

Candidate Workshop 2020



IMPORTANT: Information in this presentation is subject to change upon passage of new legislation



**This Power Point Presentation
is available via our website:**

www.voteindianriver.com

2020 Elections

Presidential Preference Primary Election – March 17, 2020
Book Closing – February 18, 2020

Primary Election – August 18, 2020
Book Closing – July 20, 2020

General Election – November 3, 2020
Book Closing – October 5, 2020



Please review your handout:
2020 Elections Dates Calendar



Filing for office...

Filing Officer for IRC Candidates

SOE is filing officer

Exception – municipal candidates



IRC Candidates must be:

Registered voter in IRC

Legal resident of district they are representing when assuming office

Exception: School Board and Write-In Candidates must be a legal resident of district at qualifying

DS-DE 9

Appointment of Campaign Treasurer Designation of Campaign Depository for Candidates

Candidate **MUST** designate a primary campaign depository

Must appoint Treasurer / Deputy Treasurer(s)

Filed w/SOE office **PRIOR** to opening bank account

Banks require a clocked-in copy of form

Prior to Submission of DS-DE9

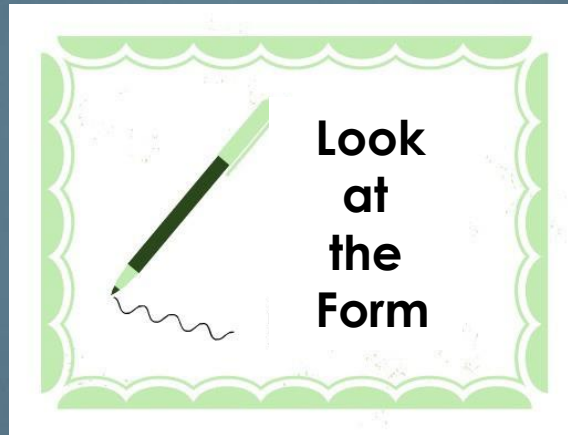
DO NOT:

- accept contributions

- make expenditures

- accept signed petitions

Please look at your next handout page!



Filling out the DS-DE 9

Signed, dated by candidate / treasurers
(no more than 3 deputy treasurers)

Candidates: Consider being a treasurer or deputy treasurer in order to sign campaign checks

Depository is FL authorized bank, S & L, Credit Union

May open a separate interest bearing account



DS-DE 9

- Candidate
- Campaign Treasurer
- Deputy Treasurer(s)

Must complete and sign a DS-DE 9 form

APPOINTMENT OF CAMPAIGN TREASURER AND DESIGNATION OF CAMPAIGN DEPOSITORY FOR CANDIDATES (Section 106.021(1), F.S.) (PLEASE PRINT OR TYPE)					OFFICE USE ONLY				
NOTE: This form must be on file with the qualifying officer before opening the campaign account.									
1. CHECK APPROPRIATE BOX(ES): <input type="checkbox"/> Initial Filing of Form Re-filing to Change: <input type="checkbox"/> Treasurer/Deputy <input type="checkbox"/> Depository <input type="checkbox"/> Office <input type="checkbox"/> Party									
2. Name of Candidate (in this order: First, Middle, Last)					3. Address (include post office box or street, city, state, zip code)				
4. Telephone ()			5. E-mail address						
6. Office sought (include district, circuit, group number)					7. If a candidate for a <u>nonpartisan</u> office, check if applicable: <input type="checkbox"/> My intent is to run as a Write-In candidate.				
8. If a candidate for a <u>partisan</u> office, check block and fill in name of party as applicable: My intent is to run as a <input type="checkbox"/> Write-In <input type="checkbox"/> No Party Affiliation <input type="checkbox"/> _____ Party candidate.									
9. I have appointed the following person to act as my <input type="checkbox"/> Campaign Treasurer <input type="checkbox"/> Deputy Treasurer									
10. Name of Treasurer or Deputy Treasurer									
11. Mailing Address							12. Telephone ()		
13. City		14. County		15. State		16. Zip Code		17. E-mail address	
18. I have designated the following bank as my <input type="checkbox"/> Primary Depository <input type="checkbox"/> Secondary Depository									
19. Name of Bank					20. Address				
21. City			22. County			23. State		24. Zip Code	
UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING FORM FOR APPOINTMENT OF CAMPAIGN TREASURER AND DESIGNATION OF CAMPAIGN DEPOSITORY AND THAT THE FACTS STATED IN IT ARE TRUE.									
25. Date					26. Signature of Candidate X				
27. Treasurer's Acceptance of Appointment (fill in the blanks and check the appropriate block) I, _____, do hereby accept the appointment (Please Print or Type Name) designated above as: <input type="checkbox"/> Campaign Treasurer <input type="checkbox"/> Deputy Treasurer. _____ Date X Signature of Campaign Treasurer or Deputy Treasurer									

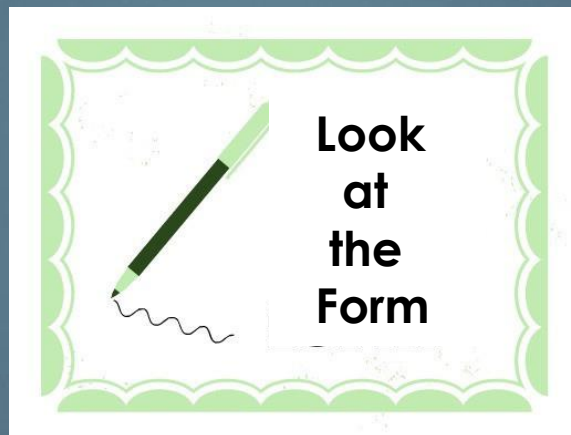
Treasurer / Deputy Treasurer resigns?
must be in writing
not effective till filed w/SOE



Removal of Treasurer / Deputy Treasurer
must be in writing
not effective till filed w/SOE



Please look at your next handout page



DS-DE 84

Statement of Candidate

Candidate has access to, read & understands requirements of Chapter 106, F.S. (campaign finance)

Must file within 10 days of filing DS-DE 9



**STATEMENT OF
CANDIDATE**

(Section 106.023, F.S.)
(Please print or type)

OFFICE USE ONLY

I, _____,

candidate for the office of _____;

have been provided access to read and understand the requirements of
Chapter 106, Florida Statutes.

X _____
Signature of Candidate Date

Each candidate must file a statement with the qualifying officer within 10 days after the Appointment of Campaign Treasurer and Designation of Campaign Depository is filed. Willful failure to file this form is a first degree misdemeanor and a civil violation of the Campaign Financing Act which may result in a fine of up to \$1,000, (ss. 106.19(1)(c), 106.265(1), Florida Statutes).

DS-DE 84



Qualifying for office...

Qualifying as a Candidate, 3 ways

Pay a qualifying fee

Petition process

Write-in candidate



Qualifying Officer - SOE

Responsibility is ministerial in nature only

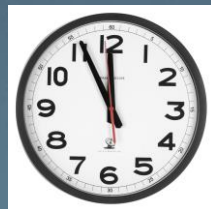
Examines the face of qualifying papers

Are they properly filed and completed

May not determine whether contents of papers are accurate

If in proper order, accepts them

Qualifying Week



US Senator, US Representative, State Attorney, Public Defender, County Judges
Noon, April 20 – Noon, April 24, 2020

Statewide, Multi-County, County, District candidates
Noon, June 08 - Noon, June 12, 2020

Time – Don't wait!

Qualifying officer may accept/hold qualifying papers
2 weeks before qualifying week starts

April qualifying – April 6, 2020

June qualifying – May 26, 2020



Beware – laws that may affect you as a Candidate

Resign to Run

Affects a current officer who is seeking another public office

If the term overlaps office term being sought, officer must resign
– seek advice

Federal Hatch Act

Restricts political activity if the employee's entire salary is completely funded from federal dollars

Employee is precluded from being a candidate for public office in a partisan race
– seek advice

* qualifying officer cannot remove candidates' name from ballot if candidate does not comply

Political Party Candidates

May not have been a registered member of any other political party for:

365 days before the beginning of qualifying (6/8/19)

preceding the General Election for which the person seeks to qualify

May run as a No Party Affiliate w/o changing party affiliation



Qualifying Fees – how much?

Fee based on salary of office sought as of July 1, 2019

Partisan candidates = 6%

Non Partisan candidates = 4%

Exception = Special District candidates, \$25



How do I pay fee?

Not acceptable:
cashiers check
personal check
money order

Campaign Check 1936

DATE _____

PAY TO THE ORDER OF _____ \$ _____

_____ DOLLARS

FOR _____

⑆000000186⑆ 000000529⑆ 1000

Security Features Details on back

Campaign Check:
Signed by campaign treasurer OR deputy treasurer

Candidate may sign check if they are a treasurer or deputy treasurer

Exception: Special district candidate – personal check OK

Fee returned if candidate:

Withdraws – prior to last date to qualify

Deceased – prior to last date to qualify, then
beneficiary entitled to fee

Fails to qualify – return check



Petition Process

Petitions = No qualifying fee

How many?

1134 valid petitions

(based on 1% of active voters in GE, 2018)



Submit to?

Local candidates - IRC SOE office

Multi-county candidates - Co. where voter is registered

Candidate responsible for submitting to correct county

Petition Verification Fees

Fee per petition – 10 cents

Paid by:

- campaign check

- petty cash

- third party, reimbursed by campaign

All petitions turned in are verified

Payment in advance, need accurate count of petitions being turned in

Deadlines

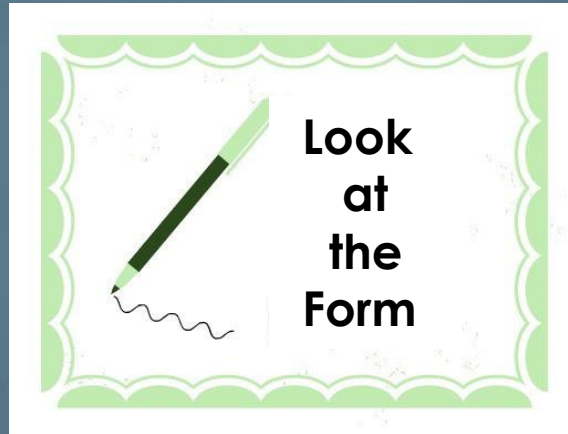
Deadline for submitting petitions for verification:

Noon, (May qualifying) March 23, 2020

Noon, May 11, 2020 (June qualifying)

A rectangular white box containing the text "DON'T MISS THE DEADLINE!" written in a red, handwritten, all-caps font. The text is slightly slanted and has a rough, ink-like appearance.

