



Dear Candidate:

Congratulations on your decision to run for public office in the City of Edgewood!

To assist you with the upcoming **March 10, 2026, Municipal Election**, I have prepared this qualifying packet to guide you through the process. While this packet contains essential information, please be aware that it is not all-inclusive. It is your responsibility to remain compliant with all **Florida Election Laws**, the **City Charter**, and the **City Code**.

Candidate Qualifications: Per the City Charter, Sec. 18-2, please verify that you meet the following requirements before proceeding:

1. **Citizenship:** I am a citizen of the United States.
2. **Age:** I will be at least 18 years of age on or before the date of the election.
3. **Residency:** I have been a legal resident of the City of Edgewood for at least one year prior to the date of qualifying and am a registered voter.
4. **State Compliance:** I meet all other voting qualifications established by the State of Florida.

Next Steps: Please carefully review the enclosed election packet and cross-reference it with the **Document Affidavit** to ensure you have received all necessary paperwork. All forms must be fully completed before they are submitted to my office during the official qualifying period.

Thank you for your commitment to serving the Edgewood community.

Best regards,

Sandra Riffle, CMC, CBTO, FCRM
City Clerk



Candidate Qualifying Checklist

I, _____, hereby state that I have received the following materials for the March 11, 2025, City of Edgewood's Municipal Election included in the Candidate qualifying packet.

- ☐ Candidate Welcome Letter
- ☐ Candidate Qualifying Checklist
- ☐ 2025 Election Calendar
- ☐ DS-DE 12 Campaign Treasury Report and MANDATORY Due Dates
- ☐ Form DS-DE 9: Appointment of Campaign Treasurer/Designation of Campaign Depository for Candidates (with applicable reporting forms)
- ☐ Receipt of Notice- Penalty for Late Filing of Treasurer's Reports
- ☐ Form DS-DE 84: Statement of Candidate (Must be filed within 10 days of DS-DE 9).
- ☐ Form DS-DE 302NP: Candidate Oath – Nonpartisan Office.
- ☐ Electronic Form 1 Verification: Printed receipt showing your 2025 Statement of Financial Interests was filed with the Florida Commission on Ethics.
- ☐ Poll-Watchers Rules and Designation Form (FS 101.13)
- ☐ City Code- Chapter 122, §122-12-Supplemental temporary sign standards
- ☐ Questions Frequently Asked by Candidates (FAQ)
- ☐ Document Affidavit: Signed to confirm receipt of all qualifying materials.
- ☐ Qualifying Fee: \$0.00. There are no filing or assessment fees for City Council positions.

Resources:

- **Chapter 106, Florida Statutes, on Campaign Financing**
- Link: <https://www.flsenate.gov/Laws/Statutes/2019/Chapter106> Link to 2022 Guide to the **Sunshine Amendment and Code of Ethics** for Public Officers and Employees: <https://www.myfloridalegal.com/open-government/sunshine-manual>
- **Link to City of Edgewood Charter:**
https://library.municode.com/fl/edgewood/codes/code_of_ordinances?nodeId=PTICH

Signature: _____ **Date:** _____

This receipt must be signed upon the City Clerk's or designee's receipt of the Qualifying Packet.



2026 ELECTION CALENDAR

Two open seats: Councilmember Susan Lomas and Councilmember Chris Rader

DATE	EVENT
Tuesday, December 16, 2025	Council to announce the date of the election. Election notices posted at City Hall (required at least 75 days prior to election day).
Qualifying Dates: Monday, January 12th through Thursday, January 15, 2026, from 9:00 am to 4:00 pm Friday, January 16, 2026, from 9:00 am to Noon.	Qualifying begins at 9 a.m. on Monday, January 12, 2026, and ends at Noon on Friday, January 16, 2026 City Code Sec. 6.03 - A candidate for elected office must file his or her application with the city clerk by hand or by registered mail at least forty-six (46) days prior to the election day.
Thursday, February 26, 2026 10:00 a.m.	Public Test at Orange County Supervisor of Election's Office - 119 W. Kaley St., Orlando, FL 32806
Tuesday, March 10, 2026	General Election for the City of Edgewood
Tuesday, March 17, 2026	Newly elected council members take office. Per §3.05, City Charter, Terms commence and begin at the next regularly scheduled council meeting.
CAMPAIGN TREASURER REPORTING DATES Each campaign treasurer designated by a candidate shall file regular reports of all contributions received and all expenditures made by or on behalf of such candidate. (Section 106.07, F.S.)	
<ul style="list-style-type: none"> ○ Termination Report: Due within 90 days of the campaign ending (if closing account). ○ Contributions deadline is March 5, 2026, Midnight for the March 10, 2026, Election (F.S. 106.08) 	
Tuesday, February 17, 2026 12:00 NOON	Campaign Treasurer Report due (25 days prior to election) [G1 Report/ February 1 – February 14, 2026].
Monday, March 2, 2026 12:00 NOON	Campaign Treasurer Report due (11 days prior to election) [G2 Report/February 15 – 28, 2026.
Friday, March 7, 2026 12:00 NOON	Campaign Treasurer Report due (4 days prior to election) [G3 Report/March 1 – March 6, 2026].
Thursday, May 7, 2026	90-Day Termination Report due if unopposed after qualifying ends on February 16, 2026.
Monday, June 8, 2026	Campaign Treasurer Report due (TR Report/ 90-day termination) REPORT if elected or defeated on March 10, 2026 covering period March 7, 2026 through date report filed. [March 5 – June 8, 2026].

