

Congratulations on your candidacy!

Now that you've filed to run for office, the following information will help you run a successful campaign.



2012

JANUARY 31
Presidential Preference Primary

AUGUST 14
Primary Election

NOVEMBER 6
General Election



TABLE OF CONTENTS

Page	
3	Definitions
5-6	Statement of Candidate
7-8	Candidate Qualifying
9	Dates to Remember
10	Campaign Report Filing Dates
11-16	Campaign Finance
17-40	Filing Campaign Reports
41-46	Campaign Advertising
47-48	Solicitation of Voters
49	Poll Watchers
50	Important Contact Information

Separate Insert: Available Data





DEFINITIONS

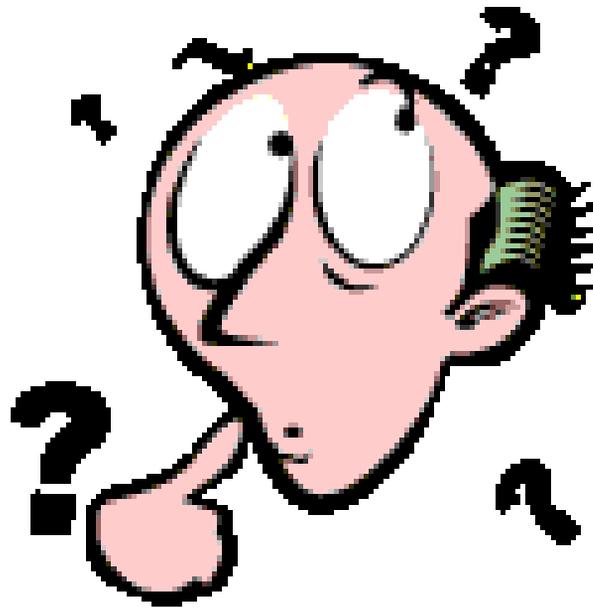
Announced Candidate: Any person who has made a public statement of intent to run for public office. The person **MAY NOT** accept any contributions or expend funds until he/she becomes a filed candidate.

Filed Candidate: Any person who has appointed a campaign treasurer, designated a financial institution for the purpose of depositing campaign contributions, and filed form DS-DE 9 (Appointment of Campaign Treasurer) with the Supervisor of Elections. Campaign can now accept contributions and expend funds. Within 10 days of filing candidate must also file a Statement of Candidate (Form DS-DE 84). Treasurer's reports are due on quarterly basis until Qualifying.

Qualified Candidate: Any person who files all of the required forms with the Supervisor of Elections during the qualifying period and either pays the qualifying fee or qualifies by petition. Candidate's name is printed on the ballot.

Write-in Candidate: Any person seeking election by write-in. Must file appropriate forms with the Supervisor of Elections during the qualifying period. Name will not be printed on the ballot. Space will be provided on ballot for write-in candidate. Candidate must educate voters to write-in candidate's name in the space provided on General Election ballot.

Now What Do I Do?





STATEMENT OF CANDIDATE

- Your next step as a filed candidate is to read Chapter 106 of the Florida Statutes and submit your Statement of Candidate.
- The Statement of Candidate must be filed with the Supervisor of Elections Office within ten (10) days of filing the Appointment of Campaign Treasurer and Designation of Campaign Depository.

(106.023, F.S.)

- Now you're set until qualifying. Have fun campaigning and don't forget to timely file your campaign treasurer's reports.
- Keep reading for additional information on candidate qualifying, campaign finance, filing your campaign reports, and campaign advertising.

STATEMENT OF CANDIDATE

(Section 106.023, F.S.)

(Please Type)

OFFICE USE ONLY

I, _____,

candidate for the office of _____;

have received, 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).



CANDIDATE QUALIFYING

- Pursuant to **99.061, F.S.**, all candidates must file their qualifying papers in the office of the Supervisor of Elections **no earlier** than noon of the 71st day prior to the election, but **not later** than noon of the 67th day prior to the date of the election.
- No qualifying papers will be accepted **PRIOR TO NOON ON THE BEGINNING DATE OF QUALIFYING OR AFTER NOON AT THE END OF QUALIFYING.**
- Additional information regarding qualifying will be forwarded to filed candidates prior to the beginning of the qualifying period.

A Compilation of
**THE
ELECTION
LAWS**
of the
State of Florida

August 2010

**FLORIDA DEPARTMENT
OF STATE
Division of Elections**

The Election Laws
and Candidate
Handbook can be
downloaded from
elections.myflorida.com



**CANDIDATE
AND
CAMPAIGN TREASURER
HANDBOOK**

Florida Department of State
Division of Elections
R.A. Gray Building, Room 318
500 South Bronough Street
Tallahassee, Florida 32399-0250
Phone: 850.245.6240

CANDIDATE QUALIFYING

(cont'd)

Law requires that a candidate file the following:
Appointment of Campaign Treasurer and Designation
of Campaign Depository (**Form DS-DE 9**)

AND

Statement of Candidate (**Form DS/DE 84**)

AND

Loyalty Oath/Oath of Candidate
(**Forms DS-DE 24A, 24B or 24 C**)

AND

Statement of Financial Interests (**Form 1 or Form 6**)

AND

Petition Certification

OR

Qualifying Fee (**Check MUST be drawn from campaign account**) Special District candidates who's only expense is the filing fee. They are not required to appoint a campaign treasurer or designate a primary campaign depository.

**More detailed information will become available
as the election cycle progresses**



DATES TO REMEMBER

PETITIONS

Judicial Candidates – **NOON on 3/19/2012**

Local Candidates – **NOON on 5/7/2012**

(Petitions must be received in the Supervisor of Elections Office by the above deadline to be verified)

QUALIFYING

Judicial Candidates – **NOON, 4/16 – NOON, 4/20/2012**

Local Candidates – **NOON, 6/4 – NOON, 6/8/2012**





CAMPAIGN REPORT FILING DATES

Calendar of Reporting Dates for candidates (2012 and 2014), party executive committees, political committees, committees of continuous existence, electioneering communication organizations and independent expenditure organizations.

REPORT SCHEDULE **

<u>Cover Period</u>	<u>Report Code</u>	<u>Due Date</u>
10/01/11 – 12/31/11	2011 Q4	01/10/12
01/01/12 – 03/31/12	2012 Q1	04/10/12
04/01/12 – 07/06/12	2012 F1	07/13/12
07/07/12 – 07/20/12	2012 F2	07/27/12
07/21/12 – 08/09/12	2012 F3	08/10/12
08/10/12 – 09/14/12	2012 G1	09/21/12
09/15/12 – 09/28/12	2012 G2	10/05/12
09/29/12 – 10/12/12	2012 G3	10/19/12
10/13/12 – 11/01/12	2012 G4	11/02/12
11/02/12 – 12/31/12	2012 Q4	01/10/13 *
<u>Termination Reports</u>		
After April Qualifying	TR	07/19/12
After June Qualifying	TR	09/06/12
Primary Election	TR	11/12/12
General Election	TR	02/04/13

* 2012 Q4 report not required by candidates participating in the 2012 Election.

**Dates are subject to change by legislative action and updates will be provided to all filed candidates as they become available.



CAMPAIGN FINANCE

- Candidates are required to report all:
 - Contributions
 - Expenditures
- Contributions include:
 - Money (checks, credit cards, debit cards, and cash up to \$50)
 - Third party loans
 - In-kind contributions
- Contributions are limited to:
 - \$500 per election per donor
 - **\$250 Per election per donor for Leon County Commission and Constitutional Officer Candidates ([per County Charter](#))**
 - \$50 in cash per donation
 - \$100 from non-emancipated minor
- There are no limitations on contributions made by the candidate to their own campaign.
- In-kind contributions made by the candidate cannot be monetarily reimbursed at the end of the campaign if funds remain.
- Occupations listed for contributions may not state “businessman.” You must list the specific job title for each contributor.