Please look at your next handout



Petitions must contain:

Name of candidate

Office

Party designation – partisan candidate

Group or district number



**KEEP
CALM**
and
**FOLLOW
THE RULES**

Valid petitions must:

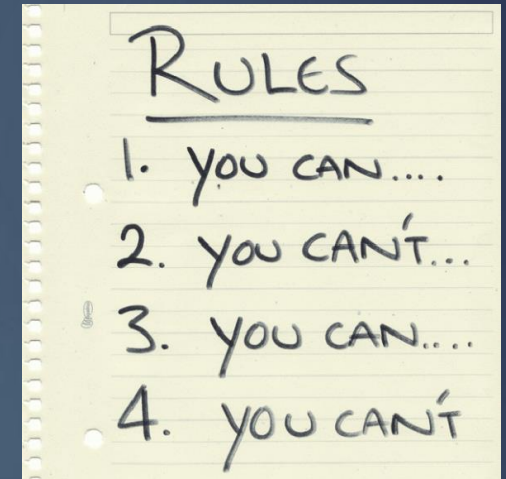
Current petition form (DS-DE 104)

Person signing, registered to vote

DOB or voter registration #

Address to include city & county

Signed / dated





Leslie R. Swan
Supervisor of Elections
Indian River County

PETITION CERTIFICATION
FOR
PETITION PROCESS OF QUALIFYING

STATE OF FLORIDA
COUNTY OF INDIAN RIVER

DATE: _____

I, Leslie Swan, Supervisor of Elections of Indian River County, Florida, do hereby certify that

_____, Candidate for Indian River County _____, submitted
_____petition signatures.

I further certify that _____ of those signatures were qualified electors in Indian River County.

Leslie Rossway Swan
Supervisor of Elections

Certificate of Petition Qualifying

will be issued when 1134 valid petitions are verified

Oath of Undue Burden

Candidate must file “Oath of Undue Burden”
DS-DE 19A

No charge for verification of signatures



DS-DE 104

CANDIDATE PETITION

Notes: - All information on this form becomes a public record upon receipt by the Supervisor of Elections.
- It is a crime to knowingly sign more than one petition for a candidate. [Section 104.185, Florida Statutes]
- If all requested information on this form is not completed, the form will not be valid as a Candidate Petition form.

I, _____ the undersigned, a registered voter
(print name as it appears on your voter information card)

in said state and county, petition to have the name of * _____
placed on the Primary/General Election Ballot as a: [check/complete box, as applicable]

* ☐ Nonpartisan * ☐ No party affiliation ☐ * _____ Party candidate for the office of

*

(insert title of office and include district, circuit, group, seat number, if applicable)

Date of Birth or Voter Registration Number
(MM/DD/YY)

Address

City

County

Indian River

State

FL

Zip Code

Signature of Voter

Date Signed (MM/DD/YY)
[to be completed by Voter]

**Check
the
Date
Of
Birth
For
Accuracy!**

Write-In Candidate

NOT required to pay qualifying fee/submit petitions

MUST

Comply with finance laws

Reside in district at qualifying

Qualify for GE ballot only

Name will NOT appear on ballot



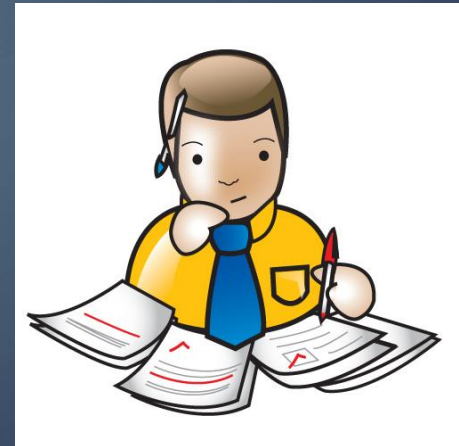
Qualifying Forms

Candidate Oath: (SOE will provide correct OATH)

Name on Oath is as it will appear on the ballot

Party affiliation

Properly notarized



Nickname on Loyalty Oath

First name, shortened version of first name, nickname

“Rob” instead of “Robert” is OK

Robert “Rob” Smith is OK

Robert “Buzz” Smith is OK

May NOT use descriptive information

Dr., Reverend, Esquire, etc.

Remember “Mark”?



Financial Disclosure Forms (SOE will provide proper form)

Discloses certain assets / sources of income

Form 1 – requires less information

Form 6 – requires more information

Not the same as a “financial statement”

Only a snap shot of “financial situation”

Why?

Monitor potential conflicts of interest

Deters activity that may result in conflict of interest



More forms...important information

Public Test notification

Poll Watcher information

Political Signage information

Candidate Handbook

Canvassing Board dates

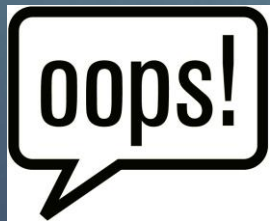


Qualifying ends – and the fun begins

Qualifying ends at 12 noon on June 12, 2020
(for judicial candidates at 12 noon on April 24, 2020)



No corrections to qualifying papers after the close
of qualifying



Campaign Finance Rules...

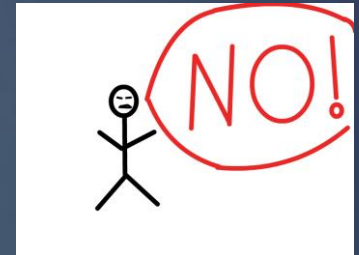
Let's talk about Campaign Finance

Common violations filed with FEC:

Taking contributions / making expenditures before filing DS-DE 9 form

Giving incomplete or false information on campaign reports (others are watching)

Spending campaign funds that have already been obligated



Treasurer's Duties

- Keep Detailed Accounts -

Deposit funds within 5 business days

Bank slip to contain name of each contributor

Preserve accounts (term of office = years preserved)

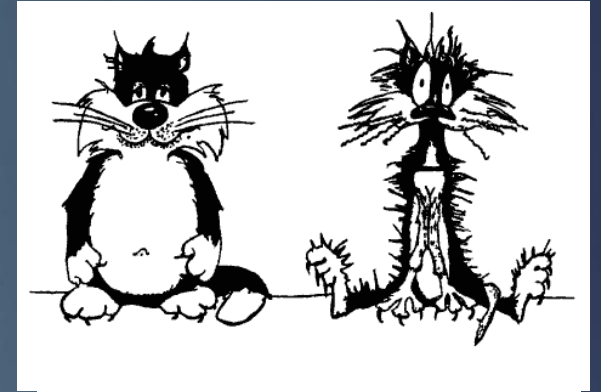


IMPORTANT

It is imperative that the Campaign Treasurer reviews every bank statement when it is received

All transactions must be recorded in the campaign finance report

- Deposits
- Expenditures
- Bank fees
- Other Fees (such as Pay Pal)



Very helpful if campaign treasurer has some basic bookkeeping and computer skills

Keeping accurate records will insure the ease of the Termination Report !!!

Be aware

Campaign reports must be filed on time by Treasurer or Deputy Treasurer

Fined for:

- Not filing a report

- Incomplete report

- Inaccurate report

- Fines must be paid from candidate's personal funds



Campaign accounts can be inspected before, during, after election by rep. of DOE or FEC

When are reports due?

Reports are due on 10th day following end of each calendar month after filing for office

Frequency of reports increases after qualifying period

Non-election year – 12 reports due

Election year – reports increase to 20 reports due

*statewide candidates – check with DOE for reporting dates



Fines are hefty for late reports

First 3 days
= \$50 per day

After first 3 days
= \$500 per day



Reports immediately preceding Primary & GE
= \$500 per day

Fines cannot exceed 25% of total receipts / expenditures,
whichever is greater

Fines must be paid within 20 days of notice of payment due

No contributions or expenditures in
reporting period?

Required to file a report:

“Waiver of Report”



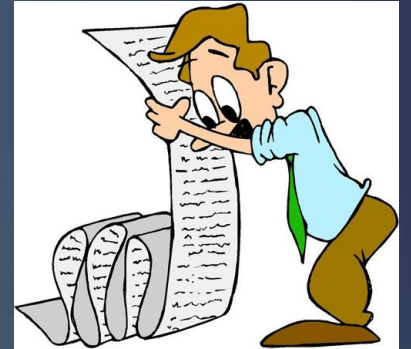
Incomplete Reports

All reports are accepted on a conditional basis

Will notify why report is incomplete

Addendum due within 7 days

Addendum to include info. to complete report



Campaign Finance – Contributions...

Campaign Finance – Contributions

What is considered a contribution?

