Student Government Association

Campaign Procedures & Election Protocol
Fall 2017

Facilitated By:
Elections Committee
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(336) 334-7792
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## ELECTIONS SCHEDULE

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<th>Event &amp; Description</th>
<th>Location</th>
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| Saturday, August 12<sup>th</sup> 12:00 a.m. | **Candidacy Application Available**  
Students interested in campaigning for an elected position to SGA can complete application for candidacy. | www.orgsync.com                     |
| Saturday, August 19<sup>th</sup> 8:30-10:30 a.m. | **New Student Institute: Freshman Elections Information Session** | Academic Classroom Building 101 and Proctor Hall |
| Thursday, August 17<sup>th</sup> 6:00 pm | **Interest Meeting**  
This event will explain what opportunities are available, expectations, important dates and minimum eligibility requirements for participation. Students interested in campaigning for an elected position to SGA must complete and submit application for candidacy. | McNair Hall Auditorium               |
| Sunday, August 20<sup>th</sup> 11:59 pm | **Candidacy Application Closes**  
Students interested in campaigning for an elected position to SGA must complete and submit application for candidacy. | www.orgsync.com                     |
| Monday, August 21<sup>st</sup> 12 p.m.-Noon | **Excuse Letters Due – for Implementation Workshop**  
Students campaigning for elected positions who have documented conflict must submit notice. | Murphy Hall 104                      |
| Monday, August 21<sup>st</sup> During Elections Committee Office Hours | **Campaign Material Approval, Banner Space Registration, Election Day Campaign Table Registration & Submit Campaign Team**  
Materials that will be used to campaign for elected positions will begin to be approved during this time. | Murphy Hall 104                      |
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<tr>
<th>Date &amp; Time</th>
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<th>Location</th>
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</table>
| Monday, August 21\textsuperscript{nd} 6:00 p.m. | **Implementation Workshop – MANDATORY**  
This event will review the guidelines that govern the election process and answer any questions for clarity. | TBA  
*Location will be sent out through OrgSync* |
| Tuesday, August 22\textsuperscript{nd} 6:00 p.m. | **Candidate Eligibility Email Notification**  
Students will be notified if they are eligible or ineligible to campaign for selected position. An email will be sent to ineligible candidates. | University Email Address |
| Wednesday, August 23\textsuperscript{rd} 12:00 a.m. | **Campaigning Begins**  
All eligible candidates may begin their campaigns. | Campus Wide |
| Wednesday, August 23\textsuperscript{rd} 4:30 p.m. | **First Financial Disclosure – 1 of 3 Due** | Murphy Hall 104 |
| Wednesday, August 23\textsuperscript{rd} 4:30 p.m. | **Excuse Letters Due- Senate and Class Officers Forum** | Murphy Hall 104 |
| Wednesday, August 23\textsuperscript{rd} 6:00 pm | **Senate and Class Officer Forum/SGA Executive Board Forum**  
This event will allow the student body to hear from candidates about their platform and encourage voting on election day! | TBA  
*Location will be sent out through OrgSync* |
| Thursday, August 24\textsuperscript{th} 5:00 pm – 8:00 pm | **Meet the Candidates Rally**  
Candidates will have an opportunity to campaign at an organized event and have 5 minutes of platform time. | Corbett Gym Lawn |
| Friday, August 25\textsuperscript{th} 4:30 p.m. | **Candidacy Withdrawals Due**  
All candidates who wish to withdraw their candidacy should submit the form. | Murphy Hall 104 |
<p>| Friday, August 25\textsuperscript{th} 4:30 p.m. | <strong>Financial Disclosure – 2 of 3 Due</strong> | Murphy Hall 104 |</p>
<table>
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<tr>
<th>Date &amp; Time</th>
<th>Event Description</th>
<th>Location</th>
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| Wednesday, August 30<sup>st</sup> 8:00 a.m. – 6:00 p.m. | **General Election**  
Student Body can vote for elected officials today. | Online                 |
| Wednesday, August 30<sup>st</sup> 4:30 p.m. | **Financial Disclosure – 3 of 3 Due**                                            | Student Union          |
| Friday, September 1<sup>st</sup> 8:00 a.m. – 6:00 p.m. | **Run-Off Election**  
Student Body can vote for elected officials today. | Online                 |
| Friday, September 2<sup>nd</sup> 4:30 p.m. | **Financial Disclosure – 1of 1 Due**                                             | Polling Site           |