Campaign Financing & Reporting Requirements (cont'd)

- For business contributions, the specific principal type of business conducted must be listed. (i.e. real estate, construction, banking)
- Contributions may not be accepted by the campaign:
 - Upon becoming unopposed at the end of the qualifying period
 - Upon withdrawal from race
 - Upon losing election
- Candidates or their representatives cannot accept donations within 5 days of an election containing their contest.
 - Defined by DOE advisory opinion as Thursday at midnight prior to the election
- Unauthorized Contributions
 - Must be returned to contributor
 - May not be used or expended by or on behalf of candidate
- Anonymous Contributions
 - Must be reported as anonymous contribution
 - Provide a cover letter explaining that contribution is anonymous and impossible to return within 10 days of submitting the report
 - Do not spend contribution
 - At end of campaign, donate to appropriate entity under section 106.141, F.S.
- All campaign contributions must be deposited within 5 business days of receipt.
- Accepting a contribution in a government building is prohibited.

Campaign Financing & Reporting Requirements (cont'd)

- It is a violation to solicit contributions from or make donations to religious, charitable, or civic organizations unless the candidate has been a member or regular donor of such for at least six months, or it involves the purchase of tickets, admission to an event, or purchasing an advertisement 106.08(5)(B).
- Campaign expenditure reports must be complete, including:
 - Payee's full name and address
"Jane Doe, Tallahassee, FL" is not sufficient
 - Amount of expenditure
 - Date
 - Purpose of payment (clear and specific)
- Use of credit cards, including personal cards, are prohibited in local races.
 - Use checks or debit card drawn on campaign account
- If a reimbursement is made on the expenditure side, an entry on the contribution side must also be listed for that corresponding item.
- Do not pay for items out of your own funds and then reimburse yourself. If you are out and do not have a campaign check or debit card to use, you must list the item as an in-kind contribution. REMEMBER, in-kind contributions cannot be monetarily reimbursed.

Campaign Financing & Reporting Requirements

(cont'd)

- After qualifying, a treasurer may withdraw up to \$100 per week from Petty Cash.
- Petty Cash funds must be spent in amounts less than \$100:
 - May only be used for office supplies, transportation expenses and other necessities
 - May not be used for the purchase of time, space or services from any communications media
- Reporting Petty Cash:
 - Candidate must report total amount withdrawn and total amount spent each reporting period. This will include two entries on the expenditure side of the report
 - Candidate does not have to report each expenditure from petty cash individually, however...
 - Complete records of petty cash expenditures must be kept

Campaign Account of ME (for) _____ Date _____ **00001**
(Municipal Name) (district or ward) 12-123

PAY TO THE ORDER OF _____ \$ _____

_____ DOLLARS

Bank of Florida
Candidate Town FL 12345
Signature of Campaign Treasurer or Deputy Treasurer _____

FOR _____

See 106.11(1)(b), F.S. for the exact criteria which must be printed on campaign checks.

Campaign Financing & Reporting Requirements (cont'd)

- After the election is over, money in the campaign account can be used to:
 - Purchase “thank you” advertising
 - Pay for items previously obligated
 - Pay campaign account close-out costs
 - Dispose of funds under Ch. 106.141, F.S.
- Ch. 106.141 provides:
 - Candidate may be reimbursed for previously reported campaign contributions and loans
 - Pay Elections office for petition verification if undue burden form was submitted
 - Pay election assessment fee, if candidate qualified by petition
 - Return contributions to all contributors on a pro-rata basis
 - Give the funds to a Sec 501(C)(3) charitable organization
 - Give the funds to the party of which the candidate was a member (not to exceed \$10,000)
 - Give the funds to the political subdivision from which the candidate sought office
- Candidates have 90 days following their election, loss or withdrawal to file a final termination report with the Elections Office.

Campaign Financing & Reporting Requirements (cont'd)

- Failure to submit a complete campaign finance report electronically by 11:59 p.m. on the date due will result in the Supervisor of Elections declaring the report “delinquent”.
- Do not submit the report prior to the period closing.
- A campaign finance report may be amended any time after its submission.
- Failure to file the campaign finance report with the Supervisor of Elections Office by the required date will result in an automatic fine!
 - \$50 per day for the first 3 days late (including weekends), then
 - \$500 per day, not to exceed 25% of total contributions or expenditures, whichever is greater
 - Latter penalty automatic on report immediately preceding primary or general election
 - All fines must be paid from personal, not campaign account!



FILING CAMPAIGN REPORTS

Our office requires the electronic filing of campaign treasurer reports in order to make campaign contributions and expenditures readily available to the public. The system also allows candidates the ability to quickly and easily view opponents' reports. The system is free to the candidate and can easily be accessed through our website at www.Leonvotes.org.

To access the online reporting system you will need the following:

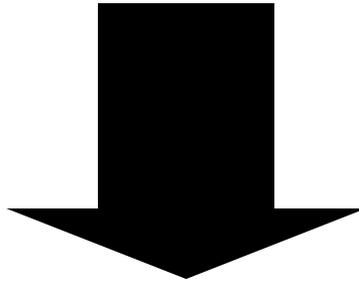
- **A computer equipped with an internet connection**
- **A web browser configured to accept cookies and with pop-up blockers disabled**
- **Adobe Acrobat Reader software (needed to view and print reports). If you don't have the software on your computer, you can download it free of charge from <http://get.adobe.com/reader/>**
- **Your candidate ID and generic password, issued by our office**

FILING CAMPAIGN REPORTS (continued)

Upon becoming a filed candidate, each candidate will be assigned a candidate ID and generic password for logging into the system. The candidate and campaign treasurer will receive separate pins that are used to submit reports electronically. These Pins are intended to be a unique identifier for the candidate and the treasurer. Once both pins are assigned to the report, this affirms that both the candidate and treasurer have reviewed the report for accuracy prior to electronic submission.

GETTING STARTED

- Using your internet connection access the internet.
- Log on to Leon County Supervisor of Elections website at: **www.LeonVotes.org**



The screenshot shows the website interface for the Leon County Supervisor of Elections Office. The browser window title is "Leon County Supervisor of Elections Office - Windows Internet Explorer" and the address bar shows "http://www.LeonVotes.org". The website features a header with the Statue of Liberty and the text "Upholding the Constitution of the State of Florida". Below this, a red banner displays voter statistics: "Eligible Voters as of 3/1/11", "Democrat - 95,609", "Republican - 47,532", "Other - 27,645", and "Total 170,786". The main content area includes several navigation buttons: "Register to Vote", "Find Your Precinct", "Vote by Mail", "Voter Education", "Candidate Information", and "Pollworker Information". A sidebar on the left lists various services such as "Home", "Absentee Information", "General Information", "Candidates & Committees", "Elected Officials", "Elections & Results", "Facts & Figures", "Maps", "Poll Workers", and "User Login". At the bottom, there is a section for "Election Night Results" with a dropdown menu for selecting a month, a "Take our survey" link, and a "2010 ELECTION CALENDAR" graphic.

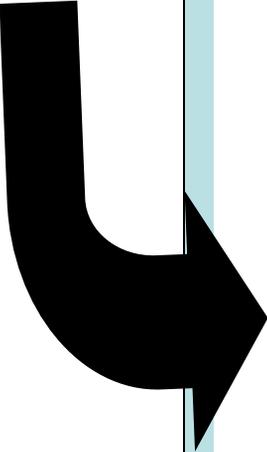
LOGGING IN

- Locate the Electronically Filing link located under the User Login on the right side of the page.
- Click this link to continue the Login process.

The screenshot displays the website for the Supervisor of Elections in Leon County. At the top, a red banner shows voter statistics: "Eligible Voters as of 3/1/11", "Democrat - 95,609", "Republican - 47,532", "Other - 27,645", and "Total 170,786". Below this is a navigation area with buttons for "Register to Vote", "Find Your Precinct", "Vote by Mail", "Voter Education", "Candidate Information", and "Pollworker Information". A central section features logos for "CIVILIAN PUBLIC NOTICE", "ONLINE SERVICES", and "MY VOTER STATUS", along with a "HOME PAGE" link. The main content area is titled "Election Night Results" and includes a dropdown menu for selecting a month. A "2010 ELECTION CALENDAR" graphic is also visible. On the right, there are links for "Take our survey", "View Early Voting Numbers", and "View Absentee Voting Numbers". On the left, a dark blue sidebar contains a menu with items like "Home", "Absentee Information", "General Information", "Candidates & Committees", "Elected Officials", "Elections & Results", "Facts & Figures", "Maps", "Poll Workers", "User Login", "Voter Registration Information", and "Web Links of Interest". A white arrow points to the "User Login" menu item, which has a dropdown menu open showing "Candidate Filing", "Provisional Ballot Login", and "Data Login".