A gift, subscription, conveyance, deposit, loan, payment or distribution of money or anything of value...including contributions in-kind, made for the purpose of influencing the results of an election

Exceptions are:

- Services by volunteers (no compensation)
- Editorial endorsements



Important:

- Regardless of the size of the contribution, all contributions must be reported
- Reporting requirements for contributions are the same whether 50¢ or \$1,000

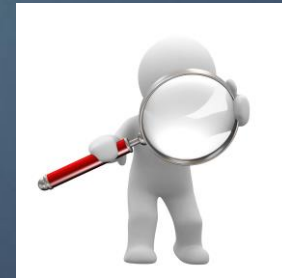
Reporting Contributions

Reporting for each contribution, must list:

- Full name
- Address
- Specific occupation (individual), if contribution is more than \$100
- Principal type of business (corporation), if contribution is more than \$100
- Amount
- Date

Report of any transfer of funds

Report any loans



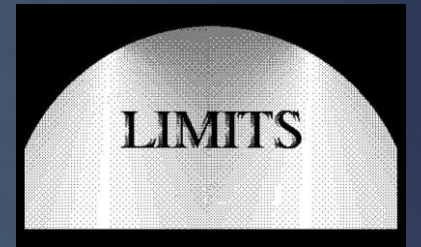
Contribution limits for candidates

Contribution Limits:

\$3,000 Candidate for statewide office, retention as a Justice of the Supreme Court

\$1,000 for a:

- Candidate
- Retention as a Judge of a District Court of Appeal
- County Court Judge or Circuit Judge
- Legislative office
- Multicounty office
- Countywide office
- OR in any election conducted on less than a countywide basis





Candidates may not:

Accept contributions after the date he or she withdraws his or her candidacy, is defeated, or becomes unopposed or is elected

More. . .

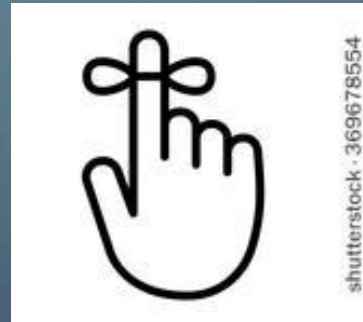


Contribution limits do not apply to:

- Contributions by a candidate to his or her own campaign**

Remember!!

**The Primary and General Elections
are separate elections**



Debit and credit card contributions

A candidate may accept contributions via:

- Credit Card
- Debit Card
- Money Order

Categorized as a “check” for reporting purposes



Cash Contributions

A cash contribution or a contribution by means of a cashiers check (in aggregate from the same contributor) may not be in excess of \$50 per election



Note: Money orders and traveler's checks are not considered “cash”



In-kind contributions

Anything of value made for the purpose of influencing the results of an election

In-kind contribution must be reported using a fair market value

In-kind contributions are subject to contribution limits

Candidates may give unlimited in-kind donations to their own campaign



EXCEPTION

Exceptions to in-kind contributions:

- Personal services provided w/o compensation by volunteers
- Independent expenditures, as defined in Section 106.011(5)F.S.
- Endorsements of 3 or more candidates by PC's or political parties

Anonymous contributions



Must be reported as anonymous contribution

A letter should be submitted to the filing officer explaining the circumstances surrounding acceptance of anonymous contribution

Candidate cannot spend the anonymous contribution, but at the end of campaign, can donate to appropriate entity under 106.141 F.S.

Joint Accounts

When a candidate receives a contribution in the form of a check drawn on a joint account, the person signing the check is considered the contributor



**Who signed
the check?**

Fund Raisers

All monies and contributions received from campaign fund raisers are campaign contributions

-Subject to contribution limits



Unauthorized contributions

Any contribution received on the day of the election or less than 5 days before the day of the election must be returned to the contributor and may not be used or expended by or on behalf of the candidate



Returning contributions

If the contribution has been deposited into the campaign account:

- Report the contribution returned on Form DS-DE 2

- Write a check from the campaign account to the contributor for the amount of contribution

CONTRIBUTIONS RETURNED (Section 106.87(4)(b), F.S.) (PLEASE TYPE)		OFFICE USE ONLY
<small>This report applies only to contributions received by any candidate, committee, or organization but returned to the contributor before being deposited in the campaign account.</small>		
<input type="checkbox"/> Candidate <input type="checkbox"/> Committee or Organization		
Full Name: _____		
Full Address: _____		
Full Name and Address of Contributor: _____ _____ _____	Full Name and Address of Contributor: _____ _____ _____	
Amount of Contribution: \$ _____	Amount of Contribution: \$ _____	
Date Received: _____	Date Received: _____	
Date Returned: _____	Date Returned: _____	
Full Name and Address of Contributor: _____ _____ _____	Full Name and Address of Contributor: _____ _____ _____	
Amount of Contribution: \$ _____	Amount of Contribution: \$ _____	
Date Received: _____	Date Received: _____	
Date Returned: _____	Date Returned: _____	
I CERTIFY THAT I HAVE EXAMINED THIS REPORT AND IT IS TRUE, CORRECT AND COMPLETE.		
Type or Print Name of Candidate, Treasurer or Chairman _____		
X _____ Signature		

DS-DE 2 (Rev. 9/71)

More...

- Report this on the itemized contribution report using the contribution type “refund”
- This amount is reported as a negative
- The candidate may also wish to submit a written explanation to the filing officer

Candidates changing designated office

If a candidate changes the designated office for which he or she is a candidate:

- Must submit a new Form DS-DE 9 and a written statement to filing officer
- Must notify all contributors in writing of intent to seek a different office
- Must offer to return pro rata and upon request, return the contribution within 30 days of the notification

More...

- May use the contribution if the donor does not request the contribution be returned within the 30 day period
- The amount of the prior contribution for the former office counts toward the contribution limit for the new office



More. . .

If contributor would like a refund:

- Use the DS-DE 86 form to request the return of the contribution

REQUEST FOR RETURN OF CONTRIBUTION
(Section 106.021, F.S.)
(PLEASE TYPE)

I, _____,
hereby request that the pro rata share of my contribution to the
campaign of _____ as a
candidate for the office of _____
be returned to me pursuant to Section 106.021(1)(a), Florida Statutes.

X _____
Signature Date

Street Address

City State Zip Code

DS-DE 86 (Rev. 08/95)

Loans

Loans are considered contributions and are subject to contribution limitations



Exception – loans made by a candidate to his own campaign are not subject to contribution limits

A candidate making a loan to his or her campaign may be reimbursed for the loan at any time the campaign account has sufficient funds

Loans must be reported on the campaign treasurer's report

More. . .

All personal loans exceeding \$500 in value, made in the 12 months preceding a candidate's election to office must file the **DS-DE 73** form

Any person who makes a contribution to pay all or part of a loan incurred in the 12 months preceding the election, to be used for the campaign, may not contribute more than the amount allowed by law

CAMPAIGN LOANS
REPORT

(Section 106.075, F.S.)

(PLEASE TYPE)

This report applies to all candidates ELECTED to office who had loans exceeding \$500 in value, which were accepted and used for campaign purposes within the 12 months preceding the election. All such loans must be reported to the filing officer within 10 days after the candidate's election to office.

Full Name of Newly Elected Official

Office

Mailing Address

CityStateZip Code

I CERTIFY THAT I HAVE EXAMINED THIS REPORT
AND IT IS TRUE, CORRECT AND COMPLETE.

Type or Print Name of Newly Elected Official

XSignature

DS-DE 73 (Rev. 06/03)

CAMPAIGN LOANS REPORT ITEMIZED

Page ____ of ____

(PLEASE TYPE)

FULL NAME AND ADDRESS OF LENDER:

OCCUPATION:

AMOUNT OF LOAN:

DATE RECEIVED:

FULL NAME AND ADDRESS OF LENDER:

OCCUPATION:

AMOUNT OF LOAN:

DATE RECEIVED:

FULL NAME AND ADDRESS OF LENDER:

OCCUPATION:

AMOUNT OF LOAN:

DATE RECEIVED:

FULL NAME AND ADDRESS OF LENDER:

OCCUPATION:

AMOUNT OF LOAN:

DATE RECEIVED:

FULL NAME AND ADDRESS OF LENDER:

OCCUPATION:

AMOUNT OF LOAN:

DATE RECEIVED:

FULL NAME AND ADDRESS OF LENDER:

OCCUPATION:

AMOUNT OF LOAN:

DATE RECEIVED:

DS-DE 73A (Rev. 08/03)

Campaign Finance - Expenditures

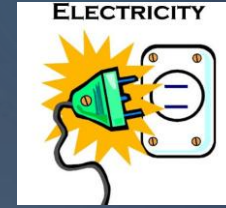
Campaign Finance – Expenditures

Basically-

An expenditure is a purchase, payment, distribution, loan, advance, or transfer of funds for the purpose of influencing the results of an election



A candidate shall:



Pay all campaign expenditures with campaign check (except petty cash)

Pay all expenses upon final delivery and acceptance of goods / services

Pay for public utilities when bill received

Utility companies must charge a deposit to meet all anticipated charges during a billing period

Campaign Checks

Check must contain as a minimum the following information:

- Account must contain the name of the candidate or committee within it
- Account number and name of bank
- Exact amount of expenditure
- Signature of campaign treasurer/deputy treasurer
(responsible for accuracy of check)
- Exact purpose of expenditure
- Name of the payee

Name of the campaign account of the candidate or political committee

April 6, 2018

Pay To The Order of

A-1 Sign Company \$ 150.00

One Hundred and Fifty and 00/100 Dollars

Hometown Bank

Hometown, FL 01234

FOR Sign Materials

Signature of Campaign Treasurer

Information may be typed or hand-printed on **starter** checks provided by the bank until printed checks arrive

Debit cards

Debit card may be used for campaign expenditures

- From same bank as the designated primary depository
- Must be issued in the name of the treasurer, deputy treasurer, or authorized user
- Must contain name of candidate
- No more than three debit cards shall be issued
- Cannot receive cash back



More. . .

