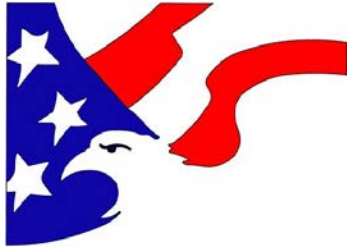


COLLIER COUNTY

Candidate Handbook

2016 ~ 2017



To those interested in running for local office:

This information has been compiled for those interested in running for elected office in Collier County. **It is designed to supplement the Candidate and Campaign Treasurer's Handbook produced by the Florida Department of State, Division of Elections,** as well as Florida Statutes Chapter 106 (Florida's Campaign Finance Laws). We hope that you find it helpful.

By supplying you with information and being available to answer questions, we hope to assist you in avoiding any pitfalls. **If you are considering running for public office, please make an appointment with our Qualifying Officer, Dave Carpenter, for an orientation on the election laws and the steps necessary to qualify for office. This time spent with us, before you begin campaigning, could save you time and money later in your campaign.**

We congratulate you for taking an active role in the electoral process and we are ready to assist you wherever we can. We urge all candidates and their staff to keep in mind that it is always easier to avoid a problem than it is to solve one. Please call us before you take any action regarding your campaign when you are not certain of the laws or requirements.

Best of luck with your candidacy,

A handwritten signature in black ink that reads "Jennifer J. Edwards". The signature is written in a cursive, flowing style.

Jennifer J. Edwards
Supervisor of Elections
Collier County, Florida

2016-2017
Collier County Supervisor of Elections
Candidate
Qualifying and Campaign
Handbook

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Candidacy

Florida defines a candidate as any person whom any one or more of the following applies:

- Any person who seeks to qualify for nomination or election by means of the petitioning process;
- Any person who seeks to qualify for election as a write-in candidate;
- Any person who receives contributions or makes expenditures, or gives his or her consent for any other person to receive contributions or make expenditures, with a view to bringing about his or her nomination or election to, or retention in, public office;
- Any person who appoints a campaign treasurer and designates a primary depository; or
- Any person who files qualification papers and subscribes to a candidates oath as required by law.

No matter which office you choose to seek, you must file as a candidate with the proper filing officer prior to making any expenditures or accepting any contributions. The filing officer is determined by which office you seek.

Qualifying for Election to Public Office

Candidates seeking public office in Florida must qualify to have their names placed on the ballot. Qualifying means to fulfill all of the requirements set forth by law to have your name placed on the ballot. The qualifying period is the official period in which you must file the necessary forms to complete the requirements for office.

There are three basic methods to qualify for public office in Florida:

- A candidate may qualify by paying a filing fee determined by the salary of the office sought or specified in statute. In addition you will be required to pay an elections assessment and a party assessment (if seeking a partisan office). *Independent District Candidates are all subject to a flat \$25.00 qualifying fee.*
- A candidate may qualify by petition. The number of petitions required is based upon the number of registered voters in the district as of the previous General Election. *Independent District Candidates are required to submit 25 valid petitions if qualifying by this method.* All petitions must be submitted on Division of Elections Form DS-DE 104.
- A candidate may qualify as a write-in candidate. No fee or petitions are required.

Where and When to Qualify

Qualifying Period is the period set by law for the acceptance of the final papers required for ballot position. These include a signed and notarized loyalty oath, statement of financial interests, and any payment of qualifying fees. Qualifying ends at noon on the final day of qualifying. Except for Independent District Candidates, any qualifying fees must be paid by a check drawn on the candidate's campaign checking account.

In 2016, candidates qualifying for the following offices file with the **Collier County Supervisor of Elections**:

Office	Type	Schedule	2016 Qualifying Period
County Judge	Nonpartisan	Primary/General *	5/02/16 - 5/06/16 (noon)
County Constitutional	Partisan	Primary/General	6/20/16 - 6/24/16 (noon)
County Commission	Partisan	Primary/General	6/20/16 - 6/24/16 (noon)
School Board Member	Nonpartisan	Primary/General*	6/20/16 - 6/24/16 (noon)
Soil & Water Cons. District	Nonpartisan	General Only	6/20/16 - 6/24/16 (noon)
Mosquito Control District	Nonpartisan	General Only	6/20/16 - 6/24/16 (noon)
Independent Fire Districts	Nonpartisan	General Only	6/20/16 - 6/24/16 (noon)
Community Development	Nonpartisan	General Only	6/20/16 - 6/24/16 (noon)

Candidates who are unopposed at the close of qualifying will not have their names appear on the ballot and will considered elected at the General Election in November.

**Candidates for School Board and County Judge have their names appear on the Primary Election ballot. If no candidate receives a majority of the vote in the primary, the top two vote getters appear on the General Election ballot to determine the winner.*

To accommodate candidates, the Supervisor will accept the final qualifying papers from candidates prior to the beginning of the qualifying period. Candidates who wish to pre-file will be shown as qualified on the first day of the qualifying period.

State and Federal Office Qualifying

All federal, state and multicounty candidates qualify for ballot placement directly with the Florida Department of State, Division of Elections. For information on qualifying for these offices, you may contact the Division of Elections at (850)-245-6200 or access their website at <http://dos.myflorida.com/elections>.

Municipal Qualifying

All City Council and Mayor positions in Collier County are nonpartisan. The Clerk of each city is responsible for qualifying candidates for Municipal Office. For further information regarding qualifying and running for municipal office, please contact the Clerk in your city.

Partisan and Nonpartisan Races

Public offices in Florida are either partisan or nonpartisan. In Collier County, the partisan offices are County Commission, Sheriff, Clerk of Courts, Tax Collector, Property Appraiser, and Supervisor of Elections. All other public offices in the county are nonpartisan.

Partisan Races

Partisan Candidates are required to pay a party assessment at the time of qualifying and any political advertisement shall express the name of the political party of which the candidate is seeking nomination or is the nominee. If a candidate is running for a partisan office as a candidate with no party affiliation, any advertisement must state that the candidate has no party affiliation. A candidate who is registered in a political party may run as a candidate without party affiliation without changing his or her registration. Candidates in partisan races are required to include their party identification in their campaign advertising disclaimer. Party nominees are chosen in the Primary Election. Winners of the Primary proceed to the General Election. **To qualify for a partisan office you may not have been a registered member of any other political party in the 365 days prior to the start of qualifying.**

Non-Partisan Races

Florida Statutes defines a non-partisan office as “an office for which a candidate is prohibited from campaigning or qualifying for election or retention in office based on party affiliation.” Nonpartisan candidates campaign without reference to their own or their opponent’s party registration. Nonpartisan candidates list no party in their campaign advertising disclaimers. Nonpartisan candidates should not be confused with candidates running for a partisan office with “No Political Affiliation.” All Independent District races are non-partisan and decided at the General Election. Whoever receives the most votes in an Independent District contest is the winner.

