

FILING TO RUN FOR OFFICE



Ion Sancho
Supervisor of Elections
Leon County, Florida



BECOMING A FILED CANDIDATE

Candidacy intentions may be announced at any time, but your candidacy is not official until you have filed your Appointment of Campaign Treasurer and Designation of Campaign Depository with the proper filing officer.

IMPORTANT!
YOU *MUST* FILE THIS FORM BEFORE ACCEPTING ANY CONTRIBUTIONS, MAKING ANY EXPENDITURES, COLLECTING ANY PETITION SIGNATURES, OR OPENING A CAMPAIGN ACCOUNT! (F.S. 106.021)

Additionally, you *MUST* file a Statement of Candidate (Form DS-DE 84) within ten (10) days of filing the Appointment of Campaign Treasurer and Designation of Campaign Depository. This form along with Chapter 106, Florida Statutes will be given to you at the time of filing your appointment of treasurer.

(106.023, F.S.)

Who May Serve As Campaign Treasurer and What Are Their Duties?





WHAT ARE THE DUTIES OF A CAMPAIGN TREASURER?

- Keep detailed accounts of all contributions received and all expenditures made by or on behalf of the candidate. Such account must be kept current within two days of the date a contribution is received or an expenditure is made.
- Deposit all contributions into the campaign account by the end of the 5th business day after receipt.
- Pay all expenditures by check drawn on campaign account.
- Prepare campaign reports and electronically file with the Supervisor of Elections on or before the due date to avoid any late fines.
- Keep detailed accounts of all deposits made in any separate interest-bearing account and all withdrawals made from these accounts to the primary campaign account, as well as all interest earned.
- After the campaign is over, all detailed accounts maintained by the campaign treasurer during the campaign must be preserved for the number of years equal to the term of the office to which the candidate seeks election.

A deputy campaign treasurer may exercise any of the powers and duties of the campaign treasurer when specifically authorized to do so by the campaign treasurer and the candidate.

(F.S. 106.05, 106.06, 106.07)



WHO MAY SERVE AS CAMPAIGN TREASURER?

- Anyone may serve as your campaign treasurer.
- An individual may be appointed and serve as campaign treasurer to more than one candidate or political committee.
- You may serve as the campaign treasurer for your campaign, or appoint yourself as a deputy treasurer. Should something happen to your campaign treasurer and he/she not be able to complete a campaign report that is due, as a deputy campaign treasurer you can complete the task and avoid any late report fines.
- In addition to your campaign treasurer, you may appoint up to 3 deputy treasurers.
- Each treasurer must sign the Campaign Treasurer's Acceptance of Appointment section on Form DS-DE 9.

(F.S. 106.021)

**APPOINTMENT OF CAMPAIGN TREASURER
AND DESIGNATION OF CAMPAIGN
DEPOSITORY FOR CANDIDATES**

(Section 106.021(1), F.S.)

(PLEASE PRINT OR TYPE)

NOTE: This form must be on file with the qualifying officer before opening the campaign account.

OFFICE USE ONLY

1. CHECK APPROPRIATE BOX(ES):

Initial Filing of Form Re-filing to Change: Treasurer/Deputy Depository Office 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 nonpartisan office, check if applicable:

My intent is to run as a Write-In candidate.

8. If a candidate for a partisan office, check block and fill in name of party as applicable: My intent is to run as a

Write-In No Party Affiliation _____ Party candidate.

9. I have appointed the following person to act as my Campaign Treasurer 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 Primary Depository 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: Campaign Treasurer Deputy Treasurer.

X

_____ Date

_____ Signature of Campaign Treasurer or Deputy Treasurer

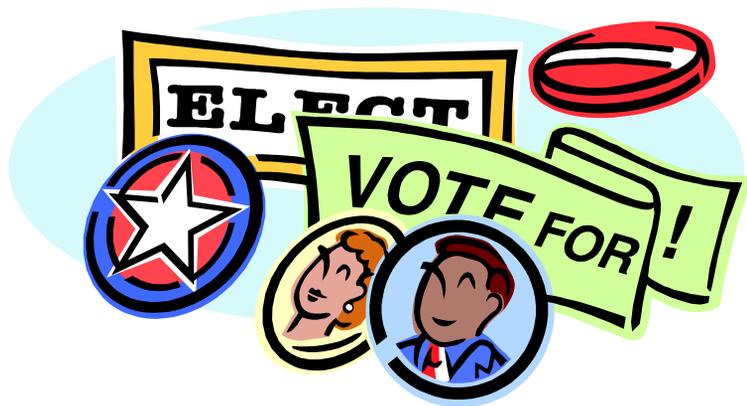
What Do I Do Now That I Filed My Appointment of Campaign Treasurer?





NOW THAT YOU FILED YOUR APPOINTMENT OF CAMPAIGN TREASURER...

- You are ready to start campaigning!
- You may now collect petitions and campaign contributions.
- The following pages will explain the petition process.
- And don't forget, contact our office with any questions you may have.



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

State

Zip Code

Signature of Voter

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

THE PETITION PROCESS (cont'd)

REQUIREMENTS

- Petitions must be submitted on the form prescribed by the Division of Elections
- Petitions must be signed by voters residing within the district for the office you are seeking
- Petitions must have the voter DOB or voter ID number, residence address (no PO Boxes), signature and must be dated by the voter to be valid
- Petitions without the above will be rejected
- You cannot solicit for petition signatures at Public Libraries or Parks. If you are unsure where you can solicit, contact the City or County Attorney

AFFIDAVIT OF UNDUE BURDEN
(Section 99.097(4), Florida Statutes)

I certify under oath that I intend to qualify as a candidate for the office of _____ and that I am unable to pay the fee for verification of petition signatures for that office without imposing an undue burden on my personal resources or on resources otherwise available to me.

X

Signature of Candidate		Print Candidate's name	
Address		City	
State		()	
Zip	Telephone Number		

State of Florida

County of _____

Sworn to (or affirmed) and subscribed before me this _____ **day of** _____, **20**____
by _____.

Personally Known: _____ or

Produced Identification: _____

Type of Identification Produced:

Signature of Notary Public – State of Florida
Print, Type or Stamp Commissioned Name of
Notary Public



IMPORTANT CONTACT INFORMATION

Office Address: 315 South Calhoun Street, Suite 110
Tallahassee, FL 32301

Telephone: (850) 606-8683

Fax: (850) 606-8601

Email: candidate@leoncountyfl.gov

Web: www.LeonVotes.org

Office Hours: Monday – Friday
8:00 a.m. – 5:00 p.m.

Contacts: Ion Sancho, Supervisor of Elections
Janet Olin, Assistant Supervisor of Elections
Karen Williams, Election Records Manager
Christopher Moore, Demographics/GIS Manager



Created and distributed by:

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