LOGGING IN (cont'd)

- Type in the Candidate ID number and Password supplied to you by the Leon County Supervisor of Elections Office in the spaces provided.
- Click the Login button.
- We strongly suggest that you change your password the first time you log in.
- You are responsible for remembering your new password and keeping it safe.



Candidate Log In

Candidate ID

Password

Login

How do I change my password and/or PIN?

Upon logging onto the electronic filing system for the first time the candidate should change the generic password and **provide** this password **to the treasurer**. The candidate **MUST** also change his/her generic numeric pin to a secure 4 digit pin. The treasurer **MUST** separately change his/her generic pin to a secure 4 digit pin. Please follow the instructions below.

On the Report list, click **Change Password/PINs** .

Candidate/Committee : Candi Date (258)

Office : Leon County Supervisor of Elections

Log Out

Change Password/PINs

In the **Enter Old Finance System Access Password** field, enter the password given to you by our office. Then enter your new password in the other two fields. Repeat these steps to change the PINs for the candidate and/or the treasurer. Once you have entered all of the information to be changed, click **Change Password/PINs**.

Change Password/PINs

Only alter the password/pins you wish to change at this time.

Enter Old Finance System Access Password **(REQUIRED)**

Enter New Finance System Access Password

ReEnter New Finance System Access Password

Enter New Candidate/Committee electronic PIN

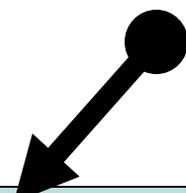
ReEnter New Candidate/Committee electronic PIN

Enter New Treasurer electronic PIN

ReEnter New Treasurer electronic PIN

ENTERING FINANCIAL REPORT DATA

- The system will present you with a list of reports similar to this to choose from.



Candidate Reports				
Election :				
Rpt Date	Total Contrib	Total Exp	Status	
1 (2/1/2003 - 2/28/2003) 3/5/2003	\$150.00	\$300.00	Received	View Contributions View Expenditures Print Amend
1 (2/1/2003 - 2/28/2003) 3/5/2003 (Amended)	\$-50.00		Received	View Contributions View Expenditures Print Amend
1 (2/1/2003 - 2/28/2003) 3/5/2003 (Amended)	\$200.00		Received	View Contributions View Expenditures Print Amend
1 (2/1/2003 - 2/28/2003) 3/5/2003 (Amended)	\$550.00	\$100.00	Not Filed Data Entry Started	Enter Contributions Enter Expenditures Submit
2 (7/1/2003 - 7/31/2003) 8/10/2003			No Data Entered	Enter Contributions Enter Expenditures Submit

- Find the line with the appropriate reporting period for your data. Your data must fall within the dates listed for the reporting period.

ENTERING FINANCIAL REPORT DATA (cont'd)

- Click either **Enter Contributions** or **Enter Expenditures** for the appropriate report period depending on whether you wish to enter contributions or expenditures.

The image shows a screenshot of a web-based financial reporting interface. At the top, there is a yellow horizontal bar containing the following information: '1 (2/1/2003 - 2/28/2003) 3/5/2003 (Amended)', '\$550.00', '\$100.00', and 'Not Filed Data Entry Started'. To the right of this bar are three buttons: 'Enter Contributions', 'Enter Expenditures', and 'Submit'. Below this bar, a yellow callout box is shown, containing three buttons: 'Enter Contributions', 'Enter Expenditures', and 'Submit'. A black arrow points from the 'Enter Expenditures' button in the callout box to the 'Enter Expenditures' button in the main interface.

1 (2/1/2003 - 2/28/2003) 3/5/2003 (Amended)	\$550.00	\$100.00	Not Filed Data Entry Started	<input type="button" value="Enter Contributions"/>	<input type="button" value="Enter Expenditures"/>	<input type="button" value="Submit"/>
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ENTERING FINANCIAL REPORT DATA (cont'd)

- Click one of the **Add Contribution** or **Add Expenditures** links.

Candidate : Candace Candidate (19)
Office : SOE Demo
[? Help](#)

Campaign Treasurer's Report - Itemized Contributions

Election : **General (2001-01-02)**
Report Date : **03-Q3 (7/1/2003 - 9/30/2003) 10/10/2003**
[Add Contribution](#)

Seq Num	Date	Contributor	Contributor Type	Occupation	Contribution Type	In-Kind Description	Amend	Amount
							Total	\$0.00

[Add Contribution](#) [Return to Report List](#)

This is the list of individual contribution items on the financial report. To add a new contribution, click the 'Add contribution' link above. You may also click the Edit or Delete link for an item to modify the item or to delete it entirely.

- Note: **Return to Report List** will take you back to the list of reports.

ENTERING FINANCIAL REPORT DATA (cont'd)

- Enter all required information into the appropriate area of the form.
- If the contributor or vendor is a company, enter the entire company name in the Last name field and leave the First and Middle name fields blank.

Date	8 / 18 / 2003	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	
	<input type="text"/>	Type the description of any In-kind contribution. If the contribution is from a political party and is allocatable towards

ENTERING FINANCIAL REPORT DATA (cont'd)

- Be sure to notice Contributor Type and Contribution Type default values and change if needed using drop down arrow to select appropriate type.

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

- Select the Add Contribution button to add each item to the report list.
- Use the “Back to transaction” button to return to the report list upon completion. Returning to the report list automatically saves your work.

In-kind Description	<input type="text"/>	Type the description of any In-kind contribution.
---------------------	----------------------	---

Add Contribution

Back To Transactions

[List Contributors](#)

ENTERING FINANCIAL REPORT DATA (cont'd)

- If you need to make a change to an item after adding it, select the **Edit** link at the left of that item.

Candidate : Candace Candidate (19)
Office : SOE Demo
[? Help](#)

Campaign Treasurer's Report - Itemized Contributions

Election : **General (2004-11-02)**
Report Date : **03-Q3 (7/1/2003 - 9/30/2003) 10/10/2003**
[Add Contribution](#)

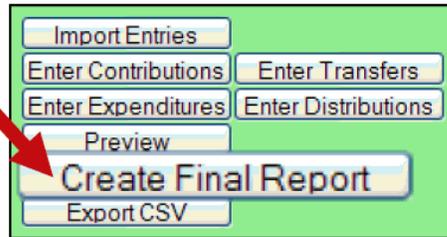
	Seq Num	Date	Contributor	Contributor Type	Occupation	Contribution Type	In-Kind Description	Amenc
Edit Delete	1	9/17/2003	Women in Politics 3400 Main Street Tallahassee, FL 32311	Committee		Check		
Edit Delete	2	9/17/2003	Candace Candidate 1234 America Street Tallahassee, FL 32301	Individual	retired	Loan		
							Total	

[Add Contribution](#) [Return to Report List](#)

- To delete an item, select the **Delete** link located to the left of that item.

TO FILE YOUR REPORT

Click



to bring up instructions:

Create Final Report

Candidate: **Carolyn J. Casadonte (96)** Office: **County Commission District 4**
Report Period **04/01/2009-07/01/2009** Due Date **7/16/2009**
Contributions **\$450.00** Expenditures **\$500.00**
Transfers **\$0.00** Distributions **\$0.00**

You can update this text in System Options so that the candidate is prompted at report creation according to your needs. For example, you could warn them that their report will not be officially submitted until it is electronically signed, etc.

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

Are your entries for this reporting period finished?

If not, click **Cancel**.

If you are ready to file, click .

TO FILE YOUR REPORT

Report Created: 2011 Q1
Confirmation Number: 1028228

Created: 2011-04-6 13:33:34 (Eastern)

Scroll down to see the report

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

Reporting Period: Q1 (1/1/2011 - 3/31/2011)

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**.