LAST DAY TO RECEIVE CAMPAIGN CONTRIBUTIONS BEFORE THE MARCH 10, 2026 ELECTION IS MIDNIGHT, THURSDAY, MARCH 5, 2026

F.S. §106.08(3) (a) Any contribution received by a candidate with opposition in an election or by the campaign treasurer or a deputy campaign treasurer of such a candidate on the day of that election or less than 5 days before the day of that election must be returned by him or her to the person or committee contributing it and may not be used or expended by or on behalf of the candidate.

CAMPAIGN TREASURER REPORTING DEADLINES AND PENALTIES: All reports must be received by 4:00 p.m. (12 Noon on Friday) on the due date in the City Clerk's Office **UNLESS** the report envelope is postmarked by the US Postal Service no later than midnight of the day designated is deemed timely filed. A candidate failing to file a report on the designated due date shall be subject to a fine payable only from the personal funds of the candidate. The reports must be filed on the dates provided in the calendar above.

ⁱFlorida Statute 106.07(7): In any reporting period when there has been no activity in the account (no funds expended or received), the filing of the required report is waived. However, the filing officer must be notified in writing on the prescribed reporting date that no report is being filed (Form DS-DE-87).

In addition to the qualifying package provided by the City Clerk, forms may also be obtained from the state at <https://dos.fl.gov/elections/forms-publications/forms/> under "Candidate Forms" to "Statewide or Multicounty Candidates". Forms are fillable and downloadable.

Candidates are responsible for reading and understanding Florida Statute Chapter 106, Campaign Financing. The City Clerk and/or City Staff cannot assist any candidate in filling out their treasurer's report.

Offices Open – Offices currently opened are held by **Councilmembers Susan Lomas and Chris Rader**. The candidates elected as councilmembers will serve three (3) year terms. Voting in the City of Edgewood is at-large; the two candidates who receive the highest number of votes are elected.

ⁱ Filing of required, periodic Campaign Treasurer's Reports. Chapter 106, Campaign Finance, Florida Statutes, governs campaign reporting activities. A candidate will be provided with an election cycle calendar of the campaign treasurer's reporting dates. **The reports must be filed when due, even if a bank account HAS NOT been opened.** Reports must be filed even if the candidate accepts no contributions or makes no expenditures. F.S. 106.06 - 106.07

CAMPAIGN TREASURER'S REPORT SUMMARY

(1) _____
Name

(2) _____
Address (number and street)

City, State, Zip Code

☐ Check here if address has changed

OFFICE USE ONLY

(3) ID Number: _____

(4) Check appropriate box(es):

☐ Candidate Office Sought: _____

☐ Political Committee (PC)

☐ Electioneering Communications Org. (ECO)

☐ Party Executive Committee (PTY)

☐ Independent Expenditure (IE) (also covers an individual making electioneering communications)

☐ Check here if PC or ECO has disbanded

☐ Check here if PTY has disbanded

☐ Check here if no other IE or EC reports will be filed

(5) Report Identifiers

Cover Period: From ____ / ____ / ____ To ____ / ____ / ____ Report Type: _____

☐ Original

☐ Amendment

☐ Special Election Report

(6) Contributions This Report

Cash & Checks \$ ____ , ____ , ____ . ____

Loans \$ ____ , ____ , ____ . ____

Total Monetary \$ ____ , ____ , ____ . ____

In-Kind \$ ____ , ____ , ____ . ____

(7) Expenditures This Report

Monetary Expenditures \$ ____ , ____ , ____ . ____

Transfers to Office Account \$ ____ , ____ , ____ . ____

Total Monetary \$ ____ , ____ , ____ . ____

(8) Other Distributions

\$ ____ , ____ , ____ . ____

(9) TOTAL Monetary Contributions To Date

\$ ____ , ____ , ____ . ____

(10) TOTAL Monetary Expenditures To Date

\$ ____ , ____ , ____ . ____

(11) Certification

It is a first degree misdemeanor for any person to falsify a public record (ss. 839.13, F.S.)

