

SPRING 2014 ELECTIONS CANDIDATE PACKET

for the UNDERGRADUATE ASSEMBLY (UA) & CLASS BOARDS (CB)

Dear Prospective Candidate,

Congratulations! By collecting this packet, you have taken the first step in your campaign to join or rejoin one of Penn Student Government's elected branches. This packet contains all of the information that you will need to run a successful campaign. From now until the end of the election cycle, you are responsible for *all* of the information included within this packet, which is available alongside other resources online at www.penn-nec.org.

I would like to highlight a few details. The Fair Practices Code (FPC) outlines the rules of the elections. **It is imperative that you read the FPC very carefully.** It is also available online at www.penn-nec.org/fpc.

We've made a few critical changes to the FPC this year, so it is vital that you download and read the most recent version. Some important amendments to the FPC and changes in its interpretation:

- **(IV.A) Dual degree voting:** For school-specific positions: if a candidate is pursuing a joint/dual degree, they may choose in which single school they will run by designating it on the Candidate Form and Certificate of Candidacy.
 - *New as of Spring 2014:* Voters pursuing a joint/dual degree may **choose** their preferred constituency, where they vote, from the schools in which they are seeking a degree. Once a voter has selected a constituency, the choice is locked in for the entirety of the elections cycle. The student may change constituencies in the next elections cycle. (For example, a student in the Huntsman program must first select whether to vote in the Wharton School or in the College before they can cast any votes for school-specific positions in the Spring 2014 elections.)
- **(VII.F.I.C) Monetary incentives:** "Candidates may not offer gift cards, cash, or cash equivalents, or the chance to win any of the above, in exchange for votes."
- **(VI.B.I-2) Qualifications for UA President & Vice-President:** The threshold on petitions for candidacy has been lowered to 5% of eligible voters, and can be further reduced to 3% by acquiring signatures from at least 5 current UA members (if running for President), or from at least 5 current UA Steering groups (if running for Vice-President).

The monetary campaigning period begins on Tuesday, March 18 at 7 AM. **You may *not* campaign using materials that have monetary value prior to this time.**

Failure to adhere to the rules above and all others outlined in the FPC will result in disqualification from the elections. The FPC will be explained in more detail at the **mandatory Candidates' Meeting on Monday, March 17 at 8 PM in JMH 270.**

If you have questions or concerns about any aspect of the elections process, please do not hesitate to contact me by email at elections@penn-nec.org or by phone at (215) 310-5210. You may also contact Frank Colletuori, Chair of the Nominations & Elections Committee (NEC), by email at chair@penn-nec.org, although I will be your main point of contact through this cycle. If you contact other NEC members, they will simply refer you to one of us.

Please ensure a fair election by reading and adhering to the rules. I wish you the best of luck and success with your campaign.

Regards,
Frederick Ding
Vice Chair for Elections, Nominations & Elections Committee

Calendar of Events

When	What	Where
Monday, February 24, 2014	Candidate packets published	www.penn-nec.org or OSA/NEC Office in 200 Houston Hall
Wednesday, March 5, 2014 11 AM–5 PM	[MANDATORY] Candidate packets due	NEC Office, 200 Houston Hall
Wednesday, March 5, 2014 by 5 PM	[MANDATORY] Candidate statement due	www.penn-nec.org
Wednesday, March 5, 2014 6–9 PM	Video taping for online Candidate Center	DP headquarters, 4015 Walnut St
Monday, March 17, 2014 at 8 PM	[MANDATORY] Candidates’ Meeting	JMHH 270
Monday, March 17, 2014 ~10 PM	Endorsement period begins once official candidate list is released following the Candidates’ Meeting	
Tuesday, March 18, 2014 at 7 AM	Monetary campaigning period begins	
Wednesday, March 19, 2014 TBD	Endorsers’ Meet-and-Greet	TBD
TBD TBD	Debates (mandatory for President, VP candidates)	TBD
Monday, March 24, 2014 at 12 AM	Online voting begins	www.pennstudgov.com
Friday, March 28, 2014 at 5 PM	Voting ends	
Friday, March 28, 2014 5–7 PM	[MANDATORY] Spending forms and FPC violation charges due	NEC Office, 200 Houston Hall
Friday, March 28, 2014 at 9 PM	Results announced (if no violations filed)	JMHH 240
Sunday, March 30, 2014 at 1 PM	Fair Practices Code Hearing (if violations filed)	JMHH 245

An electronic version of this calendar can be easily added to your own scheduling tools—see www.penn-nec.org/elections.