### AVAILABLE POSITIONS

<table>
<thead>
<tr>
<th>Branch</th>
<th>Available Positions</th>
<th>Seats Available</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Executive</strong></td>
<td></td>
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</tbody>
</table>
- SGA President  
- SGA Treasure  
- Senior Class President  
- Senior Class Vice President  
- Senior Class Secretary  
- Junior Class Secretary  
- Junior Class Vice President  
- Junior Class Treasure  
- Sophomore Class Treasurer  
- Freshman Class President  
- Freshman Class Vice President  
- Freshman Class Secretary  
- Freshman Class Treasurer  
- Mister Freshman  
- Miss Freshman | 1 1 1 1 1 1 1 1 |
| **Judicial** |  
- Student Judicial Council | 9 |
| **Legislative** |  
- CAHSS & CAE  
- CAES  
- CBE  
- CEd  
- CEn  
- CHHS  
- CST  
- School of Graduate Studies *GSAC | 5 5 2 5 2 7 7 0 |
FINANCIAL DISCLOSURE AND ELECTION EXPENSES

Each candidate for any Student Government office must keep accurate and up to date records of all Campaign receipts and expenditures. Receipts must be provided for all campaign expenditures.

Spending Limits

Candidates for Student Government offices shall adhere to the following campaign limitations:

a. SGA President $850.00
b. Mr. & Miss A&T $850.00
c. All Other Executive Branch Offices $350.00
d. All Legislative and Judicial Branch Offices $250.00
e. Run-off elections 25% of primary campaign max.

1. Each candidate for any Student Government office must keep accurate records of all campaign receipts and expenditures.

2. Failure to file accurate financial disclosure statements by the deadlines listed in this section, or falsification of financial statements, shall disqualify the candidate.

3. Receipts must be provided for all campaign expenditures. All expenses in excess of one penny shall be included in the candidate disclosure statements.

4. Contributions to a candidate by individuals or organizations are allowed, but all contributions must be documented in a financial disclosure statement. Student organizations receiving student fee allotments may not contribute funds or in-kind donations to any candidate or campaign.

5. Each candidate’s financial records must list identifying information (name, item, etc.) and amounts of each contribution and expenditure.

6. Contributions and expenditures of non-monetary assets or in-kind efforts must be listed and valued at their fair market value, as determined by the Elections Committee.

7. Each financial disclosure statement must have all expenditure receipts attached. All expenses must be included in the financial disclosure report.

8. Campaign materials promoting more than one candidate must be accounted for and divided equally among the financial disclosures of each candidate mentioned by name in the materials.

9. All campaign materials distributed by and/or paid for by an endorser of a candidate must be included in the candidate’s campaign expenditures.

10. The Elections Committee shall provide standardized Campaign Financial Disclosure Statements. Each candidate’s financial records shall be available for public inspection.
within 24 hours after Disclosure Statements are submitted.

11. Financial Disclosure statements must be filed with the Elections Committee in the Student Development Office (Murphy Hall, Suite 104), or another location designated by the Elections Committee, by the following times: 4:30 p.m. on the first day of campaigning, 4:30 p.m. on the Friday preceding student government elections, 4:30 p.m. on the last day of any general, run-off, or special student government election.

12. Even if you have not spent any money ($0) for your campaign you are required to submit this form. No money spent on a campaigning is not solely limited to word of mouth as a campaign strategy.

13. Social Media should be included in Fair Market Value.

CAMPAIGN EXPENDITURES
Expenditures for Materials
All funds spent for campaign materials, whether used or not, shall be considered in calculating campaign expenses. Failure to use campaign materials shall not be cause to exclude the cost of such materials from the candidate’s financial disclosure statement.

Evaluation of Goods and Services
If goods and services are given gratuitously or excessively below normal cost, the candidate shall submit to the Elections Committee a receipt for the goods or services provided but assess such expenditures, in regards to spending limits, at fair market value.

Determining Fair Market Value
Fair Market Value for all gratuitous material and/or services will be determined as follows: When a candidate files a Financial Disclosure Statement they must submit a fair market value sheet where they have acquired two quotes from two different companies for the same product. The average of the two estimates will be reflected as fair market value. It must be submitted with your Financial Disclosure Statement.