School Board and Judicial races are non-partisan and appear on the Primary Election ballot. In these races if no candidate receives 50% + 1 votes, then the top two vote getters face each other on the General Election ballot.

Write-In Candidates

Write-In candidates run without party affiliation. All write-in candidates appear on the General Election ballot.

Closed Primaries – Florida is a “Closed primary state”

Only voters who are registered members of a political party may vote for their respective party’s candidates in a Primary Election unless all candidates for the office have the same party affiliation; in which case the Primary Election is open to all voters.

Qualifying Requirements for County Judge

1. A candidate for County Judge must file their appointment of Campaign Treasurer and Designation of Campaign Depository (Form DS-DE 9) with the Supervisor of Elections. This must be done **prior to making any expenditures, accepting contributions, or circulating petitions**. Upon filing this form, you are responsible for all reporting under Chapter 106, F.S.
2. The candidate must open their Campaign Checking Account at the designated bank. This account will be used solely for your campaign expenditures and contributions.
3. **Within 10 days of filing Form DS-DE 9**, but no later than the day you qualify for Office, you are required to file **forms DS-DE 83** (Statement of Candidate for Judicial Office) and **DS-DE 84** (Statement of Candidate) with the Supervisor of Elections.
4. If you intend to qualify for office by petition, rather than paying the qualifying fees, you may begin circulating your petitions anytime after filing your DS-DE 9. You must use the State form (DS-DE 104) for your petitions. The **last date you may submit petitions for verification is noon, April 4th**. A payment of ten cents per petition submitted is charged for verification unless an oath of undue burden has been filed with the Supervisor of Elections.
5. **April 18th** is the first official day you may file your qualifying papers (pre-qualifying).
6. As a candidate you are responsible for filing **Campaign Treasurer Reports** with the Supervisor of Election as scheduled in Chapter 106. **Late Reports are subject to mandatory fines**.
7. If you are required under Florida Statute 99.012 to resign from an office in order to qualify for a different office your letter of resignation is to be submitted to the proper authority on or before **April 22nd**.
8. The official **qualifying** period for Judicial Office begins at noon, **May 2nd**, and lasts through noon, **May 6th**.

These items are required to be correctly submitted before the close of qualifying:

- **DS-DE 26 Judicial Offices Loyalty Oath** (*must be notarized*)
- **Form 6 Disclosure of Financial Interests for 2015** (*must be notarized*)
- **A check drawn on your Campaign Account to cover all filing fees and made payable to the Supervisor of Elections** (*unless qualifying by petition or qualifying as a write-in candidate*).

The Supervisor of Election has a notary available for your documents.

Qualifying Requirements for County Constitutional, Commission & School Board

1. A candidate for County Constitutional, Commission or School Board must file their appointment of Campaign Treasurer and Designation of Campaign Depository (Form DS-DE 9) with the Supervisor of Elections. This must be done **prior to making any expenditures, accepting contributions, or circulating petitions**. Upon filing this form, you are responsible for all reporting under Chapter 106, F.S.
2. The candidate must open their Campaign Checking Account at the designated bank. This account will be used solely for your campaign expenditures and contributions.
3. **Within 10 days of filing Form DS-DE 9**, but no later than the day you qualify for Office, you are required to file **form DS-DE 84** (Statement of Candidate) with the Supervisor of Elections.
4. If you intend to qualify for office by petition, rather than paying the qualifying fees, you may begin circulating your petitions anytime after filing your DS-DE 9. You must use the State form (DS-DE 104) for your petitions. **The last date you may submit petitions for verification is noon, May 23rd**. A payment of ten cents per petition submitted is charge for verification unless an oath of undue burden has been filed with the Supervisor of Elections.
5. **June 6th** is the first official day you may file your qualifying papers (pre-qualifying).
6. As a candidate you are responsible for filing **Campaign Treasurer Reports** with the Supervisor of Election as scheduled in Chapter 106. **Late Reports are subject to mandatory fines**.
7. If you are required under Florida Statute 99.012 to resign from an office in order to qualify for a different office your letter of resignation is to be submitted to the proper authority on or before **June 10th**.
8. The official **qualifying** period begins at noon, **June 20th** and lasts through noon, **June 24th**.

These items are required to be correctly submitted before the close of qualifying:

- **Loyalty Oath** – the proper oath for the office sought (*must be notarized*)
- **Form 6 Disclosure of Financial Interests for 2015** (*must be notarized*)
- **A check drawn on your Campaign Account to cover all filing fees and made payable to the Supervisor of Elections (unless qualifying by petition).**

Note: to qualify as a partisan candidate, you cannot have been a registered member of another party in the 365 days before qualifying begins (This does not apply to those who may have been registered NPA).

The Supervisor of Election has a notary available for your documents.

Qualifying Requirements for Independent Districts

Independent Districts include Fire Districts, Mosquito Control District, Soil & Water Conservation District and all Community Development Districts.

Candidates may qualify by paying a fee of \$25.00 or submitting 25 valid petitions from registered voters in the district.

1. Candidates desiring to qualify by petition must submit 25 valid petitions signed by district voters before **noon, May 23rd**. You must use the State form (DS-DE 104) for your petitions.
2. If you are required under Florida Statute 99.012 to resign from an office in order to qualify for a different office your letter of resignation is to be submitted to the proper authority on or before **June 10th**.
3. The official **qualifying** period begins at noon, **June 20th** and lasts through noon, **June 24th**. Candidates are encouraged to prequalify by submitting their documents prior to the start of qualifying and we will hold them until the qualifying period begins.

These items are required to be correctly submitted before the close of qualifying:

- **Loyalty Oath for Non-Partisan Office (DS-DE 25)** (*must be notarized*)
- **Form 1 Disclosure of Financial Interests**
- **Collier County Affidavit of Intent**
- **\$25.00 cash or check (unless qualifying by petition)**

Important information for Independent District Candidates:

You may have yourself listed by the Supervisor of Elections as a candidate at any time prior to qualifying by filing an Affidavit of Intent with our office.

Candidates for District Offices are not required to name a Campaign Treasurer and Depository or file campaign reports **as long as you make no expenditures or accept any contributions on behalf of your campaign.** This prohibition includes any in-kind contributions, even from yourself. This means that you may talk about your campaign, but no signs, flyers etc.

If at any time you should decide to make expenditures or accept contributions; you are required to file the necessary forms with the Supervisor of Elections beforehand. Upon filing the additional candidacy forms with the Supervisor you are required to follow Chapter 106 Florida Statutes and file are required campaign finance reports.

