ENCLOSED
Candidate Filing Form
How to file Online Certification of Intention
Candidate Information Sheet
Withdrawal Form

INSTRUCTIONS

1. A qualified person seeking to become a candidate for election to the Board of Education for a public school district shall complete a *Candidate Filing Form*, have his/her signature notarized and submit the form to the Department of Elections for the county in which the administrative office of the school district is located **no later than 4:30 p.m. on the first Friday in March** except as noted below. Candidates filing for seats on the Milford School District Board of Education shall file with the Department of Elections for Kent County. If the first Friday in March is a State of Delaware holiday, the filing deadline shall be extended to 4:30 p.m. on the State's next regular business day.

2. The person filing as a candidate must, if applicable, complete the *Certification of Intention* form and mail it to the Office of the State Election Commissioner Office at the address on the form.

3. A person who decides to withdraw as a candidate for election to the Board of Education for a public school district must complete the *Withdrawal Form*, have his/her signature notarized and submit the *Withdrawal Form* to the Department of Elections for the county where they filed.

4. The *Candidate Information Sheet* provides information about the conduct of the election and rules governing access to the polling place. All candidates and their representatives shall comply with all rules regarding electioneering and the polling place.

5. Contact the Department of Elections for the county responsible for the election if you have any questions.

KENT COUNTY

Dept of Elections for Kent County
100 Enterprise Place, Suite 5
Dover, DE 19904
(302) 739-4498
FAX: (302) 739-4515

NEW CASTLE COUNTY

Dept of Elections for New Castle County
820 N French St Suite 400
Wilmington, DE 19801
(302) 577-3464
FAX: (302) 577-6545

SUSSEX COUNTY

Dept of Elections for Sussex County
119 N Race St
Georgetown, DE 19947
(302) 856-5367
FAX: (302) 856-5082

School Board Member

CANDIDATE FILING FORM

I, _____, hereby swear (or affirm) that I was born on
(Print or Type Name of Candidate)

_____, that I reside at _____,
(Date of Birth) (Residence Address of Candidate)

within Nominating District _____of the _____ School District, that I
(If Required) (Name of School District)

am qualified to vote in public school elections within the above named nominating district and school district, and that I hereby file as a candidate for school board member in the above named school district for the election to be held on _____.
(Date of Election)

I furthermore swear (or affirm) that I do not hold a paid position that is subject to the rules and regulations of the school board for the above named school district and that I have not been convicted of embezzlement of public money, bribery, perjury or other infamous crime.

Mailing Address if different than residence address: _____

_____

Phone (optional): (H) _____ (W) _____

email (optional): _____

_____
(Signature of Candidate)

Sworn to and subscribed before me this

_____day of _____ 2_____

_____
NOTARY PUBLIC

---------- For Office Use Only ----------

Received by: _____ **Date:** _____

Campaign Finance Section
How to File Online Certification of Intention

Title 15, Section 8004 of the Delaware Code: School Boards and Offices Paying Under $1,000

No candidate for election to any school board or to any other public office that pays less than $1,000 per year is required to form a candidate committee if he or she signs, under penalty of perjury, the statement below. Candidates who do not intend or expect that their campaign will receive or spend more than $2,000 from the date of the first contribution or expenditure on behalf of the Candidate's election until the end of the year in which the election for such office is held are not required to form a candidate committee if they sign, under penalty of perjury, the statement below.

If the campaign subsequently receives or expends more than $2,000 (including any contributions or expenditures by the Candidate) before the end of the year in which the election for such office is held, the candidate must notify the Office of the State Election Commissioner within seven days of the receipt or expenditure which brings the total to more than $2,000. The Candidate must then form a Committee and file all required reports with the Campaign Finance Section of the Office of the State Election Commissioner.

To file the required Campaign Finance document go to https://cfrs.elections.delaware.gov.

If you plan to not exceed $2,000 in receiving contributions and expenses please select

"Certification of Intention"

Follow the prompts, submit the Certification, sign, and mail to:

Office of The State Election Commissioner Campaign Finance
905 S Governors Ave., Suite 170
Dover, DE 19904

If you plan, or do receive/spend in excess of $2,000 please select "Register a Candidate Committee".

School Board Member

CANDIDATE INFORMATION SHEET

1. The information on the *Candidate Filing Form* is public information and will be provided to anyone who requests it.

2. Each candidate on the ballot may authorize persons **in writing** to serve as challengers and observe the election in the various polling places. One Challenger representing each candidate may be present in each polling place. Challengers may be replaced during the day and may serve as a Challenger in more than one polling place during the election. A Challenger may challenge a voter for cause. The Inspector and both Judges hear the challenge and decide, by majority vote, whether to permit the person to vote. A Challenger who disrupts the activities in the polling place may be asked to leave the polling place. A Challenger may view the Polling Place records and the counters on the Officers Control Panel, but may not interfere with the voting process when doing so.

3. Electioneering is not permitted within the polling place or within 50 feet of any of the entrances to the polling place. See Delaware Code, Title 15, § 4942 for details.

4. The following persons are permitted in the voting room: Department of Elections staff with identification; the State Election Commissioner and his staff with identification; authorized challengers; the assigned Election Officers; persons voting or waiting to vote; a child or children aged 16 or below accompanying a voter; and a person or persons assisting a voter (may not be a representative of the person's employer or union).

5. A candidate on the ballot or a candidate's authorized challenger may be present to observe the set up of the polling place and to observe the closing of the polls.

6. A candidate may request a recompilation of the vote by presenting a petition signed by 25 or more persons who voted in the election within 96 hours of the certification of the election if the difference in the election was the larger of 10 votes or ½ of 1% of the total vote.

7. Candidates may withdraw by submitting the *Withdrawal Form* to the Department of Elections conducting the election. See Delaware Code, Title 14, § 1073 (c) for further information.

8. The offering by a person of anything of value to another person to vote or to vote in a particular manner is prohibited by law. Similarly a person may not accept anything of value for voting or for voting in a particular manner.

9. Candidates should contact the Department of Elections conducting the election for information regarding where the votes will be tallied following the election and where and when the election will be certified.

10. Candidates should contact the Department of Elections conducting the election for other information regarding the conduct of the election.

School Board Member

WITHDRAWAL FORM

I, _____, hereby withdraw as a candidate for school
(Print or Type Name of Candidate)

board member for Nominating District _____ of the _____
(If Required) (Name of School District)

School District for the election to be held on _____.
(Date of Election)

_____
(Signature of Candidate)

Sworn to and subscribed before me this

_____day of _____ 2_____

_____
NOTARY PUBLIC

---------- For Office Use Only ----------

Received by: _____ Date: _____