



New York City Campaign Finance Board

40 Rector Street, New York, NY 10006
tel. 212.306.7100
fax 212.306.7143/44/82
www.nycffb.info

Frederick A.O. Schwarz, Jr.
Chairman

Alfred C. Cerullo, III
Dale C. Christensen, Jr.
Pamela Jones Harbour
Joseph Potasnik
Members

Nicole A. Gordon
Executive Director

Carole Campolo
Deputy Executive Director

Sue Ellen Dodell
General Counsel

May 9, 2003

Dear Potential Candidate:

As mandated by the New York City Charter, the New York City Campaign Finance Board (“CFB”) is producing primary and general election Voter Guides for the 2003 City Council elections. The CFB will produce and mail Voter Guides to every registered voter before both the primary and general elections, will make them available at public locations in all five boroughs, and will post an interactive version of the Guides to its Web site.

The Voter Guide is a nonpartisan, comprehensive source of information for New York City voters that has been hailed by good government groups, editorial boards, and City residents as a significant step toward better-informed voting. Each edition of the Guide features candidate profiles with photographs, biographical information, and statements submitted by each candidate who is expected to be on the ballot at press time, as well as basic voting information and a map defining the borders of the Council districts covered by that edition of the Guide. **You do not need to join the Campaign Finance Program to be eligible to appear in the Voter Guide; you only need to submit your candidate profile by the deadline.** As required by the City Charter, all materials submitted for inclusion in the Voter Guide will be translated into and printed in Spanish by the CFB. Consistent with the federal Voting Rights Act, voters in certain election districts in Brooklyn, Manhattan, and Queens will also receive a Voter Guide translated into Chinese and/or Korean.

This year, the CFB introduces its new software program for candidate submissions — the Voter Guide Wizard! The Voter Guide Wizard installs easily on your PC and provides step-by-step instructions for creating your candidate profile and submitting it to the CFB. This software helps ensure that you provide all the necessary information for a complete candidate profile, alerts you to missing fields or formatting problems, and keeps track of the length of your profile so you don’t go over the word limit. The Wizard includes features that let you spell check, print a draft copy for review, and then save your file to disk and print out a copy of your profile for your signature and notarization in one easy click of a button. The Voter Guide Wizard makes sure that your profile is complete and ready to publish in the appropriate edition(s) of the 2003 New York City Voter Guide.

Enclosed you will find a CD-ROM for installing the Voter Guide Wizard, a short list of instructions, and a blank PC-formatted disk on which to save your completed profile. In addition, we’ve enclosed a sample candidate profile showing how the information will appear in print, relevant City Charter sections and CFB rules governing the Voter Guide, and an envelope in which to place your photographs.

Please read the instruction sheet on “How to Use the Voter Guide Wizard” before you get started. Then simply install the program and create your candidate profile. Be sure to sign and notarize the Voter Guide submission form — which is printed automatically by the Wizard when you finalize your profile — before submitting it to the Campaign Finance Board. Forms that are not signed and notarized, or submissions without the Voter Guide Wizard file on disk will not be accepted. All materials submitted to the CFB become the property of the CFB and cannot be returned.

All candidates are required to use the Voter Guide Wizard to create their profiles for submission to the CFB. If you are unable to use the enclosed software because, for example, your campaign is not using a computer, please contact the Publications Unit at 212-306-7100 for information and assistance with submitting your statement. **Handwritten candidate profiles and profiles submitted as standard word processing files will not be accepted for the 2003 Voter Guide.** You must contact the Publications Unit for assistance prior to the submission deadline (see below) if you are unable to use the Voter Guide Wizard software.

If you experience any difficulties installing or using the Voter Guide Wizard, please contact the CFB at (212) 306-7100 or e-mail voterguideinfo@nyccfb.info. The Publications staff will be available to answer questions if you are unable to find the answers you need in the Help portion of the Voter Guide Wizard.

Photographs: Two identical color photos of the candidate should be included with the candidate submission. Photos must be larger than passport size, but no larger than 8” × 11”. The photo should be a recent picture showing only the face and shoulders. It may not show the hands or anything held in the hands. The candidate may not be shown wearing a uniform, robe, hat, or insignia, and the background must be plain. Please use the enclosed labels to label the back of each photo with the candidate’s name and City Council district number. Place photographs in the enclosed envelope. Photographs which do not comply with these instructions will not be accepted.

Deadline: Submissions by candidates nominated by or seeking the nomination of the Republican, Democratic, Independence, Conservative, or Working Families parties must be delivered to the CFB’s office no later than 5 p.m. on **Thursday, June 12, 2003**, for inclusion in the Voter Guide. Candidates running on independent lines only must deliver their Voter Guide submission forms to the CFB’s office no later than 5 p.m. on **Tuesday, August 5, 2003**. Late submissions may not be included in the Guide. The CFB is located in lower Manhattan, at 40 Rector Street, 7th Floor. Your statement will appear as it was submitted without editing by the CFB in both the primary (if applicable) and general election Voter Guides, and no changes to your statement are permitted after submission. Please contact the Publications Unit at (212) 306-7100 or voterguideinfo@nyccfb.info with any additional questions concerning the Voter Guide.

Don’t miss this opportunity to inform voters about yourself and your positions on important community issues by submitting a statement for inclusion in the 2003 New York City Voter Guide. We look forward to receiving your submission.

Sincerely,



Nicole A. Gordon

Enc.