The Following forms are required before accepting donations or making expenditures:

- Form DS-DE 9 Appointment of Campaign Treasurer
- Depository Form DS-DE 84 Statement of Candidate

Qualifying Requirements for Write-In Candidates

You may qualify for any office as a “write-in” candidate. You are still required to comply with all of the campaign finance laws and submit the proper loyalty oath and financial disclosure for the office sought at qualifying. You will not, as a write-in candidate, be required to pay a filing fee or submit nominating petitions to qualify. Write-in candidates may qualify for the general election ballot only and their names will not appear on the ballot. A blank space for voters to write the name will appear instead of the candidate’s name. For ballots to be tabulated for a write-in candidate in Florida; the candidate must have qualified for the ballot.

Write-In candidates are subject to Chapter 106 Florida Statutes regarding Campaign Finance as well as all other Election Statutes including:

1. If you must resign from office in order to qualify for a different office (Florida Statute 99.012) your letter of resignation must be submitted to the proper authority by **April 22nd** for County Judge or **June 10th** for all other county offices.
2. Write-In candidates qualify at the same time as other candidates; depending upon the office they seek. The qualifying period for County Judge is from **noon May 2nd through noon May 6th**. The qualifying period for all other offices begins at **noon June 20th and ends at noon June 24th**.

Before the close of the qualifying period a write-in candidates must file:

- **Form DS-DE 9 Appointment of Campaign Treasurer and Depository**
- **Form DS-DE 84 Statement of Candidate**
- **Financial Disclosure form appropriate to the office sought. (Form 1 or Form 6)**
- **Appropriate notarized Loyalty oath for the office sought.**

The Supervisor of Election has a notary available for your documents.

2016 Petitions Required for Qualification

Office

County Judge	1,880
Constitutional Offices	1,880
School Board	1,880
County Commission District 1	409
County Commission District 3	353
County Commission District 5	279

Independent Special Districts

Soil & Water Conservation	25
Collier Mosquito Control	25
Fire Districts	25
Community Development Districts	25

Petition Guidelines

To be valid, a petition must be submitted on the form adopted by the State of Florida (DS-DE 104) and a fee of ten cents for each petition processed is charged by the Supervisor of Elections unless the candidate files an oath of undue burden before submitting petitions. Petitions for County Judge, Constitutional Office or School Board may be signed by any registered voter in the county. Petitions for County Commission and Independent Districts must be signed by registered voters registered in the district. **All candidates, except for Independent District candidates, must file their ‘Designation of Campaign Treasurer and Depository’ (DS-DE 9) before soliciting petition signatures.**

Petition Deadlines

For consideration, petitions must be delivered to the Supervisor of Elections Office on or before the following dates:

County Judge Candidates: Noon, Monday, April 22, 2016.

Commission, School Board and Special District Candidates: Noon, Monday, May 23, 2016.

It is strongly recommended that petitions be submitted in batches as they are obtained. This allows our office to keep candidates informed as to the status of their petition effort. Upon request, we will provide you with a file of those who have signed your petition.

2016 Qualifying Fees

2016 Qualifying Fees	Annual Salary	3% Filing Fee	1% Election Assessment	2% Party Assessment*	Total Fee
County Judge	\$138,020	\$4,140.60	\$1,380.20	N/A	\$5,520.80
Clerk of Circuit Court	\$137,778	\$4,133.34	\$1,377.78	\$2,755.56	\$8,266.68
Property Appraiser	\$137,778	\$4,133.34	\$1,377.78	\$2,755.56	\$8,266.68
Tax Collector	\$137,778	\$4,133.34	\$1,377.78	\$2,755.56	\$8,266.68
Supervisor of Elections	\$118,389	\$3,551.67	\$1,183.89	\$2,367.78	\$7,103.34
Sheriff	\$146,727	\$4,401.81	\$1,467.27	\$2,934.54	\$8,803.62
County Commission	\$79,062	\$2,371.86	\$790.62	\$1,581.24	\$4,743.72
School Board Member	\$37,941	\$1,138.23	\$379.41	N/A	\$1,517.64
Special Districts	N/A	\$25.00	N/A	N/A	\$25.00

****The 2% Party Assessment is not required for candidates running without party affiliation (NPA).***

Qualifying Fees for all candidates, *except Independent Districts*, must be paid by a check drawn upon the candidates' campaign checking account and made payable to the Supervisor of Elections. Payment must be made before noon on the date set for the close of qualifying.

Distribution of Qualifying Fees received by the Collier County Supervisor of Elections:

- The 1% Election Assessment is deposited in the Florida Elections Commission Trust Fund.
- For Nonpartisan Candidates, including School Board and Judicial, the Filing Fee is deposited in The Florida Elections Commission Trust Fund.
- For Partisan Candidates, the Filing Fee and Party Assessment is remitted to the political party of the candidate.
- For candidates running without political affiliation (NPA) in partisan races, the Filing Fee is deposited in the County's General Fund.
- The Filing Fee for Special District candidates is deposited in the County's General Fund,

Resign to Run

Florida Statute 99.012 - Restrictions *on individuals qualifying for public office* is the so called “Resign to Run Law”. The law essentially prohibits any elected or appointed “officer” from qualifying as a candidate for another state, district, county or municipal public office if any parts of the terms overlap. If you are an elected official or officer, *Resign to Run* may apply to you.

If you are required to resign to run you must submit your resignation on or before **April 22, 2016** for County Judge and on or before **June 10, 2016** for all other offices. The date of your resignation must be set to avoid any overlap of terms. Your resignation must be filed with the officer before whom you qualified. If you hold a county or district office a copy of your letter must also be sent to the governor and the Department of State. Your resignation is irrevocable. If you fail to file your resignation by the required date, you must resign effective immediately to qualify for office.

The “resign to run” laws does not apply to 1) *political party offices*, 2) persons serving *without salary* on an appointed board or authority, and 3) persons seeking *federal* office.

Local governmental advisory boards may also require you to resign if you seek office; this should be discussed with your board’s coordinator.

For additional information on resign to run; check the State Division of Elections website at: <http://dos.myflorida.com/elections/contacts/frequently-asked-questions/faq-resign-to-run> for answers to frequently asked questions regarding “Resign to Run” or call the Division of Elections at 850-245-6200.

Hatch Act

The Hatch Act prohibits a state, county, or municipal employee from being a candidate for public office in a partisan race *if the employee’s salary is completely funded with federal dollars*. It is only when the covered employee’s entire salary is paid from federal funds that the employee would have to resign *under the Hatch Act* before becoming a candidate for partisan office; however, an employee’s conduct is also subject to the laws of the state and the regulations of the employing agency, so the employee should check with his or her supervisor, personnel office, or the agency’s general counsel to determine what state or local law or agency rules or policies may apply regarding the employee’s political activities. (A partisan election means one in which any candidate will be listed on the ballot as a candidate for a political party, for example, the Republican or Democratic Party.)

