**Trustee Nominating Committee**
*Office of the Assemblies*
109 Day Hall
Ithaca, NY 14853
trustee-elections@cornell.edu

# Cornell University

# Employee-Elected Trustee
# Campaign Registration Form Requirements

- Be prepared to provide a candidate statement. The statement should address the following 2 areas in fewer than 1500 characters including lines and spaces:
  - What do you consider the top 3 priorities for the Board of Trustees to address.
  - Using specific examples, how will you use your position as Trustee to improve Cornell?

- The form will also ask you to describe (1000 characters limit per answer):
  - Relevant experiences
  - Community involvement
  - Any special interests you may have.

- You will also need to provide a photo to be posted online next to your candidate information. Please note the following requirements:
  - The photo should be similar to a U.S. passport photo.
  - You must be the only person who appears in the photo.
  - You must not be wearing anything that significantly obscures you as the subject of the photo.
  - The photo should be in color.
  - The photo must be in JPG format. No other formats will be accepted.
  - No dimension of the photo should be less than 600px. The image should be of a resolution of at least 300 dpi.
  - Please view an example here.
  - If you do not have a photo meeting the above requirements, the Office of the Assemblies will be happy to take a photo of you when you turn in your petition forms. All candidates must have a photo. The Office of the Assembly reserves the right to reject a submitted photo for not meeting the stated guidelines.

- You may choose to upload a campaign poster to be printed (up to 300 copies) free of charge, by the Office of the Assemblies. Posters must be a PDF of a single, one-sided 8.5"x11" sheet of paper in black and white. The poster must contain the dates of the election.

- You may also choose to upload a campaign quarter-cards to be printed (up to 300 copies) free of charge, by the Office of the Assemblies. Quarter-cards must be a PDF of a single, one-sided 8.5"x11" sheet of paper in black and white, must contain the dates of the election and use the same design repeated four times in order to be cut into quarters. PDF's will be printed exactly as submitted on-line. You may review an example document here.