



ASSOCIATED STUDENTS OF
THE UNIVERSITY OF NEVADA

2019 ASUN Elections Candidate Packet

Enclosed in this packet you will find information that is vital to running for an elected office. Please read it carefully as you will be held responsible for information contained within this packet and also the ASUN Constitution as well as the Statutes of the Associated Students. Also, remember that as a candidate you are responsible for the actions of anyone campaigning on your behalf, so make sure that all of your campaign staff is familiar with this information. Please note that this packet does not discuss all aspects of the Election's Code. You are responsible for obtaining and understanding the Election's Code. If you have any questions regarding this material, please ask before the campaigning begins. The Director of Elections and Democratic Engagement, Daniel Little, will be available to assist you. During the entire elections process, the ASUN Director of Elections should remain your source for clarification of questions, issues, etc.

Information for running for an Elected Position

Requirements for running for office:

1. Maintain a minimum 2.75 cumulative grade point average,
2. Be enrolled in at least seven undergraduate credits, and
3. Senate meets Wednesday nights at 5:30 p.m. Your attendance for these meetings is constitutionally mandatory.
4. Presidential Candidates must have completed 60 undergrad credits and have been a member in the Association for two consecutive semesters.
5. Vice Presidential Candidates must have completed 45 undergrad credits and have been a member in the Association for two consecutive semesters.

All application materials must be turned into the ASUN Election Commission via NevadaBox. Each candidate will have online access to submit all forms and materials to NevadaBox.

Enclosed within this packet you will find the following:

1. Mandatory meeting for all candidates
2. Commencement of Elections
3. The 2019 Election Schedule
4. General Election Budget Form
5. Withdrawal Dates
6. Campaign Rules
7. Punishment for Violations
8. Budget
9. Budget Form
10. Donation Form

The ASUN Director of Elections and Democratic Engagement reserves the right to alter the 2019 ASUN Elections Candidate Packet as necessary.

For any questions, contact Director of Elections and Democratic Engagement Daniel Little at directorofelections@asun.unr.edu or Attorney General Omar Moore at attorneygeneral@asun.unr.edu.

WHAT DOES IT MEAN TO BE IN A PUBLIC SERVANT LEADERSHIP ROLE?

Servant Leadership is a term coined by Robert Greenleaf (2002). It calls for leaders to be more pragmatic in their roles by leading others by being a servant first. The servant leader must work with flexibility in order to be responsive to the needs of those who benefit from their service (Pollard, 2006). They must also provide a fresh outlook based on their past experiences and contribute to their organization by meeting its demands in an earnest effort. Exhibiting such behavior definitely may have a positive impact on others; thus inspiring them to do more to help others.

The servant leader is "one who is a servant first" (Greenleaf, 2002). A servant leader not only serves as they lead, but also is supported by a mass of constituents who work similarly as hard to carry out major themes. To that end, they create a field of influence that stimulates the following (Simonaitiene, Leonaviiene, & Zvirdauskas, 2004):

- Perspective thinking
- Exchange thoughts on future plans
- A strive for improvement
- Initiating new projects
- Openness for innovations and experiments
- Suggesting new and good ideas
- Noticing more possibilities than problems, as well as a fast take to decisions
- Exercising flexibility

Not only do Servant leaders act in the capacity of a leader. They are also learners, mentors, motivators, and educators. They help foster relationships between organizations, especially in the public sector, and the community at large. These relationships, in return, become the foundation for building strong relationships both in governmental agencies and constituent services.

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MANDATORY MEETING FOR ALL CANDIDATES

Tuesday, February 5, 2019

7 p.m. | Joe Crowley Student Union Theatre – Room 309

This meeting is mandatory for ALL election candidates in order to commence campaigning. Candidates that do not attend or send a representative to this meeting will be disqualified from candidacy.

If you are unable to attend, you may send a representative in your place. If a representative is sent in your place, the Director of Elections must be informed by email. The candidate will still be held responsible for all information presented at the meeting.