All efforts were made to accommodate the religious and cultural needs of candidates and voters (XIII).

Summary and Descriptions of Events

Monday, February 24, 2014

Candidate Packets Published

Packets are available for download at the NEC website (www.penn-nec.org). We urge you to use the electronic forms, but limited quantities are available in the Office of Student Affairs, located in 200 Houston Hall. Extra petition pages will also be available.

Wednesday, March 5, 2014

Candidate Packets Due

Please bring the following items with you to the NEC office in 200 Houston Hall between 11:00 AM and 5:00 PM. (Keep in mind that if you are running for two positions, your submitted petition must have the minimum number of signatures from eligible voters for each position. *New*: Please submit only one packet, even if you are running for multiple positions!)

1. Candidate Information Form
2. Certificate of Candidacy
3. Petitions for Candidacy with sufficient number of signatures

You must come in person, as your picture will be taken for the printed *Daily Pennsylvanian* spread and online Candidate Center at this time; this is your only option. If you are unable to attend, please contact the Vice Chair for Elections, Frederick Ding, well in advance.

If you wish to submit a candidate statement for the *DP* and the online *DP* Candidate Center, please submit it using the secure form that will open shortly on www.penn-nec.org. It may be no longer than 150 words; excesses will be truncated. In the form, please include your first and last name *as they appear on your application*, and the position(s) for which you are running. If you are running for more than one position, you may submit a statement (same or different as first) for each. Candidate statements must be submitted by 5 PM.

Wednesday, March 5, 2014

***DP* Video Taping**

You will also have the opportunity to be videotaped for the *Daily Pennsylvanian* website. You will have 90 seconds to answer:

1. (IF RUNNING FOR UA) What is the most important issue facing Penn's campus and/or students that you would like to tackle as a member of the UA?
(IF RUNNING FOR CB) What do you view as the most exciting event that the Class Board can plan this year? This may be an existing event or a new one that you have conceived.
2. What is something that you would like your prospective voters to know about you?

Video recording will take place at the *DP* headquarters from 6 PM to 9 PM on this day. You will be taped from the chest up and props/accessories are prohibited.

Monday, March 17, 2014

Mandatory Candidates' Meeting @ 8:00 PM

The meeting will be in Huntsman Hall 270. You will learn important information about the campaigning and elections process, and confirm your personal information. If you do not attend this meeting and sign the Official Acknowledgement of Candidacy, your candidacy will be terminated automatically. (Please contact the Vice Chair for Elections in advance if you cannot attend for any reason).

Endorsement Period begins: When the official list of candidates is released later this evening, you may begin to seek endorsements from campus organizations, and groups may begin to contact you for potential endorsements. When an organization endorses you, it will typically email its constituents with its recommendations and rationale; the *DP* will also list endorsers on your online profile. Remember that groups may not spend any money on your behalf, and student government branches may not endorse your candidacy through the NEC and *DP*.

Tuesday, March 18, 2014

Monetary Campaigning Period Begins @ 7:00 AM

You may begin campaigning using items of monetary value.

Wednesday, March 19, 2014

Endorsers' Meet-and-Greet @ TBD

Important student organizations are invited to meet all of the candidates, discuss the issues, and publish endorsements of the candidates they support. The current time and location are yet to be determined. We strongly encourage you to attend and campaign, meet voters and vocal groups, and communicate with your fellow candidates.

TBD

Debates @ TBD

The Commission on Undergraduate Assembly Debates (CUAD), comprising members of student organizations who are not themselves candidates in addition to 3 NEC executives, will schedule and plan a series of substantive debates, where UA candidates—particularly those for President and Vice-President—can communicate their stances on key issues to voters. This year, some debates may be hosted online, with live streams or post-debate footage online. More details will follow.

