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Letter to Prospective Candidates

This elections packet will contain the documents and information that will be necessary to your campaigns for a position in Student Government. The packet contains documents that will be relevant to both prospective Senators as well as Executive Slates.

The elections are set to take place in Spring of 2024. If there are any questions about what current seats are available, please contact sga@bsu.edu.

To qualify for an Executive Board campaign, each prospective candidate applying must have completed three (3) semesters of classes on Ball State University's Campus. Summer sessions, study-abroad sessions, transfer credits, and credits earned through online courses therefore do not count towards a student’s three semesters on Ball State campus. In addition to that, prospective executive members must hold a 2.8 cumulative grade point average, prospective senatorial candidates must hold a 2.5 cumulative grade point average, and both prospective executive and senatorial candidates must have a full-time status at time of nomination. Candidates may be nominated by any student of Ball State University, with the exception that candidates are not permitted to self-nominate. For further clarification of eligibility please refer to Chapter 3 of the Elections Code. Included in this packet are several forms, it should be noted that these forms are time-sensitive and must be complete and submitted by the due dates listed. The following forms are included within this packet:

- Letter from the Elections Commissioner
- Elections Schedule
- Candidate Checklist and Receipt
- Nomination Forms for Senators and Executive Boards
- Candidate Campaign Forms and Transcript Release Forms
- Campaign Information Form
- Ballot Form
- Deposit Payment Form and Receipt
- Campaign Expenditure Form

It should be noted that in the past there has been a nomination petition requirement. Beginning this year that will no longer be the case and will no longer serve as a barrier to entry. Candidates are only required to meet the academic and form qualifications as well as being nominated. It is heavily encouraged that these forms are reviewed early on, so that potential questions may be answered in a timely manner should they arise. In addition to these forms, the Elections Code will be a critical source of information for any prospective candidates. It is heavily encouraged that prospective candidates familiarize themselves with the Elections Code before as well as during their campaigns. The most recent version of the Election Code can be found as a hard copy in the Office of Student Life in the Student Center Room 133, as well as a digital copy at the following link.

For those who are considering an executive slate campaign, it should be noted that a deposit payment of $100.00 is required. This deposit payment is accepted in the form of a check or money order only. The deposit payment and all completed application forms are due by 4 pm on February 5th, 2024 to the Office of Student Life in Student Center, Room 133. You are also required to submit a link to your party’s webpage and/or social media the Office of Student Life at studentlife@bsu.edu. This information will be utilized for the purpose of online voting.

Should any questions arise, please feel free to contact me, Seattle Greenwell, at seattle.greenwell@bsu.edu.

Best of luck!

Sincerely,
Seattle Greenwell
Elections Commissioner
# Elections Schedule

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elections Packet Available</td>
<td>1/17/24</td>
<td>12:00PM</td>
<td>SGA Front Desk/Online</td>
</tr>
<tr>
<td>Nomination Convention</td>
<td>2/1/24</td>
<td>4:30PM</td>
<td>Student Center Room 310</td>
</tr>
<tr>
<td><strong>Open campaigning begins immediately following Nomination Convention</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nomination Application Due</td>
<td>2/5/24</td>
<td>4:00 PM</td>
<td>OSL Office (SC 133)/Emailed to <a href="mailto:seattle.greenwell@bsu.edu">seattle.greenwell@bsu.edu</a></td>
</tr>
<tr>
<td>Introduction of the Tickets Debate</td>
<td>2/7/24</td>
<td>5:30PM</td>
<td>Student Center Room 301/302</td>
</tr>
<tr>
<td>Late Nominations Due</td>
<td>2/9/24</td>
<td>4:00 PM</td>
<td>OSL Office (SC 133)/Emailed to <a href="mailto:seattle.greenwell@bsu.edu">seattle.greenwell@bsu.edu</a></td>
</tr>
<tr>
<td>Presidential Debate</td>
<td>2/13/24</td>
<td>5:30PM</td>
<td>Student Center Room 310</td>
</tr>
<tr>
<td>Vice Presidential Debate</td>
<td>2/15/24</td>
<td>5:30PM</td>
<td>Student Center Room 301/302</td>
</tr>
<tr>
<td>Voting Polls Open</td>
<td>2/19/24</td>
<td>8:00 AM</td>
<td>Online</td>
</tr>
<tr>
<td>Voting Polls Close</td>
<td>2/20/24</td>
<td>5:00 PM</td>
<td>Online</td>
</tr>
<tr>
<td>Winners Announced</td>
<td>2/20/24</td>
<td>5:05 PM</td>
<td>Phone Call</td>
</tr>
<tr>
<td>Expenditure Forms Due</td>
<td>2/27/24</td>
<td>4:00 PM</td>
<td>Office of Student Life (OSL 133)</td>
</tr>
<tr>
<td>Inauguration</td>
<td>4/17/24</td>
<td>3:15 PM</td>
<td>Cardinal Hall B</td>
</tr>
</tbody>
</table>

Please note that Candidates and Campaign Managers will be notified when deposit payments are available for pick up.

