

December 19, 2016

Dear Student Candidate:

Thank you for your interest in the student director position at the UConn Foundation. Your willingness to campaign for this important leadership role is a positive reflection of your commitment to the University. Enclosed you will find a packet of materials with instructions and deadlines regarding the election process. Please carefully review all requirements necessary to successfully establish your candidacy. These materials are as follows:

- **Election Timeline** – Outlines dates, times, and deadlines related to the election process and associated campaign activities.
- **Student Director Responsibilities & Opportunities** – Outlines what is expected of individuals in the student director role and opportunities available to the student director during his or her term.
- **Campaign Rules** – Specifies requirements to be eligible for the student director role. Student director candidates should follow the University's rules for operating and running a campaign. Please see the "Campaign and Election Rules for Student Elections" included herein.
- **Application** – A candidate's completed application form confirms his or her intentions to seek office. Applications must be accompanied by a statement of position or biographical summary (limited to 175 words) and a completed Petition of Nomination.
- **Petition of Nomination** – Form used to collect signatures and the PeopleSoft numbers (for verification purposes) from 50 students plus one percent of the registered UConn students at your home campus. Any registered UConn student at any campus may sign your petition.
- **Financial Statement** – Provided to record campaign receipts and expenditures.

If you have any questions, please feel free to contact Judy Smith, paralegal, at 486-4205 or jsmith@foundation.uconn.edu. Information regarding the specifics of the Campaign process can be obtained through the University's Student Activities Office. Good luck in your candidacy and thank you for your interest!

Sincerely,



Joshua R. Newton
President and CEO

2017 Student Director Election Timeline

<p>December 19, 2016</p>	<p>Application Forms Available</p> <ul style="list-style-type: none"> On the Joint Elections Website (www.elections.uconn.edu) Linked on Foundation website: www.foundation.uconn.edu Student Activities Office, Student Union Room 307 or email Mary Shaw at mary.shaw@uconn.edu and she will e-mail you a packet of information
<p>January 23, 2017 1:30 PM</p>	<p>Information Session</p> <ul style="list-style-type: none"> The Foundation will hold an information session for students interested in the student director position. Please RSVP to Student Director Election Foundation representative, Judy Smith, at jsmith@foundation.uconn.edu who will provide further details.
<p>February 10, 2017 12:00 noon</p>	<p>Completed Applications Due</p> <ul style="list-style-type: none"> Return forms to the Storrs Campus, Department of Student Activities Office (Student Union, Room 307). Candidates may drop off or submit applications via fax to 860-486-1689 or email mary.shaw@uconn.edu (if you fax or email, you must call 860-486-8151 to confirm that your application was received.)
<p>February 10, 2017</p>	<p>Certification of Candidates for Foundation Student Director Election</p> <ul style="list-style-type: none"> Once all forms are received and reviewed, Christine Wilson, STEC Chairperson, will notify candidates of their eligibility via e-mail
<p>February 10, 2017</p>	<p>Campaigning Begins After Candidates' Receive Confirmation of Eligibility</p>
<p>March 1, 2017 12:01 AM</p>	<p>Voting Begins at www.vote.uconn.edu</p>
<p>March 2, 2017 11:59 PM</p>	<p>Voting Ends</p>
<p>March 3, 2017 12:00 Noon</p>	<ul style="list-style-type: none"> Deadline to submit Financial Statements and supporting data to Mary Shaw, Administrative Assistant to STEC Committee at mary.shaw@uconn.edu
<p>March 3, 2017 12:30 PM</p>	<ul style="list-style-type: none"> Deadline to submit alleged campaign violations in writing to Christine Wilson, STEC Chairperson at christine.wilson@uconn.edu or deliver in person to the Student Activities Office, Student Union Room 307, Storrs Campus
<p>March 3, 2017</p>	<p>Validation of the Election</p> <ul style="list-style-type: none"> Immediately following the validation, Christine Wilson, STEC Chairperson, notifies Foundation Representative, Judy Smith, who will then notify candidates via e-mail.
<p>March 4, 2017</p>	<p>Appeal of the Election</p> <ul style="list-style-type: none"> Any candidate wishing to appeal the results of the election must send a letter to the Student Director Election Foundation representative, Judy Smith, at jsmith@foundation.uconn.edu, within 24 hours of the March 3rd notification.
<p>March 6, 2017</p>	<p>If No Outstanding Appeals</p> <ul style="list-style-type: none"> Results of the election will be released to the press by the Foundation
<p>June 16, 2017</p>	<p>Student Director Introduced to the Foundation Board at its June Meeting</p>

