



**CANDIDATE PLANNING AND EDUCATION CLASS**

As a candidate running for political office you are accepting many responsibilities. Your campaign for office can be a successful and rewarding experience if you take your candidacy seriously and become well-educated on election law requirements. Please do not rely on your knowledge of old election laws to conduct your new candidacy.

Our goal is to educate and inform all candidates, managers and treasurers in the areas where problems have historically occurred. The 1<sup>st</sup> step you take in your candidacy is to set up a "Candidate's Course" meeting with your office.

Below, is a list of resources that you will need for your candidacy.

**STANDARD MATERIALS ISSUED AND ACKNOWLEDGEMENT OF INTERESTED CANDIDATE**

**IMPORTANT: It is your responsibility to check with our office periodically to verify if there have been any changes in the laws.**

1/7/2008 Issued Bay County SOE:  County Wide Candidate Guide  
Candidate Guide received by: John Smith  
Signature \_\_\_\_\_

1/7/2008 Issued Candidate and Campaign Treasurer Handbook from Division of Elections.  
SOE Handbook for Candidates received by: John Smith  
Signature \_\_\_\_\_

1/7/2008 Issued Division of Elections Chapters 99, 105 & 106 F.S. Book  
SOE Chapters 99, 105 & 106 F.S. Book received by: John Smith  
Signature \_\_\_\_\_

1/7/2008 Acknowledgement You MUST file a DS-DE 9 with our office, BEFORE you open a bank account, collect any contributions, make any expenditures, gather signatures for petitions etc....  
DS-DE 9 Appointment of Treasure Acknowledgment by: John Smith  
Signature \_\_\_\_\_

I wish to set up a 1-hour appointment for 1 on 1 training to become better informed and educated on requirements when running for office in Bay County, Florida.

DATE \_\_\_\_/\_\_\_\_/20\_\_ Time \_\_\_\_\_

I decline to set up an appointment for training and education. I have read and understand chapter 106 and I understand all requirements needed to properly run for office as well as campaign software availability and operation.

John P. Smith John Smith 5/7/2008  
Printed Name Signature Date

\_\_\_\_\_  
Office Staff Printed Name Cindy Messer Office Staff Signature Date 5/7/2008

STAFF - remove completed form from this book, make copy and give copy to person signing