Hatch Act Unit

United States Office of Special Counsel

1730 M Street, N.W., Suite 201

Washington, D.C. 20036-4505

Phone: 800.854.2824 or 202.254.3650 E-mail: hatchact@osc.gov

Campaign Finance Reports

Once a candidate has filed their designation of Campaign Treasurer and Campaign Depository, they are required to follow the schedule for Campaign Finance Reports.

The candidate and treasurer are responsible for making certain that all Campaign Treasurer's Reports are filed correctly and on time. The calendar included at the back of this manual specifies the dates that the reports are due and in Chapter 106 of the Florida Statutes you will read about the fines which are automatically imposed for late filing. *Remember that late fines are paid by the candidate personally and not from the campaign account!* The Elections Office will attempt to remind candidates of upcoming reports; however, **the candidate is responsible for timely filing of reports.**

Candidates may submit their reports manually by providing signed copies or by using the Supervisor of Elections online reporting system. **We urge candidates to use the online system. It is simple to use and meets all of the standards set forth by the State.**

When submitting reports online; you and your treasurer are attesting to the accuracy of the report. You may also use this section of the site to post a brief biography and photograph. To file electronically you will be asked to sign a statement attesting to the accuracy of your electronic reports.

If you are submitting your report electronically, you must submit it on or before the reporting date. Manually submitted reports must be dropped off at the Supervisor of Elections Office before 5 pm on the date due or postmarked on or before the due date.

Waiver of Report

If during the reporting period you have received no contributions, nor made any expenditures you may file a waiver of report for the period. The waiver still must be filed by the due date for the reporting period.

Signatures

If you are filing your report manually the signature of the candidate and treasurer are both required. If you are filing electronically no signatures or hard copies are required. You are attesting to the accuracy of the report when you hit the submit button.

ID Numbers

Campaign reporting forms have a place for an "ID" number. This field will be filled in automatically for those filing online and is not necessary for those filing manually.

Amending Reports

Should you detect an error in your report after you have submitted it, you are required to file an amended report as soon as possible showing the correction.

Common Reporting Errors

- 1) Failure to sign manually submitted report.
- 2) Failure to fill out complete names and addresses.
- 3) Adding In-Kind contributions into 'Total Monetary Contributions'.
- 4) Failure to list occupation for contributions when required (over \$100).
- 5) Accepting too much cash - \$50.00 per donor, per election.
- 6) Showing a negative balance –your campaign must be in the black.
- 7) Errors in addition or subtraction in manually reporting.
- 8) Accepting more than the maximum \$1000 contribution from an individual. (Checks for multiparty accounts must be attributed to the signee).
- 9) **Late Filing of Reports.**

Chapter 106 of the Florida Statutes and the 'Treasurer's Handbook' published by the state provides guidance in filling out your reports and all other matters of campaign finance. You may always call the Qualifying Officer with your questions or the Division of Elections. Never hesitate to ask a question when in doubt.

Your Report is a Public Record

Once the Elections Office receives your report it becomes a public record. It will be posted on our website and will be available for inspection by the press and the public. The function of the Supervisor of Elections Office regarding your reports is ministerial. We will examine your report for completeness, but not necessarily correctness.

We are not the elections police. Errors in your reporting, like other campaign violations are the province of the Florida Elections Commission. Remember that your report will likely be scrutinized by the press and your opponents.

E-mail Policy for Candidates

E-mail addresses are highly valued by the Collier County Supervisor of Elections (SOE). They provide a cost-effective and rapid means of communicating with our voters regarding election related matters. Therefore, the use of e-mail addresses held by the SOE should be done in a thoughtful and prudent manner. The purpose of this policy statement is to provide guidance and recommendations regarding the use of voter e-mail addresses supplied by the Collier County Supervisor of Elections.

E-mail addresses are collected by the Supervisor of Elections from two separate sources and are treated differently by us depending on the source. The largest number of e-mail addresses comes to us through the absentee ballot request process. E-mail addresses acquired this way are considered as part of the absentee ballot address and distribution is limited to candidates, parties and political committees. The other source we have for e-mail addresses is from voters who opt to receive their sample ballots by e-mail at the time they register to vote. Addresses from these voters are a public record. Candidates, Political Parties and Committees are eligible to receive both categories of e-mail addresses from our office.

While most voters expect campaign emails as a matter of course, some may view your messages as intrusive.

Our office recommends the following guidelines:

- 1) Be careful not to use language in your campaign materials that suggests that the Supervisor of Elections is the originator of potentially unwanted e-mails.**
- 2) Include an unsubscribe feature in your e-mails. Recipients should have the opportunity to opt out of future campaign-related e-mails. There are relatively inexpensive web-based products to facilitate such a feature.**
- 3) Mass e-mails should not expose the e-mail addresses of others. One way to accomplish this is to list the recipients in the “Blind Carbon Copy” or “Bcc” portion of the e-mail.**
- 4) Use discretion in the frequency of your messages.**

Although the political disclaimer is not required on your e-mail messages, unless you have employed a service to assist you in your e-mails; we suggest you use it on all official campaign messages.

Political Advertising Disclaimer

As a candidate you must have the proper disclaimer prominently displayed on all of your political advertising, including signs and bumper stickers. There are two acceptable disclaimers; either: **"Political advertisement paid for and approved , by (name of candidate) (party affiliation) , for (office sought) "or “ Paid by (name of candidate) , (party affiliation) , for (office sought) .”** Partisan candidates may abbreviate their party affiliation and nonpartisan candidates must omit it. Further information and examples may be found in the state “Candidate and Treasurer’s Handbook” as well as in Chapter 106.143 of the Florida Statutes.

Political Signs

No signs may be placed on any property (either public or private) without the consent of the owner.

The posting of political signs is regulated by Florida Statutes, as well as County and Municipal codes. ***The posting of political signs at polling places is prohibited by the Supervisor of Elections (see ‘Polling Place Activities).***

Pursuant to Florida Statutes, Chapter 479, no political campaign advertisements shall be erected, posted, painted, tacked, nailed, or otherwise displayed, placed, or located on or above any state or county road right-of-way. The state also requires that candidates make a “good faith” effort to remove their signs within 30 days after the election; although local codes generally require a faster removal of political signs.

It is the responsibility of the candidate to make certain that all necessary permits and permissions are secured before posting any political signs. Violations of county and municipal sign codes should be reported to the proper code enforcement agency.