While it is not required, it is strongly recommended that your campaign manager and other campaign members attend this meeting. Remember that this meeting will clarify any changes to this packet, the elections schedule, and the Elections Code.

The enclosed fine list will be discussed at this meeting as well.

CAMPAIGNING COMMENCEMENT

No campaigning is allowed until Wednesday, February 6, 2019 at 8:00 a.m. This includes verbal campaigning, listservs, posters, signs, flyers, websites, etc. In addition, this means candidates cannot speak formally at any group, class, or organization meeting before this date. No campaign material (including social media) may be distributed prior to this date. Campaigning prior to the commencement time listed above results in a fine or possible removal from the elections. ASUN will not be held responsible if a candidate uses copyrighted material without the permission of the copyright owner.

You are required to submit a \$50 deposit prior to campaigning, which will be refunded to you after the certification of the elections results provided you have had zero violations. The deposit can be in cash, personal check, or cashier's check and must be submitted to the Central Station within the Center for Student Engagement, third floor of the Joe Crowley Student Union.

CANDIDATE WITHDRAWAL DEADLINE DATES

From Primary Elections

Mandatory Candidate's Meeting
Tuesday, February 5, 2019

From General Elections

Five business days prior to the General Elections
Wednesday, March 6, 2019 by 5 pm

Must be in the form of a written notice (includes email) to directorofelections@asun.unr.edu or dropped off at the ASUN Front Desk. Withdrawing after specified withdrawal deadline dates will result in a complete loss of the campaign deposit.

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2019 ELECTIONS AND CAMPAIGN SCHEDULE

| | |
|-----------------------------------|---|
| Filing Opens | Monday, Jan. 28, 2019 8:00 a.m., ASUN Website |
| Applying and Campaigning Workshop | Tuesday, Jan 29th, 2019 2:30 p.m. JCSU Room 422 |
| Applying and Campaigning Workshop | Wednesday, Jan 30, 2019 12:30 p.m. JCSU at the Center <i>Every Student. Every Story</i> (third floor) |
| Filing Closes | Friday, Feb. 1, 2019 5:00 p.m., ASUN Website |
| Mandatory Meeting | Tuesday, Feb. 5, 2019 7 p.m. JCSU Theater |
| Failure: | Automatic removal from elections |
| Campaigning Commences | Wednesday, Feb. 6, 2019. 8:00 a.m. |
| Campaign Deposit Due | Friday, Feb. 8, 2019 5:00 p.m., ASUN Central Station (\$50) |
| Failure: | Automatic removal from elections |
| Senator Debate 1 | Tuesday, Feb. 19, 2019 7:30 p.m., JCSU Theater |
| Attendance: | Senator Candidates (Interdisciplinary Programs, College of Science, Division of Health Sciences, and College of Engineering) |
| Senator Debate 2 | Wednesday, Feb. 20, 2019 7:30 p.m., JCSU Ballroom A |
| Attendance: | Senator Candidates (College of Liberal Arts) |
| Senator Debate 3 | Tuesday, Feb. 26, 2019 7:30 p.m., JCSU Theater |
| Attendance: | Senator Candidates (CABNR and Community Health Sciences) |
| Senator Debate 4 | Wednesday, Feb. 27, 2019 7:30 p.m., JCSU Ballroom A |
| Attendance: | Senator Candidates (College of Education, School of Journalism, and College of Business) |

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| | |
|-----------------------------------|--|
| General Elections Debate | Monday, March 11, 2019 7:30 p.m., JCSU Ballroom A |
| Attendance: | President and Vice President Candidates |
| Pack the Polls | Wednesday, March 13, 2019 11:00 a.m., JCSU Gateway Plaza |
| General Election | Wednesday, March 13, 2019 Opens at 8:00 a.m., Online via WebCT Physical voting location in the Center for Student Engagement on the third floor of the Joe from 8:00 a.m. to 5:00 p.m. |
| | Thursday, March 14, 2019 Closes at 5:00 p.m., Online via WebCT Physical voting location in the Center for Student Engagement on the third floor of the Joe from 8:00 a.m. to 5:00 p.m. |
| General Elections Reception | Thursday, March 14, 2019 7:00 p.m., Knowledge Center Rotunda |
| Elections Budget Forms Due | Friday, March 15, 2019 5:00 p.m., ASUN Front Desk |
| Remove Advertisements Deadline | Friday, March 15, 2019 8:00 p.m. Candidates in General MUST remove every form of advertisement used for campaigning. Failure to do so will result in a fine. |
| Campus Sweep | Saturday, March 16, 2019. 8:00 a.m. |
| | The Center for Student Engagement will sweep campus to find non-removed material from ALL candidates |