Candidates for President must participate in at least three debates, and candidates for Vice-President must participate in at least one. Failure to participate is grounds for disqualification under the FPC (VI.F.4.D).

Monday, March 24, 2014

Online Voting Begins @ 12:00 AM

Voting will take place online at www.pennstudgov.com.

Friday, March 28, 2014

Online Voting Concludes @ 5:00 PM

Candidates *must* turn in their Spending Forms between the hours of 5:00 PM and 7:00 PM at the NEC Office in 200 Houston Hall, unless they are eligible to submit spending forms and receipts electronically at www.penn-nec.org/elections. Late forms will not be accepted and are cause for automatic disqualification (VII.F.2.D). Charges of violations of the FPC will also be accepted at this time.

Friday, March 28, 2014

Voting Results Announced @ 9:00 PM if no violations are filed

If no violations were filed, elections results will be announced at this meeting held at 9:00 PM in JMHH 240. This meeting is open to the public. Shortly after the meeting, results will be posted online at www.penn-nec.org/elections/results/.

Sunday, March 30, 2014

Fair Practices Code Hearing @ 1:00 PM if violations are filed

If violations were filed, the charges will be heard at 1:00 PM in JMHH 245. The NEC will deliberate and announce its decisions following the hearing. Immediately following the announcement of the NEC's rulings, elections results will be announced. The hearing and results meetings are open to the public, but the deliberations are closed. Shortly after the results are announced, they will be posted online at www.penn-nec.org/elections/results/.

Becoming a Candidate

I. Eligibility

Any individual who is a current full-time student at the University of Pennsylvania, according to the Office of the University Registrar, may run. Ineligible students are those who plan on being abroad during any semester of the academic year (Fall 2014 or Spring 2015) (IV.E). To run for a position that represents a school, a candidate must be enrolled in a degree program in that school. To run for UA President, a candidate cannot be a first year student and must never have served as President.

II. Positions

A. Undergraduate Assembly

The Undergraduate Assembly is the elected, representative branch of Penn Student Government, charged with improving life for all students through funding, services, and advocacy. The core of the UA's work is advocating for undergraduate interests to administrators, student groups, and the wider world. The UA has the flexibility and power to improve every element of life at Penn. As the representative organ of student government, the UA allocates approximately \$2 million to the six branches each year—money that eventually reaches almost every group on campus. Out of that, the UA reserves a \$20,000 Contingency Fund to disburse to student groups throughout the year and to fund an array of services spearheaded by UA members, including shuttles to the airport, free legal services, graduate school mentorship, and the PennApps Labs.

On a day-to-day basis, the UA is run by a 35-member General Body, composed of 26 upperclassmen elected in the Spring and 9 freshmen and transfers elected in the Fall.

UA President

The UA President is the directly elected undergraduate student body president. This individual is also responsible for the strategy, direction, and priorities of the UA itself, and thus serves in dual roles as the student body's elected leader and the leader of the UA. The formal duties of the UA President are contained in the UA Constitution, but a more holistic summary follows:

On a day-to-day basis, the UA President is the face of the student body to the administration. This person represents students on the University Council, the UC Steering Committee (with the Vice-President), the Council of Undergraduate Deans (with the SCUE Chair), the Council Campus and Community Life Committee, and the Trustee Committee on Student Life. They meet on an ad-hoc

basis with all manners of senior administrators as needed to advance the policy platform on which they were elected.

In addition, the UA President exercises general supervision over the activities and agenda of the UA. This individual chairs the UA Executive (consisting of all UA officers) and serves as the driving force behind the UA's policies. The President is also responsible for setting the UA's agenda, although the UA is empowered to set its own agenda if it disagrees with the President. This person is a full UA member and has the right to speak before all other members in UA deliberations.

Finally, the President is a voting member of the UA Steering Committee and is expected to regularly liaise with and advance the agendas of the 35+ groups who are members of UA Steering.