If you intend to use signs as part of your campaign contact the following agencies to learn about requirements and permitting:

Collier County Growth Management	239-252-2400
City of Naples Code Enforcement	239-213-5030
Marco Island Political Signs (City Clerk)	239-389-5010
City of Everglades	239-695-4478

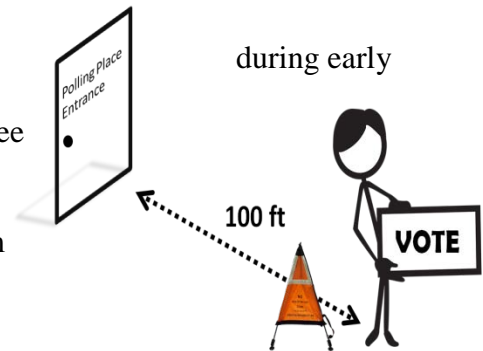
CALL BEFORE YOU DIG.....IT'S THE LAW!!!!!!!!!!!!!!!!!!!!

If the posts for your signs extend deeper than 10” into the ground, the law requires you to call **1-800-432-4770 two business days before erecting your signs.** This allows utility companies to locate and mark their buried utilities with color-coded paint, flags or stakes. **Failure to comply may result in severe penalties and liability for any damages incurred.**

Polling Place Activities

Florida Statute 102.031(4) limits activities at polling places voting and on Election Day. Only designated poll watchers are allowed inside the polling place while voting is taking place (see Poll Watchers).

Outside of the polling place the law creates a **100 ft. zone** from the entrance, where **soliciting voters is prohibited**. This area is referred to as the “no solicitation zone.”



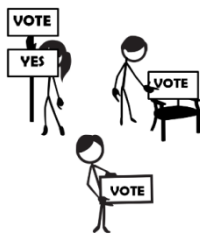
Poll Deputy

- Appointed by the Supervisor of Elections to maintain order and ensure that the no solicitation zone is adhered to.
- Determines the boundaries of the no solicitation zone by placing a marker or markers identifying the restricted area.
- Answers questions regarding the no solicitation zone.
- Individuals who persist in impeding the access of voters and engaging in prohibited conduct will be asked to leave, even if they are beyond the no solicitation zone.



The poll deputy may request the assistance of the Sheriff's Office if necessary to maintain order.

Tips for Campaigning outside the 100' No Solicitation Zone:

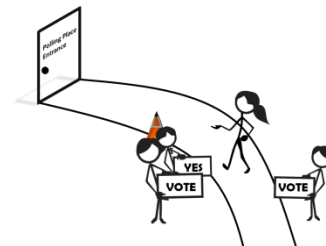


Campaigners may have signs which must be held or in close proximity (approximately 1 ft.) to the individual. All signs must be attended to at all times if visible.

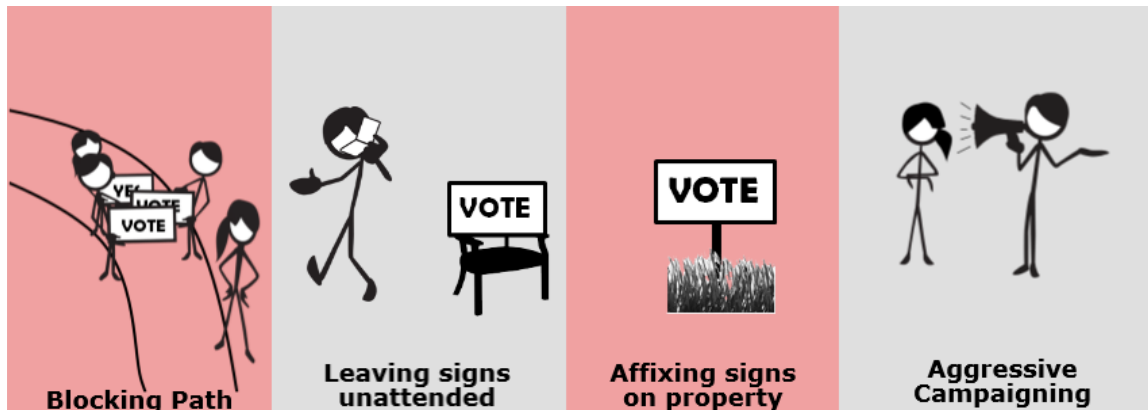
Allow unimpeded access for all voters.



Be respectful of voters and the polling place property.



Prohibited Practices



- No signs may be freestanding, affixed to, planted or erected on the polling place property, land or adjacent road rights-of-way. Signs found in violation are subject to removal without notification to the owner.
- Amplified sound (bull horn, loudspeaker, etc.) is not permitted.

Vehicles

- Box trucks, motor homes or trailers used to carry signs are not allowed to be parked at polling places.
- Other vehicles with political signs or decorations are not allowed to park within the no solicitation zone unless they are driven by a voter who is parking to vote and leaving immediately after voting.
- Political signs on permitted vehicles outside of the no solicitation zone must be affixed to or inside the vehicle. For example, bumper stickers, magnetic signs, paint or vehicle wraps would be acceptable while leaning a yard sign against a vehicle would not be acceptable.

Conduct

The majority of complaints the Elections Office receives are from voters upset with the tactics of campaign volunteers electioneering at polling places. The conduct of campaign workers may reflect on your campaign in either a positive or negative manner. If you choose to have campaign workers outside of a polling place, we strongly recommend that courtesy toward the voters be stressed in their training. Voters may react negatively to aggressive electioneering.

****Each polling place may have unique aspects that are not directly expressed in this section. All solicitation activities at polling places are subject to review for compliance to the law by the Supervisor of Elections office.***

Poll Watchers

Candidates may choose to appoint poll watchers to observe polling place procedures during early voting and Election Day.

Poll Watchers serve as observers only.

Poll Watcher training is the sole responsibility of the candidate.

Guidelines:

- Poll watchers may not talk or interact in any way with voters in the polling place.
- Poll watchers do not have access to lists of those voting, any questions regarding procedures must be addressed to the Precinct Clerk.
- Poll watchers are not allowed to wear any clothing or buttons identifying a candidate or cause.
- Poll watchers need to mute their ring tone on their cell phones.
- Any calls should be conducted away from the voting area. (outside)
- Poll watchers who pester or interfere in any way with the orderly conduct of the polling place or fail to follow the instructions of the Precinct Clerk will be escorted from the polling place.
- Poll watchers must sign in with the Precinct Clerk when arriving at a polling place.
- **Only one poll watcher per candidate is allowed in the polling place at any time during voting. Poll watchers may only represent one candidate or organization during an election.**

Poll watcher designations must be submitted by the required date to the Supervisor of Elections for approval on State Form DS-DE 125. Collier County does not require you to assign poll watchers a specific schedule or location for each election.

