



CITY OF CALLAWAY

ADVISORY BOARD APPLICATION

OFFICE OF THE CITY CLERK
6601 EAST HIGHWAY 22
CALLAWAY, FL 32404
TELEPHONE: (850) 215-6694
WEB: WWW.CITYOFCALLAWAY.COM

☐ NEW APPLICATION

☐ RE-APPLICATION

- ☐ AUDIT COMMITTEE* (5 Members – 4 Citizens for 3-Year Terms, and 1 Commissioner for 2-year Terms)
☐ HALF CENT SALES SURTAX OVERSIGHT COMMITTEE (3-Year Terms; 5 Members)
☐ PLANNING BOARD* (3-Year Terms; 7 Members)
☐ OTHER: _____

Name: _____
(Last) (First) (Middle)

Address: _____

Mailing Address (if different): _____

Business Address: _____

Occupation: _____

Home/Cell Ph.: _____ Work Ph.: _____

E-mail: _____

Do you reside within the City limits? ☐ Yes ☐ No

- If yes, how long have you resided in the City of Callaway? _____

Do you own property in the City of Callaway? ☐ Yes ☐ No

Are you a Registered Voter in Bay County? ☐ Yes ☐ No Voter ID#: _____

Please rank your board preference(s):
1. _____
2. _____
3. _____

Have you ever served on a volunteer board or in a volunteer capacity with the City of Callaway before? ☐ Yes ☐ No If yes, please indicate name of board and dates of service: _____

Why would you like to serve on this board? _____

What special skills would you bring to this position? _____

Please list fields of work experience: _____

List any licenses and/or degrees (location and year): _____

Local References (Please list 3):

1. _____
2. _____
3. _____

Would you have a problem with the meeting dates and times for the board/agency for which you are applying? ☐ Yes ☐ No If yes, please explain: _____

Signed: _____ Date: _____

SCHEDULE OF BOARD MEETINGS

Audit Committee*	As Needed	TBD
Half Cent Surtax Committee	3 rd THURS March & October	6:00 p.m.
Planning Board*	1 st & 3 rd TUES of each Month as needed	6:00 p.m.

*These boards are subject to Financial Disclosure.

Submit application to:

Ashley Robyck, City Clerk
City of Callaway
6601 E. Highway 22
Callaway, FL 32404

**CITY OF CALLAWAY
ADVISORY BOARD MEMBER APPLICATION**

**AUTHORIZATION FOR CRIMINAL BACKGROUND HISTORY INFORMATION
&
BACKGROUND/REFERENCE CHECK**

Acknowledgments

1. Accuracy of Information. I certify that the information provided in my Board Application with the City of Callaway is correct to the best of my knowledge.
2. Information Release. I authorize the City of Callaway to contact any company, institution, or individual it deems appropriate to investigate my criminal background history, character, qualifications, or related information. I give my full consent for all contacted persons to provide the information concerning this application. Further, I waive my right to bring a claim against these individuals for any damages arising from furnishing the requested information to the City of Callaway. I also release the City of Callaway from all liability that might result from checking such references.

THE FOLLOWING INFORMATION IS NEEDED FOR THE CITY TO PERFORM A CRIMINAL BACKGROUND HISTORY:

Applicant: _____
Last First Middle

Date of Birth: _____ ***SSN:** _____

Race: (Circle One) African American Alaskan Native American Indian
Asian Caucasian Hispanic
Unknown Other: _____

Gender: (Circle One) Female Male

****Are you disabled?:** Yes No

****Note:** Per Florida Statutes, your SSN is exempt from Public Records and will be redacted from this form immediately following your background check. Further, this form will not be made public unless requested via a Public Records Request.*

*****This does not affect whether you are appointed or not. We are required to submit to the State an annual report of appointed Minority & Disabled members of our boards. Not in name, just statistics.***

GENERAL INFORMATION

SUNSHINE AMENDMENT/CODE OF ETHICS

All Volunteer Advisory Board/Committee Appointees are governed by and subject to the Florida Sunshine Law, which includes the Public Records Law and Code of Ethics.

[Ref. Sec. 24, Art. I, F.C., Sec 286.011, F.S. Chap. 119, F.S. and Chap. 112 – Part III, F.S. respectively]

FORM 1 – STATEMENT OF FINANCIAL INTERESTS

Persons required to file FORM 1 include all local officers. A local officer is defined as any appointed member of a board, excluding any member of a solely advisory body. However, a governmental body with land-planning, zoning or natural resources responsibilities shall not be considered an advisory body and therefore would be required to file.

Within 30 days from the date of appointment, and subsequently no later than July 1st of each year thereafter, a local officer shall file a statement of financial interests with the Bay County Supervisor of Elections. Additionally, within 60 days of leaving the position, unless you take another “reporting position” within that period of time you are required to file a FORM 1F with the Bay County Supervisor of Elections.

[Ref. Sec. 112.3145, F.S.]

REPORTING REQUIREMENTS AND PROHIBITED RECEIPT OF GIFTS; SOLICITATION AND DISCLOSURE OF GIFTS FROM GOVERNMENTAL ENTITIES, DIRECT SUPPORT ORGANIZATIONS AND HONORARIUM RELATED EXPENSES

Certain instances require disclosure of gift and honoraria. For a full detail of requirements, please review the **GIFT LAW** as identified in Florida Statutes or contact the City Attorney for specifics.

[Ref. Secs. 112-3148 & 49, F.S.]

NOTE: Forms which may be required to be filed by a local officer are as referenced in Florida Commission on Ethics’ **“GUIDE TO THE SUNSHINE AMENDMENT AND CODE OF ETHICS FOR PUBLIC OFFICERS AND EMPLOYEES”** booklet, as published annually and on file in the Office of the City Clerk or online at the Florida Commission on Ethics at www.ethics.state.fl.us under the tab entitled Publications and/or Forms.