However, the UA President is a member of, bound by, reports to, and can be impeached and removed by the UA Governing Body, which is the directly elected legislature of student government. A President must advocate for UA resolutions, even those he/she disagrees with, and the President is required to attend UA meetings and obey all UA bylaws. A good working relationship between the President, his/her Executive, and the Governing Body is essential for student government to be productive; each has the power to frustrate the work of the other.

It should also be noted that UA President has no special responsibility over the affairs of the other five branches of Student Government, or any special responsibility over UA budgeting or finance. Financial responsibilities are vested in the UA Budget Committee and Treasurer; the President only has an ordinary vote in budget deliberations.

The Presidency is perhaps one of the most demanding jobs at Penn; it is also an unparalleled opportunity to serve your fellow students and make real change to one of America's

best universities. Some incumbents required approximately 40 hours a week to keep up with the bare essentials of the job. Do not run if you do not want to make this your #1 priority (even above school)!

UA Vice-President

The UA Vice-President is primarily responsible for UA Steering, a deliberative assembly of between 34 and 37 undergraduate groups. UA Steering aims to include all organizations involved in forming University policy, and includes leaders of the manifold communities at Penn, from the Greek councils to the Deans' Advisory Boards to the five minority coalitions, and many others in between.

The Vice-President chairs UA Steering, and is responsible for setting the group's agenda, selecting new members, and representing the different groups to the administration and the wider student body. While the student body directly elects them at the same time the President, their role is representative of the whole student body in a subtly *different* sense to that of the President. One might say that the President represents the Penn community in its one unified community, while the Vice-President represents the Penn community in its community of communities. In that capacity, they serve with the President on the University Council and the UC Steering Committee.

Beyond advocating on behalf of Steering groups to the UA and the administration, the Vice-President, like the President, is a member of, bound by, reports to, and can be impeached by the UA Governing Body. The Vice-President is bound by all UA and UA Steering Bylaws, and must attend all UA and UA Steering meetings. In addition, they become the President in the absence, resignation, or impeachment of the President.

While the Vice-President constitutionally fulfills the traditional "successor to the President" role, their primary responsibility is to represent and manage UA Steering. *It is a very different role to UA President;* please consider this carefully when running.

General UA member seats

Each general UA member has full voting rights. All representatives have total freedom to work on the projects their constituents want most. They amend and vote on the UA's

\$2 million budget in the Spring semester and work with other UA members. All members attend weekly General Body Meetings held on Sundays at 9 PM and weekly committee meetings scheduled during the week; they're also expected to make regular progress on their projects and report on the same regularly.

In addition, members have a mentor network to help them get a jump-start on making change. All members are appointed to a UA committee based on their areas of interest, led by an upperclassman director. In addition, new student representatives are assigned a mentor from the Executive Board to make sure they're integrated into student government from day 1.

B. Class Boards

The purpose of the Class Boards is to provide social programming that will instill a sense of class and school spirit, unity, and pride, as well as to break through social barriers. Each class popularly elects a President, Executive Vice-President, Vice-President of Finances, Vice-President of Internal Affairs, Vice-President of External Affairs, and Class Chairs from each school.

Class Boards are responsible for organizing Penn's greatest and most historic traditions, including Sophomore Skimmer, Feb Club, Hey Day, Final Toast, Walnut Walk, Ivy Day, and other events that are attended by hundreds of students. In recent years, the boards have also successfully planned a 5000 person waterfront jazz and reggae concert, a bus trip to watch the Penn-Princeton football game at Princeton, parties at Philadelphia bars, outings to Philadelphia restaurants, ski trips, formal dances, study breaks, community service events, and performing arts nights.

Additionally, the members of the executive board are called on by various University departments to assist with and/or promote a variety of events and integral student initiatives. Each year this includes participation in convocation, speaking at graduation ceremonies, and representing undergraduates at alumni functions. A significant partnership for each Class Board is with the department of Development and Alumni Relations, through the Penn Traditions Program: a comprehensive approach to student programming, with the objective of creating student awareness and understanding of Penn's institutional mission, history, traditions, financing and philanthropic support, strengths, challenges,

and goals. All Class Boards meet with the Penn Traditions staff in the fall following freshman elections, and the four-year collaboration culminates with the planning of Seniors for the Penn Fund, the annual senior class fundraising campaign.