I certify that I have examined this report and it is true, correct, and complete:

(Type name) _____

☐ Individual (only for IE or electioneering comm.) ☐ Treasurer ☐ Deputy Treasurer

X _____

Signature

(Type name) _____

☐ Candidate ☐ Chairperson (only for PC and PTY)

X _____

Signature

Instructions for Campaign Treasurer's Report Summary	
(1)	Name: full name of the candidate, political committee, party executive committee, electioneering communications organization, or individual making an independent expenditure or electioneering communication.
(2)	Address: the full address or post office box, city, state, and zip code. <input type="checkbox"/> Check the box if the address has changed since the last report filed.
(3)	ID Number: identification number assigned by the filing officer.
(4)	Check the appropriate box(es).
(5)	Report Identifiers Cover Period: the dates this report covers (i.e., From <u>1/1/15</u> To <u>1/31/55</u>). Important: use the appropriate cover period dates as published by the filing officer. Report Type: refer to the filing officer's calendar of reporting dates for the correct codes to be used for each reporting period. If report is for a special election add "S" in front of the report code (i.e., <u>SG3</u>). Check one of the appropriate boxes: <input type="checkbox"/> Original: first report filed for this reporting period. <input type="checkbox"/> Amendment: must summarize only contributions/fund transfers and expenditures/distributions being reported as additions or deletions. Read instructions for sequence numbers and amendment types on the back of Forms DS-DE 13A and 14A. <input type="checkbox"/> Special Election Report: Important: once a special election report is filed, the entity is required to file all remaining reports due for the special election.
(6)	Contributions This Report: Cash and Checks: total amount for this reporting period. Loans: total amount for this reporting period. Total Monetary: sum of Cash and Checks and Loans. In-Kind: the fair market value of the in-kind contribution at the time it is given for this reporting period.
(7)	Expenditures This Report: Monetary Expenditures: total amount of monetary expenditures for this reporting period. Transfers to Office Account: total amount transferred to an office account by <u>elected</u> candidates only. Total Monetary: sum of Monetary Expenditures and Transfers to Office Account.
(8)	Other Distributions: the total amount of goods and services contributed to a candidate or other committee by a PC, ECO, or PTY.
(9)	TOTAL Monetary Contributions To Date: the amount of total monetary contributions to date. Candidates keep cumulative totals from the time the campaign depository is opened through the termination report.
(10)	TOTAL Monetary Expenditures To Date: the amount of total monetary expenditures to date. Candidates keep cumulative totals from the time the campaign depository is opened through the termination report.
(11)	Type or print the required officer's name and have them sign the report: <input type="checkbox"/> Candidate report: treasurer and candidate must sign. <input type="checkbox"/> PC report: treasurer and chairperson must sign. <input type="checkbox"/> PTY report: treasurer and chairperson must sign. <input type="checkbox"/> ECO report: organization's treasurer must sign. <input type="checkbox"/> IE or EC report: individual must sign (this applies when an individual acts alone to make these expenditures)
AMENDMENT REPORTS: An amendment report summary should summarize only contributions, expenditures, distributions, & fund transfers being reported as additions or deletions. Read the instructions for the sequence number & amendment type fields on the back of forms DS-DE 13, 14, 14A and 94.	

**APPOINTMENT OF CAMPAIGN TREASURER
AND DESIGNATION OF CAMPAIGN
DEPOSITORY FOR CANDIDATES**

(Section 106.021(1), F.S.)

(PLEASE PRINT OR TYPE)

NOTE: This form must be on file with the filing officer before opening the campaign account.