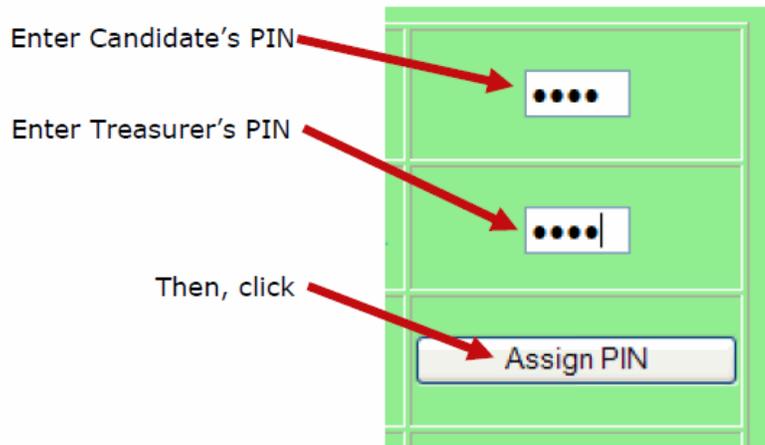
If the report needs modification, click **Undo Final Report**. This will unlock the report so you can make the necessary changes and recreate a new final report for PIN assignment and submission.

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"/>

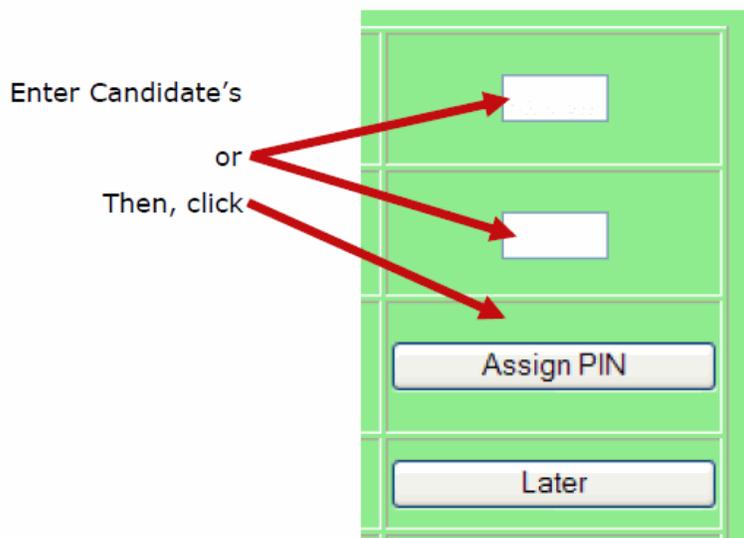
After assigning both PIN's you should see a view of the report to be filed.

TO FILE YOUR REPORT (continued)

- Enter both PINs in the space provided and click **Assign PIN** to file the report.

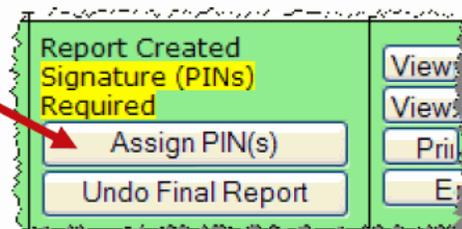


- You can file the report at a later time by entering just one of the PINs and clicking **Later**. The report will be “pending” submission/filing for a later time. You will be returned to the report list.



The message “Signature (PINS) Required” will appear in the report’s **Status** column. At this point, the report is locked and no changes can be made until after it is filed.

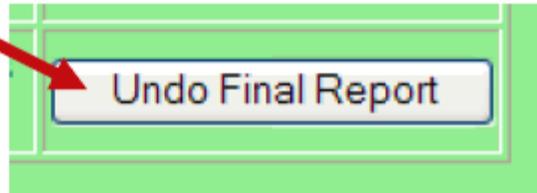
When the report is ready to be signed with the other PIN, click **Assign PIN(s)** to bring up the PIN page again.



Enter the missing PIN and click **Assign PIN** to file the report.

If you want to unlock the report so that changes can be made.

- Click



SUBMITTING A WAIVER

- If you have had no campaign activity (received no contributions nor made any expenditures), you must submit a waiver of no activity.
- Click the Submit Waiver button only once when you are ready to submit the waiver for the reporting period.

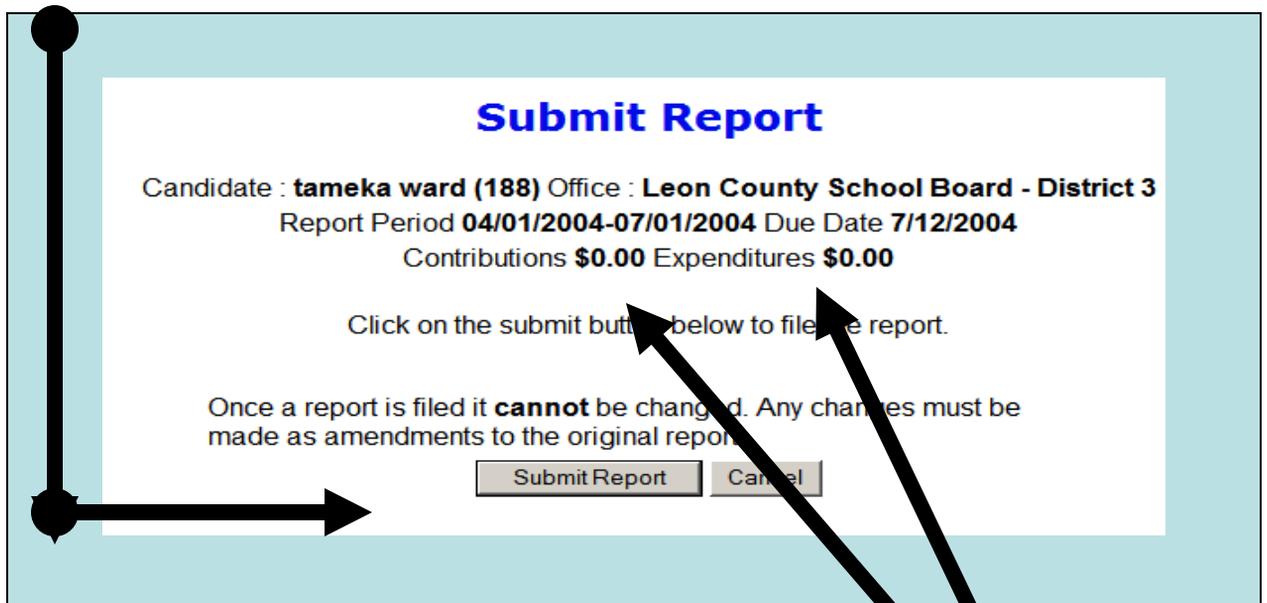


Candidate Reports				
Election :				
Rpt Date	Total Contrib	Total Exp	Status	
2004-04-Q2 (04/01/2004 - 07/01/2004) 7/12/2004	-	-	No Data Entered	<input type="button" value="Import Entries"/> <input type="button" value="Enter Contributions"/> <input type="button" value="Enter Expenditures"/> <input type="button" value="Prepare Totals"/> <input type="button" value="Submit Waiver"/>

SUBMITTING A WAIVER

(cont'd)

- Just as submitting a report, once a waiver is submitted, no changes can be made. After submission, if you find you did have contributions or expenditures for a period, you must file an amendment.
- Click the Submit Report button only when you are ready to submit the Waiver.



The screenshot shows a web form titled "Submit Report" with a light blue border. The form content includes:

- Submit Report** (blue heading)
- Candidate : **tameka ward (188)** Office : **Leon County School Board - District 3**
- Report Period **04/01/2004-07/01/2004** Due Date **7/12/2004**
- Contributions **\$0.00** Expenditures **\$0.00**
- Text: "Click on the submit button below to file the report."
- Text: "Once a report is filed it **cannot** be changed. Any changes must be made as amendments to the original report."
- Buttons: "Submit Report" and "Cancel"

Annotations on the screenshot include:

- A large black L-shaped arrow pointing from the top-left corner of the form area towards the "Submit Report" button.
- A black arrow pointing from the "Submit Report" button towards the text "Click on the submit button below to file the report."
- A black arrow pointing from the "Submit Report" button towards the text "Once a report is filed it cannot be changed..."
- A black arrow pointing from the "Submit Report" button towards the "Submit Report" button itself.

- Note, both the contributions and expenditures are \$0.00 when a waiver is submitted.

AMENDING A REPORT

- Log In using your Candidate ID number and password.
- Find the line containing the correct report that needs to be amended.
- Click on the amend button.