All times, locations, and dates are subject to change, should any changes take place the slates shall be notified. Should you have any questions about the schedule please contact the Elections Board.
CANDIDATE CHECK LIST

I/We, ____________________________, certify that I/we have turned in all the following materials:

- Nomination Form
- Deposit Payment Form
- Check for $ ______ made out to Student Government Association
- Candidate Campaign Form(s)
- Campaign Information Form
- Slate picture and web information emailed to studentlife@bsu.edu

all of which are completed fully and truthfully.

__________________________________  ______________________
Signature of Candidate                 Date

__________________________________  ______________________
Signature of Candidate                 Date
RECEIPT OF CANDIDATE CHECK LIST

All forms are filled out and completed in their entirety.

_________________________________
Name of Candidate

_________________________________  ______________________   _______
Signature of Recipient               Position on Elections Board  Date

_________________________________   ______________________   _______
Signature of Recipient               Position on Elections Board  Date
NOMINATION FORMS
(To be completed by the person making the nomination and submitted at the Nomination Convention)

EXECUTIVE NOMINATION

I, _______________________, hereby nominate the following candidate(s) ____________________, comprised of the following members:

President: ____________________  Vice President: ________________

_____________________________   __________________________
Signature of Nominator  Date

I, ___________________________, as the presidential nominee accept the nomination.

_____________________________   __________________________
Signature of Nominee  Date
CANDIDATE CAMPAIGN FORM

(To be completed by each candidate and submitted to Stacey Myers in the Office of Student Life.)

I, ____________________________, hereby announce my intent to run for the office of President. I agree to abide by the rules outlined in the Student Government Association Elections Code, the Candidate Information Letter, and any subsequent rulings laid down by the Elections Board as mandated by the Elections Code. I also understand that I may, upon any violation of these rules, be subject to a reprimand, fine, or disqualification of my candidacy.

___________________________ ______________________
Name of Candidate Date

___________________________
Signature of Candidate

___________________________
Ball State ID Number Major

___________________________
Email Address Phone Number

___________________________ ______________________
Signature of OSL Staff Member Recipient Date
CANDIDATE CAMPAIGN FORM
(To be completed by each candidate and submitted to Stacey Myers in the Office of Student Life.)

I, ______________________________, hereby announce my intent to run for the office of Vice President. I agree to abide by the rules outlined in the Student Government Association Elections Code, the Candidate Information Letter, and any subsequent rulings laid down by the Elections Board as mandated by the Elections Code. I also understand that I may, upon any violation of these rules, be subject to a reprimand, fine, or disqualification of my candidacy.

___________________________
Signature of Candidate

___________________________
Ball State ID Number

___________________________
Email Address

___________________________
Signature of OSL Staff Member Recipient

___________________________
Date

___________________________
Major

___________________________
Phone Number

___________________________
Date
CANDIDATE CAMPAIGN FORM
(To be completed by each candidate and submitted to Stacey Myers in the Office of Student Life.)

I, _____________________________, hereby announce my intent to run for the office of Treasurer. I agree to abide by the rules outlined in the Student Government Association Elections Code, the Candidate Information Letter, and any subsequent rulings laid down by the Elections Board as mandated by the Elections Code. I also understand that I may, upon any violation of these rules, be subject to a reprimand, fine, or disqualification of my candidacy.

_________________________________  ______________________________________
Signature of Candidate                  Date

_________________________________
Ball State ID Number                   Major

_________________________________
Signature of Candidate

_________________________________
Email Address                         Phone Number

_________________________________
Signature of OSL Staff Member Recipient  Date
CANDIDATE CAMPAIGN FORM
(To be completed by each candidate and submitted to Stacey Myers in the Office of Student Life.)