All debit card receipts must contain:

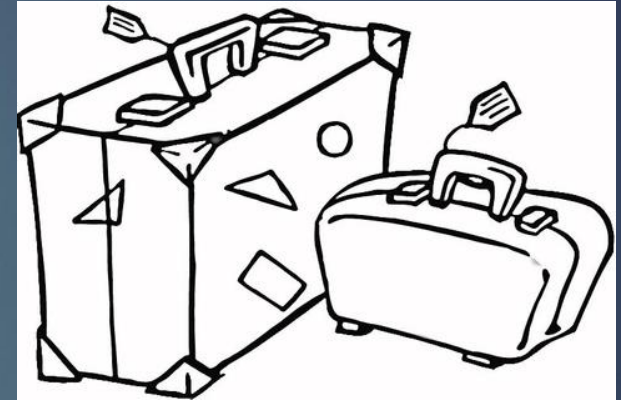
- Last four digits of the debit card number
- Exact amount of expenditure
- Name of payees
- Signature of authorized user (treasurer, etc.)
- Exact purpose of expenditure
- If not included on the receipt, information may be handwritten



Credit cards

Candidates for statewide office:

- Governor
- Cabinet
- Supreme Court Justice



May obtain and use credit cards for travel related campaign expenditures

Expenditures

IMPORTANT: No candidate, campaign manager, treasurer, or deputy treasurer shall authorize any expenses:

- Unless there are sufficient funds on deposit in the primary depository account to pay full amount of expenditure
- Sufficient funds to honor all other checks drawn on account
- All expenses previously authorized but not yet paid



Reporting expenditures

Each report must contain:

- Full name
- Address
- Amount
- Date
- Purpose of expenditure
- Total amt. withdrawn from total spent from petty cash
- Total sum of expenditures during the reporting period

Reimbursing expenses made in connection with a campaign

Reimbursement – Reimbursement for authorized expenses made in connection with the campaign

For example, Candidate Smith paid for printing of campaign signs with his own money. A check to reimburse him for the cost would be recorded as a **Reimbursement**

More . . .

This type of reimbursement will require two entries under itemized expenditures:

First entry will show the person's name/address who is being reimbursed

- the purpose
- expenditure type (**will be “reimbursement”**)
- amount of the expenditure

Second entry will show the name/address of the entity who was paid

- the purpose (example: postage and postcards)
- amount of the payment
- this entry will be recorded as an expense using the dropdown box (“**Distribution**”)

To record a distribution:

Click



Import Entries
Enter Contributions
Enter Transfers
Enter Expenditures
Enter Distributions
Prepare Totals
Submit Waiver

to bring up a page with describing the requirements for a distribution transaction.

Click

Proceed with
Distribution

to see this page:

Campaign Treasurer's Report - Itemized Distributions							
Election : County 2015 (2015-11-04)							
Report Date : 2015-6							
(2015-06-01 - 2015-06-30)							
Add Distribution Return to Report List							
Seq Num	Date	Vendor	Purpose	Related Expenditures	Amend	Amount	
				Total		\$0.00	
Add Distribution Return to Report List							

Click [Add Distribution](#) to bring up the form for entering distributions.

If the entity receiving the distribution is an organization rather than an individual, enter the organization name in the **Last** field.

Enter the date the distribution occurred. This date does not have to be within the current reporting period.

Enter the amount and the purpose of the distribution. If the distribution is a contribution to a candidate, be sure to indicate the office they are running for.

If the distribution is related to a previously reported expenditure, enter:

- The year when the expenditure was reported.
- The *Report Type* from the first page of the report (example, M4).
- The *Sequence Number* (from the first column of the report's expenditures page).

The screenshot shows a web form for reporting distributions. The form is divided into two main sections: an orange section for general information and a light blue section for related expenditures. The orange section includes fields for Date (10/1/2009), Vendor Name (Last, First, Middle), Address 1, Address 2, City, State, Zip, Amount \$, Purpose, and Related Expenditures (Year, Report, Line). The light blue section includes Date of item, Enter last, Type the pu, and For each dis. At the bottom, there are Submit and Cancel buttons, and a link to List Vendors.


Form fields and labels visible:

- Date: 10 / 1 / 2009
- Vendor Name: Last, First, Middle
- Address 1
- Address 2
- City, State, Zip
- Amount \$
- Purpose
- Related Expenditures: Year, Report, Line
- Date of item
- Enter last
- Type the pu
- For each dis
- Report, ent, Number ass
- Submit, Cancel
- List Vendors

1047

Click **Cancel** when you've saved the last distribution you have right now. You'll see the distributions you added highlighted in yellow, as in the example below.

Campaign Treasurer's Report - Itemized Distributions							
Election : County 2015 (2015-11-04) Report Date : 2015-6 (2015-06-01 - 2015-06-30) Add Distribution Return to Report List							
	Seq Num	Date	Vendor	Purpose	Related Expenditures	Amend	Amount
Edit Delete	1	6/4/2015	Eric Wu Campaign Account 222 South Street Tallahassee, F 32432	Mallouts	2015~2015-6~2		\$500.00
					Total		\$500.00
Add Distribution Return to Report List							



Note: A distribution transaction does NOT add to your report totals – these transactions are only used to report pro-rata amounts of an already recorded Expense transaction

Checks and expenditures

A candidate / other individual may be reimbursed for expenses by a check drawn on the campaign account

Reimbursement must be reported

Fund raisers

All expenses with respect to a campaign fund raiser are campaign expenditures



Living expenses

A candidate / spouse of a candidate may not use campaign funds to defray normal living expenses

Only expenses actually incurred during the campaign for transportation, meals, and lodging may be reimbursed



Petty cash funds

- A campaign treasurer may provide a petty cash fund
- Campaign treasurer must write a check drawn on the primary campaign account for petty cash
- Petty cash may only be used for office supplies, transportation expenses, and other necessities

More. . .

A candidate must:

- Spend petty cash only in amounts less than \$100
- Report total amount withdrawn / spent from petty cash per report period
- Keep complete records of petty cash



More on petty cash...

- Each expenditure does not have to be reported individually
- Do not mix cash contribution with petty cash
- Do not use petty cash for the purchase of time, space, or services from any communications media



More. . .

From date a candidate appoints his or her campaign treasurer until the last day of qualifying for the office:

- Petty cash maximum is **\$500** per calendar quarter

After qualifying is over and until the election:

- Petty cash maximum is **\$100** per week for local candidates

Using campaign funds after election

Campaign funds may be used after Election Night **AS LONG AS** the candidate obligates the funds **BEFORE** Election Night

Otherwise, the candidate would have to use their own funds (to throw a victory party, for instance)



Prior to disposing of surplus funds

Any candidate required to dispose of funds may, before such disposition, be reimbursed by the campaign, in full or in part, for any reported:

- Contributions to campaign by the candidate
- Loans to the campaign by the candidate



More. . .

If a candidate filed an **Affidavit of Undue Burden**
(unable to pay the fee for petition verification)

They must reimburse any waived petition verification
fee to the state or local government



Expending surplus funds

Once a candidate withdraws, becomes unopposed, is eliminated, or elected to office, he or she may only expend funds from the campaign account by:

- Purchase **“thank you” advertising** for up to 75 days after candidate withdraws, becomes unopposed, eliminated, or elected to office
- Pay for items which were obligated** before candidate withdrew, became unopposed, was eliminated, or elected to office
- Pay for expenditures** necessary to close down the campaign office and to prepare final campaign reports
- Give funds** to the county executive committee of a political party per 106.141F.S.

Surplus funds and termination reports

A termination report must be filed within 90 days of withdrawing as a candidate, becoming unopposed, elected, or eliminated

Funds must be dispersed - account needs to be closed



More...

Funds may be dispersed by any of the following means, or a combination of:

- Return pro rata to each contributor the funds that have not been spent or obligated**
- Donate the excess funds to a 501(c)(3) charity or organization**
- Give the funds to the candidate's political party**

More. . .



Give the funds to:

- Candidate for state office, to the state to be deposited in the General Revenue Fund**
- Candidate for office of a political subdivision, to such political subdivision, to be deposited in their general fund**
- Transfer some funds to an office account and file quarterly reports until all funds are depleted**
- A candidate elected to state office may retain up to \$20,000 in campaign account for use in next campaign for the same office**

More. . .

If a refund check is received after all surplus funds have been disposed of:


- The check may be endorsed by the candidate and the refund disposed of pursuant to Section 106.141 F.S.
- An amended termination report must be filed with the filing officer

Candidate Finance Reporting...

How do I file my Campaign Reports?

Start by keeping your bank statements current and balanced!

Keep current with your campaign contributions and expenditures in campaign reporting module



**Do not forget to account
for any bank charges
or other expenses that are
automatically
deducted from campaign
account in your reports**


Filing Candidate Reports On-line

Reports must be submitted via SOE website

Candidates enter contributions / expenditures

When data entry is complete, report is submitted using electronic signature(s)

Reports will be released to public when accepted by SOE



When you file for office, you will be provided with:

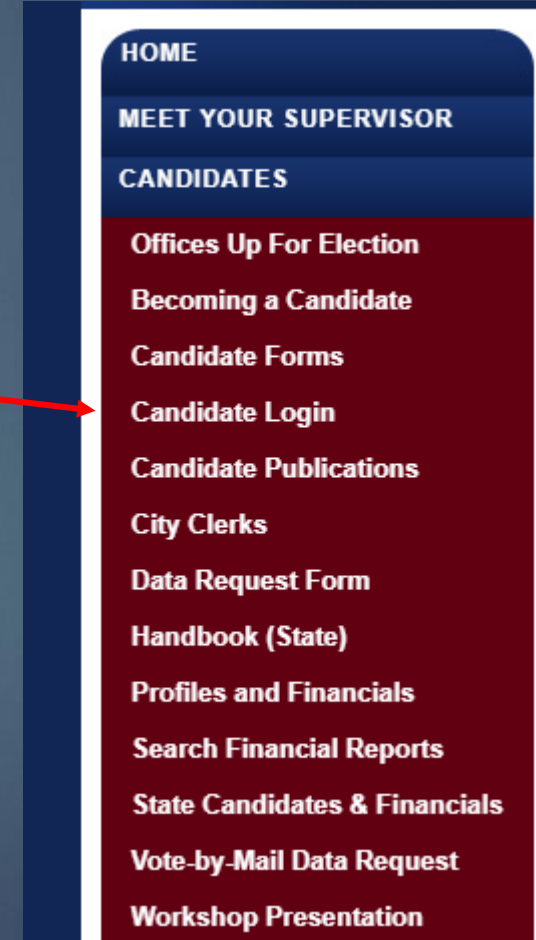
- Candidate ID number
- Candidate Password
- Candidate PIN (for electronic signature)
- Treasurer PIN (for electronic signature)
- “How to File Financial Reports Manual”

****Keep this manual handy for reference when filing reports!***

To file reports:

Go to our website: voteindianriver.com

Click on: Candidate Login



Candidate/Committee Log In

Don't forget that the report IS NOT LEGALLY FILED until the electronically filed and electronically signed report is received by the elections office. This must be done on or before the due date of the report. **If the report is delinquent, you are subject to a fine.**

Once the report is electronically received by the elections office, the elections office will publish the data entered by you on the web site.