Office : SOE Demo

Log Out Edit Candidate Bio Information/Upload Photo Change Password

? Help

Candidate Reports

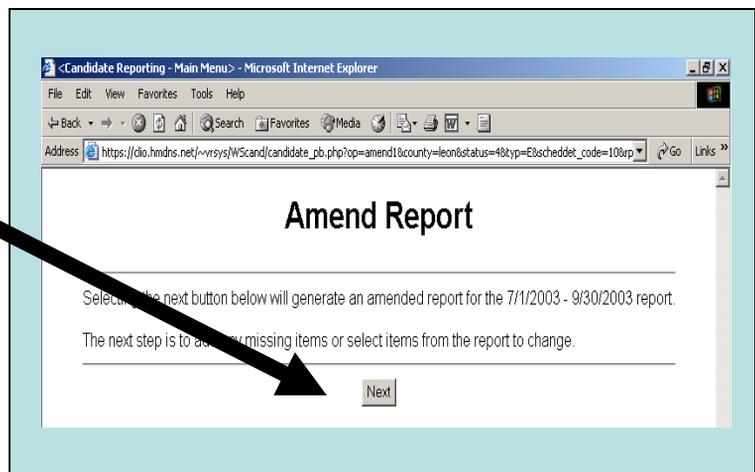
Election :

Rpt Date	Total Contrib	Total Exp	Status	
03-Q3 (7/1/2003 - 9/30/2003) 10/10/2003	\$5.00		Received	<input type="button" value="View Contributions"/> <input type="button" value="View Expenditures"/> <input type="button" value="Print"/> <input type="button" value="Amend"/>
03-Q4 (10/1/2003 - 12/31/2003) 1/12/2004			No Data Entered	<input type="button" value="Enter Contributions"/> <input type="button" value="Enter Expenditures"/> <input type="button" value="Submit"/>
04-Q1 (1/1/2004 - 3/31/2004) 4/12/2004			No Data Entered	<input type="button" value="Enter Contributions"/> <input type="button" value="Enter Expenditures"/> <input type="button" value="Submit"/>
				<input type="button" value="Enter Contributions"/>

NOTE: A report must have been submitted or received before it can be amended.

AMENDING A REPORT (cont'd)

- This screen should appear if you clicked the Amend button.
- Click the next button to continue.



- This screen should now appear.
- You will notice a report has been added for the same time period you selected with the addition of the word (Amended).

Candidate Reports				
Election : General (2004-11-02)				
Rpt Date	Total Contrib	Total Exp	Status	
03-Q3 (7/1/2003 - 9/30/2003) 10/10/2003	\$673.00	\$25.00	Submitted	View Contributions View Expenditures Print Amend
03-Q3 (7/1/2003 - 9/30/2003) 10/10/2003 (Amended)			Not Filed Data Entry Started	Enter Contributions Enter Expenditures Submit
03-Q4 (10/1/2003 - 12/31/2003) 1/12/2004			No Data Entered	Enter Contributions Enter Expenditures

AMENDING A REPORT (cont'd)

Select either the Enter Contributions Button or Enter Expenditures Button based on the type of entry you need to amend.

Office : SOE Demo

[Log Out](#) [Edit Candidate Bio Information/Upload Photo](#) [Change Password](#)

[? Help](#)

Candidate Reports

Election : General (2004-11-02)

Rpt Date	Total Contrib	Total Exp	Status	
03-Q3 (7/1/2003 - 9/30/2003) 10/10/2003	\$673.00	\$25.00	Submitted	View Contributions View Expenditures Print Refresh
03-Q3 (7/1/2003 - 9/30/2003) 10/10/2003 (Amended)			Not Filed Data Entry Started	Enter Contributions Enter Expenditures Submit
03-Q4 (10/1/2003 - 12/31/2003) 1/17/2004			No Data Entered	Enter Contributions Enter Expenditures

AMENDING A REPORT (cont'd)

You now have the option to:

Add Expenditure

Add Contribution

or

Amend Item from the Original Report

The diagram illustrates two report screens side-by-side. The left screen is titled 'Campaign Treasurer's Report - Itemized Expenditures' and the right screen is titled 'Campaign Treasurer's Report - Itemized Contributions'. Both screens show the same header information: 'Election: General (2004-11-02)' and 'Report Date: 03-Q3 (7/1/2003 - 9/30/2003) 10/10/2003 (Amended)'. Below the header, each screen has a table with columns for 'Seq Num', 'Date', 'Vendor' (for expenditures) or 'Contributor', 'Contribution Type', and 'In-Kind Description' (for contributions), followed by 'Amend' and 'Amount'. A yellow row at the bottom of each table shows 'Total' and '\$0.00'. Below each table, there are two links: 'Add Expenditure Amend Item from Orig Report' and 'Add Expenditure Return to Report List' (for the left screen), and 'Add Contribution Amend Item from Orig Report' and 'Add Contribution Return to Report List' (for the right screen). Arrows point from the text above to these links: 'Add Expenditure' points to the left screen's first link, 'Add Contribution' points to the right screen's first link, and 'Amend Item from the Original Report' points to the second link of both screens.

Campaign Treasurer's Report - Itemized Expenditures						
Election: General (2004-11-02)						
Report Date: 03-Q3 (7/1/2003 - 9/30/2003) 10/10/2003 (Amended)						
Seq Num	Date	Vendor	Purpose	Expenditure Type	Amend	Amount
				Total		\$0.00
Add Expenditure Amend Item from Orig Report						
Add Expenditure Return to Report List						

Campaign Treasurer's Report - Itemized Contributions							
Election: General (2004-11-02)							
Report Date: 03-Q3 (7/1/2003 - 9/30/2003) 10/10/2003 (Amended)							
Seq Num	Date	Contributor	Contribution Type	Occupation	In-Kind Description	Amend	Amount
						Total	\$0.00
Add Contribution Amend Item from Orig Report							
Add Contribution Return to Report List							

AMENDING A REPORT (cont'd)

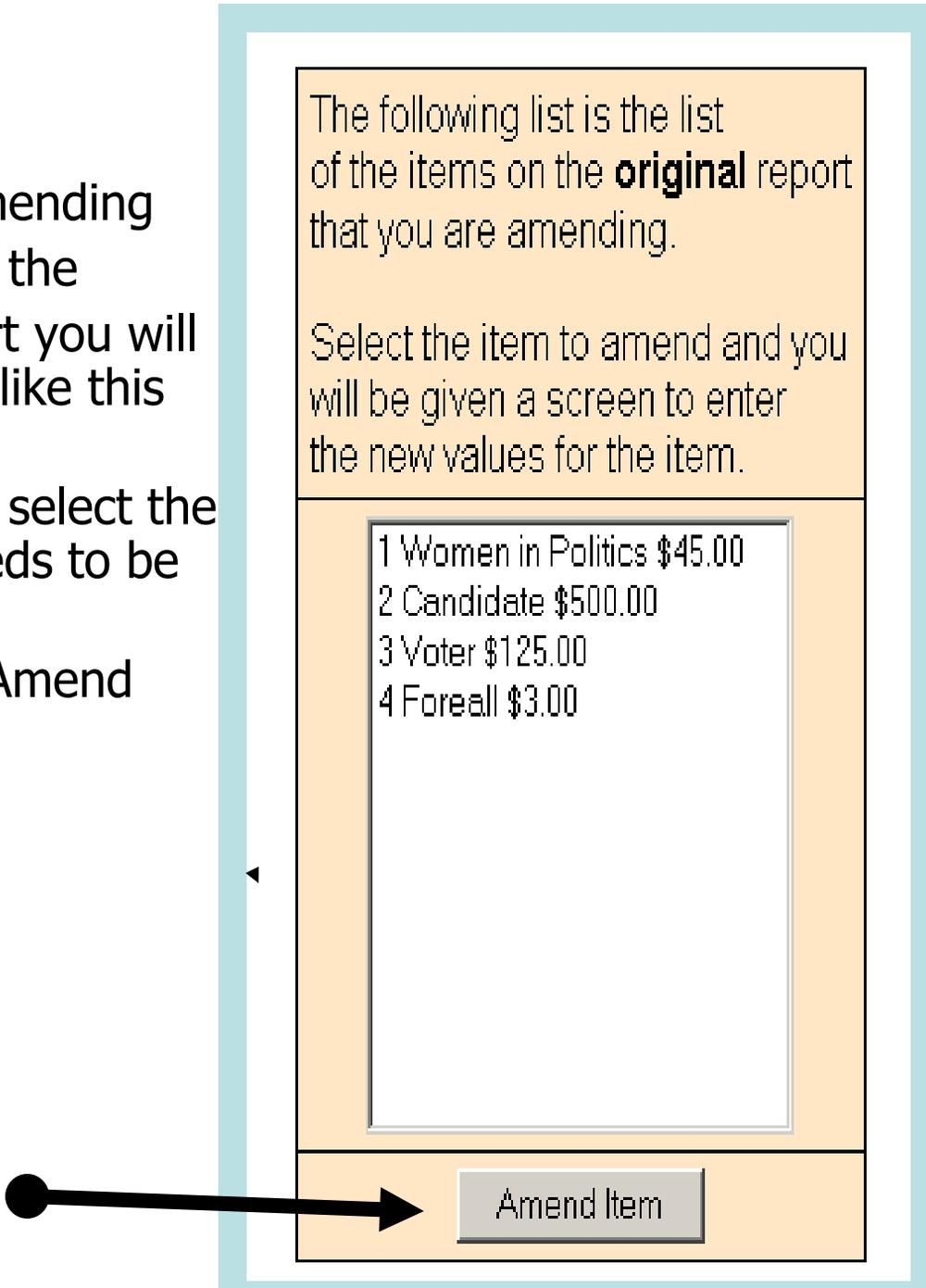
- If you are amending an item from the original report you will see a screen like this one.
- From this list select the item that needs to be amended.
- Click on the Amend Item button.