OFFICE USE ONLY

1. CHECK APPROPRIATE BOX(ES):

☐ Initial Filing of Form ☐ Re-filing to Change: ☐ Treasurer/Deputy ☐ Depository ☐ Office ☐ Party

2. Name of Candidate (in this order: First, Middle, Last):
(Please Print or Type Name)

3. Address (include PO Box or Street, City, State, Zip Code):

4. Telephone:

()

5. Candidate's Voter Registration #:

_____ (not required for qualifying purposes)

6. Email Address:

7. Office Sought (include district, circuit, group, or seat #):

8. If a candidate for a nonpartisan office, check the box if applicable:

☐ I intend to run as a Write-In Candidate.

9. If a candidate for partisan office, check the box and fill in the name of the party as applicable: I intend to run as a

☐ Write-In Candidate. ☐ No Party Affiliation Candidate. ☐ _____ Party candidate.

10. I have appointed the following person to act as my:

☐ Campaign Treasurer

☐ Deputy Treasurer

11. Name of Treasurer or Deputy Treasurer:

12. Telephone:

()

13. Email Address:

14. Mailing Address:

15. City:

16. State:

17. Zip Code:

18. I have designated the following bank as my (check appropriate box): ☐ Primary Depository ☐ Secondary Depository

19. Name of Bank:

20. Address:

21. City:

22. County:

23. State:

24. Zip Code:

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING FORM FOR THE APPOINTMENT OF THE CAMPAIGN TREASURER AND DESIGNATION OF THE CAMPAIGN DEPOSITORY AND THAT THE FACTS STATED IN IT ARE TRUE.

25. Date:

26. Signature of Candidate:

X

27. Treasurer's Acceptance of Appointment (fill in the blanks and check the appropriate box)

I, _____ do hereby accept the appointment designated above as:
(Please Print or Type Name)

☐ Campaign Treasurer.

☐ Deputy Treasurer.

28. Date:

29. Signature of Campaign Treasurer or Deputy Treasurer

X

**CERTIFICATION OF RECEIPT OF NOTICE OF PENALTY FOR LATE FILING OF
CAMPAIGN TREASURER'S REPORTS (Section 106.07(8)(b) and (c), F.S.)**

I hereby certify that I have received this notice that any candidate failing to file a report on the designated due date shall be subject to a fine of \$50 for the first three (3) days late, and, thereafter, \$500 per day for each late day, not to exceed 25% of the total receipts or expenditures, whichever is greater, for the period covered by the late report. However, for the reports immediately preceding each primary and general election, the fine shall be \$500 per day for each late day, not to exceed 25% of the total receipts or expenditures, whichever is greater, for the period covered by the late report. Fines for late termination reports will be assessed at \$50 per day for each late day, not to exceed 25% of the total receipts or expenditures, whichever is greater, for the period covered by the late report.

A candidate shall pay this fine from his/her personal funds. The fine is assessed by the filing officer (City Clerk) and must be paid within twenty (20) days of receipt of notice of the payment due. Any candidate may appeal or dispute the fine and may request and shall be entitled to a hearing before the Florida Elections Commission. Requests shall be made within twenty (20) days after receipt of the notice of payment due. If a candidate intends to bring the matter before the Florida Elections Commission, he/she shall notify the filing officer in writing within the 20-day period.

Candidate's Signature

Date

STATEMENT OF CANDIDATE

(Section 106.023, F.S.)

(Please print or type)

OFFICE USE ONLY

I, _____ ,
candidate for the office of _____ ;
have been provided access to read and understand the requirements of
Chapter 106, Florida Statutes.

X

Signature of Candidate

Date

Each candidate must file a statement with the qualifying officer within 10 days after the Appointment of Campaign Treasurer and Designation of Campaign Depository is filed. Willful failure to file this form is a first degree misdemeanor and a civil violation of the Campaign Financing Act which may result in a fine of up to \$1,000, (ss. 106.19(1)(c), 106.265(1), Florida Statutes).

CANDIDATE OATH
NONPARTISAN OFFICE

(Do not use this form if a Judicial or School Board Candidate)

Check box **only** if you are seeking to qualify as a write-in candidate:

☐ Write-in candidate

OFFICE USE ONLY

Candidate Oath

(Section 99.021(1)(a), Florida Statutes)

I, _____,
(Print name above as you wish it to appear on the ballot. If your last name consists of two or more names but has no hyphen, check box ☐ (see page 2 - Compound Last Names). No change can be made after the end of qualifying. Although a write-in candidate's name is not printed on the ballot, the name must be printed above for oath purposes.)

am a candidate for the nonpartisan office of _____, _____,
(Office) (District #)

_____, _____; I am a qualified elector of _____ County, Florida;
(Circuit #) (Group or Seat #)

I am qualified under the Constitution and the Laws of Florida to hold the office to which I desire to be nominated or elected; I have qualified for no other public office in the state, the term of which office or any part thereof runs concurrent with the office I seek; and I have resigned from any office from which I am required to resign pursuant to Section 99.012, Florida Statutes; and I will support the Constitution of the United States and the Constitution of the State of Florida.