Using the system is very easy and there is no cost to you.

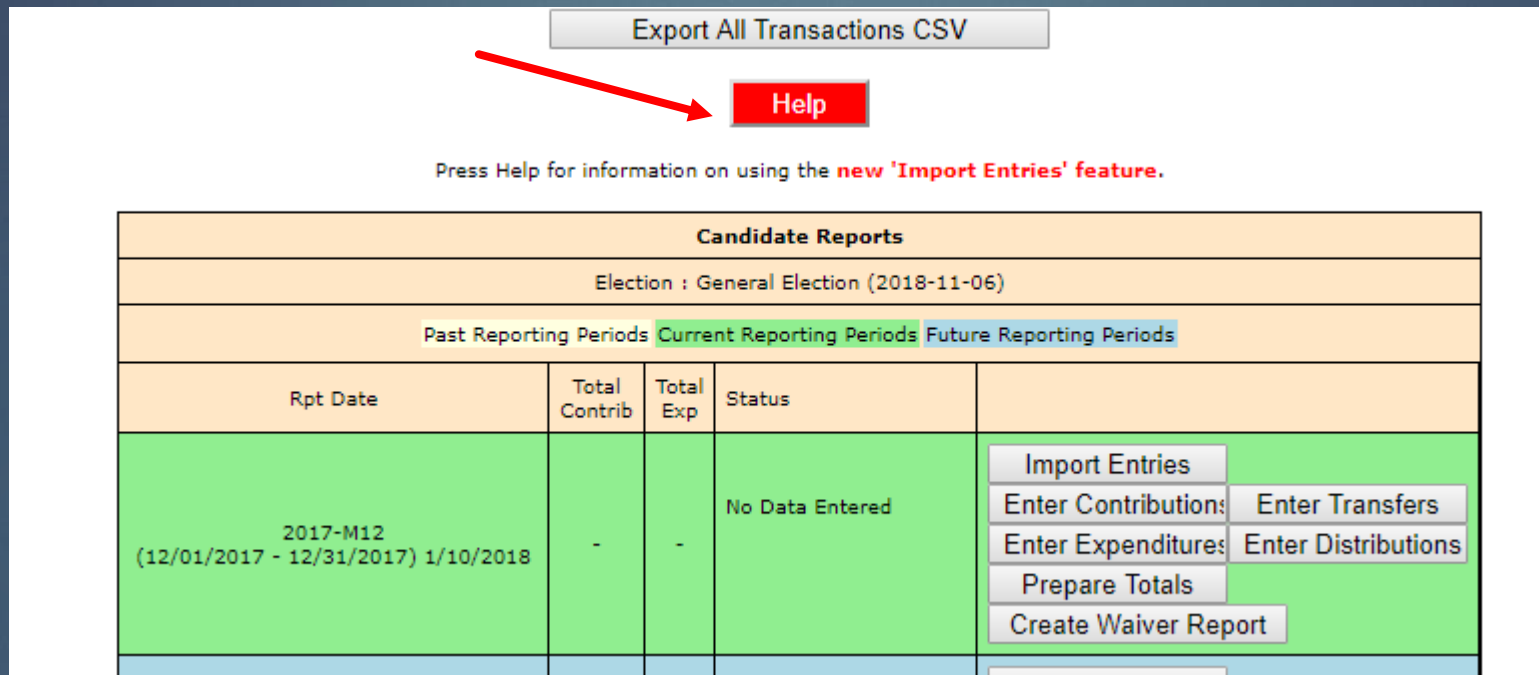
Use the Candidate ID, Candidate Password, Candidate/Treasurer signature PIN number provided by the Supervisor of Elections office to log in to the Financial Reporting System.

Numeric ID (no leading zeros)

Password

Login

You will choose the reporting period and then enter your contributions and expenditures



Export All Transactions CSV

Help

Press Help for information on using the new 'Import Entries' feature.

Candidate Reports				
Election : General Election (2018-11-06)				
Past Reporting Periods Current Reporting Periods Future Reporting Periods				
Rpt Date	Total Contrib	Total Exp	Status	
2017-M12 (12/01/2017 - 12/31/2017) 1/10/2018	-	-	No Data Entered	<div>Import Entries</div> <div>Enter Contributions: Enter Transfers</div> <div>Enter Expenditures: Enter Distributions</div> <div>Prepare Totals</div> <div>Create Waiver Report</div>

The **RED** Help button is a tutorial for step by step instructions
“How to file finance reports online”

Enter contributions

Date	12 ▾ / 15 ▾ / 2017 ▾	Date of item (mm/dd/yyyy)
Contributor Name	Last <input type="text"/> First <input type="text"/> Middle <input type="text"/>	Enter last name or company name if a business
Address 1	<input type="text"/>	
Address 2	<input type="text"/>	
City	<input type="text"/> ST <input type="text"/> Zip <input type="text"/>	
Amount \$	<input type="text"/>	
Contributor Type	Individual ▾	Select the type that best describes this contributor
Contributor Occupation	<input type="text"/>	The occupation of the contributor is only required if the amount is over \$100
Contribution type	Cash ▾	Per F.S. 106.09 effective 01/01/08 - A person may not make or accept a cash contribution in excess of \$50.
In-kind Description	<input type="text"/>	Type the description of any In-kind contribution.

Click on
“Submit”
after each entry

When finished with all
entries for your session,
you will
“Cancel and return to list”


Contributor Name	First <input type="text"/> Middle <input type="text"/>	Enter last name or company name if a business
Address 1	<input type="text"/>	
Address 2	<input type="text"/>	
City	<input type="text"/> ST <input type="text"/> Zip <input type="text"/>	
Amount \$	<input type="text"/>	
Contributor Type	Individual	Select the type that best describes this contributor
Contributor Occupation	Individual Business Candidate to Themselves Committee Political Party Other Electioneering Communication Organization	The occupation of the contributor is only required
Contribution type	Cash Check In-Kind Interest Loan Membership Dues Refund Money Order Carry Over Funds Multiple Uniform Contribution	Per F.S. 106.09 effective 01/01/08 - A person
In-kind Description	<input type="text"/>	Type the description of any in-kind contribution.

SubmitCancel and return to list

Enter Expenditures

Date	12 ▼ / 15 ▼ / 2017 ▼	Date of item (mm/dd/yyyy)
Vendor Name	Last <input type="text"/> First <input type="text"/> Middle <input type="text"/>	Enter last name or company name if a business
Address 1	<input type="text"/>	
Address 2	<input type="text"/>	
City	<input type="text"/> ST <input type="text"/> Zip <input type="text"/>	
Amount \$	<input type="text"/>	
Purpose	<input type="text"/>	Type the purpose of the expenditure.
Expenditure type	Monetary ▼	Please refer to the Campaign Treasurer Handbook for the state of Florida to ensure you are using the correct transaction type.

When you have finished entering all information for the reporting period, you may prepare your totals

 2015-6 (06/01/2015 - 06/30/2015) 7/10/2015	-	-	No Data Entered	<div>Import Entries</div> <div>Enter Contributions</div> <div>Enter Expenditures</div> <div>Prepare Totals</div> <div>Create Waiver Report</div> <div>Enter Transfers</div> <div>Enter Distributions</div>
---	---	---	-----------------	--

You may preview your
report
Notice that it says
“DRAFT”

CAMPAIGN TREASURER'S REPORT SUMMARY

(1) <u>Cynthia J. Swannette</u>		OFFICE USE ONLY	
(a) <u>Name:</u> <u>1643 Harrington St</u>		<div style="border: 1px solid black; height: 100px; width: 100%;"></div>	
(b) <u>Address (number and street):</u> <u>Lawrence, VT 05601</u>			
(c) <u>City, State, Zip Code:</u> <input type="checkbox"/> Check here if address has changed			
(d) <input type="checkbox"/> Check appropriate box(es): <input type="checkbox"/> Candidate <input type="checkbox"/> Office Sought: <u>Governing Commissioner, Caledonia 2</u> <input type="checkbox"/> Political Committee (PC) <input type="checkbox"/> Broadcasting Communications Code (BCC) <input type="checkbox"/> Party Executive Committee (PEC) <input type="checkbox"/> Independent <input type="checkbox"/> Individual Mail Soliciting (Individual Mail Soliciting)			
(e) <input type="checkbox"/> Check here if PFC or BCC has not ended		(f) <input type="checkbox"/> Check here if PFC or BCC has ended	
(g) <input type="checkbox"/> Check here if PFC or BCC has ended		(h) <input type="checkbox"/> Check here if PFC or BCC has ended	
(i) <input type="checkbox"/> Check here if PFC or BCC has ended		(j) <input type="checkbox"/> Check here if PFC or BCC has ended	
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(ci) <input type="checkbox"/> Check here if PFC or BCC has ended		(cj) <input type="checkbox"/> Check here if PFC or BCC has ended	
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(cm) <input type="checkbox"/> Check here if PFC or BCC has ended		(cn) <input type="checkbox"/> Check here if PFC or BCC has ended	
(co) <input type="checkbox"/> Check here if PFC or BCC has ended		(cp) <input type="checkbox"/> Check here if PFC or BCC has ended	

Check the draft report carefully to verify everything is correct and complete.

