

2020-2021
Fall Senate Vacancy
Candidate Orientation Session



Candidate Orientation Topics

- Election Timeline
- Campaigning
- Rules & Regulations
- Election
- Complaints
- Expenditure Reports
- Results



Election Timeline

- Fall Senate Vacancy Candidate Application: opened August 17th at 9 AM and closes September 1st at Noon.
- Optional Senate Candidate Orientation: August 27th at 6:00 PM via Zoom. (Meeting ID: 827 067 0667)
- Senate Candidate Orientation Quiz: Due September 1st at Noon.
- Campaigning begins September 3rd at 6 PM or upon notification by the Chief Justice.
- Senate Voting opens September 4th at 9 AM and closes September 8th at 4 PM.
- Campaign materials must be removed by 4 PM on September 8th.



Election Timeline

- Senate Election Expenditure Report Deadline is September 9th at NOON.
- Senate Election Violation Complaints must be received by the end of the day (5 PM) September 9th.



Role of Senate: Duties & Expectations

- Represent the voice of the student body.
- Propose bills and resolutions to solve issues on campus or support campus improvements
- Serve on senate committees focused on specific issues
- Attend weekly senate meetings every Tuesday at 6 PM
- Meet with fellow senators outside of senate as needed to collaborate on legislation.
- Communicate with administrators, faculty, and staff about legislation ideas and campus issues
- Support fellow ASG branches by attending ASG and partner events, tabling, and volunteering



Voting & the Ballot

- All students enrolled in at least one (1) credit hour at the University of Arkansas are eligible to vote.
- Write in candidates will not be accepted.
- The order of Candidates on the ballot shall appear in randomized order by last name.



Rules & Regulations

- All candidates must follow rules outlined in the Elections Packet and the ASG Code & Constitution, especially Article VI, Section 2 of the ASG Constitution and Title VII, Sections 1, 2, 5, 7, 8, 9, 10 of the ASG Code.
- Take time to familiarize yourself with the Elections Packet and go over ASG's policies on Elections.



Rules & Regulations

- Campaigning shall be defined as an attempt to influence the decision or opinion of a voter in regard to the election.
- All candidates must complete the registration process.
- During the official time when the election is being conducted, no campaigning shall occur within twenty-five (25) feet of any computer lab on campus, including the general access labs, any departmental labs, or any labs in residence halls, or Greek living units. Additionally, campaigning shall not occur within fifty (50) feet of the official ASG sponsored polling stations. Polling station locations shall be announced no later than the candidate orientation session. The twenty-five (25) feet rule shall only apply to computer labs on the same building floor or level that the candidate is campaigning on; it does not apply to the vertical plane
- Candidates and any member of campaign staffs are prohibited from setting up computers or laptops for the purpose of establishing a polling station. A polling station shall be defined as areas any computer that accesses the University network for the purpose of casting a vote and/or submitting a ballot.
- ASG Judicial reserves the right to establish and operate an on-campus polling station.



Rules & Regulations

- A voter cannot be asked or required to cast a vote for a candidate in exchange for any service or item of value.
- No candidate or campaign staffer shall interfere with the campaigning or with the campaign materials of an opponent.
- Campaigning via the use of mass, unsolicited emails on the university networks is strictly prohibited. Candidates must adhere to the Code of Computing Practices at all times.
 - Candidates cannot use their student print quota to print campaign materials.
- Candidates and campaigns must follow all University policies and guidelines for posting and flyer distributing, including any policies or guidelines that may exist within individual buildings and/or areas of campus.



Rules & Regulations

- All campaign materials must be removed within twenty-four (24) hours of the conclusion of the election. Failure to do so may result in a fine as deemed appropriate by ASGJ.
- Candidates are responsible for any litter that is created due to campaign activities.
- Candidates must follow all University procedures concerning use of buildings and sidewalks for campaigning.
- Use of campaign stickers is strictly prohibited.
- Candidates may not exceed \$310 on their campaign for Senate. All candidates must submit an expenditure report form, an itemized budget and receipts/documentation for all of your expenses. The deadline to submit expenditure reports is 12:00 pm NOON (CT) on Wednesday, September 9th, 2020. Reports can be turned in to the Office of Student Activities, ARKU A665 or online via HogSync in the ASG Portal.
- An expenditure report and documenting materials is required even if you do not spend any money on your campaign.
- Failure to submit an Expense Report will result in disqualification from the General Election.