The following positions are open for each Class Board:

- *President*
- *Executive Vice-President*
- *VP of Finances*
- *VP of Internal Affairs*
- *VP of External Affairs*
- *College Class Chair (2)*
- *Engineering Class Chair*
- *Wharton Class Chair*
- *Nursing Class Chair*

III. Petitioning for Candidacy

In order to become an official candidate and have your name placed on the ballot for any position, you must obtain a minimum number of signatures from eligible voters. Electors may sign the petition of more than one prospective candidate; NEC members may vote but may not sign petitions. You must use the signature sheet located in this packet; if you need more than one page, you can print additional sheets or pick up copies from 200 Houston Hall.

A. Undergraduate Assembly Petitions

Position	Minimum Signatures	Eligible Electors	Notes
UA President	350	Any full-time freshman, sophomore, or junior	OR 210 + 5 current UA members
UA Vice-President	350	Any full-time freshman, sophomore, or junior	OR 210 + 5 UA Steering groups
SAS Representative (16)	132	Full-time freshmen, sophomores, juniors in the College of Arts & Sciences	Dual/joint degree students may sign for any school from which they are receiving a degree. They should note their program or dual-degree status on the petition form.
SEAS Representative (4)	36	Full-time freshmen, sophomores, juniors in SEAS	
Wharton Representative (4)	34	Full-time freshmen, sophomores, juniors in the Wharton School	
Nursing Representative (1)	9	Full-time freshmen, sophomores, juniors in the School of Nursing	

B. Class Board Petitions

Position	Minimum Signatures for CB '15	Minimum Signatures for CB '16	Minimum Signatures for CB '17
President	123	116	111
Executive VP & other VPs	74	70	67
SAS Class Chair (2)	47	44	43
SEAS Class Chair	13	13	12
Wharton Class Chair	12	11	11
Nursing Class Chair	4	3	3

Note: If you are running for both CB and the UA, you may count UA petition signatures toward your CB candidacy as long as they fulfill any school-specific requirements (for class chairs).

IV. Other Logistics

A. Spending Forms

All candidates must submit a spending form. Candidates may not exceed the spending limit of \$50.00. Candidates who utilize nothing of monetary value in their campaign must still turn in this form, or submit it online.

Failure to turn in this form will result in immediate and automatic disqualification, as it is a violation of the FPC. To accommodate extenuating circumstances, the FPC has a provision that allows candidates to appeal such disqualification (VII.F.2.D).

B. Charges of FPC Violation

If you believe that another student or the NEC has unfairly biased the election or violated the Fair Practices Code, you may file a charge against that party using the violation form included in this packet and available online. Violation forms, if any, must be returned to the NEC in the NEC office in 200 Houston Hall from 5:00 pm until 7:00 pm on Friday, March 28, 2014. Any charges filed will be e-mailed to all candidates by 9:00 PM of the same evening. If you are charged with a violation, you will have the opportunity to defend yourself against the charge at the FPC Hearing.

C. Postering, Email, Social Media, and Electronic Communications

The NEC sets limited regulations for postering, listserv, and social media campaigning, which are all defined in the FPC. These include prohibitions on emailing official class listservs and contacting voters through official class pages, such as those operated by the University or by any Class Board.

In addition to our regulations, we strongly recommend that you adhere to the University of Pennsylvania’s policies, which affect postering and electronic communications. These policies can be found on the NEC’s website under Elections Central. Some policies prohibit the scraping of directory information for solicitation. Others, particularly those based in federal law, prohibit the repurposing and misuse of student information, such as student lists provided to a fraternity for recruitment purposes, or the emails of students who attended a Class Board event. The NEC may refer students to departments of the University, including the Office of Student Conduct (OSC), to handle violations of non-NEC policies.