The Supervisor of Elections has seven days to approve designations. The Supervisor of Elections reserves the right to reject any poll watcher appointment. Poll watchers must be registered voters of the county and may not be law enforcement officers.

Upon acceptance of poll watcher designations, the Supervisor of Elections will issue identification badges to the candidate; who will then distribute them to the individual poll watchers.

For more information regarding poll watchers, please review Chapter 101.131 of the Florida Statutes and consult with the Collier County Supervisor of Elections office.

The 2016 dates for submitting Poll Watcher designations are:

Primary Election Early Voting:	5 pm:	August 6, 2016
Primary Election Day:	Noon:	August 16, 2016
General Election Early Voting:	Noon:	October 10, 2016
General Election Day:	Noon:	October 25, 2016

Candidate Resources

Collier County Supervisor of Elections

3295 Tamiami Trl E

Naples FL 34112

Main Office: 252-8450

Qualifying Officer (Dave Carpenter): 252-8501 **Email:** DaveCarpenter@colliergov.net

Collier Co. Supervisor of Elections Website: <http://www.colliervotes.com>

Notary Services: The Collier County SOE Qualifying Officer is a notary and will notarize required campaign documents at no charge.

Florida Department of State – Division of Elections*

850-245-6200

<http://election.dos.state.fl.us> Department of State – Division of Elections *home page*

***As a candidate you have the right to call the Division of Elections with questions pertaining to your candidacy**

Florida Elections Commission (Campaign Violations)

850-922-4539

<http://www.fec.state.fl.us> Florida Elections Commission *home page*

Florida Commission on Ethics (Financial Disclosure)

850-488-7864

<http://www.ethics.state.fl.us> Florida Commission on Ethics *home page*

For Sign Permit Information

Collier County Growth Management 239-252-2400

City of Naples Code Enforcement 239-213-5030

Marco Political Sign Permits (City Clerk) 239-389-5010

Everglades City 239 695-4478

A Word to the Wise:

Election laws tend to be unforgiving! It's far better to ask permission than beg forgiveness!

Voter Lists and Data

Voter lists are available to all interested parties for a fee.

Voter lists are provided in electronic format. Depending on the file size they can be emailed or burned to a cd. The file format is a text file with comma separated values (csv) and can be opened using excel or any other database program. Voter lists can include "Voter History" (voting activities in prior elections) at no additional charge. Voter lists can be specific as to district, party etc.

Absentee voter subscriptions are also available. This provides the candidate an initial list of absentee requests followed by frequent updates of new requests.

For more information or to request a voter list please contact Dave Carpenter, at 252-8501 or DaveCarpenter@colliergov.net

The current prices* for voter lists are:

Standard List processing fee:	\$10.00 (email or cd)
Absentee Subscription:	\$30.00 per election

Additional charges:

Printed list	\$.15 / page
Mailing labels	\$.80 / page (20 labels per page)

Maps: Standard Maps (22 x 36) are available upon request for \$10.00 ea

District maps are custom printed and need to be ordered at least 48 hours in advance.

Additional services including research etc. will be billed at \$20.00 per hour, starting after the first ½ hour.

Payment is expected at the time the list is delivered. Checks should be made payable to the **Collier County Supervisor of Elections**. The Supervisor of Elections does not accept credit cards and those paying in cash should bring exact change.

***Prices are subject to change without notice.**

Ethical Conduct of Candidates

Florida Statutes Ch. 104 deals with the violations of Election Code.

Examples of misconduct include:

104.271 False or malicious charges against, or false statements about, opposing candidates; penalty.--

- (1) Any candidate who, in a primary election or other election, willfully charges an opposing candidate participating in such election with a violation of any provision of this code, which charge is known by the candidate making such charge to be false or malicious, is guilty of a felony of the third degree, punishable as provided in s. 775.082 or s. 775.083 and, in addition, after conviction shall be disqualified to hold office.
- (2) Any candidate who, in a primary election or other election, with actual malice makes or causes to be made any statement about an opposing candidate which is false is guilty of a violation of this code. An aggrieved candidate may file a complaint with the Florida Elections Commission pursuant to s. 106.25. The commission shall adopt rules to provide an expedited hearing of complaints filed under this subsection. Notwithstanding any other provision of law, the commission shall assess a civil penalty of up to \$5,000 against any candidate found in violation of this subsection, which shall be deposited to the account of the General Revenue Fund of the state.

History.--s. 44, ch. 28156, 1953; s. 48, ch. 71-136; s. 27, ch. 77-104; s. 35, ch. 77-175; s. 1, ch. 85-210; s. 627, ch. 95-147; s. 44, ch. 97-13.

104.0615 Voter intimidation or suppression prohibited; criminal penalties.--

- (1) This section may be cited as the "Voter Protection Act."
- (2) A person may not directly or indirectly use or threaten to use force, violence, or intimidation or any tactic of coercion or intimidation to induce or compel an individual to:
 - a. Vote or refrain from voting;
 - b. Vote or refrain from voting for any particular individual or ballot measure;
 - c. Refrain from registering to vote; or
 - d. Refrain from acting as a legally authorized election official or poll watcher.
- (3) A person may not knowingly use false information to:
 - a. Challenge an individual's right to vote;
 - b. Induce or attempt to induce an individual to refrain from voting or registering to vote; or
 - c. Induce or attempt to induce an individual to refrain from acting as a legally authorized election official or poll watcher.
- (4) A person may not knowingly destroy, mutilate, or deface a voter registration form or election ballot or obstruct or delay the delivery of a voter registration form or election ballot.

- (5) A person who violates subsection (2), subsection (3), or subsection (4) commits a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

104.047 Absentee ballots and voting; violations.—

- (1) Except as provided in s. [101.62](#) or s. [101.655](#), any person who requests an absentee ballot on behalf of an elector is guilty of a felony of the third degree, punishable as provided in s. [775.082](#), s. [775.083](#), or s. [775.084](#).
- (2) Any person who marks or designates a choice on the ballot of another person, except as provided in s. [101.051](#), s. [101.655](#), or s. [101.661](#), is guilty of a felony of the third degree, punishable as provided in s. [775.082](#), s. [775.083](#), or s. [775.084](#).
- History.—s. 26, ch. 98-129; s. 34, ch. 99-2; s. 57, ch. 2001-40; s. 54, ch. 2005-278.

