



Diane Hagan
Supervisor of Elections
Okeechobee County, Florida

CANDIDATE APPOINTMENT INSTRUCTIONS

- Review **ALL** information in this packet
- Call and schedule an appointment with the Supervisor of Elections office

What to do BEFORE your appointment:

- Determine who will be your Campaign Treasurer; you and/or someone else.
- Review or have the potential Campaign Treasurer review the “**2020 Becoming a Candidate**” guide; specifically, ***What are the Duties of a Campaign Treasurer?***
- Determine which financial institution you will use for your Campaign Account. Without opening an account speak to the institution regarding their campaign account requirements. Some institutions require you to obtain a Tax Identification Number; which is not a requirement to be a candidate.
- Read Chapter 106, Florida Statutes (provided in packet).

What to BRING to your appointment:

- Completed form **DS-DE 9** (10/10) *Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates* with signatures. **PLEASE NOTE:** You **MUST** be designated as a treasurer (DS-DE 9 filed with the SOE) in order to sign campaign checks.
- Completed and signed form **DS-DE 84** (05/11) *Statement of Candidate or* **DS-DE 83** (03/08) *Statement of Candidate for Judicial Office* affirming that you have been provided access to read and understand the requirements of Chapter 106, Florida Statutes or have received, read and understand the requirements of the Florida Code of Judicial Conduct. This form is due within 10 days of filing the DS-DE 9.

About your appointment:

Please allow approximately 2 hours; regardless if you’re a new candidate, previous candidate or the incumbent. This allows enough time to process forms, review the Candidate Handbook, review online financial reporting, ask questions and discuss your candidacy with the Supervisor.

What **NOT** to do before your appointment:

- DO NOT** Open a campaign bank account
- DO NOT** Collect any petitions
- DO NOT** Collect any contributions
- DO NOT** Make any expenditures