D. Communications with the NEC

While the Vice Chair for Elections (VCE) will send email and text message broadcasts about important deadlines and policies, it is your responsibility to read policies and ask for clarification. You may use the following channels, in order of our preference:

- | | | |
|------|---|--|
| i. | Q&A site—for clarifications about the FPC and NEC regulations | www.penn-nec.org/questions |
| ii. | Email the VCE | elections@penn-nec.org |
| iii. | Text or call the elections number | (215) 310-5210 |

Clarifications from the VCE and NEC Chair are binding unless retracted within 4 hours (III.B, VI.E.3). For other inquiries:

- | | | |
|-----|--|--|
| iv. | Contact the VC for Education about debates for UA candidates | education@penn-nec.org |
|-----|--|--|

Additionally, a Public Advisor has been appointed to help candidates who are charged with a violation of the FPC (VIII.B.5).

- | | | |
|----|---------------------------------------|--|
| v. | Contact Charlie Burke, Public Advisor | chburke@sas.upenn.edu |
|----|---------------------------------------|--|

Candidate Information Form

Please print legibly. We strongly urge you to complete this form electronically.

Name

Penn ID #

Phone

Penn Email

Year

School(s)

College
Engineering
Nursing
Wharton

Position(s) for which you are running (check UA and/or *one* CB position)

- | | |
|---------------------------|-------------------------|
| UA President | President |
| UA Vice-President | Executive VP |
| | VP of External Affairs |
| UA SAS Representative | VP of Internal Affairs |
| UA SEAS Representative | VP of Finances |
| UA Wharton Representative | College Class Chair |
| UA Nursing Representative | Engineering Class Chair |
| | Wharton Class Chair |
| | Nursing Class Chair |

Name as you would like it to appear on the ballot: (case sensitive, last name first—e.g., Ding, Frederick)

Are you submitting a candidate statement for the *DP* and online *DP* Candidate Center? (online at www.penn-nec.org/elections)

Yes No

Would you like your picture published next to your candidate statement?

Yes No

Would you like to be videotaped answering the two questions on page 3 for the online *DP* Candidate Center?

Yes No

Certificate of Candidacy

I, _____, do hereby petition the Nominations & Elections Committee to place my name on the ballot for the representation to the Undergraduate Assembly and/or Class Board for the 2014–2015 academic year.

I hereby certify that I am enrolled as a full-time undergraduate at the University of Pennsylvania.

I understand that the NEC conducts internal unpublished analysis on student government participation, and consent to my inclusion.

I further certify that I have read and understood the Fair Practices Code and the Candidate Packet, and agree to conduct my campaign in full accordance with the FPC.

UA Certification

Signature _____ X

Date _____

CB Certification

Signature _____ X

Date _____

School or Program _____ specify your program only if joint/dual-degree (e.g., Huntsman)

if joint/dual-degree, school in which you will run

specify only if joint/dual-degree and running for Class Chair

Candidacy Position _____

Year _____

NEC Use Only

University School _____

Member Signature _____

Instructions for Petition for Candidacy

Candidates,

Following this introduction are a) a template cover sheet, and b) a blank petition form. You may print as many pages of the petition form as needed to reach the minimum thresholds listed on page 7; extra copies are available in 200 Houston Hall.

In order to ensure a fair and equal petitioning opportunity for all of you, a template cover sheet has been attached on the next page. This cover sheet is for you to use in situations when you need to explain why you are asking fellow students for signatures but cannot verbally communicate this information to them (for example, in a classroom setting).

If you plan to use the cover sheet, first fill in the information requested at the top of the page. Additionally, there is a 3"×7" box for you to convey any additional messages to your fellow students.

The following rules apply to petition forms:

- If you are running for multiple positions, you *must* indicate **all** positions at the top of the petition forms. Only the signatories who qualify to sign for each position will be counted. For example, if you are running for both UA SEAS Representative and CB'15 President, only engineering students will be counted for your UA petition, and only 2015 students will be counted toward your Class Board 2015 petition.
- Dual/joint degree students, whether in a program or uncoordinated, may sign for any school from which they are seeking a degree. For instance, M&T students may sign for CB Wharton Class Chair as well as UA SEAS Representative.
- You *must not* prefill or complete any part of the petition table on behalf of a signatory.
- You *may* keep a photocopy of the petition form, but originals must be submitted to the NEC. During this election cycle, you may contact any of the students who sign your petition.

