

**PROCEDURES TO FOLLOW FOR  
CANDIDATE FILING 2011**

- 1. THE CCBOE WILL PRINT OUT A VOTER PROFILE FOR ANYONE WHO FILES FOR OFFICE.**
  
- 2. A CANDIDATE WILL COMPLETE THE “CANDIDATE INFORMATION SHEET”, WHILE CCBOE STAFF TRANSFERS CANDIDATE INFORMATION FROM VOTER PROFILE TO ELECTION SET UP. FILING FORM IS PRINTED, SIGNED BY CANDIDATE AND NOTARIZED. CANDIDATE ATTESTS TO NICKNAME IF APPLICABLE. SBOE ID# WILL BE ISSUED TO CANDIDATE AT THIS TIME.**
  
- 3. CANDIDATE PAYS FILING FEE AND RECEIPT IS HANDED TO CANDIDATE**
  
- 4. CANDIDATE WILL BE GIVEN THE REMAINING CAMPAIGN FORMS TO BE COMPLETED. THE FORMS TO BE RETURNED WILL BE CHECKED WITH RED PEN, THE “STATEMENT OF ORGANIZATION” WILL BE DATED WITH THE 10-DAY DATE STAMP. THIS WILL GIVE CANDIDATE OPPORTUNITY TO SELECT HIS/HER TREASURER, OPEN UP A SEPARATE BANK ACCOUNT FOR CAMPAIGN FUNDS AND TO DETERMINE IF CAMPAIGN SPENDING WILL EXCEED \$1000.**
  
- 5. CANDIDATE MUST BE AWARE OF MANDATORY TREASURER TRAINING OFFERED BY THE SBOE. TRAINING WILL BE COMPLETED EITHER “ON LINE” OR AT A PHYSICAL LOCATION DETERMINED BY THE SBOE. CCBOE MUST BE CONTACTED WHEN TREASURER HAS COMPLETED TRAINING.**
  
- 6. CANDIDATE WILL BE GIVEN CAMPAIGN FOLDER CONTAINING ALL MATERIALS & “2011 CAMPAIGN FINANCE MANUAL” ALONG WITH COPY OF NOTARIZED CAMPAIGN FILING FORM.**
  
- 7. A CURRENT PUBLIC “CAMPAIGN FILING” NOTEBOOK IS KEPT AT THE CCBOE AND MAY BE VIEWED BY ANYONE DURING CCBOE’S OFFICE HOURS.**