For example, if all your screen-printed campaign t-shirts were donated you must get two estimates from two (2) screen printing companies.
   a. Midwest estimate $100
   b. East Coast estimate $80
   c. Add the two (2) estimates together and divide by two (2) will equal your Fair Market Value is $90.

CAMPAIGN GUIDELINES
Candidates Responsibility for Campaign Workers
All candidates shall be responsible for the actions of their campaign workers whether or not the candidate has knowledge of such actions. If a violation(s) occurs without the knowledge of the candidate, the candidate must take the following actions upon discovery or notification of such violations:
• The candidate must try to nullify or correct the action causing the violation
• The candidate must remove the worker from campaign work

Removal of Election Advertisement
All campaign materials advocating a particular candidate, platform, or voting stance in a given election must be removed from University property within 48 hours after the close of the polls. The Elections Committee shall fine a candidate the sum of five dollars ($5.00) for each of his/her campaign materials remaining on University property.

Defacement of Campaign Materials
No person will deface, destroy, alter or otherwise change any candidate’s campaign materials before an election. Material of any candidate unless in restricted areas may only be removed by members of and persons authorized by the Elections Committee. All campaign materials shall be considered personal property of the candidate. Election officials may remove material in restricted areas, or unauthorized materials.

Restricted Campaign Areas and Campaigning
- Campaign fliers must be restricted to the bulletin boards in classroom buildings, residence halls, the interim student union and cafeteria
- No posters or fliers may be attached to the outside of buildings, glass windows, doors, trees, light poles, or trash cans.
- No posters can be placed on University signs or private homes in the vicinity of the university.
- No signs can be posted where they can be viewed from East Market Street, Dudley Street, or Lindsay Street.
- No campaigning should take place off-campus with the use of intended position.
- Do not place signs around the outside of the following buildings: Dowdy, McNair, Gibbs, Webb, Bluford, Barbee, Vanstory, Benbow, Haley, Corbett, Barnes, Merrick, and The Oaks and New Classroom Building.
- No campaign material can be placed on the construction fences throughout the campus.
- No campaign material can be placed on the fences behind Holland Hall, Curtis Hall or Hodgin Hall.
- Current Election Committee Members, administrators, faculty, and staff of the University are not allowed to campaign for students seeking office.
- Current SGA Executive Board members cannot assist or endorse any candidate
with any type of campaign activities or provide campaign advice or strategies.

**Approval of Campaign Material**

Includes but is not limited to: T-shirts, printed material, banners, caps, cups, and handbills etc. Must be approved by the Elections Committee or designated staff. In order for campaign materials to be approved they must include the following information:

- The date of general/special & run-off election.
- Time polls open and close.
- Polling site(s)
- Position Seeking
- Sponsored by YOUR NAME for POSITION SEEKING campaign.

***The use of North Carolina A&T State University logo is strictly prohibited from campaign materials.***

**Banners**

To activate this privilege, you must first be eligible to run for elected office.

- The Office for Student Development, then the Elections Committee, must approve the hanging of banners.
- Banners may not be hung without the assistance of physical plant. In order for Banners to be hung they must be submitted to the Elections Committee by deadline in election schedule.
- These requests will be handled on a first-come-first-serve basis due to limited spaces.
- You must have banner in hand when making the request.

**Banners may be hung at the following places:**

- **Williams Cafeteria** - The Office of Student Development, then the Elections Committee, must approve the hanging of banners, and then you must visit auxiliary services to secure approval.

**Websites**

The web address must be submitted to the Elections Committee for review before being publicized.

- Homepages, links created by the candidates, and web addresses must be specified and or included in the financial statement of the candidate.
- No university owned computers may be set to default to the server or homepage of the candidate.
- Social Media is allowed.
Food
The use of food must be submitted in a written proposal to the Elections Committee to be approved.
   a. Food must be individually packaged with a seal and an ingredient label.

Speeches, Debates, and Forums
All candidates seeking an office will be required to give a speech. Speeches can be no less than 1 minute and no longer than 3 minutes. Failure to speak at the Candidates Forum or debate will result in disqualification. If you are unable to attend the Senate and Class Forum/Debates a written excuse must be submitted by the candidate to the Elections Committee as listed on the elections schedule.

