

FREQUENTLY ASKED QUESTIONS

WHAT REQUIREMENTS ARE THERE TO RUN FOR CITY COMMISSION?

Any person who is a resident of the city, a registered voter, and completes the qualifying documents by the specified deadlines is eligible to run for the City Commission.

WHAT MUST I DO BEFORE I RUN FOR OFFICE?

Visit the City Clerk's office and obtain the required forms. All the forms are enclosed in the Candidates Packets with detailed instructions. Qualifying Begins on Monday, February 14, 2011 and ends on Friday, February 18, 2011 at 12:00PM *(Please note that no late forms will be accepted)*

WHEN AND WHERE DO I FILE MY QUALIFYING FORMS?

All forms are due into the City Clerk's Office in City Hall before the specified deadlines.

WHAT FORMS MUST I FILE TO QUALIFY?

1. Interest in candidacy
2. Petition with a minimum of 30 registered voter signatures verified by the City of Lake Alfred against the voter registration cards on file at the Supervisor of Elections office. *(Please request all petition signers to sign their names exactly as it appears on their voter registration card)*
3. Statement of Residency
4. Appointment of a Campaign Treasurer
5. Pay a 1% (\$24.00) Assessment Fee drawn from the Campaign Account made payable to City of Lake Alfred and given to the City of City Clerk's office located in City Hall.
6. Acceptance letter from City
7. Statement of Candidacy
8. Loyalty Oath
9. Notice of Logic & Accuracy Testing Acknowledgement
10. Financial Disclosure
11. File all Treasurers reports to the City of Lake Alfred by the specified deadlines.

WHAT IF I WANT TO BEGIN MY CAMPAIGN BEFORE QUALIFYING?

Candidates can begin campaigning only after they declare they are a candidate by reading FS Chapter 106 and designating a campaign treasurer by filing the DS-DE9 form with the City Clerk's office.

WHAT IF I CHANGE MY MIND OR WANT TO RUN FOR A DIFFERENT OFFICE?

1. File a new Appointment of Campaign Treasurer and Designation of Campaign Depository, designating the new office with your qualifying officer.
2. Notify all your contributors within 15 days of this change, offering to return their contributions pro-rata if they return the request for to you within 30 days of notification.
3. Any contributions not requested to be returned may be used by you for your new designated office.

CAMPAIGN FINANCING FREQUENTLY ASKED QUESTIONS

WHAT IS A CONTRIBUTION?

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

Services provided without compensation by individuals volunteering time on behalf of a candidate or political committee is NOT a contribution; this includes accountant and attorney fees and editorial endorsements.

ACCEPTANCE OF WHAT KIND OF CONTRIBUTIONS ARE ALLOWED?

Checks and money orders made out to the "Campaign Account of (Candidate Name)", Cash, and in-kind donations. It is required that all contributions be documented with the name and address of each contributor.

Please make sure all contributions are made out to the Campaign Account not to you in your name personally.

WHAT IS THE MAXIMUM AMOUNT A PERSON CAN CONTRIBUTE?

THERE IS NO LIMIT TO THE AMOUNT YOU MAY CONTRIBUTE TO YOUR OWN CAMPAIGN.

A person may give your campaign no more than \$500.00 for each election in which you are opposed. Florida Statutes 106.08

No un-emancipated child under the age of 18 may make a contribution in excess of \$100.00 to any candidate or any political committee.

Federal Laws prohibit contributions from foreign nationals to any federal, state, or local candidate, unless the foreign national possesses a green card.

Contributions from a joint bank account. When a candidate receives a contribution check from a joint bank account, signed by only one of the joint holders, the person signing the check is considered the contributor.

WHAT IS AN IN-KIND CONTRIBUTION?

An in-kind contribution is something which a person has and wants to lend a candidate for a campaign. The limits are the same for monetary contributions, and if someone gives both money and an in-kind donation, the combined total cannot exceed the \$500.00 limit. Any person who makes an in-kind donation shall, at the time of making such contribution, place a fair market value on the in-kind contribution. Florida Statute 106.08.

