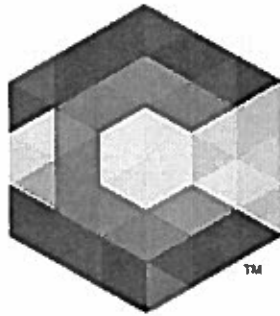


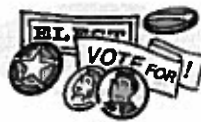
STATE OF COLORADO  
Department of State  
1700 Broadway, Suite 200  
Denver, CO 80290



Jena M. Griswold  
Secretary of State  
Judd Choate  
Director, Elections Division

## SCHOOL BOARD CANDIDATES FOR THE NOVEMBER 5, 2019 ELECTION

### Basic Campaign Finance Information Sheet



All candidates running for school board must file a candidate affidavit electronically with the Secretary of State's office within 10 days of becoming a candidate using the TRACER online disclosure system.

Candidates who only plan to spend their own money in support of their candidacy do not have to register a candidate committee, however, during reporting periods where expenditures are made, those candidates must file a disclosure report.

Candidates may not accept any contributions prior to registering a candidate committee.

Candidate committees may exist with the candidate being the sole member of the committee.

Candidates or their designated agents file committee registration and disclosure reports electronically with the Secretary of State's office and not with the Designated Election Official (DEO) or the county clerk and recorder.

The Secretary of State's office assesses penalties of \$50 per day for late disclosure reports. Committees must file disclosure reports even if no activity (contributions and expenditures) occurs during the reporting period.

**Prohibited Contributors:** Corporations (profit, non-profit, domestic & foreign), labor organizations, foreign governments & citizens, other candidate committees, and contributions of \$20 or more where the identity of the contributor is unknown or where required information is missing.

School board candidate committees are not subject to contribution limits, however, contributions in cash/coin may not exceed \$100.

Traditional "Pass the Hat" or "Fish Bowls" need to be modified to avoid accepting anonymous contributions of \$20 or more.

**Disclosure reports:** Legislation passed in 2018 (HB18-1047) increased the frequency and number of disclosure reports due for school board candidates and committees. The table below lists report due dates. [Click here for PDF of the filing calendar.](#)

Due Dates	Reporting Periods
May 1 <sup>st</sup>	<b>New candidates or committees:</b> Filing date of candidate affidavit or committee registration through April 26 <sup>th</sup> <b>Existing committees:</b> The first day after the end of the last reporting period for the last report filed through April 26 <sup>th</sup>
June 3 <sup>rd</sup>	April 27 <sup>th</sup> through May 27 <sup>th</sup>
July 1 <sup>st</sup>	May 28 <sup>th</sup> through June 26 <sup>th</sup>
August 1 <sup>st</sup>	June 27 <sup>th</sup> through July 27 <sup>th</sup>
September 3 <sup>rd</sup>	July 28 <sup>th</sup> through August 28 <sup>th</sup>
September 16 <sup>th</sup>	August 29 <sup>th</sup> through September 11 <sup>th</sup>
September 30 <sup>th</sup>	September 12 <sup>th</sup> through September 25 <sup>th</sup>
October 15 <sup>th</sup>	September 26 <sup>th</sup> through October 9 <sup>th</sup>
October 28 <sup>th</sup>	October 10 <sup>th</sup> through October 23 <sup>rd</sup>
December 5 <sup>th</sup>	October 24 <sup>th</sup> through November 30 <sup>th</sup>

*Note: In addition to the reports above, committees may also need to file supplemental reports listed below:*

- **Regular Biennial School Electioneering Communication Reporting:** Starting 60 days before the school board election (September 6, 2019), any person who spends \$1,000 or more on an electioneering communication (that unambiguously refers to a candidate for school board) must file a report with the Secretary of State's Office. Candidates and committees may indicate on their contribution and expenditure reports if an expenditure meets the criteria for Electioneering Communication. If so, the filer must also provide additional information about the expenditure which includes the date and method of the communication along with the name(s) of the candidate(s) mentioned.
- **24 Hour Notice of Major Contributor Reporting:** Starting 30 days before the election (October 6, 2019), candidates and candidate committees who receive a contribution of \$1,000 or more (at one-time), including loans from the candidate, must file this supplemental report within 24 hours of receiving the qualifying contribution. When a qualifying contribution is entered into TRACER, the system will automatically generate a new report and provide an on screen notice to file the report. Failure to file the report or filing the report late will result in late filing penalties of \$50 per day.

**Paid for By / Disclaimer statements:** As a result of recent legislation, starting on August 2, 2019, candidates and candidate committees (along with other committees) must add paid for by/disclaimer statements on any communication that is broadcast, printed, mailed, delivered, placed on a website, streaming media service, or online forum for a fee, or that is otherwise distributed. (1-45-107.5(5), C.R. S. as of August 2, 2019)

- **Broadcast communications:**
  - Must adhere to Federal Communications Commission (FCC) regulations regarding Paid for by / Disclaimer statements.
- **Nonbroadcast communications:**
  - The disclaimer must appear in a conspicuous and readable manner,
  - Be printed in text that is no less than 15 percent of the size of the largest font used in the communication or at least eight-point font,

- A statement that says, “Paid for by (full name of the person paying for the communication)”
- List the name of the natural person who is the registered agent if the person that paid for the communication is not a natural person.

*Note: Campaign Finance rule revisions are underway and will include information about providing disclaimers for electronic or online communications where it may be impracticable to include the disclaimer directly on the communication. Visit the [Rules and Notices of Rulemaking page](#) to stay up to date.*

### **Other Important Dates to Remember**

**August 7<sup>th</sup>** – First day to circulate nomination petitions. (Contact your local school district office or the county clerk and recorder’s office to obtain a nomination petition.)

**August 30<sup>th</sup>** – Last day to file a nomination petition.

**August 30<sup>th</sup>** – Last day to file as a write-in candidate.

**November 5<sup>th</sup>** – Election Day

### **Resources:**

Contact the **Campaign Finance Support Help Desk** at [cpfhelp@sos.state.co.us](mailto:cpfhelp@sos.state.co.us) or call 303-894-2200 (dial 3, then 1) if you have any questions about Colorado’s Campaign Finance laws and rules or accessing the State’s online disclosure system (TRACER).

For questions about school board elections, contact the appointed Designated Election Official (local school board or the county clerk and recorder) or the Colorado Association of School Boards ([click here](#) or go to [www.casb.org](http://www.casb.org) to visit their website).

### **Online Resources:**

- [Campaign Finance](#) page on Secretary of State’s (SOS) website
- [TRACER](#) (Transparency in Contribution and Expenditure Reporting) disclosure website
- [Colorado Campaign and Political Finance Manual](#) – available on TRACER and the SOS website (and includes the laws and rules)
  - Article XXVIII of the Colorado Constitution,
  - Title 1, Article 45 of the Colorado Revised Statute (a.k.a. the Fair Campaign Practices Act),
  - Rules Concerning Campaign and Political Finance.
- Training Opportunities – [Click here to visit the training page](#)
  - Online eLearnings (CPF 101) & in-person classes
  - TRACER Webinars ([Learn how to use TRACER](#))