Responsibilities of the Student Director

The student director will:

- Be the student body representative to the University of Connecticut Foundation Inc.'s Board of Directors as an active, non-voting member.
- Attend all Foundation Board of Directors meetings (three meetings per year), along with all committee meetings of which the student director is a member (typically, three to five additional committee meetings and board related events each year).
- Work with the Foundation's directors and staff to help the University in its fundraising and alumni engagement efforts, inform the student body of the efforts and work of the Foundation, and educate students on the importance of remaining engaged with the University after they graduate.
- Attend meetings of UConn's "Student Alumni Association," from time to time and report back to the Board of Directors on all student fundraising efforts.
- Attend pertinent University and Foundation events to which s/he is invited whenever possible to act as a representative of the student body for that particular function.
- Assist the Foundation in conducting, publicizing, and advertising the student director election, and inform and educate potential candidates on the position and the election process.
- Receive additional training from employees and officers of the Foundation.
- Attend new directors orientation with Foundation staff
- Mentor the next elected student director on his/her responsibilities and Foundation functions, initiatives, and activities.

Student Director Opportunities

- The student director role is a prominent and respected student leadership position on campus.
- This position allows the student director to work with some of the University's most successful graduates in fields such as business, law, medicine, and engineering.
- By working with the Foundation's Board of Directors and employees, you will have the chance to develop relationships with board members, build your professional network, and gain valuable business experience.
- The events and activities that take place throughout the school-year are tremendous opportunities to experience all that UConn has to offer. In this role the student director will meet prominent guest-speakers and visitors, along with the ability to work closely with the University's administration.
- The student director will have a great impact on the University by helping with its fundraising and alumni outreach efforts. This truly is a great way to give back to UConn.

Student Director

CAMPAIGN RULES AND POSITION REQUIREMENTS

The requirements for candidacy of a student for the office of The University of Connecticut Foundation Director are as follows:

- The prospective candidate must be a student registered at the University of Connecticut at the time of election, and must remain in good standing for the duration of his or her directorship. Because the standard director term is two years, it is desirable, but not required, that candidates have two or more years remaining in his/her planned UConn program in order to serve the entire term.
- Student director candidates should also follow the University's "Campaign and Election Rules for Student Elections" for rules in operating and running a campaign (attached).

CAMPAIGN WITHDRAWAL

- Any candidate wishing to withdraw his/her candidacy shall send a letter of withdrawal immediately to Judy Smith, Student Director Election Foundation representative, by e-mail at jsmith@foundation.uconn.edu or addressed to her attention to the UConn Foundation, 2390 Alumni Drive Unit 3206, Storrs, CT.
- If the letter of withdrawal is received by the Student Director Election Foundation representative prior to the printing of the election materials, his/her name will be deleted. Names of candidates who withdraw after the printing of the election materials will appear on the ballot, but a list of their names will be published and votes cast for those candidates will not be counted.

Candidates for the Foundation's Student Director position should follow the University's below stated rules and policies for running and operating a campaign.

UNIVERSITY OF CONNECTICUT
CAMPAIGN and ELECTION RULES FOR STUDENT ELECTIONS

Campaign Activity / University Policies

Campaign activity is defined as soliciting support for a campaign on behalf of one's self or another. All candidates, and those working for or on behalf of any candidates must adhere to all University policies, including (but not limited to) the Student Code and various posting policies. Failure to adhere may result in disqualification from the election at the discretion of STEC. Please see the following for some guiding information:

<http://www.reslife.uconn.edu/policies.html>

<https://uconncontact.uconn.edu/organization/SOS/documentlibrary>

http://www.community.uconn.edu/student_code.html

Campaign Spending & Accounting

Personal Expenditures: No candidate for the position shall spend more than one hundred dollars (\$100) of his/her personal funds for campaign purposes, excluding personal travel expenditures.

Campaign Contributions. A candidate may also accept campaign contributions not to exceed twenty five dollars (\$25) per donor or one hundred dollars (\$100) in the aggregate.

Donations of Goods, Professional Services, and Personal Items: Fair market value of all donated goods, professional services, and personal items used in the campaign shall be included as expenditures and shall be treated in the same manner as contributions in determining whether the candidate has observed the regulated limits. Personal supplies are consumable goods such as (but not limited to) computer paper, cake mixes, markers, etc.