**all dates and times are subject to change*

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MANDATORY ELECTED OFFICER’S TRAINING SESSIONS

| | |
|---|--|
| The Rules and Foundations Workshop | Monday, March 25, 2019 6:30 pm to 9:30 pm., JSCU 323 |
| General Training Session | Saturday, March 30, 2019 10:00 a.m. to 5:00 p.m., Rita Laden Senate Chambers |
| Technology and Resources Workshop | Monday, April 1, 2019 7:00 p.m., MIKC 114 |
| Budget Training Session | Friday, April 5, 2019 4:00 p.m., President’s Conference Room |
| ADA Training Session | Friday, April 5, 2019 5:00 p.m., President’s Conference Room |
| First meeting of the 87 th Senate Session | Wednesday, April 17 th , 2019 5:30 p.m., Milton Glick Ballroom C |

**all dates and times are subject to change*

CAMPAIGN RULES

In this section, you will find all the campaigning rules that pertain to the elections. These are taken directly from the Statutes of the Associated Students, Chapter 702: Elections Code.

Taken from ASUN SAS 007.13: Campaign Rules

a) **NO MALICIOUS ASSAULT:**

The purpose of this subsection is to hold candidates and petitioners responsible for malicious assault on the most fundamental foundation of democracy, and to define and provide equitable remedy for the same. Any person, candidate, proponent, or opponent of a petition found before the ASUN Judicial Council to have committed a malicious assault on the most fundamental foundation of democracy through the following act shall be subject to punishment by the guidelines as set forth by the Election Code:

- 1) Interfering with the proper tallying of votes.

b) **NO ETHICAL BREACHES:**

The purpose of this subsection is to hold candidates and petitioners responsible for serious ethical breaches, which threaten the validity of the ASUN's commitment to fairness, democracy, and the legal institutions empowered to protect that democracy, as well as to define and provide equitable remedy for the same. For this reason, any person, candidate, proponent, or opponent of a petition found before the ASUN Judicial Council to have committed the serious ethical breaches stated in this section through the following acts shall be subject to punishment by the guidelines as set forth by this Election Code:

- 1) Willfully violating a lawful order from the ASUN Judicial Council or the Commission.
- 2) Intentionally falsifying information on any Commission forms, or in the Voters' Guide.
- 3) Refusing to appear before the ASUN Judicial Council, if subpoenaed by the Council; the candidate shall be exempt from appearing before the Council if the candidate can show a valid excuse. It shall be the Judicial Council's obligation to ascertain the validity of any claim as to the above.
- 4) Soliciting unpaid political advertising in an ASUN-Sponsored Publication.
- 5) Using ASUN authority, facilities, funds, or resources for campaign purposes, including for long term or bulk storage of campaign materials.
- 6) Knowingly and actively campaigning within 25 feet of a polling location on the day of an ASUN election.
- 7) Badgering or threatening witnesses subpoenaed for a Judicial Council hearing or Judicial Council members.
- 8) Obstructing an investigation by the Commission or the Attorney General.
- 9) Exceeding the campaign finance spending limits as defined in the Election Code.
- 10) Violation of an election rule promulgated by the Residence Hall Association or Department of Residential Life, Housing and Food Services.

c) INTERFERING AND SAFETY:

The purpose of this subsection is to hold candidates and petitioners responsible for interfering with the mission of the ASUN, and for threatening the safety of the campus, and to define and provide equitable remedy for the same. For this reason, any person, candidate, proponent, or opponent of a petition found before the ASUN Judicial Council to have interfered with the mission of the ASUN or threatened the safety of the campus through the following acts shall subject to punishment by the guidelines as set forth by the Election Code:

- 1) Willfully destroying, defacing, covering, moving or removing from their places, posters, signs, banners, leaflets or flyers of ASUN groups or business operations which bring revenue to the ASUN.
- 2) Willfully destroying, defacing, covering, moving or removing from their places, posters, signs, banners, leaflets or flyers which advertise functions, meetings, events, or existence of ASUN sponsored student groups and publications.
- 3) Willfully destroying, defacing, covering, moving or removing from their places, posters, signs, banners, leaflets or flyers of other candidates for office in the ASUN Election.
- 4) Persistently blocking any entrance or tight space, or otherwise significantly restricting the flow of vehicular or pedestrian traffic on campus.

d) VIOLATIONS OF INTERNAL PROCESSES:

The purpose of this subsection is to hold candidates and petitioners responsible for violations of important legal protocols which transcend the internal processes of the ASUN, and to define and provide equitable remedy for the same. For this reason, any person, candidate, proponent or opponent of a petition found before the ASUN Judicial Council to have committed violations of important legal protocols through the following acts shall be subject to punishment by the guidelines as set forth by the Election Code:

- 1) Filing malicious, frivolous, or bad faith charges against any candidate.
- 2) If another candidate engages a third party to file such charges, both parties shall be held responsible.
- 3) Using e-mail lists or posting boards to campaign, with spam, which is defined as e-mail that does not meet any of the following conditions:
 - i. The author has a pre-existing relationship with the recipient(s).
 - ii. The author has permission from the leadership of the organization.
 - iii. The author is a member of the organization.
- 4) Claiming an endorsement of an individual, group, or party without consent. Candidates should, but are not required to, obtain endorsements in writing.

e) VIOLATIONS OF ELECTIONS CODE OR UNIVERSITY GUIDELINES:

The purpose of this subsection is to hold candidates, and petitioners responsible for violations of ASUN Elections Protocol and of University Guidelines, and to provide equitable remedy for the same. For this reason, any person, candidate, proponent or opponent of a petition found before the ASUN Judicial Council to have committed violations of ASUN Elections Protocol and of University

Guidelines through the following acts shall be subject to punishment by the guidelines as set forth by the Election Code:

- 5) Posting campaign literature of any candidate on restricted bulletin boards or any structured or natural feature of the campus such as, but not limited to, doors, windows, buildings, surfaces of walkways or roads, fountains, posts, waste receptacles, fences, or trees. This rule does not limit posting on campus public access bulletin boards and kiosks, or in areas in which the proper permission has been obtained.
 - 6) Failing to file a copy of all campaign material prior to the dissemination of the campaign material.
 - 7) Not appropriately arching sandwich boards, picket signs, or other displays to the ground using University Grounds guidelines.
 - 8) Attaching or leaning sandwich boards, picket signs, or other displays against campus vertical features including but not limited to buildings, doors, fountains, posts and fences, waste receptacles, and trees.
 - 9) Willfully placing campaign material in any University building, including classrooms, libraries, bathrooms, and on chalkboards, but excluding the posting of campaign material on public access bulletin boards and kiosks within University buildings.
 - 10) Failing to attend and participate in the Mandatory Clean-up day that shall be established by the Commission on the Saturday following the election, unless campaign materials are cleaned up prior to the Clean-up day.
 - 11) Claiming endorsements without bearing the disclaimer, “Titles for Identification Purposes Only” in the same size font as the majority of the text of the endorsements is written.
 - 12) Failing to turn in campaign finance receipts, as required by Section 20.
 - 13) Interfering with, or campaigning within 10 feet of any official Commission sandwich boards or banners.
 - 14) Unintentionally falsifying information on any Commission forms or in the Voters’ Guide.
 - 15) Failure to meet the deadline for withdrawal.
- f) **TEMPORARY RULES:**
- 1) Temporary rules may be implemented by the Center for Student Engagement Staff where an urgent situation necessitates temporary additions, amendments, or a suspension of a portion of the Election Code, provided all candidates are affected equally.
 - 2) A Temporary Rule shall not take effect until approved by a majority vote of the ASUN Judicial Council with at least three (3) members present.
 - 3) These new rules must be sent electronically to each candidate and posted in a designated area of the Joe Crowley Student Union so that all candidates have access to them.
- g) **CONDUCT OF CAMPAIGN:**
- 1) A candidate shall be considered guilty of a violation of the Campaign Rules by an agent of that candidate acting within the scope of the candidate’s delegated authority.