The following list is the list of the items on the **original** report that you are amending.

Select the item to amend and you will be given a screen to enter the new values for the item.

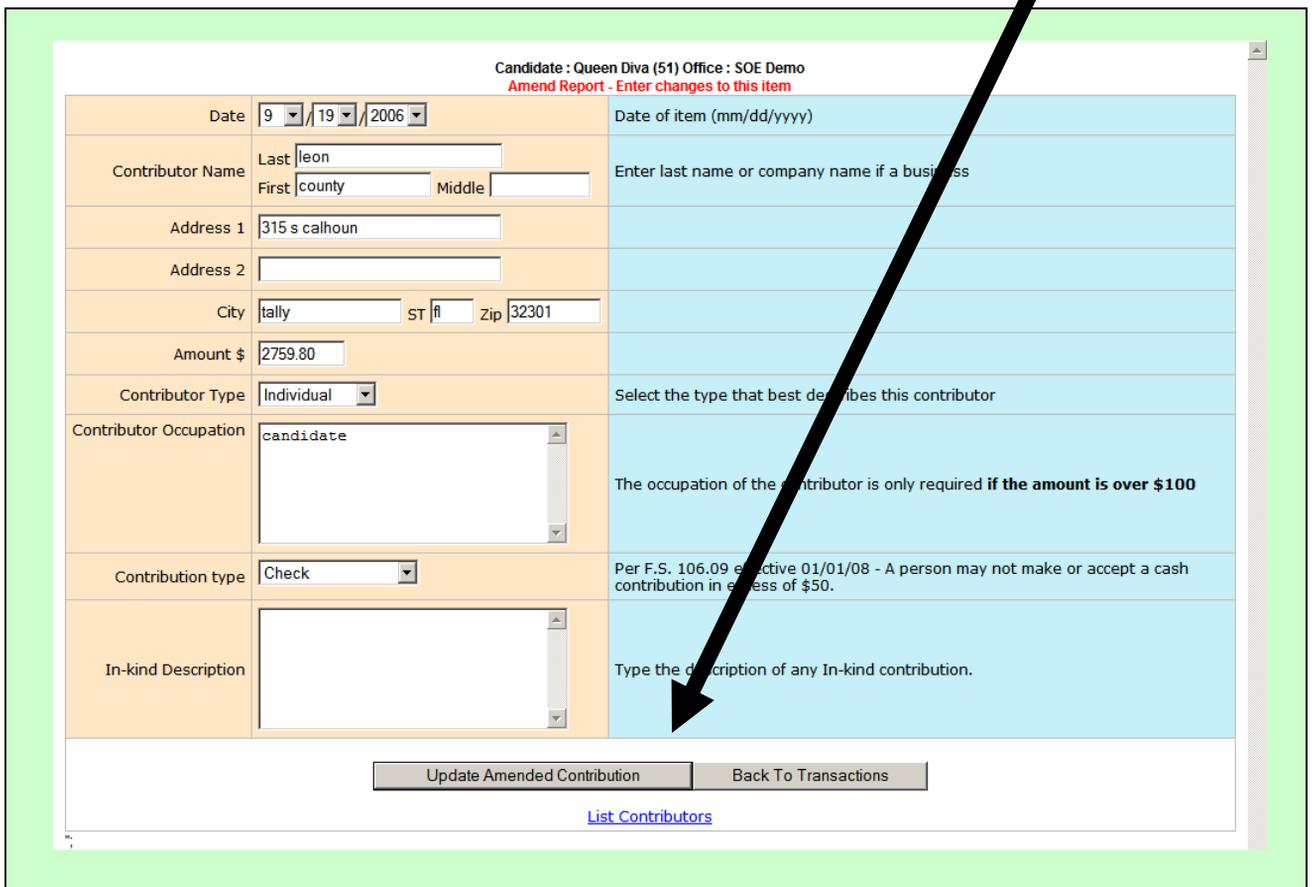
1	Women in Politics	\$45.00
2	Candidate	\$500.00
3	Voter	\$125.00
4	Foreall	\$3.00

Amend Item



AMENDING A REPORT (cont'd)

- Make the needed change.
- Click the Update Amended Contribution or Update Amended Expenditure Button.



Candidate : Queen Diva (51) Office : SOE Demo
Amend Report - Enter changes to this item

Date	9 / 19 / 2006	Date of item (mm/dd/yyyy)
Contributor Name	Last leon First county Middle	Enter last name or company name if a business
Address 1	315 s calhoun	
Address 2		
City	tally ST fl Zip 32301	
Amount \$	2759.80	
Contributor Type	Individual	Select the type that best describes this contributor
Contributor Occupation	candidate	The occupation of the contributor is only required if the amount is over \$100
Contribution type	Check	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		Type the description of any In-kind contribution.

[List Contributors](#)

AMENDING A REPORT (cont'd)

- If you clicked Add Contribution or Add Expenditure you will be taken to a screen that looks similar to the original entry screen.
- Enter the information you wish added to your report.
- Click Add Expenditure or Add Contribution button.

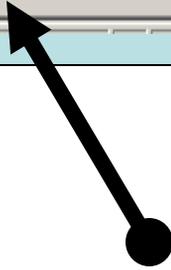
Amend Report - Adding Missing Item

Date	9 / 19 / 2003	Date of item (mm/dd/yyyy)
Vendor Last 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	

- Click Cancel once you have completed making entries.

AMENDING A REPORT (cont'd)

Campaign Treasurer's Report - Itemized Contributions								
Election : General (2004-11-02)								
Report Date :								
Add Contribution Amend Item from Orig Report								
	Seq Num	Date	Contributor	Contributor Type	Occupation	Contribution Type	In-Kind Description	Amenc
Edit Delete	1	9/17/2003	Women in Politics 3400 Main Street Tallahassee, FL 32311	Committee		Check		Delete
Edit Delete	2	9/17/2003	Women in Politics 3400 Main Street Tallahassee, FL 32311	Committee	PAC	Check		Add
							Total	
Add Contribution Return to Report List								