The Election

- Administered by the Office of Student Activities via Qualtrics
- Ballot is accessible at asg.uark.edu/elections
- Paper ballots may be submitted, and can be obtained in the Office of Student Activities in ARKU 665 between 8 AM and 5 PM on the days when voting takes place.



Elections Complaints

- Complaints and reports of campaign violations must be filed within 24 hours of discovering any alleged violation
- Complaints are filed in the Office of Student Activities between the hours of 8 AM and 5 PM.
- Campaign Violation Forms can be found attached to the Elections Packet and in the Office of Student Activities
- In the event a violation is filed, Title VII, Sections 8, 9, and 10 of the ASG Code will be enacted as far as investigating the violation and determining proper sanctions (if any)
- Sanctions could include but are not limited to loss of campaigning privileges, loss of votes, or disqualification
- Please see the Elections packet for a full explanation of the complaint process.

Expenditure Reports

- Every candidate must submit an expenditure report, whether or not you spend any money on your campaign
- Failure to submit an expenditure report will result in disqualification from the election
- The spending limit (per candidate) for the 2020-2021 Fall Senate Vacancy Election for Senate Candidates is \$310
- Expenditure Reports provide information on your Income, your Expenses, and any Estimated Costs associated with your campaign.



Expenditure Reports: Deadlines & Submission Types

- The Deadline:
 - September 9th, 2020 at 12:00 PM NOON (CT)
- Two Submission Options:
 1. Turn in a physical form with an itemized budget, and receipts/documentation for all of your expenses to the Office of Student Activities (this includes documentation of “Sponsors/Donations” under Income and of items or services listed under Estimated Costs) *this will be explained in a second
 2. Submit your expenditure report form online via HogSync in the ASG Portal. All receipts and documentation will be submitted within this form in a single file for each type of documentation.
 - Link to submit on HogSync: <https://hogsync.uark.edu/submitter/form/start/430453>
 - The physical form and online form will have the exact same information on them.

Expenditure Reports: Guidelines on Form

- All boxes with a \$ must be filled out with a numerical amount. If you have a box that lists a type of income, expense, or estimated cost that does not apply to the expenditures of your campaign, please write “\$0” in the box. If you did not spend any money or receive any donated money or items for your campaign, please list “\$0” in every box. Your expenditure report will be considered incomplete if any boxes are left blank, which will result in your disqualification from the election.
- NOTE: Just write “0.00” in the box instead of \$0 for online.
- Remember: Total Expenses + Total Estimated Costs MUST = Total Income

Expenditure Reports: Guidelines on Form

- Under Income in “Sponsors/Donations” documentation from sponsors and donors must be provided. Documentation is defined as a note/letter, copy/screenshot of an email or text from the sponsor or donor expressing that they have given money to your campaign. If no documentation is provided, your expenditure report will be considered incomplete, which will result in your disqualification from the election.



Expenditure Reports: Guidelines on Form

- All items listed in **Expenses** must have receipts turned in with them. Any report that lists an item in Expenses but does not provide a receipt as proof of purchase for that item will be considered incomplete, and will result in your disqualification from the election. The only exception to this rule is if an item or service is purchased through a transaction that does not generate a receipt. If you purchased an item through a transaction that did not generate a receipt, please provide alternative documentation (such as a note/letter, copy/screenshot of an email or text from the individual that the item was purchased from).

Expenditure Reports: Guidelines on Form

- All items listed under **Estimated Costs** must have documentation either from yourself or the individual who donated a service or item to your campaign. Documentation is defined as a note/letter, copy or screenshot of an email or text from yourself or the individual who donated a service or item to your campaign, expressing that they have given this item or service to your campaign. If no documentation is provided, your expenditure report will be considered incomplete, which will result in your disqualification from the election.