All candidates are required to be on time for roll call and must remain for the duration of the speeches/debates/forum; non-compliance will result in disqualification.

If you arrive late you will not be allowed to give your speech. The same rule applies to all candidates seeking a position for the SGA Executive Board Forum. If you are unable to attend a written excuse must be submitted by the candidate to the Elections Committee as listed on the elections schedule.

Campaign Violation Procedures
Any registered North Carolina A&T State University student who believes a campaign violation has been committed by or in the interest of a candidate currently pursuing office at North Carolina A&T State University, must file the Campaign Violation Form (CVF) found SGA website with the Elections Committee. The CVF must be completed and signed by the complaining witness(s).

The individual filing the CVF must be available to appear at the Elections Committee Violation Hearing conducted at a designated time and place, failure to appear shall render the alleged violation moot. In the event that a Campaign Violation Form is submitted on the day of general/special or run-off elections, the hearing will be held immediately following the close of the polling site.

Submitting a CVF doesn’t grant a hearing. Hearings are granted, based on information given if you wish to report a campaign violation to the Elections Committee you must obtain the form from www.ncat.edu. Alleged violations pertaining to the general election or the run-off election must be submitted before the close of the designated poll site. No forms will be received after the polls have closed.

How to report a campaign violation
   a. Go to Student Government Association or Student Development website
   b. Click on Elections
   c. Click Forms, Campaign Violation Form
   d. Complete form and submit online via orgsync.
FINES

Fines not to exceed $25.00 per incident are the result(s) of not violating campaign guidelines and protocol by the candidate or campaign staff. If the party receiving the fine is a candidate or a member of the campaign staff, then the individual receiving the fine will have his/her student account flagged until the fine is satisfied and/or paid. In addition, fines will be added to the candidate’s total expenditures and can result in a candidate exceeding their spending limit which can lead to disqualification.

The defendant will be fined and if the defendant fails to pay such fines within ninety-six (96) hours after notification, he/she shall be declared ineligible for any future elections. If the defendant was elected to an office in the same election at the time his/her offense was committed, and if he/she fails to pay the fine imposed by the Elections Committee within ninety-six (96) hours, he /she shall be disqualified from that office. Any defendant may appeal the decision of the Elections Committee to the Assistant Vice-Chancellor for Student Development.

Any fines cited by the Elections Committee shall be paid to treasurer’s office using transmittal form and placed in the Elections Committee University Account.

Removal of Campaign Workers
Removal of campaign workers is a punitive decision of the Elections Committee to prevent individuals who have demonstrated an unwillingness to abide by the Campaign Guidelines and Protocol Manual from further involving themselves in the election at hand. An individual may be removed from a staff for violating any part of this campaign guideline and protocol manual and the candidate whose the campaign was volunteering their time shall make efforts to nullify or correct the actions of their campaign workers. When an individual is ordered to be removed as a campaign worker, he/she shall no longer be involved with the campaign and shall not contribute to the campaign in any way. Further involvement by this individual shall result in further penalties for that campaign.

Warning a Candidate or Candidates Staff
Warning a candidate or campaign staff shall constitute the lowest level of punishment that a candidate or campaign staff shall receive. The warning will be in form of written notification stating the violation(s) that have occurred and the possible penalties that could result if there are further incidents. Any warnings cited after the first will result in a $25 fine.

Call for a Re-election
The Elections Committee may call for a re-election if a violation has occurred that has compromised the integrity of the election.
DISQUALIFICATION

Under the auspices of the Campaign Guidelines and Protocol Manual, there is automatic disqualification if the Elections Committee finds certain violations or a failure to submit various documents. These are:

a. Submission of an Incomplete Application.
b. Failure to submit a Financial Disclosure Statement by designated time.
c. Exceeding designated spending limit.
d. Campaigning prior to the official start of campaigning.
e. Failure to attend and/or speak at Executive Board Forum and Presidential Debate (If Applicable).
f. Failure to attend and/or speak at Senatorial Forum & Class Forum (If Applicable).
g. Failure to participate and/or appear at Mr. and/or Miss A&T Forum and Debates (If Applicable).
h. Campaign material visible inside precinct locations and/or past clearly defined marker where campaigning ends.
i. Failure to remove campaign materials (flyers, posters, etc.) from polling site on the day of elections.