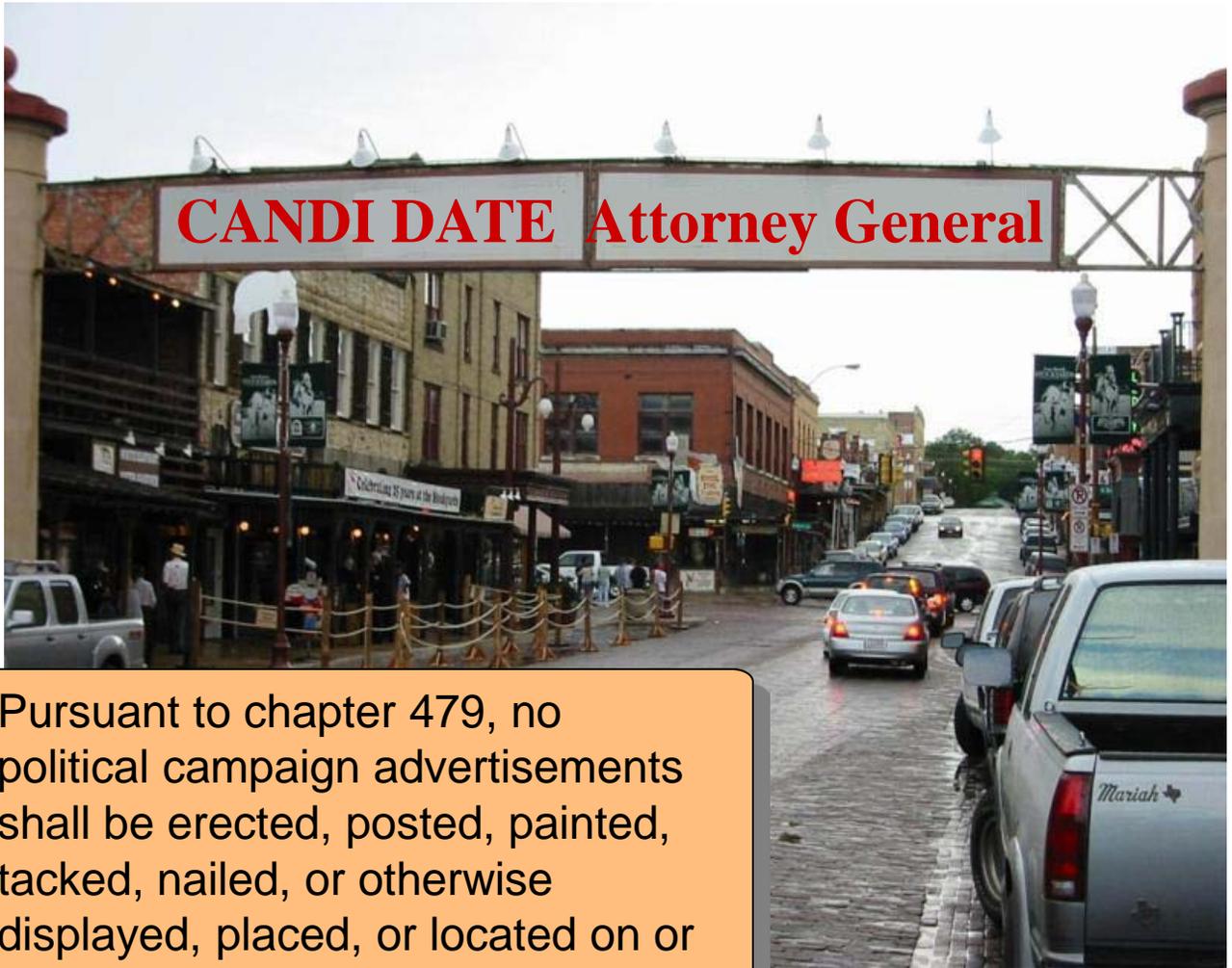
- After you have completed amending the report click on the Return to Report List Button.
- An Amended Report must be submitted in the same manner as the original report.
- If you have any questions regarding the electronic submission of a report, please contact Leon County Supervisor of Elections office.



CAMPAIGN ADVERTISING

- Any political advertisement that is paid for by a candidate and that is published, displayed, or circulated prior to, or on the day of any election must prominently state:
 - That it is a paid political advertisement.
 - Who paid for and approved it.
 - The candidate's name.
 - The candidate's party affiliation if it is a partisan office.
 - The office sought.
 - EXAMPLE: "Political advertisement paid for and approved by . . . (name of candidate) . . . (party affiliation) . . . for (office sought).
- Exceptions to this rule include:
 - Items designed to be worn
 - Novelty items which support, but do not oppose, a candidate
- Campaign fundraiser tickets must have additional language which must appear in addition to the basic disclaimer:
 - "The purchase of a ticket for, or a contribution to, the campaign fund raiser is a contribution to the campaign of..."

Campaign Advertising Requirements (cont'd)



Pursuant to chapter 479, no political campaign advertisements shall be erected, posted, painted, tacked, nailed, or otherwise displayed, placed, or located on or **above** any state or county road right-of-way. (F.S. 106.1435(3))

ILLEGAL SIGN

Campaign Advertising Requirements (cont'd)

- Only candidates running for an office they currently hold may use the word "re-elect".
- Candidates running for offices they do not currently occupy must use the word "for" between their name and the office sought.
- No person running for office may represent or claim they have the support of a person or organization unless approval in writing has been received from such.
- All political signs, bumper stickers, or other material advocating the support or opposition of a candidate or issue are illegal if placed on:
 - State road right-of-ways
 - County road right-of-ways
 - City road right-of-ways (prohibited by Tallahassee city ordinance)
 - National Forest land
- Signs may only be erected on private property with the owner's permission and must be placed inside the utility lines



Campaign Advertising Requirements (cont'd)



Re-Elect
CANDI DATE
Leon County
Supervisor of
Elections

No signs should
be erected on
utility poles

ILLEGAL
SIGN

Campaign Advertising Requirements (cont'd)

- Campaign signs are not allowed in the ground at polling places.
- Individuals may hold signs at the polls while they are at the polling site, but any signs left unattended at the polling site will be removed. For example:
 - Vehicles with yard signs affixed to them
 - Pick-up trucks with signs in the bed of the truck



Campaign Advertising Requirements (cont'd)

- All TV ads must include both closed captioning and descriptive narrative and include the printed political disclaimer.
- All campaign telephone calls made by volunteer or paid workers must identify:
 - Name of person or organization sponsoring the call
 - State the call was “paid for by” or “paid for on behalf of”
- No telephone caller may state they represent any person or organization unless they have written approval from such entity for such representation.
- No telephone caller shall state or imply they represent a non-existent person or organization.
- A message placed on an information system accessible by computer by more than one person (other than an internal communication) must include a statement disclosing all information required of political advertisements under section 106.143, F.S.





SOLICITATION OF VOTERS

- No person or group may solicit voters inside the polling place.
- No person or group may solicit voters within 100 feet of the entrance to the polling place or early voting site.



SOLICITATION OF VOTERS

(cont'd)

The words "solicit" or "solicitation" includes such things as:

- asking someone for his or her vote;
- asking for someone's opinion;
- asking for a contribution;
- distributing any political or campaign material or handout;
- asking someone for his or her signature on a petition;
- conducting a poll [note exception below];
- The *only exception* to the no-solicitation law applies to the media or others who are allowed to conduct exit-polling activities. They may approach voters only *after* voters leave the polling place. F.S. 102.031(4)





POLL WATCHERS

If you desire to designate poll watchers, you must submit, in writing, the prospective poll watchers' names, the precinct(s) or early voting locations in which they will watch, and the hours they will be at each precinct or early voting location.

Poll Watcher applications will be available during the qualifying period.





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
Tameka Byer, Election Records Manager
Christopher Moore, Demographics/GIS Manager



REMEMBER

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

Created and distributed by:
Ion Sancho

Leon County Supervisor of Elections
315 South Calhoun Street, Suite 110
Tallahassee FL 32301
850.606.8683 VOICE
850.606.8601 FAX

Visit our website at: www.LeonVotes.org



AVAILABLE DATA

Voter Files, Mailing Lists, Reports & Maps

Our data products are instrumental to conduct a successful campaign and are available at a nominal cost.

- What do I know about voters? Voter Files contain useful information on each voter:
 - Residence address, party, precinct, district, birthdate, gender and race. Great for petition gathering and verification!
 - Voting History : How did voters cast their ballot? Can trends be identified?
- Get the message out! Mailing Lists can help target specific groups with individualized messages especially households, and return voters.
- Who's in my district? Reports provide the background:
 - [What is my district's makeup?](#) [How did these voters perform in a past similar election?](#)
- Ready to hit the pavement, but not sure where to go? Our maps provide countywide views to street level detail.
 - [District Maps](#)
 - [Precinct Mapbook](#)

That's not all! Contact the Demographic/GIS Manager to setup an appointment for one-to-one consultation today.