- 2) A candidate may deny the action of any individual who violated the Campaign Rules in favor of some candidate or group by denying said violator is the candidate's agent within 24 hours after the violation has been discovered and reported by the Commission to the candidate. This shall be done either in written form to the Commission.
 - 3) It is the intent of this subsection to hold a candidate responsible for violations committed by the candidate's agents if those agents are involved in that general area of the campaign.
 - 4) If any Proponent of a petition is found to have violated the Election Code, the petition shall be assessed the corresponding sanction, up to and including the disqualification of the petition.
- h) **PUBLIC POSTING OF CHARGES AND RESPONSIBILITY FOR CORRECTING VIOLATIONS:**
- 16) Charge sheets, Judicial Council decisions, and out-of-council settlements related to violations of the Election Code shall be posted in a designated public location in the Joe Crowley Student Union.
 - 17) Candidates, and all others cited, shall be notified by the Attorney General, and are responsible for correcting all violations, if possible to correct, immediately upon notification.

SECTION 14: PUNISHMENT FOR VIOLATIONS OF CAMPAIGN RULES

In this section you will find all the campaigning rules that pertain to the elections. These are taken directly from the Statutes of the Associated Students, Chapter 702: Code of Elections.

You are required to submit a \$50 deposit [no later than February 8th], which will be refunded to you after the certification of the elections results provided you have had zero violations.

ASUN SAS.007.14: Punishment for violations of campaign rules

- a) The Judicial Council shall be vested with the authority to hear and decide allegations of violations of the Election Code, pursuant to its rules and regulations as set forth in ASUN Constitution and laws.
- b) All candidates are warned of the consequences of these censures at the Candidates' Meeting.
- c) A finding of violation of the conduct prohibited by this Election Code shall be punishable by withholding a portion of the Candidate's deposit no less than five dollars.
- d) In addition to the authority granted the Judicial Council herein, it shall have equitable power to assure that the punishment levied fits the violation found to occur so as to assure a fair and just result.

1) Sanctions for any acts or violations by a candidate, whether before, during, or after the Judicial Council hearing, which are not specifically addressed in the ASUN Constitution and laws shall not be imposed by the ASUN Judicial Council at any time. e)

DEFINITIONS:

- 1) Badgering is defined as "interfering with a witness testimony, attempting to prevent a witness from providing honest testimony, or interfering with the processes that the Judicial Council abides by to arbitrate a case in a fair manner".
 - 2) Threatening is defined as "Expressing an intention to inflict pain, injury, or punishment to another party if the party testifies a certain way".
 - 3) Intentional is defined as "Committed deliberately".
 - 4) Willfully is defined as "Having prior knowledge of the consequences of the violation and intentionally committing it in such a way as to undermine the fairness of an election".
 - 5) Malicious is defined as "Deliberately harmful or spiteful".
 - 6) Frivolous is defined as "Inappropriately silly or trivial".
 - 7) Bad faith is defined as "Intentional dishonesty or deception".
- f) A candidate will be disqualified if the entirety of the Candidate's deposit is withheld.
 - g) A finding of violation of the conduct prohibited the Election Code shall be punished by withholding a portion of the Candidates' deposit no less than a minimum to be determined by the Elections Commission prior to the Candidate's Meeting.

BUDGET

In this section, you will find all the campaigning rules that pertain to the elections. These are taken directly from the Statutes of the Associated Students, Chapter 702: Code of Elections.