Travel. If a candidate travels in order to campaign, fuel is not included as a campaign expense.

Maximum Expenditures. The total amount expended for the campaign may not exceed two hundred dollars (\$200), including the value of donated goods, professional services, and personal supplies.

Campaign Fund Accounting. A final report of campaign receipts and expenditures along with all supporting documents must be prepared and submitted via the official form by each candidate to the STEC chairperson by 12:00 pm on March 3, 2017.

Limitations of Campaign

Per the student code (III B 2-5) coercion is prohibited by the University.

- The officially designated campaign period for the Spring 2017 election is from February 11, 2017 (after the candidates are certified) to March 2, 2017 at 11:59 pm.
- The officially designated voting period for the Spring 2017 election is from March 1, 2017 at 12:01 am to March 2, 2017 at 11:59 pm.

Candidates may **not** use the University's official announcements or the Daily Digest to campaign; only STEC may use official announcements and the Daily Digest. All activity on all other official and unofficial listservs is permitted.

Campaign Violations

Violations of campaign rules and regulations shall be referred to the STEC Chairperson, Christine Wilson, in writing or via email by 12:30 pm on March 3, 2017. Review of violations of campaign rules and regulations shall be at the discretion of STEC. Appropriate action may entail disqualifying a candidate should he/she be found in violation of campaign rules or regulations. The decisions of STEC are final.

**Student Director
APPLICATION
Due February 10, 2017 at 12:00 Noon**

Name

PeopleSoft Number

Program of Study/Grad date

Home campus

Email Address

Local Address

Local Phone

Permanent Address

Permanent Phone

I, _____, do hereby attest to my intent to run for the Foundation
(print name)

Board Student Director position for The University of Connecticut Foundation, Inc. I understand that any violation of campaign rules on my part could result in forfeiture of my candidacy. I further attest that I am a student in good academic standing registered at the University of Connecticut.

(Signature)

(Date)

Deadline for submission of the Application is February 10, 2017 by noon. This Application MUST be accompanied by a statement of position or biographical summary (limited to 175 words), a "Petition for Nomination" signed by 50 students plus one percent of the registered UConn students at the candidate's home campus (please see next page for the exact number of signatures required). The statement of position or biographical summary may be used for publishing in print and/or on the web.

Questions may be directed to:

Christine Wilson, STEC Chairperson, Christine.Wilson@uconn.edu, Phone: 860-486-8151

Return this Application to:

By email to mary.shaw@uconn.edu

Or FAX to 860-486-1689

Or in person to Mary Shaw, Administrative Assistant to STEC Committee, Student Union, Room 307

Call 860-486-8151 by 1:00 pm to confirm that your materials were received by Noon. Unless you call, you cannot be certain that we have received your materials.

Signatures required on the Petition for Spring 2017:

If your home campus is...	You need at least this many signatures on your petition...
Avery Point	58
Greater Hartford Campus (includes the School of Social Work)	70
Graduate Business Learning Center (Hartford Downtown)	60
Health Center	56
Law School	56
Stamford	70
Storrs	276
Torrington	52
Waterbury	60
<i>Note 1: Your petition signatures can be from any registered UCONN student on any UCONN campus, undergraduate or graduate.</i>	<i>Note 2: These numbers reflect 1% the enrollment for Fall 2014 at each campus. Enrollment numbers are from the Office of Institutional Research</i>

STUDENT DIRECTOR PETITION OF NOMINATION FORM

Candidate's Name (printed): _____

We, the undersigned, being registered students at the University of Connecticut, do hereby petition that there be placed on the voting ballots used for the election of the Student Director, the name of this student as candidate for said office.

No.	Printed Name	Student Signature	PeopleSoft Number
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PETITION OF NOMINATION FORM**

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Student Director

Campaign Financial Statement

Note: Must submit statement even if nothing to report. Submit supporting documents.

Candidate name: _____

Check Here If Nothing to Report: _____

Receipts:

Campaign Contributions *List Details:*

Max: \$25.00 per donor or \$100 in the aggregate/total may not exceed \$200

_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
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_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Receipts:		\$ _____

Expenditures:

Personal Expenditures *List Details:*

Max: \$100

_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Receipts:		\$ _____

Donated Goods or Services *List Details:*

_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Donated Goods or Services:		\$ _____

Total Expenditures: \$ _____

Signature

Date