LEON COUNTY DATA & MAP ORDER FORM

Complete in full and return to the Supervisor of Elections Office
 315 S. Calhoun St., Lobby, Tallahassee, FL 32301 or Fax to (850)606-8601.
 For clarifications call (850)606-VOTE(8683)

Section 1: CONTACT INFORMATION

Name _____	OFFICE USE ONLY NUMBER OF RECORDS RETURNED
Office/Organization _____	
Mailing Address _____	
Email _____	
Phone _____ Fax _____ Date Ordered _____	

FELON LIST REQUEST **List is generated by Division of Elections (850-245-6200), not Leon SOE.**

Section 2: VOTER LIST

A. OUTPUT OPTIONS (mark one)

- | | | | |
|---|----------------|--|---------------------------------|
| <input type="checkbox"/> CD | \$3.00 PER CD | Shipping and Postage | <input type="checkbox"/> \$3.00 |
| <input type="checkbox"/> LASER PAPER | 15 ¢ PER PAGE | If chosen, this cost is in addition to the cost of the disc. | |
| <input type="checkbox"/> COPIES | 15 ¢ PER SHEET | Please provide a mailing address above. | |
| Payment must be received before shipping. | | | |

B. VOTER STATUS (mark one)

- ACTIVE VOTERS (DEFAULT)
 ALL ELIGIBLE VOTERS (Includes active and inactive voters)

C. PRECINCT/DISTRICT SELECTION (mark one)

- ALL PRECINCTS
 CITY PRECINCTS ONLY
 CONGRESSIONAL _____ () ALL () 2 () 4
 SENATE _____ () ALL () 3 () 6
 HOUSE _____ () ALL () 7 () 8 () 9
 COUNTY COMMISSION _____ () ALL () 1 () 2 () 3 () 4 () 5
 SCHOOL BOARD _____ () ALL () 1 () 2 () 3 () 4 () 5
 INDIVIDUAL PRECINCTS (SELECT FROM PRECINCT LIST AND DESIGNATE)

D. SORT OPTION (mark one)

- ADDRESS BY PRECINCT (DEFAULT SORT)
 ZIP CODE
 NAME BY PRECINCT
 REGISTRATION NUMBER

E. PARTY (mark one)

- ALL () DEM () REP () NPA () OTHER

F. RACE (mark one)

- ALL () WHT () BLK () HISP () OTHER

G. SEX (mark one)

- ALL () M () F () UNK

- To the registered voters at:
 To the last name family:

H. PAST VOTING (mark one)

- NO () YES
 If PAST VOTING is YES, then complete the following.
 LAST 20 ELECTIONS
 CUSTOM QUERY (select elections from second page)

Section 3: MAP ORDER

MAPS INCLUDE STREETS, SELECTED STREET NAMES, RAILROADS, LAKES, PRECINCT BOUNDARIES AND ALL PRECINCT NUMBERS.

I.(1) COUNTY-WIDE PRECINCT MAP

BASE MAP OF ALL VOTING PRECINCTS IN LEON COUNTY 11" x 17" () \$4.00 36" x 48" () \$10.00

(2) CUSTOM DISTRICT MAP

(Mark One) District/ Precinct Mapbook PDF () Disc 11" x 17" () \$4.00 36" x 48" () \$10.00

- CONGRESSIONAL _____ () ALL () 2 () 4
 SENATE _____ () ALL () 3 () 6
 HOUSE _____ () ALL () 7 () 8 () 9
 COUNTY COMMISSION _____ () ALL () 1 () 2 () 3 () 4 () 5
 SCHOOL BOARD _____ () ALL () 1 () 2 () 3 () 4 () 5
 CITY OF TALLAHASSEE
 INDIVIDUAL PRECINCTS

J. CUSTOM MAP -- \$50/hr (min 1/2 hr) plus \$10 for printed map output. ***Please contact GIS Manager***

Query 1 Voted in ____ of ____ of selected Elections

Selections	#	Elections on File
		2010
()	66	General Election (11/02/2010)
()	65	Primary Election (8/24/2010)
		2008
()	64	General Election (11/4/2008)
()	63	Primary Election (8/26/2008)
()	62	Presidential Pref Primary (1/29/2008)
		2007
()	61	Special General-Senate District 3
()	60	Special Primary-Senate District 3
		2006
()	59	General Election (11/7/06)
()	58	Primary Election (9/5/2006)
		2005
()	57	City Referendum Mall Ballot (11/17/05)
()	55	Special General House District 7 (5/14/05)
		2004
()	53	General Election [Pres] (11/2/2004)
()	52	Primary Election (8/31/2004)
()	51	Presidential Preference Primary (3/9/2004)
		2003
()	49	Municipal Election (Feb/25/2003)
()	48	Municipal Primary Election (Feb/04/2003)
		2002
()	47	City Annexation Election (6/18/2002)
()	46	General Election [Gov] (Nov/05/2002)
()	45	First Primary Election (Sept/10/2002)
		2000
()	44	General Election [Pres] (Nov/07/2000)
		Prior Elections by Request

Records Returned by query _____

Query 2 Voted in ____ of ____ of selected Elections

Selections	#	Elections on File
		2010
()	66	General Election (11/02/2010)
()	65	Primary Election (8/24/2010)
		2008
()	64	General Election (11/4/2008)
()	63	Primary Election (8/26/2008)
()	62	Presidential Pref Primary (1/29/2008)
		2007
()	61	Special General-Senate District 3
()	60	Special Primary-Senate District 3
		2006
()	59	General Election (11/7/06)
()	58	Primary Election (9/5/2006)
		2005
()	57	City Referendum Mall Ballot (11/17/05)
()	55	Special General House District 7 (5/14/05)
		2004
()	53	General Election [Pres] (11/2/2004)
()	52	Primary Election (8/31/2004)
()	51	Presidential Preference Primary (3/9/2004)
		2003
()	49	Municipal Election (Feb/25/2003)
()	48	Municipal Primary Election (Feb/04/2003)
		2002
()	47	City Annexation Election (6/18/2002)
()	46	General Election [Gov] (Nov/05/2002)
()	45	First Primary Election (Sept/10/2002)
		2000
()	44	General Election [Pres] (Nov/07/2000)
		Prior Elections by Request

Records Returned by query _____

Query 3 Voted in ____ of ____ of selected Elections

Selections	#	Elections on File
		2010
()	66	General Election (11/02/2010)
()	65	Primary Election (8/24/2010)
		2008
()	64	General Election (11/4/2008)
()	63	Primary Election (8/26/2008)
()	62	Presidential Pref Primary (1/29/2008)
		2007
()	61	Special General-Senate District 3
()	60	Special Primary-Senate District 3
		2006
()	59	General Election (11/7/06)
()	58	Primary Election (9/5/2006)
		2005
()	57	City Referendum Mall Ballot (11/17/05)
()	55	Special General House District 7 (5/14/05)
		2004
()	53	General Election [Pres] (11/2/2004)
()	52	Primary Election (8/31/2004)
()	51	Presidential Preference Primary (3/9/2004)
		2003
()	49	Municipal Election (Feb/25/2003)
()	48	Municipal Primary Election (Feb/04/2003)
		2002
()	47	City Annexation Election (6/18/2002)
()	46	General Election [Gov] (Nov/05/2002)
()	45	First Primary Election (Sept/10/2002)
		2000
()	44	General Election [Pres] (Nov/07/2000)
		Prior Elections by Request

Records Returned by query _____

Query 4 Voted in ____ of ____ of selected Elections

Selections	#	Elections on File
		2010
()	66	General Election (11/02/2010)
()	65	Primary Election (8/24/2010)
		2008
()	64	General Election (11/4/2008)
()	63	Primary Election (8/26/2008)
()	62	Presidential Pref Primary (1/29/2008)
		2007
()	61	Special General-Senate District 3
()	60	Special Primary-Senate District 3
		2006
()	59	General Election (11/7/06)
()	58	Primary Election (9/5/2006)
		2005
()	57	City Referendum Mall Ballot (11/17/05)
()	55	Special General House District 7 (5/14/05)
		2004
()	53	General Election [Pres] (11/2/2004)
()	52	Primary Election (8/31/2004)
()	51	Presidential Preference Primary (3/9/2004)
		2003
()	49	Municipal Election (Feb/25/2003)
()	48	Municipal Primary Election (Feb/04/2003)
		2002
()	47	City Annexation Election (6/18/2002)
()	46	General Election [Gov] (Nov/05/2002)
()	45	First Primary Election (Sept/10/2002)
		2000
()	44	General Election [Pres] (Nov/07/2000)
		Prior Elections by Request

Records Returned by query _____