ASUN SAS.007.20: Campaign Finance Rules and Regulations

i) **INTENT AND DEFINITIONS:**

- 1) The Rules contained in this section are intended to implement the campaign finance regulations.
- 2) Campaign material is defined as material initiated by a candidate, with the intent to contact voters publicly, that explicitly speaks, pleads, or argues in favor of the election or defeat of a candidate. This includes all online web-based mediums that contact voters publicly.
- 3) Further, materials that are controlled by a candidate's campaign that mention a candidate's name, or the office a candidate is seeking, shall be defined as explicitly speaking, pleading, or arguing in favor of the election of a candidate. Therefore, it will be included in the definition of campaign material.
- 4) Electronic mail and telephone calls will be assessed a zero cost.
- 5) News or editorial articles in a publication not run by a candidate, not controlled by candidate, not receiving a significant portion of their funding from a candidate, or not operating under a specific agreement between the publication and a candidate, shall not be included in the definition of campaign material.
- 6) Any material produced by a group or organization not run by a candidate, not controlled by a candidate, not receiving a significant portion its funding from a candidate, or not operating under a specific agreement between the group or organization and a candidate, shall not be included in the definition of campaign material.
- 7) Material in which a voter initiates contact, such as a Website, instant message, away message, or telephone request for information, shall not be included in the definition of campaign material.
- 8) Any funds used for the purposes of designing content on a Website that falls under this Election Code shall be included in the definition of campaign material.
- 9) Any negative campaigning shall count toward the budget of the candidate that produced the material.

j) **ENFORCEMENT:**

- 10) Enforcement of the campaign finance regulations shall be the responsibility of the Commission.
- 11) The Assistant Chair is the chief administrator of campaign finance restrictions.
- 12) The public has the right to obtain any candidate's spending information, but the information is not required to be widely disseminated by the Commission.
- 13) It shall be the responsibility of the candidate to provide one copy of all campaign material to the Commission before any campaign materials have been disbursed.
- 14) It shall be the responsibility of the candidate to provide proof of purchase or proof of donation of campaign materials prior to dissemination. If unable to provide a receipt, the assistant chair may indicate so and instead provide an estimate of fair

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market value. Receipts must be provided beginning with the Candidates' Meeting and thereafter.

- 15) The Commission shall have the responsibility of determining fair market value for any campaign material not accompanied by a receipt. The interpretation of fair market value may be appealed to the Judicial Council.
 - 16) Campaign materials that count as part of a candidate's spending, must have been produced, or authorized, by the candidate.
 - 17) Any campaign material advocating, by name, office seeking, or ballot number, more than one candidate, shall have its cost divided equally among all candidates listed on the material.
 - 18) The candidates or parties involved in the election shall have the responsibility of providing the Commission with all documentation and receipts. Receipts must include information on what was purchased and the amount spent.
 - 19) As with any other violation of the ASUN campaign rules, the ASUN Attorney General shall be responsible for investigating alleged violations of these rules and prosecuting them before the ASUN Judicial Council.
 - 20) All disputes or arbitration that arise over these rules shall be handled by the Judicial Council.
- k) **CAMPAIGN FINANCE LIMITS:**
Candidates running for election are limited to spending as follows:
- 21) Presidential candidates, \$500.00.
 - 22) Vice Presidential candidates, \$400.00.
 - 23) Senate candidates, \$200.00.
- l) **CAMPAIGN DONATIONS:**
- 24) Donations consist of any item or service granted to the candidate which will be recorded as half the going rate for said item or service on the candidate's spending budget.
 - 25) Candidate's running for election are not permitted to donate to other candidates who are also running for election.

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GENERAL ELECTION BUDGET FORM

Due Friday, March 15, 2019 by 5:00 p.m.

