must** be limited to one page. These **must** be submitted to the ERC Supervisor of Elections, via [email](#) and in a separate document, by **Monday September 27th by 11:59 PM**. The Elections Rules Commission is not responsible for any grammar, formatting or spelling mistakes and will post only what the candidate submits within the ERC specifications.

1. Write a biography and select a photograph
2. Must fit on one page
2. Save as a PDF **ONLY**
3. Email this file as an attachment to the ERC Supervisor of Elections
Savannah Carr at sg-ercsupervisor@usf.edu
Cc: Gary Manka at gmanka@usf.edu
4. Any documents emailed to my personal USF email account **will not** be accepted

Deadline: Monday September 27th at 11:59 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 the Alliance of Concerned Students. Ever since arriving on the Tampa campus I have been looking for a way to get involved and to give back to the student body. 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 on October 12 and October 13!*

The photo must include only yourself and may not include any University or SG trademarks or logos. Your Bio page must be a 1-page PDF document with your name, photo, and Bio included.