Candidate's Florida Voter Registration Number (located on your voter information card): _____

Phonetic spelling for audio ballot: Print name phonetically on the line below as you wish it to be pronounced on the audio ballot as may be used by persons with disabilities (see instructions on page 2 of this form): *[Not applicable to write-in candidates.]*

X

()

Signature of Candidate

Telephone Number

Email Address

Address

City

State

ZIP Code

STATE OF FLORIDA

COUNTY OF _____

Signature of Notary Public

Print, Type, or Stamp Commissioned Name of Notary Public below:

Sworn to (or affirmed) and subscribed before me by means of

online notarization ☐ OR physical presence ☐

this _____ day of _____, 20____.

Personally Known ☐ OR Produced Identification ☐

Type of Identification Produced: _____

Compound Last Names

If your last name consists of two or more names and has no hyphen, check the box in the Candidate Oath section. If you fail to check the box, your name will be listed with the name appearing last on the line. Example: John Jones Smith – If the last name has no hyphen and you do not check the box, the last name on the ballot would be “Smith.” If you check the box, your last name would be listed on the ballot as “Jones Smith.” If you have a hyphen within your last name, the last name would be listed as “Jones-Smith.”

Guide for Designating Phonetic Spelling of Candidate’s Name for Audio Ballot

1. Use tables below.
2. Use upper case for “stressed” syllables. Use lower case for “unstressed” syllables.
3. Use dashes (-) to separate syllables.
4. Add any notes such as rhyming examples, silent letters, *etc.*

Vowels			
Stressed Vowel Sounds		Unstressed Vowel Sounds	
EE	(FEET) feet	uh	(SO-fuh) sofa (FING-guhr) finger
I	(FIT) fit		
E	(BED) bed		
A	(KAT) cat (KAD) cad		
AH	(FAH-thur) father (PAHR) par		
AH	(HAHT) hot (TAH-dee) toddy		
UH	(FUHJ) fudge (FLUHD) flood		
UH	(CHUHRCH) church		
AW	(FAWN) fawn	Certain Vowel Sounds with R	
U	(FUL) full	AHR	(PAHR) par
OO	(FOOD) food	ER	(PER) pair
OU	(FOUND) found	IR	(PIR) peer
O	(FO) foe	OR	(POR) pour
EI	(FEIT) fight	OOR	(POOR) poor
AI	(FAIT) fate	UHR	(PUHR) purr
OI	(FOIL) foil		
YOO	(FYOOR-ee-uhs) furious		

Consonants			
B	(BED) bed	R	(RED) red
D	(DET) debt	S	(SET) set
F	(FED) fed	T	(TEN) ten
G	(GET) get	V	(VET) vet
H	(HED) head	Y	(YET) yet
HW	(HWICH) which	W	(WICH) witch
J	(JUHJ) jug	CH	(CHUCRCH) church
K	(KAD) cad	SH	(SHEEP) sheep
L	(LAIM) lame	TS	(ITS) its (PITS-feeld) Pittsfield
M	(MAT) mat	TH	(THEI) Thigh
N	(NET) net	TH	(THEI) Thy
NG	(SING-uhr) singer	ZH	(A-zuhr) azure (VI-zuhn) vision
P	(PET) pet	Z	(GOODZ) goods (HUH-buhz-tuhn) Hubbardston

Examples of Phonetically Spelled Names	
NAME ON BALLOT	PRONOUNCED AS
Mishaud	mee-SHO ('d' is silent)
Jahn	HAHN (rhyme: fawn)
Beauprez	boo-PRAI (rhyme: hooray)
Maniscalco	man-uh-SKAL-ko
Tangipahoa	TAN-ji-pah-HO-uh
Monte	Mahn-TAI
Tanya	TAWN-yuh (not TAN)

Do not submit this page to the filing officer.

In Florida, poll watching is a vital part of ensuring election integrity, but it is strictly governed by Florida Statute 101.131. To get them into the room, you must use Form DS-DE 125.

1. What is a Poll Watcher?

A poll watcher is someone you appoint to observe the conduct of voters and election officials.