104.31 Political activities of state, county, and municipal officers and employees

- (2) An employee of the state or any political subdivision may not participate in any political campaign for an elective office while on duty.
- (3) Any person violating the provisions of this section is guilty of a misdemeanor of the first degree, punishable as provided in s. [775.082](#) or s. [775.083](#).
- (4) Nothing contained in this section or in any county or municipal charter shall be deemed to prohibit any public employee from expressing his or her opinions on any candidate or issue or from participating in any political campaign during the employee's off-duty hours, so long as such activities are not in conflict with the provisions of subsection (1) or s. [110.233](#).

It is strongly suggested you review Chapter 104 of the Florida Statutes which deals specifically with violations of the Elections Code.

Violations of these or any other election laws should be reported to the Florida Elections Commission or the Division of Elections.

Florida Elections Commission
107 W. Gaines Street
Collins Building Suite 224
Tallahassee, FL 32399
850-922-4539

Division of Elections
500 South Bronough Streets
R A Gray Bldg Room 316
Tallahassee, FL 32399
850-245-6200

Voter Fraud can be reported to the Division of Elections
Voter Fraud Hotline is 1-877-VOTERFRAUD (1-877-868-3737)

Frequently Asked Questions (from the Division of Elections)

If I decide to change my office designation, can I use the campaign funds I collected for one office to seek a different office?

Yes. You are not prohibited from changing your office designation and using campaign funds to seek another office, however, the guidelines set forth in FS 106.021 must be followed. You must also make your change of office designation prior to the candidate-qualifying period, and you may not change your political party designation. Changing office requires notification of contributors and offering to refund contributions. (Sections 99.061, 106.021, F.S.)

As a candidate, am I required to use closed-captioning and descriptive narrative in my television broadcasts?

Yes. Each candidate, political party and political committee is required to use closed-captioning and descriptive narrative in all television broadcasts regulated by the Federal Communication Commission. If you do not use closed captioning you must file a statement with the Supervisor of Elections stating your reasons for not using closed captioning. (Section 106.165, F.S.)

Do I have to use a political disclaimer on all of my campaign literature?

Any political advertisement that is paid for by a candidate and that is published, displayed, or circulated prior to, or on the day of, any election must prominently state: You are not required to place a disclaimer on free Email.

"POLITICAL ADVERTISEMENT PAID FOR AND APPROVED BY (NAME OF CANDIDATE), (PARTY AFFILIATION), FOR (OFFICE SOUGHT)."

OR

"PAID BY (NAME OF CANDIDATE), (PARTY AFFILIATION), FOR (OFFICE SOUGHT)."

If you are a No Party Affiliation candidate you will use No Party Affiliation as your party affiliation. A nonpartisan candidate does not list a party affiliation. (Section 106.143, F.S.)

Campaign Treasurer and Reporting

Do I have to file my appointment of Treasurer and Designation of Depository before I actually open my campaign checking account?

Yes, in a requirement under FS 106.021. In addition most banks will ask for a copy of your appointment form DS-DE 9 as well as your social security number.

May a candidate appoint himself or herself as campaign treasurer?

Yes. (Section 106.021(1)(c), F.S.)

Must a campaign treasurer be a registered voter in Florida?

The campaign treasurer can be anyone you choose; they do not have to be a registered voter. (Section 106.021(1)(c), F.S.)

How many deputy treasurers may a candidate have?

Candidates for county and special district office may appoint one primary treasurer and up to 3 deputy treasurers. (Section 106.021(1)(a), F.S.)

Can a deputy treasurer file and submit campaign reports?

Yes. A deputy treasurer may perform all of the duties of a campaign treasurer when specifically authorized to do so by campaign treasurer and the candidate. (Section 106.021(4), F.S.)

Can I sign checks on my campaign account?

Yes, but only if you are the campaign treasurer or a deputy treasurer for your campaign. Only a campaign treasurer or deputy campaign treasurer is allowed to sign checks drawn on the campaign account. The campaign treasurer or deputy campaign treasurer who signs a check is responsible for the completeness and accuracy of the information on the check and for ensuring it is an authorized expenditure.

If my treasurer is out of town, can I have an extension to file my report?

No. The election laws do not provide for an extension under these circumstances. (Section 106.07(2)(b), F.S.)

If I make a mistake on my report can I go back and correct the mistake?

Once the report is submitted to the Supervisor of Elections it may not be altered. You will need to file an amended report to make the corrections.

If I am late submitting my report, how is my fine calculated?

\$50 per day for the first 3 days late and, thereafter, \$500 per day for each late day, not to exceed 25% of the total receipts or expenditures, whichever is greater for the period covered by the late report. However, for reports immediately preceding the Primary and General Election, the fine shall be \$500 per day for each day, not to exceed 25% of the total receipts or expenditures, which is greater, for the period covered by the late report. (Section 106.07, F.S.)

If I receive an in-kind contribution of office space and it exceeds the limits, what should I do?

You may accept an in-kind contribution up to the contribution limit threshold. You may not exceed the limit. You may pay, with campaign funds, for the office space after the limit is

reached. (Section 106.08, F.S.)

If I receive a contribution after I withdraw, become unopposed or after I am elected or eliminated, what do I do?

You must return the contribution to the contributor. You may not expend the contribution. You may simply return the contribution without depositing it.
(Sections 106.11, 106.141, F.S.)

Can I accept cash contributions?

A person may not make or accept a cash contribution or contribution by means of a cashier's check in excess of \$50 per each election (Section 106.06, F.S.)

Can I accept a contribution from a foreign national?

No. Federal law prohibits contributions from foreign nationals to any federal, state or local candidate; unless the foreign national possesses a green card also known as Resident Alien Card. Further information can be accessed by contacting the Federal Election Commission at 1-800-424-9530 or their web site at <http://www.fec.gov/pages/brochures/foreign.shtml>.

How is the value of an in-kind contribution determined?

The contributor must inform the person receiving the contribution of the fair market value at the time it is given. (Section 106.055, F.S.)

What are the contribution limits for a candidate?

No person or political committee may make monetary or in-kind contributions in excess of \$1,000 per election to any candidate for election or retention in office. For contribution purposes, the Primary and General Elections are considered separate elections.

These limits do not apply to contributions made by a state or county executive political party committee of a political party regulated by Chapter 103, F.S., or to amounts contributed by a candidate to his own campaign. (Section 106.08(1)(a)(b)1, F.S.)

Are in-kind contributions subject to the same limitations as monetary contributions?

Yes. The definition of a "contribution" includes contributions in-kind having an attributable monetary value in any form. Therefore, in-kind contributions are subject to the same contribution limitations set for monetary contributions.
(Sections 106.011(3), 106.08, F.S.)

Do I have to itemize small contributions of \$5, \$10, \$50, etc.?

Yes. The law provides no exceptions for the reporting of contribution information, regardless of the size of the contribution. The full name and address of the contributor are also required.

