



ENCLOSED

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3. *How to file Online Certification of Intention or form a Candidate Committee*
4. *Candidate Information Sheet*
5. *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 office 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. The *Candidate Filing Form* does not need to be notarized if it is signed in person and is witnessed by a representative of the Department of Elections office. Candidates filing for seats on the Milford School District Board of Education shall file with the Department of Elections office in 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 either file a Certification of Intention or form a Candidate Committee with the Office of the State Election Commissioner. Please see page 3 of this packet for instructions.
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 office in the county where they filed. However, the *Withdrawal Form* does not need to be notarized if it is signed in person and is witnessed by a representative of the Department of Elections office.
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 office responsible for the election if you have any questions.

New Castle County

Department of Elections
New Castle County Office
820 N. French St., Suite 400
Wilmington, DE 19801

Phone: (302) 577-3464
FAX: (302) 577-6545

Kent County

Department of Elections
Kent County Office
100 Enterprise Place, Suite 5
Dover, DE 19904

Phone: (302) 739-4498
FAX: (302) 739-4515

Sussex County

Department of Elections
Sussex County Office
119 N Race St
Georgetown, DE 19947

Phone: (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) _____

E-mail (optional): _____

Form must be notarized if it is not completed in the office.

(Signature of Candidate)

Sworn to and subscribed before me this

_____ day of _____ 2 _____

NOTARY PUBLIC

FOR OFFICE USE ONLY
RECEIVED BY DATE [] Received Notarized [] Signed In Person



Welcome to School Board Elections!

In compliance with the Delaware Campaign Finance law, School Board candidates must either file a Certification of Intention or form a Candidate Committee. You must do so upon submission of a Candidate Filing Form. Refer to the Delaware Code, Title 15 §8004 for details.

File a Certification of Intention

- Office pays less than \$1,000 per year **and** you intend or expect to receive or spend no more than \$2,000 in your campaign.

→ **How to file a Certification of Intention:**

- Go to <https://cfrs.elections.delaware.gov>
- Select 'Certification of Intention'
- Complete the application online
- Print, sign, and mail the document to:

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

NOTE: If you subsequently receive or spend over \$2,000, you must then form a Candidate Committee within seven (7) days of exceeding \$2,000, and you will be required to file Campaign Finance reports. 15 Del. C. §8004

Form a Candidate Committee

- Office pays \$1,000 or more; **or**
- Office pays less than \$1,000 and you intend or expect to receive or spend more than \$2,000 during your campaign.

→ **How to form a Candidate Committee:**

- Go to <https://cfrs.elections.delaware.gov>
- Select 'Register a Candidate Committee'
- Complete the registration online. This will create a Statement of Organization.
- Print the Statement of Organization, sign the document in the presence of a notary, and mail to:

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

Contact the Campaign Finance Team at (302) 739-4277 if you have questions or need assistance.



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/her 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 $\frac{1}{2}$ of 1% of the total vote.
7. Candidates may withdraw by submitting the *Withdrawal Form* to the Department of Elections office 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 office 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 office 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)

Form must be notarized if it is not completed in the office.

(Signature of Candidate)

Sworn to and subscribed before me this

_____ day of _____ 2_____

NOTARY PUBLIC

FOR OFFICE USE ONLY		
<u>RECEIVED BY</u>	<u>DATE</u>	<input type="checkbox"/> Received Notarized
		<input type="checkbox"/> Signed In Person