- The Limit: You are allowed one poll watcher per polling room (or early voting site) at any given time.
- The Eligibility: They must be a registered voter in the county where they are serving.
- The Forbidden List: You cannot appoint yourself (the candidate), or any law enforcement officer (sheriff, deputy, or police).

2. The Golden Rules of Conduct

Poll watchers are there to observe, not interfere. If they break these rules, they will be asked to leave:

- No Interaction with Voters: They cannot speak to, help, or "hover" near voters.
- Chain of Command: They must direct all questions or concerns to the Precinct Clerk, not the other poll workers.
- BYO-Necessities: They must bring their own chairs, pens, and snacks. The precinct won't provide them.
- Stay in the Zone: The Clerk will designate a specific area for them to sit or stand where they can see the process without obstructing it.

3. Using Form DS-DE 125 (The Designation Form)

This form is how you "register" your watchers with the Supervisor of Elections (SOE). If their name isn't on the list approved by the SOE, they won't be allowed in.

Critical Deadlines (No Exceptions!)

The state is very strict about these dates. If you miss the noon deadline, your watchers cannot serve.

For This Voting Period	Deadline to Submit Form DS-DE 125
Election Day	Before Noon on the second Tuesday before the election.

Designation of Poll Watchers

Section 1. Election					Official Use Only	
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> Election Date: <input style="width: 80%;" type="text"/> </div> <div style="width: 35%;"></div> </div>						
Select Early Voting or Election Day: <input style="width: 80%;" type="text"/>						
Section 2. Category of Authorized Persons						
I am a candidate (or candidate designee*) for the following office in this election: I am the chair (or designee*) of the County Executive Committee of the following Party: I am the chair (or designee*) of the following Political Committee:					Complete Only One of the Boxes Below:	
* A candidate or chair as indicated above must first submit a written, signed designation to the supervisor of elections (or for statewide candidates/issues, to the Division of Elections) authorizing the designee to designate poll watchers on his or her behalf.					<input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/>	
Section 3. Candidate/Chair/Designee						
I request that the listed person(s) below (none of whom is a candidate or a sheriff, deputy sheriff, police officer or other law enforcement officer), who are qualified and registered voters of the county in which they will serve, be approved as poll watchers at the locations indicated below.						
<div style="display: flex;"> <div style="width: 10%;">Name:</div> <input style="width: 90%;" type="text"/> </div>						
<div style="display: flex;"> <div style="width: 10%;">Address:</div> <input style="width: 90%;" type="text"/> </div>						
<div style="display: flex;"> <div style="width: 10%;">Email address:</div> <input style="width: 90%;" type="text"/> </div>						
<div style="display: flex;"> <div style="width: 10%;">Phone:</div> <input style="width: 90%;" type="text"/> </div>						
By submitting this form, I certify that I am the person listed above and I am authorized under s. 101.131, Florida Statutes, to designate poll watchers.						
<div style="display: flex; justify-content: space-between;"> <div style="width: 20%;"> Date Submitted: <input style="width: 80%;" type="text"/> </div> <div style="width: 80%;"> Note: This form becomes a public record when submitted to the Supervisor of Elections. </div> </div>						
Section 4. List of Designated Poll Watchers						Official Use Only
Name	Date of Birth (mm/dd/yyyy)	Residential Address	Phone #	Polling Place / Early Voting Site (Either write "All Locations" or specify location)	Approved (Y/N)	Assigned Badge Number

Designation of Poll Watchers

Name	Date of Birth (mm/dd/yyyy)	Residential Address	Phone #	Polling Place / Early Voting Site (Either write "All Locations" or specify location)	Approved (Y/N)	Assigned Badge Number

Note: This instructional page need not be included with submission of the DS-DE 125.

INSTRUCTIONS FOR POLL WATCHER DESIGNATIONS

1. Each candidate/political party/political committee may have only one poll watcher per polling room or early voting area at any one time.
2. A candidate whose name will appear on the ballot in a future election may not designate poll watchers for an election in which the candidate's name is not on the ballot.
3. Designation of Poll Watchers, Form DS-DE 125, must be used to request designation of poll watchers. **Separate forms must be submitted for designating Early Voting and Election Day poll watchers.** Sufficient information concerning the desired poll watcher must be completed on the form so that the Supervisor of Elections can identify the person as a registered voter in the supervisor's county.
4. Form DS-DE 125 and any attachments to it may be provided to the supervisor of elections by personal delivery, mail, fax, or email.
5. The deadlines to submit a request for poll watcher designation:
For Early Voting (EV) -- No later than noon at least 14 days before EV begins.
For Election Day -- No later than noon of the second Tuesday preceding the election.
6. The Supervisors of Elections must approve or disapprove the designation of poll watchers for early voting areas no later than 7 days before the start of early voting and the designations for poll watchers for polling rooms on Election Day, on or before the Tuesday before the election.