The Elections Committee may find that a candidate has violated the Elections Campaign Guidelines and Protocol Manual in such a manner as to be considered malicious and harmful. This shall include, but is not limited to: repeated or multiple violations of the protocol and procedures by a candidate or his/her campaign staff against another candidate, or a specific plan to obstruct the elections process. If the Chair of the Elections Committee believes that such a level of evidence exists, the Elections Committee must conduct a hearing of disqualification.

Right to Appeal
A defendant who is disqualified shall have his/her right to appeal to the Assistant Vice-Chancellor of Student Development. Appeals of the Elections Committee decision must be made in writing to the Assistant Vice-Chancellor for Student Development, Murphy Hall, Suite 104, within 24 hours of such a decision.
ELECTION PROCEDURES AND VOTING

General, Special and Run-off Election Day Procedures
Candidates may distribute campaign materials on the day of general, special and run-off elections. Candidates may hang banners, posters, and flyers and distribute paraphernalia on the outside of the Memorial Student Union. No visible campaign materials are permitted inside precinct location(s) and perimeter of the building (MSU).

Campaign material must be removed from all locations within forty-eight (48) hours after general, special and run-off elections.

Time of Regular, Special, Run-off and Re-elections

The Chair of the Elections Committee may extend the closing time of any polling place if necessary to correct any inequality or discrimination caused by any unforeseen shortening of total hours for that poll site.

The Chair of the Elections Committee may move a poll site due to weather or extraordinary circumstances. In the event a poll site is moved, the Elections Committee Chair shall be responsible for visible written notification of the new site at the original site.

Eligibility to Vote
Any student officially enrolled as a student at North Carolina Agricultural and Technical State University is eligible to vote however, only students that present valid student identification will be allowed to vote. You will be allowed to vote based on:

✓ Classification (earned hours not attempted hours)
✓ School and/or College

Classification
New Freshman and Continuing Freshman (0-29 earned hours) will be allowed to vote for Student Government Positions and Sophomore Class Officers.

Sophomores (30-59 earned hours) will be allowed to vote for Student Government Positions and Junior Class Officers.

Juniors (60-89 earned hours) will be allowed to vote for Student Government Positions and Senior Class Officers.

Seniors (90+ earned hours) will vote for Student Government Positions.

Graduate Students (Enrolled in Graduate School) will vote for Student Government Positions and Graduate Studies Senators.
Eligibility for Candidacy of any SGA Position
Any student seeking a Student Government Association position must have at the time of application a minimum cumulative grade point average of 2.75. Applicant must also have completed and earned a minimum of 80% of all courses attempted.

Listing of Candidates on Ballot
Names of all candidates will be printed on the ballot according to the application form submitted. Candidates ballot pictures will be taken during the mandatory implementation meeting and signed off on by candidate prior to elections. Candidates with an excuse letter will be rescheduled for their ballot picture.

Qualifications
Qualification for Student Government Association positions vary, please refer to the SGA constitution.
DEFINITIONS

The definitions below serve as a point of reference. For complete information on each definition/topic, candidates should consult the applicable election procedure and protocol.

1. *Administrative decision* - A decision made by the Chair of the Elections Committee or the Elections Committee pertaining to Procedures & Protocol. Administrative decisions shall remain a matter of public record.

2. *Appeal form* - Elections Committee form used by candidates in order to officially appeal a decision or ruling made by the Elections Committee.

3. *Ballot Position* - The order in which candidate names are placed on the ballot.

4. *Campaign (noun)* - The collective body including campaign supporters, staff, and candidate.

5. *Campaign (verb)* - To promote a candidate or garner votes for the purpose of electing that candidate.

6. *Campaign Expenditure* - Any expense for materials, gratuities, or services for or on the behalf of a candidate or referendum which, by intent or effect, tends to advertise the name of a candidate, to endorse or support his/her candidacy, or further a candidate's or referendum's campaign by any means. All campaign materials that are produced by a particular candidate or his/her staff must have the candidate's name on it in the following manner: “Sponsored by **YOUR NAME** for **POSITION SEEKING** campaign.”