Failure to adhere to these rules may result in disqualification from candidacy.

Candidates for Vice-President: if you plan on seeking signatures from UA Steering Groups, please send them to www.penn-nec.org/elections, where they may file a petition signature confidentially.

Candidates for President: if you plan on seeking signatures from sitting UA members, please highlight them on the petition form.

As always, if you have any additional questions about this process, do not hesitate to contact me. Thank you for your cooperation, and enjoy meeting your peers during this petitioning period.

Frederick Ding
Vice Chair for Elections, Nominations & Elections Committee

elections@penn-nec.org
(215) 310-5210

Petition for Candidacy to the Undergraduate Assembly and/or Class Board

Candidate Name

Phone

Penn Email

Year

School(s)

Running for UA President/VP (circle one)

Running for Class Board, in the position of:

Running for UA Representative

Dear student: the person named above is seeking candidacy for the Undergraduate Assembly (UA) and/or a Class Board, and requires a number of signatures from peers to be placed on the ballot. If you wish to join this petition, please sign on the pages following.

Candidates: insert any personal messages in the box above. As a reminder, only pen or computer printing may be used. Do NOT write additional information outside the box or attach additional sheets, as doing so may lead to disqualification.

NEC Use Only

Petition for Candidacy to the Undergraduate Assembly and/or Class Board

Candidate Name

Phone

Penn Email

Year

School(s)

Running for UA President/VP (circle one) Running for Class Board, in the position of:
Running for UA Representative

*We the undersigned hereby petition that the aforementioned student be placed on the ballot
for election to the Undergraduate Assembly / Class Board of the University of Pennsylvania.*

	Name	School	Year	Penn Email
1				
2				
3				
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25				

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Please use single-sided petition forms.

Instructions for Spending Form

Reminder: The spending limit for all candidates, regardless of the number of positions for which you run, is \$50.00.

All items on your spending form are to be accompanied by a receipt or quote from a local merchant unless the following prices or greater prices are used:

- Marker: \$0.50/marker
- Chalk: \$0.13/stick
- Printing/copies (8.5"×11" white paper, B&W): \$0.05/side
- Printing/copies (8.5"×11" white paper, color): \$0.30/side
- Printing/copies (8.5"×11" colored paper, B&W): \$0.12/side
- Printing/copies (8.5"×11" colored paper, color): \$0.40/side
- Web site domain (e.g., voteswift.com) \$12.00

For budgeting purposes, it may help to keep track of your expenses as you spend. Taxes do not need to be included. If you have any questions or are unsure about something relating to your spending form, please contact the Vice Chair for Elections *before* you turn in your form.

Sample Spending Form

	Item	Unit Price	Qty	Total Price after s&h
1	Marker	\$ 0.50	2	\$ 1.00
2	B&W posters	0.05	50	2.50
3	Facebook sidebar ads (cost per click)	0.76	6	4.56
4	Foam boards	1.99	3	5.97
5				
6				
Total Spent				\$ 14.03

All items of monetary value used to campaign except adhesives must be listed above and accompanied by receipts and/or quotes from local merchants to establish the fair market value of materials obtained by other means, unless the standard rates on the instructions page are used.

I hereby attest that the above figures are accurate and in accordance with the regulations set forth in the Fair Practices Code and described at the Candidates' Meeting.

Signature X John A. Student

Date 2013-09-20

Official Spending Form

Candidate Name

Phone

Penn Email

Year

School(s)

Running for UA President/VP (circle one)

Running for Class Board, in the position of:

Running for UA Representative

	Item	Unit Price	Qty	Total Price (incl s&H fees)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
			Total Spent	

All items of monetary value used to campaign except adhesives must be listed above and accompanied by receipts and/or quotes from local merchants to establish the fair market value of materials obtained by other means, unless the standard rates on the instructions page are used.

I hereby attest that the above figures are accurate and in accordance with the regulations set forth in the Fair Practices Code and described at the Candidates' Meeting.

Signature

X

Date

Member Signature