In the NevadaBox Drop Box

Name: _____

College: _____

Office Campaigning for: _____

Instructions:

1. Itemize materials used in your campaign on the numbered lines below. Please mark receipts according to the line used. For example all expenses listed in line 1, will be accounted for on a receipt marked with a "1".
2. Itemize materials donated to your campaign in the lettered spaces provided. Please make sure each attached donation form is marked with the letter of the corresponding donation. For example all donated items listed in line A, will be accounted for on a donation form marked with an "A".
3. Include this budget form, all receipts, and all donation forms and submit them in the NevadaBox
4. Candidates running for elections are limited to spending as follows: (1) Presidential candidates, \$500; (2) Vice Presidential candidates, \$400; and (3) Senator candidates, \$200.
5. Return the envelope by Friday, March 16, 2010, before 5:00 p.m. to the ASUN Information desk addressed to Director of Elections Daniel Little

| <u>ITEMS PURCHASED/LOCATION OF PURCHASE</u> | <u>COST</u> |
|--|--------------------|
| 1. _____ | \$ _____ |
| 2. _____ | \$ _____ |
| 3. _____ | \$ _____ |
| 4. _____ | \$ _____ |
| 5. _____ | \$ _____ |
| 6. _____ | \$ _____ |
| 7. _____ | \$ _____ |
| 8. _____ | \$ _____ |
| Items Donated | Cost (x .50) |
| A. _____ | \$ _____ |
| B. _____ | \$ _____ |
| C. _____ | \$ _____ |
| D. _____ | \$ _____ |
| E. _____ | \$ _____ |
| F. _____ | \$ _____ |
| G. _____ | \$ _____ |
| H. _____ | \$ _____ |
| Total Expenses for Campaign: | \$ _____ |

ASUN ELECTIONS DONATION FORM

These forms are to be used when any item or service is donated to a candidate. Please note that any item(s) or service(s) granted to the candidate must be recorded as half of the going rate for said item(s) or service(s) on the budget, but actual cost should be recorded on this form. Please use only one form per donated item or service. Donator must sign the form and include the listed contact information. **Monetary donations are not considered donations under ASUN Elections Statutes and any items purchased with donated funds may not be counted at half the actual costs.** Any items donated must be counted as having some cost. For example, if someone donates 50 sheets of paper they own, the actual cost would be calculated as whatever the cost is worth in the community. In the case where a donator cannot confirm current worth of materials or services, the candidate may obtain a bid for said materials or services and use that amount as the actual cost. Bids must be attached to each donation form.

Candidate Donation Form

Name of Candidate: _____

Type of Donation: **(Circle one)** Tangible Item Edible Item Service

Description of Donation: _____

Actual Cost of Donation: _____

Name of Donor: _____

Signature of Donor _____ Phone number of Donor _____

Signature of Candidate _____ Date _____

Candidate Donation Form

Name of Candidate: _____

Type of Donation: **(Circle one)** Tangible Item Edible Item Service

Description of Donation: _____

Actual Cost of Donation: _____

Name of Donor: _____

Signature of Donor _____ Phone number of Donor _____

Signature of Candidate _____ Date _____

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| <u>Candidate Donation Form</u> | |
|---|--------------------------------|
| Name of Candidate: _____ | |
| Type of Donation: (Circle one) Tangible Item Edible Item Service | |
| Description of Donation: _____ _____ | |
| Actual Cost of Donation: _____ | |
| Name of Donor: _____ | |
| _____ Signature of Donor | _____ Phone number of Donor |
| _____ Signature of Candidate | _____ Date |

| <u>Candidate Donation Form</u> | |
|---|--------------------------------|
| Name of Candidate: _____ | |
| Type of Donation: (Circle one) Tangible Item Edible Item Service | |
| Description of Donation: _____ _____ | |
| Actual Cost of Donation: _____ | |
| Name of Donor: _____ | |
| _____ Signature of Donor | _____ Phone number of Donor |
| _____ Signature of Candidate | _____ Date |

| <u>Candidate Donation Form</u> | |
|---|--------------------------------|
| Name of Candidate: _____ | |
| Type of Donation: (Circle one) Tangible Item Edible Item Service | |
| Description of Donation: _____ _____ | |
| Actual Cost of Donation: _____ | |
| Name of Donor: _____ | |
| _____ Signature of Donor | _____ Phone number of Donor |
| _____ Signature of Candidate | _____ Date |