POLL WATCHERS

A poll watcher:

1. Must be a qualified and registered voter of the county in which they serve as poll watcher.
2. Cannot be a candidate, sheriff, deputy sheriff, policeman, or other law enforcement officer.
3. Who is designated for a specific location is not precluded from going to another polling room/EV area if the number of poll watchers at any particular polling room/EV area does not exceed the allowable number for the applicable candidate/political party/political committee.
4. Who is designated for "All locations/areas" (at-large) is not permitted to be present in a polling room/EV area at the same time as another poll watcher designated by the same candidate/political party/political committee.
5. Will be provided a Poll Watcher Identification Badge by the Supervisor of Elections. The poll watcher must wear his or her Poll Watcher Identification Badge while in the polling room or EV area.
6. Must bring his or her own materials and necessities.
7. Is allowed within the polling room to observe the conduct of the election. He or she *may not* obstruct the orderly conduct of the election.
8. May observe the voter check-in process. He or she may not come closer to the inspectors' table or the voting booths than is reasonably necessary to perform the poll watcher's functions.
9. May not speak to or otherwise interact with voters nor provide assistance to a voter in any way with the voting of his/her ballot, unless a Request for Assistance Form is completed at the voter's request.
10. May make and provide written voter challenges to the precinct clerk.
11. Shall pose any questions regarding polling place procedures directly to the precinct clerk for resolution.

Note: For further details or requirements governing the designation and conduct of poll watchers, refer to sections 101.131 and 101.111, Florida Statutes; Rule 1S-2.034 of the Florida Administrative Code; and the rule's incorporated form, DS-DE 11, which contains the Polling Place Procedures Manual.

Political Sign Code FAQ

Section 122-12-Supplemental temporary sign standards

1. Where can signs be placed?

- **Private Property Permission:** You can place signs on private property as long as you have the **owner's permission**. Under state law, these temporary signs usually do not require a permit.
- **They are strictly prohibited on all public rights-of-way** (the grassy area between the street and sidewalk) and all city-owned land.

2. The 150-Foot "No-Sign" Zone (FS 102.031)

On Election Day and during Early Voting, a 150-foot radius around the polling place entrance is a no-solicitation zone; no signs are allowed.

3. What are the quantity, size, and height limits?

- Quantity: Max of 3 temporary signs per lot.
- Size: Max of 6 square feet per sign face.
- Height: Max of 3 feet in height.
- Setback: Signs must be at least 5 feet from the right-of-way and 10 feet from side/rear property lines.

4. When must they be removed?

Signs must be removed within 3 days following the election (by March 13, 2026).

5. What is the required disclaimer?

- **For Incumbents:** "Political advertisement paid for and approved by [Name], [Party], for [Office]."
- **For Non-Incumbents:** You **must** include the word **"for"** between your name and the office (e.g., "Jane Doe **for** County Commission"). You cannot imply you already hold the seat.

Questions Frequently Asked by Candidates

Q: I currently hold another public office or serve on a board. Can I still run?

A: Under Florida's "**Resign-to-Run**" Law (F.S. 99.012), you may not qualify for a new office if the terms overlap. If this applies, you must submit a written resignation at least **10 days prior** to the first day of the qualifying period. Resignations are irrevocable.

Q: Can a candidate be his/her own campaign treasurer?

A: A candidate may serve as his/her own campaign treasurer. (sec 106.021)
Campaigning is very demanding. It is advised that a candidate appoint a deputy treasurer, in addition to himself or herself.

Q: Who may serve as a campaign treasurer?

A: Any person who accepts appointment of such position may serve as campaign treasurer

Q: I am considering running for office. When may I begin raising campaign funds?

A: You may begin raising funds once you file **Form DS-DE 9** (Appointment of Campaign Treasurer) with the City Clerk.

- **Important:** You must also file **Form DS-DE 84** (Statement of Candidate) within 10 days of filing your DS-DE 9. This form confirms you have been provided with access to and understand Florida's election laws.