(Section 106.07(4)(a), F.S.)

May a candidate accept a contribution from a trust fund?

Yes. Chapter 106, F.S., defines a "person" as an individual, corporation, association, firm, partnership, joint venture, Joint Stock Company, club, organization, estate, trust, business trust, syndicate, or other combination of individuals having collective capacity. The term also includes a political party, political committee or committee of continuous existence. (Section 106.011(8), F.S.)

Can a corporation contribute to a candidate?

Yes. A corporation is defined as a "person" and may contribute to a candidate. (Section 106.011(8), F.S.)

I am opposed in the General Election, but I have no opposition in the Primary Election, therefore, my name will not be on the Primary Election ballot. Must I abide by the prohibition on accepting contributions less than five days prior to the Primary Election?

No. Only candidates opposed in the Primary Election are required to comply. However, since you are opposed and your name will appear on the General Election ballot, you are required to abide by the prohibition on accepting contributions less than 5 days prior to the General Election. (Section 106.08(3), F.S.)

I was given cash at a fundraiser and have no information on who the contribution is from? What do I do?

This type of contribution is termed an "Anonymous Contribution". Report this contribution on your campaign report but you may not spend these funds on the campaign. You should file a statement with the qualifying officer explaining the circumstances of the contribution. After the campaign is over, dispose of the funds pursuant to (Section 106.141, F.S.) (DEO 89-02)

Can I, my treasurer or campaign volunteer be reimbursed by the campaign if I or the individual incurs a personal-funds "out-of-pocket" expense in connection with my campaign?

Yes. A candidate or other individual may be reimbursed for expenses incurred in connection with the campaign by a check drawn on the campaign account and reported. The full name and address of each person to whom the candidate or other individual made payment for which reimbursement was made by check drawn upon the campaign account shall be reported, together with the purpose of such payment. (Section 106.07(4), F.S.)

As a candidate, what can I do with leftover campaign funds?

You may disburse of funds by any of the means listed in Florida Statutes 106.141. Before

disposing of surplus funds you may pay back any loans which you made to your campaign.

I am an elected official and still have funds in my office account. I am now beginning my re-election campaign. May I place the surplus funds in the office account into my campaign account for re-election?

No. Funds retained by elected officials in their office accounts may only be used for legitimate expenses in connection with their public office. (Section 106.141(5), F.S.)

How long are campaign finance records kept by the Supervisor of Elections?

Ten years from the date of receipt.
(Sections 98.015(5), 106.22(4), F.S.)

How long do I have to keep my campaign finance records?

You must keep your campaign records for the number of years equal to the term of the office sought. (Section 106.06, F.S.)

I currently hold an office; can my staff assist me in my campaign?

No, not while they are on duty. "An employee of the state or any political subdivision may not participate in any political campaign while on duty. (Section 104.31 (2), F.S.)

2016 Candidate Calendar

Qualifying

April 4 - Noon	Deadline for Judicial candidates to submit Petitions.
April 22	Deadline for 'Resign to Run' Letters for Judicial Candidates.
April 25	Deadline for Supervisor of Elections to certify Judicial candidate petitions.
May 2 - Noon	Judicial Qualifying Period opens.
May 6 - Noon	Judicial Qualifying Period closes.
May 23 - Noon	Deadline for County and District candidates to submit petitions.
June 10	Deadline for 'Resign to Run' Letters for County and District candidates.
June 13	Deadline for Supervisor of Elections to certify Federal, State, County and District candidate petitions.
June 20* - Noon	Federal, State, County and District Qualifying Period opens. <i>*candidates may pre-qualify prior to this date</i>
June 24 - Noon	Federal, State, County and District Qualifying Period closes.

Primary Election

July 16	Last date to mail initial military and overseas absentee ballots.
July 26 - August 2	Initial domestic absentee ballot mailing period.
August 1	Last day to register to vote in the Primary Election.
August 6	Poll Watcher designations due for Primary Early Voting.
August 10 - 10:00 am	Public test of voting tabulation system (Logic & Accuracy) at the Supervisor of Elections office.
August 16 – Noon	Poll Watcher designations due for Primary Election Day voting.
August 20*	First day of Early Voting. <i>*Date is subject to change.</i>

August 24	Last date to request an absentee ballot to be mailed.
August 27	Last day of Early Voting.
August 30	Primary Election - Polls are open 7:00 a.m. to 7:00 p.m.
<u>General Election</u>	
September 24	Last date to mail initial military and overseas absentee ballots.
October 4 - October 11	Initial domestic absentee ballot mailing period.
October 10	Poll Watcher designations due for General Early Voting.
October 11	Last day to register to vote in the General Election.
October 14 - 10:00 a.m.	Public test of voting tabulation system (Logic & Accuracy) at the Supervisor of Elections office.
October 24*	First day of Early Voting. <i>*Date is subject to change.</i>
October 25	Poll Watcher designations due for General Election Day voting.
November 2	Last date to request an absentee ballot to be mailed.
November 5	Last day of Early Voting.
November 8	General Election - Polls are open 7:00 a.m. to 7:00 p.m.

2016 Candidate Reporting Schedule

Report Code	Start	End	Due Date
2015-M12	1-Dec	31-Dec	11-Jan
2016- M1	1-Jan	31-Jan	10-Feb
2016- M2	1-Feb	29-Feb	10-Mar
2016-M3	1-Mar	31-Mar	11-Apr
2016- M4	1-Apr	30-Apr	10-May
2016- M5	1-May	31-May	10-Jun
Primary Election			
2016-P1	1-Jun	24-Jun	1-Jul
2016-P2	25-Jun	8-Jul	15-Jul
2016-P3	9-Jul	22-Jul	29-Jul
2014-P6	23-Jul	29-Jul	5-Aug
2016-P5	30-Jul	5-Aug	12-Aug
2016-P6	6-Aug	12-Aug	19-Aug
2016-P7	13-Aug	25-Aug	26-Aug
General Election			
2016-G1	26-Aug	2-Sep	9-Sep
2016-G2	3-Sep	16-Sep	23-Sep
2016-G3	17-Sep	30-Sep	7-Oct
2016-G4	1-Oct	7-Oct	14-Oct
2016-G5	8-Oct	14-Oct	21-Oct
2016-G6	15-Oct	21-Oct	28-Oct
2016-G7	22-Oct	3-Nov	4-Nov
TERMINATION			
2016-TRQJ	1-Apr	4-Aug	4-Aug
2016-TRQ	1-Jun	19-Sep	22-Sep
2016-TRP	26-Aug	28-Nov	28-Nov
2016-TRG	4-Nov	6-Feb	6-Feb

Fines are automatically assessed on reports filed after the due date!