The preview version of the report has a DRAFT watermark on each page.

The elections office cannot accept a draft report. You must submit a final report.

We'll explain how to do this on page 29.

CAMPAIGN TREASURER'S REPORT - ITEMIZED CONTRIBUTIONS									
(I) Name <u>George D. Casanova</u>					(II) ID Number <u>510</u>				
(III) Cover Period <u>6/1/2015</u> through <u>6/30/2015</u>					(IV) Page <u>1</u> of <u>1</u>				
(I) Name		(II) Full Name		(III) Street Address		(IV) City		(V) State	
1		John Smith, First, Middle		Street Address		City		State	
2		John Smith, First, Middle		Street Address		City		State	
3		John Smith, First, Middle		Street Address		City		State	
4		John Smith, First, Middle		Street Address		City		State	
5		John Smith, First, Middle		Street Address		City		State	
6		John Smith, First, Middle		Street Address		City		State	
7		John Smith, First, Middle		Street Address		City		State	
8		John Smith, First, Middle		Street Address		City		State	
9		John Smith, First, Middle		Street Address		City		State	
10		John Smith, First, Middle		Street Address		City		State	
11		John Smith, First, Middle		Street Address		City		State	
12		John Smith, First, Middle		Street Address		City		State	
13		John Smith, First, Middle		Street Address		City		State	
14		John Smith, First, Middle		Street Address		City		State	
15		John Smith, First, Middle		Street Address		City		State	
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56		John Smith, First, Middle		Street Address		City		State	
57		John Smith, First, Middle		Street Address		City		State	
58		John Smith, First, Middle		Street Address		City		State	
59		John Smith, First, Middle		Street Address		City		State	
60		John Smith, First, Middle		Street Address		City		State	

CAMPAIGN TREASURER'S REPORT - ITEMIZED EXPENDITURES

(I) Name: Democratic Party (II) O.C. Number: 000
4/7/1983
(III) Cover Period: From 4/1/83 Through 4/30/83 (IV) Page: 1 of 1

(V) Date	(VI) Full Name (Last, Middle, First, Middle) (Mr., Mrs., Dr., etc.)	(VII) Purpose (Add office, account or contribution to a committee)	(VIII) Expenditure Type	(IX) Amount	(X) Amount
// //					
// //					
// //					

DRAFT

Forgot to add a contribution or expenditure?

That's OK: You can continue to add them after doing the preview.

On the Report List, notice that the **Prepare Totals** button is now labeled **Preview**.

Import Entries

Enter Contributions Enter Transfers


Enter Expenditures Enter Distributions

Preview

Create Final Report

To finalize the report:

Click



Import Entries	
Enter Contributions	Enter Transfers
Enter Expenditures	Enter Distributions
Preview	
Create Final Report For Review	
Export CSV	

to bring up instructions:

Create Final Report For Review

Candidate : **Carolyn J. Casadonte (312)** Office : **County Commission, District 3**
Report Period **06/01/2015-06/30/2015** Due Date **7/10/2015**
Contributions **\$425.00** Expenditures **\$500.00**
Transfers **\$0.00** Distributions **\$0.00**

By submitting this campaign finance report that the same is considered to be certified as to correctness within the meaning of Section 106.07(5) Florida Statutes, by the candidate and the candidates treasurer, in the case of a candidate, or the political committee's chair and treasurer, in the case of a political committee or county executive committee, and that such persons are subject to the provisions of Section 106.07(5) Florida Statutes.

**PLEASE NOTE: This report is NOT
filed until it is electronically signed
by the Candidate/Committee and
Treasurer using their respective
electronic PIN.**

Create Final Report For Review Cancel

Now you can assign your PIN which is an electronic signature

This report has not yet been submitted to the Supervisor of Elections.
To submit the report, assign both PINs as described below.

Reporting Period: 6 (6/1/2015 - 6/30/2015)

Electronic Signature PINs

To signify your approval of this report, enter your PIN in the appropriate field and click **Assign PIN**. Once both PINs have been assigned, the report will be submitted to the Supervisor of Elections.

If both parties are present, both PINs can be assigned now. Or you can assign your PIN now and the other party can enter theirs later during their own session.

If you do not want to assign a PIN at this time, click **Later**.

If the report needs modification, click **Undo Final Report**. This will unlock the report so you can make the necessary changes and recreate a new final report for PIN assignment and submission.

Candidate Committee Electronic Signature PIN	As required in F.S. 106.0705(4), I, as candidate or political committee chair, certify that I have examined this report and it is true, correct, and complete.	<input type="text"/>
Treasurer Electronic Signature PIN	As required in F.S. 106.0705(4), I, as campaign treasurer for this candidate committee, certify that I have examined this report and it is true, correct, and complete.	<input type="text"/>
	Click Assign PIN to assign the PIN you entered above to the report. When both PINs have been entered in the above fields, clicking Assign PIN submits the report to the Supervisor of Elections.	<input type="button" value="Assign PIN"/>
	Click Later if you want to come back later to assign a PIN. The report is now locked and cannot be modified.	<input type="button" value="Later"/>
	Click Undo Final Report to remove all PINs and unlock the report. This will allow you to make modifications to the report.	<input type="button" value="Undo Final Report"/>

CAMPAIGN TREASURER'S REPORT SUMMARY

(1) Carolyn J. Casamonte

Name

(2) 1645 Serrington Ct

Address (number and street)

Sebring, FL 33813

City, State, Zip Code

OFFICE USE ONLY
ONLINE SUBMISSION
[1000138]

Submitted as:
6/4/2015 14:25:24 (eastern)

...followed by an online view of the report.

You MUST enter:
Candidate's PIN
Treasurer's PIN

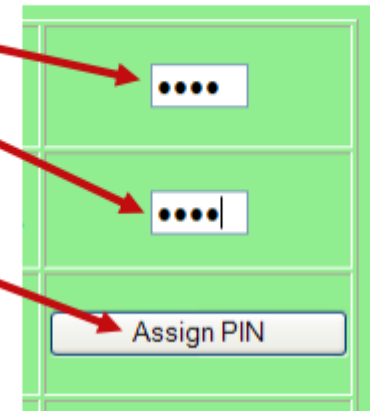
Always Assign PIN

- Enter both PINs in the space provided and click **Assign PIN** to submit the report to the Supervisor of Elections.

Enter Candidate's PIN

Enter Treasurer's PIN

Then, click



A screenshot of a web form with a light green background. It contains two input fields, each with four black dots representing a PIN. Below these fields is a button labeled "Assign PIN". Three red arrows point from the text labels on the left to the corresponding elements in the form: the first arrow points to the top input field, the second to the bottom input field, and the third to the "Assign PIN" button.

Notice the Submitted Date and Time

Your final report
will appear
and
“DRAFT” is
gone

CAMPAIGN TREASURER'S REPORT SUMMARY

(1) Carolyn J. Casadonte
Name
(2) 1645 Harrington CT
Address (number and street)
Falsetto, FL 32317
City, State, Zip Code
☐ Check here if address has changed
(3) ID Number: 312

(4) Check appropriate box(es):
☒ Candidate ☐ Office Sought County Commission, District 3
☐ Political Committee (PC)
☐ Electioneering Communications Org. (ECO)
☐ Party Executive Committee (PET)
☐ Independent Expenditure (IE) (also covers an individual making electioneering communications)
☐ Check here if PC or ECO has disbanded
☐ Check here if PET has disbanded
☐ Check here if no other IE or EC reports will be filed

(5) Report Identifier
Cover Period: From 6/1/2015 To 6/30/2015
☒ Original ☐ Amendment ☐ Special Election

(6) Contributions This Report
Cash Checks \$ 150.00
Loans \$ 0.00
Total Monetary \$ 150.00
In-Kind \$ 300.00

(7) Monetary Expenses
Total \$ 0.00

(8) TOTAL Monetary Contributions To Date
\$ 150.00

(9) Certification
It is a first degree misdemeanor for any person to fail to certify that I have examined this report and it is true, correct, and complete:
(Type name) X ☒ Individual (only for IE or electioneering communications) ☐ Treasurer ☐ Candidate
Signature _____
06-DE 12 (Rev. 11/13)

OFFICE USE ONLY
ONLINE SUBMISSION
[1088138]
Submitted on:
6/4/2015 14:25:24 (eastern)

CAMPAIGN TREASURER'S REPORT - ITEMIZED CONTRIBUTIONS

(1) Name Carolyn J. Casadonte (2) I.D. Number 312
(3) Cover Period 6/1/2015 through 6/30/2015 (4) Page 1 of 1

(5) Date	(6) Full Name (Last, First, Middle)	(7) Street Address & City, State, Zip Code	(8) Contributor Type	(9) Contribution Type	(10) In-kind Description	(11) Amount
6/4/2015	Bacher, Anna Lee	40 Allen Road Palm Beach, FL 33401	1	CA		100.00
6/2/2015	KLEB, MARISA	10000 100th Avenue Palm Beach, FL 33411	1	CA		100.00

CAMPAIGN TREASURER'S REPORT - ITEMIZED EXPENDITURES

(1) Name Carolyn J. Casadonte (2) I.D. Number 312
(3) Cover Period 6/1/2015 through 6/30/2015 (4) Page 1 of 1

(5) Date	(6) Full Name (Last, First, Middle)	(7) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Expenditure Type	(10) Amount
6/4/2015	Devle Communications, P.O. Box 3488	Palm Beach, FL 33401	Retainer for advertising	HO	4500.00
6/4/2015	Devle Communications, P.O. Box 3488	Palm Beach, FL 33401	Retainer for advertising	HO	2400.00

CAMPAIGN TREASURER'S REPORT - ITEMIZED DISTRIBUTIONS

(1) Name Carolyn J. Casadonte (2) I.D. Number 312
(3) Cover Period 6/1/2015 through 6/30/2015 (4) Page 1 of 1

(5) Date	(6) Full Name (Last, First, Middle)	(7) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Related Expenditures	(10) Amount
6/4/2015	Klio We Campaign Account	122 South Street Palm Beach, FL 33401		2015-2015-6-2	1000.00

CAMPAIGN TREASURER'S REPORT - FUND TRANSFERS

(1) Name Carolyn J. Casadonte (2) I.D. Number 312
(3) Cover Period 6/1/2015 through 6/30/2015 (4) Page 1 of 1

Notice that the **Original** box is selected in the **Report Identifier** section.