Q: What is an "In-Kind" contribution?

A: An in-kind contribution is anything of value—other than money—provided to your campaign for free or at a discount (e.g., a neighbor donating printing services or a business providing a free venue). These **must be reported** and are subject to the same **\$1,000 limit** as cash contributions.

Q: Where do I file my Statement of Financial Interests (Form 1)?

A: As of 2024, the Florida Commission on Ethics **requires electronic filing** via their disclosure.floridaethics.gov.

- The City Clerk cannot accept a paper Form 1.
- **Action Required:** You must print the **Verification and Receipt of Filing** from the state website to include in your physical qualifying packet submitted to the City.

Q: What are my responsibilities as a candidate for reporting campaign fund activities?

A: Each candidate is personally responsible for compliance with Chapter 106 requirements to designate a campaign treasurer, maintain records of contributions and expenditures, and file campaign reports of contributions and expenditures with the appropriate filing officer. Failure to file a campaign report on the designated due date will result in a fine.

Q: If I have no activity (spend no money) during a reporting period, do I still have to file?

A: Yes. If you have no contributions or expenditures, you must file a **Waiver of Report (Form DS-DE 87)** by the deadline.

- **Deadline:** This must be filed by **5:00 p.m.** on the report's due date.
- **Note:** Failure to file a waiver is treated the same as a late report and may result in an automatic fine.

Q: Can I accept anonymous contributions?

A: No. Chapter 106 requires a candidate to maintain records of each contribution and its source.

Q: What are the penalties for late reports?

A: Per Florida Statute, fines are automatic and **must be paid from the candidate's personal funds**, not campaign funds.

- **Standard Reports:** \$50 per day for the first 3 days; \$500 per day thereafter.
- **Pre-Election Reports (G3):** \$500 per day.
- Fines cannot exceed 25% of the total receipts or expenditures for the period.

Q: I am a candidate and I am complying with Chapter 106 reporting of campaign contributions and expenditures. My opponent is refusing to file any reports. What can I do?

A: You may file a complaint with the Florida Elections Commission by requesting a complaint form from your local Supervisor of Elections or the Division of Elections. The sworn complaint must be filed with the Florida Elections Commission.

Question: Can a candidate make a contribution to a charity out of campaign funds?

A: No. However, he may make contributions to any charitable group for which he is a member or to which he has been a regular contributor from personal funds.

Question: If a candidate is receiving an in-kind contribution of office space for his/her campaign and it exceeds the limits, what should he/she do?

Q: The candidate may accept an in-kind contribution up to the limits. He/she could not accept anything over the limits. It is suggested that he/she pay for the office space after the limit is reached if he/she wishes to continue using it.

Q: If I do receive a contribution after I withdraw, become unopposed or after I am elected or eliminated, what do I do with it?

A: The contribution shall be returned to the person contributing it and shall not be used or expended by or on behalf of the candidate.



DOCUMENT AFFIDAVIT
2026 Edgewood Municipal Election

Candidate Name: _____

Office Sought: City of Edgewood Council Member

I, the undersigned candidate, hereby acknowledge that I have received a complete Qualifying Packet from the Edgewood City Clerk for the Municipal Election to be held on **March 10, 2026**. I understand that this packet contains the following essential documents:

1. **Candidate Handbook** (including Welcome Letter & Eligibility Requirements)
2. **Qualifying Checklist** (Listing all mandatory Florida & City forms)
3. **Treasurer's Reporting Calendar** (Specifying all 2026 filing deadlines)
4. **Candidate 101 Guide** (Instructions for Campaign Finance & Electronic Form 1)
5. **Sign FAQ** (Rules for Political Advertisement placement and removal)
6. **Official Forms:**
 - Form DS-DE 9 (Appointment of Treasurer)
 - Form DS-DE 84 (Statement of Candidate)
 - Form DS-DE 302NP (Candidate Oath)
 - Verification/Receipt of Filing for Form 1 (Financial Disclosure Instructions)

Acknowledgment of Responsibility: I understand that it is my personal responsibility to familiarize myself with the **Florida Election Laws**, the **City of Edgewood Charter**, and the **City Code**. I acknowledge that the information provided in this packet is intended as a guide and is not all-inclusive. I further understand that failure to file required reports by the designated deadlines may result in automatic fines as prescribed by Florida Statute.

Candidate Signature and Date

Signature

Date

OFFICE USE ONLY Received by: _____ (City Clerk or
_____ designee)

Date Provided: _____