Expenditure Reports: Definition of Incomplete

- Most disqualifications occur because an expenditure report is incomplete, not because people forget to turn a report in
- What does it mean to be "incomplete"?
 - Report has a box in a table without a numerical value in it
 - Money is listed under "Sponsors/Donations" under Income, but provides no documentation
 - Money is listed under Expenses, but provides no documentation or proof of purchase
 - Item or service is listed under Estimated Costs, but provides no documentation that this item or service was donated OR there is no estimated cost given for an item or service

Expenditure Reports: Income Table



Income: (This is where you list <i>the sources</i> of the money you spent on your campaign)	
Sponsors/Donations (This is not an estimated cost, please list the exact monetary amount that was donated to your campaign.)	\$
Personal contributions	\$
Estimated Costs (Please see Estimated Costs table below-whatever is listed under "Total Estimated Costs" should be listed here")	\$
Total Income (Cannot exceed \$310):	\$

Expenditure Reports: Income Table

- What should be listed in Income?
 - For "Sponsors/Donations": Any money that an individual or an organization gives to you that is for your campaign. This could be money given to you for the purpose of purchasing something specific, or it could be money given to spend on your campaign in general.
 - For "Personal contributions": Money you donate to your campaign
 - For "Estimated Costs": Whatever you write in the Estimated Costs box in the Income table **MUST** equal whatever you wrote in the Total Estimated Costs box in the Estimated Costs table
 - Remember: **Total Expenses + Total Estimated Costs MUST = Total Income**
 - **Total Income Cannot Exceed \$310**

Expenditure Reports: Expenses Table

Expenses: (This is where you list <i>how</i> the income for your campaign was spent. You should list any item or service in Expenses that had an exchange of money associated with it.)	
Flyers	\$
Yard Signs	\$
Promotional items (food, beverages, buttons, t-shirts, etc.)	\$
Web development	\$
Advertisements	\$
Misc.	\$
Total Expenses:	\$

Expenditure Reports: Expenses Table

- What should be listed in Expenses?
 - Any item or service that had an exchange of money associated with it
 - Every item or service listed in this table **MUST** have documentation provided
 - Items or services that are purchased & have a receipt generated should have a **RECEIPT** submitted as documentation
 - Items or services that are purchased and **DO NOT** have a receipt generated should have an alternative form of documentation (What counts?)
- What are some examples of purchased items that have no receipts generated for them?
 - Photos taken by a friend or individual for your campaign
 - Items purchased by an individual specifically for your campaign, but the individual does not provide you, the candidate, with the receipt
 - Graphics created by a friend that are paid for by you



Expenditure Reports: Estimated Costs Table

*The following table should **only** be filled out if you had an item or service donated to your campaign (either by yourself or someone else) and there were **no transactions** involved for the item or service for the campaign. (Examples: Tents used in campaigns that were owned prior to campaigning, printing done on personal printers and computers, etc.) If you do not have any items or services that require an estimated cost, please list “\$0” in each box.

•If you have questions about whether or not something should be listed in this table, please contact the ASG Chief Justice at asgjcj@uark.edu prior to the final deadline!

Estimated Costs:	
Items Donated by Yourself or Someone Else	\$
Services Donated by Yourself or Someone Else	\$
Misc.	\$
Total Estimated Costs:	\$

Expenditure Reports: Estimated Costs Table

- Estimated Costs Examples:
 - Printing flyers from your personal computer on your personal printer with paper and ink that was not purchased specifically for the campaign
 - Estimating cost for the service of printing
 - Do you need to list an estimated cost for that computer or printer?
 - What if you buy paper and ink exclusively for use for your campaign?
 - What if you had used your friend's computer or printer instead?
 - Tents used in campaigns that were owned prior to campaigning
 - Using chalk that you already owned



Expenditure Reports: Example

- Scenario:** You are running in the 2018 Homecoming Election for Homecoming Queen/King. You had a budget of \$1500 to spend on your campaign. To raise support for your campaign, you called your parents and they donated \$150 for you to spend. Your RSO donated \$200 to your campaign as well. You had some money saved up, so you contributed \$200 on top of that.

Income: (This is where you list <i>the sources</i> of the money you spent on your campaign)	
Sponsors/Donations (This is not an estimated cost, please list the exact monetary amount that was donated to your campaign.)	\$350.00
Personal contributions	\$200.00
Estimated Costs (Please see Estimated Costs table below- whatever is listed under "Total Estimated Costs" should be listed here")	\$32.49
Total Income (Cannot exceed \$1500):	\$582.49

Expenditure Reports: Example

- **Scenario:** For your campaign you ordered 10 yard signs for \$60.75. You purchased a box of t-shirts for \$100. You also bought 35 pizzas for \$175.37. You bought balloons for \$74.64. You paid your best friend \$40 in cash to take photos of you for your social media graphics. With your remaining money, you decided to buy candy to pass out. All of the candy cost \$99.24.