It indicates that this is the original report for this reporting period.

You will see
that your report has
been received on
your reports page
after SOE approval

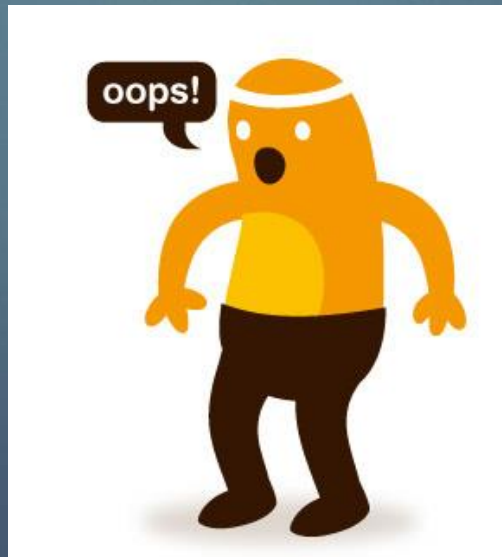
When will my report appear on the elections website?

That depends on your county's procedures. Most counties reserve the right to review reports before releasing them to the public. Typically, when the report status changes to **Received**, the report is available on the website, but this can vary, so check with your county to find out what you can expect.

2015-6 (06/01/2015 - 06/30/2015) 7/10/2015	\$450.00 (3 items)	\$1,000.00 (2 items)	Received #1088118	View Contributions	View Transfers
				View Expenditures	View Distributions
				Print	Amend
				Export CSV	

Remember...

You can always change a report by filing an amended report for a current or a past reporting period!



Political Advertising...

Political Advertising

A political advertisement is a paid expression in a communications media prescribed in Section 106.011(15) F.S.

which expressly advocates the election or defeat of a candidate
OR the approval or rejection of an issue

Could be radio, TV, newspaper, campaign literature, mail,
or by means other than the spoken word in direct conversation



Advertising Disclaimer required for:

Political Ad that is paid for by a candidate and published or circulated

Disclaimers must be verbatim per Section 106.143 F.S.



Reminder – candidates receive a copy of the Florida Election Code when filing

Political Advertisement paid for by Candidate

If published, displayed, circulated before, or on election day must state:

“Political advertisement paid for and approved by
name of candidate, party affiliation, for office sought “

OR

“Paid for by name of candidate, party affiliation, for office sought ”

Exceptions to Disclaimer Requirements:

There are many exceptions to disclaimer requirements in advertising under Section 106.143, such as items designed to be worn by a person which do not require a disclaimer



Please refer to 106.143(1-10) F.S. for all disclaimer requirements

100

Refer to 106.143(1-10) F.S. for all disclaimer requirements

Definitions



Incumbent – candidate who is currently holding office

Non Incumbent – candidate who is running for an office and does not currently hold the position

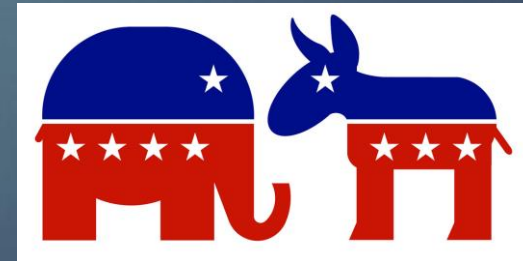
Partisan candidate – candidate who can campaign & qualify for office with a political party affiliation

Non Partisan candidate – candidate who is prohibited from campaigning & qualifying for office with a political party affiliation

Running for a partisan office?

Shall state the name of the political party of which candidate is seeking in the advertisement

Section 106.143(3) F.S.



Are you an incumbent candidate?

The word “re-elect” in advertisement may only be used for an incumbent candidate

Re-elect Jane Doe for ...

Are you a non-incumbent candidate?

Non-incumbent candidate must use the word “for” in advertisement so that incumbency is not implied

Elect Jane Doe for ...

More...

Candidate for partisan office who is running as a candidate with no party affiliation:

Must state that the candidate has no party affiliation
Jane Doe, NPA, for...

More...

Candidate who is running as a write-in candidate:

Must state that the candidate is a write-in candidate in advertisement

Jane Doe, write-in candidate for...

Fund Raisers

Any tickets or advertising for campaign fundraisers must comply with the disclaimer requirements in Section 106.143 F.S.



Endorsements in Political Advertisements

Political ads for a candidate representing that an organization supports him, and is paid for in-kind by the organization with the specific approval from the organization in writing must:

- state who supported and paid for ad
- state “in-kind” in ad
- be approved by candidate



Candidate must provide a written statement of authorization

Endorsements in Political Advertisements

The endorsement does not apply to an editorial endorsement advocating the candidacy of its nominees by any:

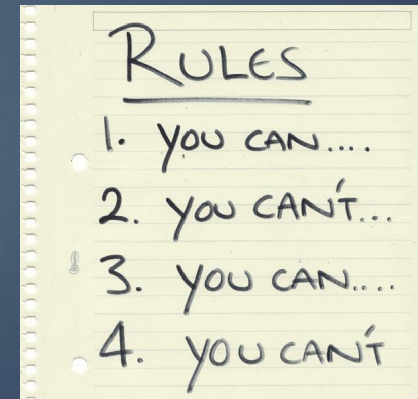
newspaper

radio

TV station

other recognized news medium

publication by a party committee



Independent Expenditure

An expenditure made for the purpose of expressly advocating the election or defeat of a candidate

It is NOT controlled by, coordinated with any candidate

Must state:

Paid political advertisement paid for by name of organization

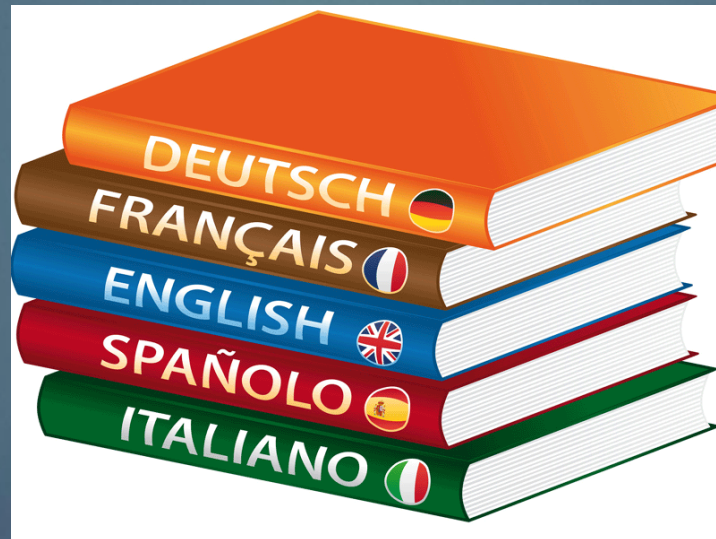
This advertisement was not approved by any candidate

Must provide a written statement that no candidate has approved the advertisement to the advertising medium

Section 106.143(5)(b) F.S.

Advertising in another language?

May provide any disclaimers required in the language used in the advertisement



Closed Captioning & Descriptive Narrative in all Television Broadcasts

Each candidate, political party, political committee:

Must use closed captioning and descriptive narrative or they must file a written statement with the qualifying officer for not doing so



Telephone Solicitation

Caller must identify the persons or organization sponsoring the call:

“Paid for by” OR “Paid for on behalf of”



No telephone call shall state or imply that caller represents any organization unless given the approval in writing

Does not apply if person making the call is not being paid and person participating in call know each other prior to the call

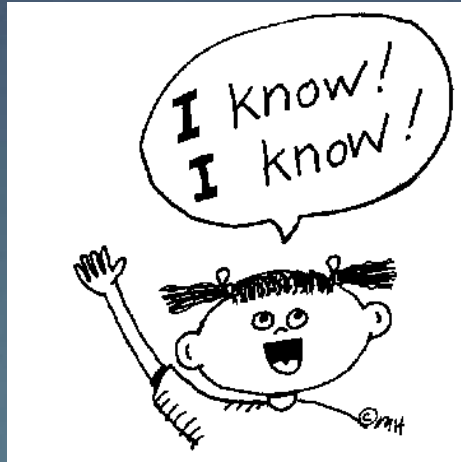
Please look at your next handout

A candidate is running for a partisan office is placing and paying for an advertisement in a local newspaper to promote his/her campaign.

What disclaimer is necessary in the ad?

Answer is in Section 106.143 (1)(a)





“Political advertisement paid for and approved by name of candidate, party affiliation, for office sought”

OR

“Paid by name of candidate, party affiliation, for office sought”

Campaign Signage

Each municipality & the county have sign ordinances

On Election Day, sign-related complaints (outside the 150' no-solicitation zone) will be directed to the code enforcement unit assigned to the specific voting area

All three early voting sites are housed in a govt. owned facility. The SOE will not be responsible for any signs left or posted outside the 150' no-solicitation zone

More about signage...

Please call the Code Enforcement Officer:

Fellsmere
Indian River County
Indian River Shores
Sebastian
Town of Orchid
Vero Beach

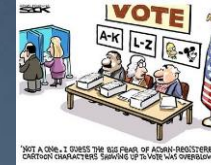


They can inform you of any permits and/or sign regulations



Poll Watchers...