7. *Campaign Manager* - The sole spokesperson for a candidate's campaign that has submitted a Declaration of Intent and is responsible for the actions of the campaign.

8. *Campaign Materials* - Any material approved by the Elections Committee designed to promote and publicize a candidate for the purpose of campaigning.

9. *Campaign Violation Form* - Elections Committee form that reports an alleged infraction of the Campaign Guide & Protocol by a candidate’s campaign or a candidate.

10. *Candidate* - Any person whom signed the Declaration of Intent making themselves available for campus and/or school wide elections.
11. **Candidate Campaign Guide and Protocol** - All necessary forms and supplemental material that may assist students conducting a campaign this can be found in the Official Elections Committee Candidate Campaign Guide.

12. **Complaining Witness** - A member of the student body who has witnessed a campaign violation and completed the Campaign Violation Form.

13. **Days** - Calendar business days unless otherwise noted.

14. **Declaration of Intent** - The official document prospective candidates must sign to declare their candidacy. Within this document prospective candidates agree to abide by the Campaign Guide & Protocol Manual and to release governing bodies from liability.

15. **Debates** - A time provided for candidates to discuss their Platform and answer questions from constituents.

16. **Disqualify** - To render unqualified or unfit. To declare unqualified or ineligible. To remove candidate from Election Process.

17. **Disqualification** - The act of disqualifying.

18. **Financial Disclosure Form** - A form used to report all actual expenditures purchased or donated for the purpose of campaigning.

19. **Punitive decision** - is a penalty enacted by the Chair of the Elections Committee or the Elections Committee against a candidate or candidates campaign for a violation of the election law(s). Punitive decisions shall remain a matter of public record.

20. **Re-election** - an election held in the event that results of a previous election are void.


22. **Votes** - votes that have been declared void shall not be considered part of the vote total. Votes for a disqualified candidate shall be considered valid. Such votes shall not be awarded to the candidate for whom they were cast, but shall be considered part of the total vote.
How to Submit Your Candidacy Application

The administrative portion of Student Government Elections will be administered via www.orgsync.com, if you do not have an account currently you will need to follow the steps below to do so:

To Create an www.orgsync.com Account

1. Go to www.orgsync.com
2. Click Register on the top right hand corner
3. Find North Carolina A & T State University
4. Click Register
5. Create account and click create
6. Fill out form to complete registration

To Access the Candidacy Application

1. Click on My Orgs at the top of page and then select JOIN AN ORG
2. Search Elections Committee and select Join on the right. Password to join Elections Committee is: elections
3. Click on My Orgs at top of Profile. Go to EC and click FORMS. Complete the candidacy Filing Form and submit.
FINANCIAL DISCLOSURE REPORT

Attach all receipts to a separate sheet before submitting. Candidates for student government offices shall adhere to the campaign finance limitations. The Elections Committee has recommended spending limits (maximum) to run a successful campaign. They are:

- **SGA President** - $850.00
- **Mister & Miss A&T** - $850.00
- **All other Executive Branch Offices** - $350.00
- **All Legislative and Judicial Branch Offices** - $250.00

For an example of Fair Market Value, if all your screen-printed campaign t-shirts were donated you must get two estimates from two (2) screen printing companies.

a. Midwest estimate $100
b. East Coast estimate $80

c. Add the two (2) estimates together and divide by two (2) will equal your Fair Market Value is $90.

The Student Government Association and the Elections Committee are committed to a transparent elections process, as well as fiscal responsibility. These forms, along with a list of candidates that did not submit one, will be made available to the public and media.

<table>
<thead>
<tr>
<th>Item Description:</th>
<th>Cost:</th>
<th>Funding Source: Personal</th>
<th>Donation</th>
</tr>
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<tbody>
<tr>
<td>Item Description:</td>
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<td>Donation</td>
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</tbody>
</table>

**Total $**

*Note: Fill out line items for each campaign expense. If the funding source is Donation, specify.*

**Candidate:** __________________________  **Position Seeking:** __________________________

**Signature:** __________________________  **Date:** __________________________

*Note: These forms are due on the following dates and times: 4:30 p.m. on the first day of campaigning. 4:30 p.m. on the Friday preceding student government elections 4:30 p.m. on the last day of any general, run-off, or special student government election.*