NO RAFFLES ARE ALLOWED TO BE HELD OR NOT PASSING THE HAT. YOU MUST HAVE A NAME AND ADDRESS FOR EACH CONTRIBUTOR!!!

WHAT IF I RECEIVE AN ANONYMOUS CONTRIBUTION?

In the opinion of the Division of Elections (DE 89-02), recommends that the contribution be reported to the campaign treasurer's report as an anonymous contribution, and that you send a cover letter explaining that the contribution is anonymous and you have made an effort to locate whoever sent the contribution, and it is impossible to return. A copy of this letter will be sent to the Division of Elections for the Florida Elections Commission file. The opinion also recommends that the candidate does not spend the contribution, and donate it at the end of the campaign to the appropriate entity.

WHAT IS THE LAST DAY I CAN RECEIVE THE CONTRIBUTIONS?

If a candidate is opposed on the ballot in any election, the last day he or she may accept a campaign contribution is midnight of the Thursday preceding each election. Any contributions received after that time may not be deposited and must be returned to the contributor. Use form DS DE2 to report these contributions.

WHAT IS AN EXPENDITURE?

An expenditure is gifts of money or anything of value made for the purpose of influencing the results of the election.

IS THERE A LIMIT ON THE AMOUNT I MAY SPEND ON MY CAMPAIGN?

No.

CAN I ACCEPT CONTRIBUTIONS AFTER THE ELECTION TO COVER OUTSTANDING EXPENSES?

No.

ADVERTISING AGENCY OR PUBLIC RELATIONS CONSULTANT

If you advertise with an advertising agency for any of your campaign, you must make a payment for each vendor with a check drawn on the campaign account and a check to the agency for their services. The full name and address of each person to whom an expenditure is made must be reported (106.07 (7) Florida Statutes)

CAMPAIGN FUND RAISERS

A fund raiser is any occasion held to raise funds to be used for a campaign for public office.

Any tickets or advertisements for any fund raiser must have the following disclaimer printed on them. Florida Statue 106.025

“The purchase of a ticket for, or a contribution to, the campaign fundraiser is a contribution to the campaign of (Name of the Candidate) such tickets of advertising shall also comply with other provisions of this chapter relating to political advertising”

Also you must have **“Political advertisement paid for and approved by (name of candidate), (party), and (name of office).** If the advertisement is an in-kind

contribution, the disclaimer should be **“Pd. Pol. Adv.” Paid for in-kind by (person paying for the ad) and approved by (name of candidate).** name of office and party if Partisan.

On occasions when a candidate holds a yard sale or bake sale it is required that you report all names and addresses of those who donated items as in-kind contributions. Also you must record all names and addresses of those who purchase the items. These would be entered on your campaign treasurer’s reports as contributions.

WHEN DO FUNDS HAVE TO BE DEPOSITED?

All funds received must be deposited prior to the end of the fifth business day following receipt. Sundays and legal holidays excluded. (Section 106.05)

CLOSING OUT YOUR CAMPAIGN ACCOUNT

You have 90 days to dispose of the funds in your campaign account and file your final report showing what was done with the remaining funds. Florida Statutes 106.141 explains what you may do with the leftover funds in your account.

You must pay for items which were obligated, including loans, and pay for expenditures necessary to close your campaign office and prepare final campaign reports. You may purchase a “Thank You” advertising for up to 75 days.

If you filed an oath stating that you were unable to pay the election assessment and/or fee for verifying petition signatures without imposing undue burden, you are required to reimburse the qualifying officer for signature verification and, if there is still money remaining in the account the election assessment fee, will be forwarded to the Department of State.

Any funds left over that are not obligated to be spent, may be returned pro rata to each contributor; donated to charity which meets the internal revenue code; give to your political party, or if you are elected to your office, you may transfer monies to an office account. (If you open an office account, reports must be filed quarterly to the Supervisor of Elections office until the account is closed).

You may be reimbursed by your campaign account any monies that you contributed to your campaign account before you make any disbursements.