Poll Watchers



Candidates and political parties may have one poll watcher in each polling room or early voting site at any one time

All members of the public may observe opening and closing procedures

Deadlines for poll watchers designations must be submitted prior to Noon of the Second Tuesday preceding the election

For early voting sites, designations must be submitted at least 14 days before early voting begins

Poll watchers shall be approved by the SOE no later than 7 days before early voting begins or Election Day

Vote-by-Mail Ballot Request Information...

Vote-by-Mail Ballots

Can I receive a list of who has requested a vote-by-mail ballot?

Vote-by-Mail ballot request information is confidential and exempt from public disclosure

Unless you are one of the following:

- Canvassing Board

- Election Official

- Political party or official thereof

- Qualified candidate who is opposed in an upcoming election

- Registered political committee

Section 101.62(3) F.S.



Vote-By-Mail Ballot Request Form

Indian River County Supervisor of Elections
4375 43rd Avenue, Vero Beach, FL 32967
Phone (772) 226-3440 | Fax (772) 770-5367
VoteIndianRiver.com

Voter's Name: _____

Voter's Registration Number or Date of Birth: _____

Indian River County Residential Address

Street: _____

City: _____ State: Florida Zip: _____

Email: _____ Phone: _____

☐ Please change my legal address on my voter Registration Record to the above residence address (check box if applicable).

Ballot(s) Requested for:	<input type="checkbox"/> Special Municipal Election 2/26/2019	<input type="checkbox"/> Primary Election 8/25/2020
	<input type="checkbox"/> Municipal Election 11/5/2019	<input type="checkbox"/> General Election 11/3/2020
	<input type="checkbox"/> Presidential Preference Primary (PPP) Election 3/17/2020	<input type="checkbox"/> All Elections through 2022

**A vote-by-mail ballot request must be received by the Supervisor of Elections no later than 5:00 p.m. on the sixth day before the election. F.S. 101.62 (2)*

Ballot Mailing Address (if different than residential address)

**Florida law prohibits vote-by-mail ballots from being forwarded by the post office. F.S. 101.62 (4)(c)(1)*

Street: _____

City: _____ State: _____ Zip: _____

Use the Ballot Mailing Address for the following election(s):

<input type="checkbox"/> Special Election 2/26/2019	<input type="checkbox"/> PPP Election 03/17/2020	<input type="checkbox"/> General Election 11/3/2020
<input type="checkbox"/> Municipal Election 11/5/2019	<input type="checkbox"/> Primary Election 8/25/2020	<input type="checkbox"/> All Elections through 2022

Signature of voter/ requester: _____ Date: _____

Requester's Information

**Only an immediate family member or legal guardian may request a vote-by-mail ballot for a voter. F.S. 101.62(1)(b)*

Name: _____

Street: _____

City: _____ State: _____ Zip: _____

Relationship to the voter: _____

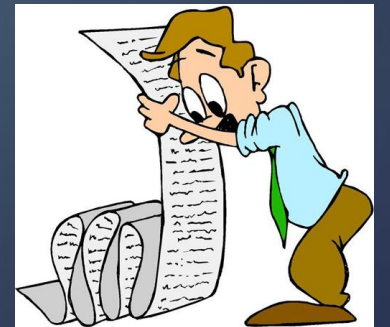
Free Access Notice: To check the status of your vote-by-mail ballot, visit VoteIndianRiver.com.

Look at
your next
handout!

Requesting Registered Voter Information

Payment for any requested list must be paid by cash or check

We DO NOT accept credit cards or debit cards for payment



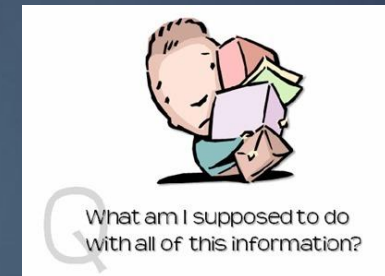
Why would I need this list?

Walk a neighborhood house-by-house

Send flyer to each registered voter

Send flyer to households

Previous voting history





Registered Voter Information Request Form

Indian River County Supervisor of Elections

4375 43rd Avenue, Vero Beach, FL 32967

Phone (772) 266-3440 | Fax (772) 770-5367

VoteIndianRiver.com

Your Vote Is Your Voice...Speak Up!

Sort Order	Data Delivery Preference
<input type="checkbox"/> Alpha by Name	Digital Media \$15.00
<input type="checkbox"/> Alpha by Precinct	<input type="checkbox"/> CD <input type="checkbox"/> Email
<input type="checkbox"/> Alpha by Residence (walking list)	<i>*If file is too large, data can only be saved on a CD</i>
<input type="checkbox"/> Household	Paper Printout \$ 0.15 per page
	<input type="checkbox"/> Paper Printout

Payment of cash or check accepted. Make checks payable to "Supervisor of Elections"

Please select all that apply:

<input type="checkbox"/> All registered voters in Indian River County
<input type="checkbox"/> All registered voters in District: (Mosquito, Soil & Water Conservation, etc.)
<input type="checkbox"/> Voters in Precinct(s):
Age range:
Party: <input type="checkbox"/> All <input type="checkbox"/> Republican <input type="checkbox"/> Democrat <input type="checkbox"/> No Party <input type="checkbox"/> Other(s)
Gender: <input type="checkbox"/> All <input type="checkbox"/> Males <input type="checkbox"/> Females
Race: <input type="checkbox"/> All <input type="checkbox"/> American Indian/ Alaskan Native <input type="checkbox"/> Asian/ Pacific Islander
<input type="checkbox"/> Hispanic <input type="checkbox"/> Black, non-Hispanic <input type="checkbox"/> White, non-Hispanic

Requester's Name: _____
Signature: _____
Address: _____
City, State, Zip: _____
Cell Phone: _____
Home Phone: _____
Email: _____

Special Instructions:

Save file in Excel ☐ YES ☐ NO

Note: Data files on CDs and emails are in comma delimited ASCII format unless specified. First row contains headers. For ease of interpretation, data shall be imported into a suitable database program such as Microsoft Access or Excel. The Supervisor of Elections cannot provide technical support beyond this information.

Look at
your next
handout!

Many sort categories (comes in EXCEL format)

Alpha by:

- name
- precinct
- residence
- household

Registered voters in IRC

- specific district
- specific age range
- gender
- race
- party





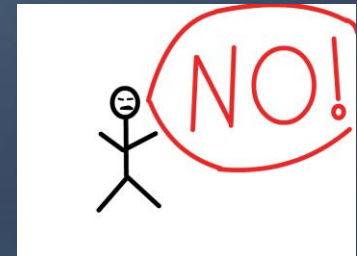
Ethical Conduct...

Ethical Conduct

-Speaking at Public Meetings-

Candidates may not pay money or give anything of value for speaking at a political meeting to further their candidacy

May not make any contribution in the name of another, directly or indirectly



more...

-Religious, Charitable, Civic Organizations-

Candidates may not solicit contributions from OR make contributions in exchange for political support to any:

religious, charitable, political party, civic, or other organizations established primarily for the public good

more...

-Religious, Charitable, Civic Organizations-

A candidate may purchase, with campaign funds, tickets, admission to events, or advertisements from the following groups:

- religious
- charitable
- political party
- civic



more...

-Religious, Charitable, Civic Organizations-

A candidate may continue membership in/make donations to:

- religious
- charitable
- political party
- civic



groups, if a member for more than six months

Making Malicious Statements

A candidate may not, with actual malice make any false statement about an opposing candidate

This is a felony of the third degree per Section 04.271 F.S.



Limitations on Political Activity Judicial Candidates



Shall not participate in any partisan political party activities except:

Register to vote as a member of any political party
Voting in any party primary contest



Campaign as a member of any political party

Publicly represent or advertise herself/himself as a political party member

Make political speeches other than in the candidate's own behalf

More limitations...

A candidate for judicial office shall not:

Make contributions to a political party fund

Solicit or accept contributions for any political party


Accept or retain a place on any political party committee

Make any contributions to (person, group, or organization)
for its endorsement to judicial office

Agree to pay all or any part of an advertisement sponsored by any
person, group, or organization where the candidate may be
endorsed for judicial office

Election Night Results





Election night voting results are released after polls are closed:

Early Voting totals and Vote-by-Mail Ballot totals –
Released within 30 minutes

Updated every 45 minutes thereafter

REMEMBER



You, as the candidate, are responsible for all aspects of your campaign!

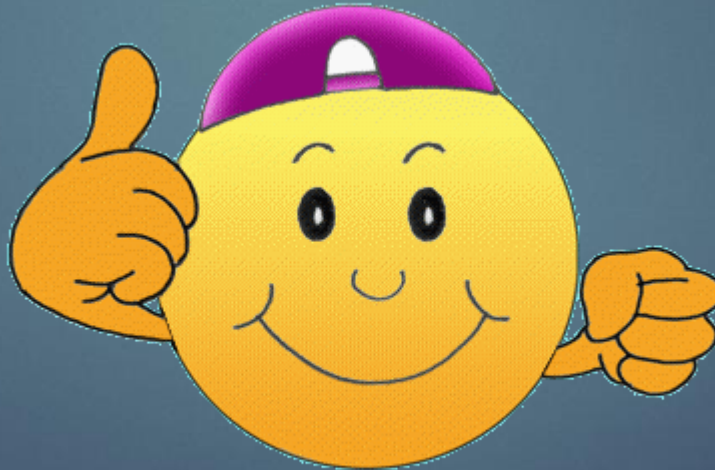
Candidates and campaign volunteers, please remember to take the time to look around our polling sites before you leave on Election Day and pick up any remaining signs, flyers, trash, etc.

Our office is very fortunate to have such nice facilities available for us to rent on Election Day



Thank You
And
Good Luck

GO FOR IT !



GOOD LUCK !