



## ALGOP Candidate Qualifying Checklist and Information

### Candidate Requirements:

- Complete and return Declaration of Candidacy form and qualifying fee to ALGOP **no later than 5:00 p.m. CST on Friday, February 9, 2018. Forms/fees must be in the ALGOP office (3505 Lorna Road, Birmingham, AL 35216) by this time; papers received via mail, email, electronically, or in-person after this date by state law cannot be accepted.**
- Complete and return the Statement of Economic Interests form to the Alabama Ethics Commission or complete online. ALGOP highly suggest filing **before qualifying** as candidate. Deadline: **This must be filed simultaneously when qualifying with county chairman or ALGOP. If you do not fill this out on time you can be disqualified.**

Alabama Ethics Commission  
P.O. Box 302300  
Montgomery, AL 36130-2300  
334-242-2997

- Complete and return Appointment of Principle Campaign Committee form to the Secretary of State's office **within five calendar days** of qualifying with ALGOP or county chairman. **If you do not fill this out on time you can be disqualified.**

Office of the Secretary of State  
ATTN: Elections Division  
P.O. Box 5616  
Montgomery, AL 36103-5616  
334-242-7210/1-800-274-VOTE

- Be sure to confer with legal counsel to ensure correct compliance with all election laws.
- Be aware of all pre-election report deadlines and submit financial reports to the Secretary of State as required once fundraising thresholds have been met (see Candidate Filing Guide for details). A copy of the Alabama Fair Campaign Practices Act is available from either the ALGOP Headquarters (3505 Lorna Road, Birmingham, AL 35216) or the Secretary of State's office (600 Dexter Ave, Montgomery, AL 36104).
- Complete and return Financial Committee Filing forms found on:  
<http://www.sos.alabama.gov/alabama-votes/media/elections-division-form-downloads>
  - Note these forms may be filed daily, weekly, monthly, or annually depending on filing calendar and when you hit specific thresholds. Please check candidate 2016 Filing Calendar (<http://www.alabamavotes.gov/downloads/election/2016/2016fcpapfilingcalendar.pdf>) to be sure you do not miss any dates.
  - If you do not fill these out on time you can be disqualified.**
  - If you have any questions on how to fill out the forms contact the Secretary of State office.

Upon dissolution of the campaign committee, the chairman or treasurer of the committee should provide the Secretary of State's office with a Statement of Dissolution Form, a record of unreported contributions and expenditures, and a statement of how excess campaign funds will be distributed.

(continued)

**Information:**

- **ALGOP qualifying fee is non-refundable**
- FCPA Election Calendar/Deadlines  
[www.alabamavotes.gov](http://www.alabamavotes.gov) (under “Candidates” tab, click “2016 Filing Calendar”)
- Statement of Economic Interest Instructions  
<http://ethics.alabama.gov> (click “Statement of Economic Interests”)
- Candidate Filing Guide, 15<sup>th</sup> edition  
<http://sos.alabama.gov/sites/default/files/voter-pdfs/cfg-15th-edition.pdf>
- Campaign Advertising Disclaimer Guidelines  
<http://sos.alabama.gov/sites/default/files/voter-pdfs/glad-2016.pdf>
- Candidate Filing Guidelines  
<http://sos.alabama.gov/sites/default/files/voter-pdfs/glcan-2016.pdf>

**Forms:**

- Declaration of Candidacy Form  
[www.algop.org](http://www.algop.org) (under “Elections” tab)
- Appointment of Principle Campaign Committee  
[www.fcpa.alabamavotes.gov](http://www.fcpa.alabamavotes.gov) (click Committee Registration, select Principal Campaign Committee)
- Statement of Economic Interest Form  
[www.ethics.alabama.gov](http://www.ethics.alabama.gov) (click Statement of Economic Interests)
- Dissolution of Campaign Committee Form  
[www.alabamavotes.gov](http://www.alabamavotes.gov) (under “Candidates” tab, click “Download FCPA Forms”, and download the third form from the bottom titled: “FCPA – PAC/Candidate – Statement of Dissolution”)
- Campaign Financial Filings Form  
[www.alabamavotes.gov](http://www.alabamavotes.gov) (under the “Candidates” tab, click “View new Campaign Finance System”)

Received by \_\_\_\_\_ Date \_\_\_\_\_  
(Candidate’s name)

Office staff only \_\_\_\_\_