Expenses:	
(This is where you list <i>how</i> the income for your campaign was spent. You should list any item or service in Expenses that had an exchange of money associated with it.)	
Flyers	\$0
Yard Signs	\$60.75
Promotional items (food, beverages, buttons, t-shirts, etc.)	\$449.25
Web development	\$0
Advertisements	\$40.00
Misc.	\$0
Total Expenses:	\$550

Expenditure Reports: Example

- Scenario: After buying that candy, you decided to design flyers to pass out with it. You made the design for free online, and then printed out 135 flyers off of your computer from your printer at home. The night before voting opened, you grabbed some chalk you already had at your house and charked on campus, campaigning for students to vote for you.

Estimated Costs:	
Items Donated by Yourself or Someone Else	\$32.49
Services Donated by Yourself or Someone Else	\$0
Misc.	\$0
Total Estimated Costs:	\$32.49

Expenditure Reports: Questions to Ask

- Where did your money come from?
- What did you spend that money on?
- What materials from your campaign did you use or borrow that will need to have an estimated cost listed with it?
- How are you documenting everything from income to expenses, to estimated cost items?
- Did every expense have a receipt generated for its purchase?
- How are you going to document where your income came from?



Expenditure Reports: Judicial Recommendations

- Designate a folder or binder to keep all receipts and documentation in
- Draw up an itemized budget as soon as you start collecting money to spend or as soon as you start making purchases
- Fill out the itemized budget throughout your campaign-from the time you find out you're on court to the day the polls close
- Make sure you account for tax on every purchase to make sure you don't go over the spending limit
- When purchasing anything that generates a receipt, do not purchase anything along with it that is not for your campaign
- Have someone look over your report before you submit it
- There is no such thing as too much documentation



Sponsors/Donations (if donations include materials, estimate costs associated with these donations)

 Edit

\$0

Personal contributions

 Edit

\$2

Expenses

Promotional items (stickers, buttons, t-shirts, etc.)

 Edit

\$0

Flyers

 Edit

\$2

Yard Signs

 Edit


\$0

Web development

 Edit

\$0

Advertisement

 Edit

\$0

Miscellaneous

 Edit

\$0

Receipts, Documents, etc.

Upload any receipts and/or documents here.

 Edit

No Answer Submitted

Sponsors/Donations (if donations include materials, estimate costs associated with these donations)

 Edit

No Answer Submitted

Personal contributions

 Edit

No Answer Submitted

Receipts, Documents, etc.

Upload any receipts and/or documents here.

 Edit

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Expenses

Promotional items (stickers, buttons, t-shirts, etc.)

 Edit

\$10.95

Flyers

 Edit

No Answer Submitted

Yard Signs

 Edit

No Answer Submitted

Web development

 Edit

No Answer Submitted

Advertisement

 Edit

No Answer Submitted

Miscellaneous

 Edit

No Answer Submitted

Expenditure Reports: Itemized Budget

- An itemized budget must be submitted with your expenditure report. If you did not receive or spend any money, you do not have to submit an itemized budget. If an itemized budget is not submitted, your expenditure report will be considered incomplete, which will result in your disqualification.



Expenditure Reports: Questions

- A relative has given an in-kind donation of flyers to you for your campaign. They ordered these flyers from a local company specifically for the campaign, but have misplaced the receipt.
- What do you do? How do you document this item?



Expenditure Reports: Questions

- A friend has offered to create graphics for your campaign that can be shared on social media. You pay this friend \$5.00 in cash.
- What do you do? How do you document this item?



Expenditure Reports: Questions

- You want to pass promotional items out to students during your campaign, and you need a tent to stand under while you are doing this. Your dad kindly lets you borrow his for its use in your campaign.
- What do you do? How do you document this item?



Expenditure Reports: Questions

- Your grandma wants to donate money to your campaign. She lives out of state. She sends this money to you via CashApp.
- What do you do? How do you document this item?



Results

- Once ASGJ has reviewed all expenditure reports and confirmed results, official results will be published on the ASG website and social media.



Questions?