I, _____________________________, hereby announce my intent to run for the office of Chief Administrator. I agree to abide by the rules outlined in the Student Government Association Elections Code, the Candidate Information Letter, and any subsequent rulings laid down by the Elections Board as mandated by the Elections Code. I also understand that I may, upon any violation of these rules, be subject to a reprimand, fine, or disqualification of my candidacy.

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<th>Signature of Candidate</th>
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<th>Ball State ID Number</th>
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<th>Signature of Candidate</th>
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<th>Email Address</th>
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<tr>
<th>Signature of OSL Staff Member Recipient</th>
<th>Date</th>
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</table>
TRANSCRIPT RELEASE
(To be completed by each candidate and submitted within three days of receipt of the Election Packet)

I, _________________________________, hereby authorize my transcript to be released to the Student Government Association for the purposes of verification of my eligibility for candidacy in the Student Government Association by the Elections Board. I further understand that, if elected, the Student Government Association may verify that I meet the requirements of my office during my term.

TRANSCRIPT RELEASE
(To be completed by each candidate and submitted within three days of receipt of the Election Packet)

I, _________________________________, hereby authorize my transcript to be released to the Student Government Association for the purposes of verification of my eligibility for candidacy in the Student Government Association by the Elections Board. I further understand that, if elected, the Student Government Association may verify that I meet the requirements of my office during my term.
CAMPAIGN INFORMATION FORM  
(To be submitted at the Nomination Convention)

I hereby appoint __________________________ as my/our Campaign Manager and/or  
_________________________ as my/our Campaign Treasurer. I understand that my Campaign 
Manager and Treasurer will be contacted by the Elections Board on matters pertaining strictly to their  
positions. I further understand that I will be responsible for their violations of the Elections Code.

________________________________________  ____________________________________________  
Name of Candidate (please print)           Date

________________________________________  
Signature of Candidate
**BALLOT FORM**

I wish to have my/our name(s) appear on the ballot as follows:

<table>
<thead>
<tr>
<th>Name of Presidential Candidate</th>
<th>Name of Vice-Presidential Candidate</th>
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<td>_____________________________</td>
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<table>
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<tr>
<th>Signature of Presidential Candidate</th>
<th>Date</th>
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<tr>
<td>_____________________________</td>
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14
DEPOSIT PAYMENT FORM

(To be completed by a slate candidate and submitted with $100 deposit payment by February 5 at 4 p.m. in the Office of Student Life)

I, ________________________, as a candidate for the office of _______________, do understand this deposit will be held against possible violations of the Student Government Elections Code. I further understand that this deposit will be forfeited in part or whole if I am found responsible by the Elections Board of such violations. If this deposit is forfeited in whole, I understand that any further fines will be deducted from my expenditure limit. I am also entitled to appeal any findings of the Elections Board to the Judicial Court. If I do not violate the Elections Code, my deposit will be returned in whole within one week after the election.

Deposit is payable only as a money order or personal check, made payable to the Student Government Association.

__________________________  _______________________
Signature of Candidate       Date

___________________________
Check/Money Order Number
RECEIPT OF DEPOSIT PAYMENT

_____________________ has filed a deposit on behalf of the candidates ________________ in the amount of $100 in accordance with the Student Government Elections Code.

Check/Money Order Number

________________________________________
Signature of Recipient                          Date
CAMPAIGN EXPENDITURE FORM
*(To be completed and submitted by 5 p.m. the day preceding the opening of the polls)*

Receipts must be attached for all items purchased for the campaign. Items donated should be listed with the retail value and include the name and phone number of the person making the donation. Photocopies of receipts are acceptable. The back of this form may be used if more space is necessary.

Ticket campaign expenditures *shall not exceed* more than $1,000. If that amount is exceeded, the slate will be taken out of the election. Senator campaign expenditures *shall not exceed* more than $250, if that amount is exceeded, the senator will be taken out of the election.

**PURCHASED ITEMS**

<table>
<thead>
<tr>
<th>DATE</th>
<th>ITEM PURCHASED</th>
<th>COST</th>
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**TOTAL COST:**

**DONATED ITEMS**

<table>
<thead>
<tr>
<th>DATE</th>
<th>ITEM DONATED, NAME AND PHONE NUMBER</th>
<th>VALUE</th>
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**TOTAL VALUE:**

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TOTAL EXPENDITURES: __________

I certify that this expenditure report is an accurate representation of all purchases and donations used for my campaign. I further understand that if a discrepancy is found in this report, I may be disqualified, even if I win the election.

________________________________________
Name of Candidate (please print)  Date  Phone Number

________________________________________
Signature of Candidate