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Shen!	Myers	Mayor Pensacola
Candidate Name		Office Seeking 2022 Election

Candidate Received Instructions and/or materials on the following:

Received Candidate Handbook or told where online to access it. Escambia County Handbook: https://escambiavotes.gov/running-for-office

Division of Elections Handbook: http://dos.myflorida.com/elections/forms-publications/publications/

- Provided access to Florida Statutes Chapter 106 Campaign Financing and Form DS-DE 84 due within 10 days of pre-filing. Also, Chapter 104 which refers to Violations and Penalties. http://election.dos.state.fl.us/publications/pdf/2014/2014_election-laws.pdf https://dos.myflorida.com/elections/forms-publications/forms/
- Cybersecurity link's for Campaigns: https://www.belfercenter.org/CyberPlaybook https://www.dhs.gov/sites/default/files/publications/DHS%20Campaign%20Checklist FI-NAL%20October.pdf
- Informed of Online Campaign Reports and due dates. Gave report due dates schedule. (Frequency of Campaign Reports will change - see Schedule) ID, Pin(s) and Password will be sent through US Mail.
- Contributions: As of November 1, 2013, \$1,000 aggregate limit to include check, cash and in-kind; \$50 Cash Limit (to include candidate); Contributions from joint checking account is from the person who signed the check. Each contribution, no matter how small shall include address and if over \$100 must include specific occupation (cannot list business owner or sales, etc. - must list specific type of business. Also, contributions/loans from candidates must be listed. If over \$100, must list occupation. Cannot list occupation as "candidate").
- Expenditures: All transactions should go through campaign account. Must list address and purpose for each expenditure.

Informed Candidate of the requirement that all printed materials should contain Political Disclaimers, samples are included in handbooks.

Informed Candidate that the News Media will be notified.

Due Date of First Campaign Report

Candidate (or Representative) Signature and Date

Due Date of Statement of Candidate Form (if not turning in at pre-filing)

Email Address for Report Notices and Candidate Information – checked on regular basis