

Campaign Finance Municipal Training Overview



*State of
Delaware*

Objectives

- To inform candidates for office in Delaware municipalities of the campaign finance requirements set forth in Delaware Code Title 15 and how to ensure compliance with these requirements.



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What documents do we need from the municipality?

Department of Elections (DOE) County Office (for your county)

- To ensure compliance with DE Code, Title 15, the municipality must provide office the following within three (3) days of posting election notices:
 - **Notification of Solicitation of Candidates**
 - **Notice of Election**

State Election Commissioner (SEC)

- Send copies of the following document to SEC's email coe_campaignfinance@delaware.gov
 - **Notification of Solicitation of Candidates**
 - **Notice of Election**
- Notify SEC if an election has been cancelled.
- Forward candidate filing forms as they become available.



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What documents do we need from the candidates?

- If the municipality is already aware of which registration process the candidate must complete, then please direct them to our CFRS website. Both the filing of a Certification of Intention or a Statement of Organization (i.e. registering of a candidate committee) must be done online.
- If unknown, a municipality should refer the candidate to our municipal guideline handout or direct the candidate to contact Campaign Finance at (302) 739-4277 to determine whether they should file a Certification of Intention or a Statement of Organization.



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Should a candidate file a Certification of Intention or a Statement of Organization?

15 Del. C. §8004

- The variables that need to be considered are whether the office is compensated \$1,000.00 or more annually, or whether the candidate intends to raise or spend more than \$5,000.00 on their campaign. If both conditions are met, then the candidate will need to file a Statement of Organization.
- If the office is compensated \$1,000.00 or more annually, then the candidate would file a Certification of Intention unless they subsequently spend or receive more than \$5,000.00 on their campaign. In that instance, they would need to file a Statement of Organization and file required campaign finance reports.



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Should a candidate file a Certification of Intention or a Statement of Organization?

15 Del. C. §8004

- However, if the office is compensated \$1,000.00 or more annually, and the candidate does not intend to raise or spend more than \$5,000.00 on their campaign, the candidate is required to file a Certification of Intention.



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Overview of the Campaign Finance Reporting System (CFRS)

- Candidates, Treasurers, and other users wishing to access the CFRS can do so at <https://cfrs.elections.delaware.gov>

Office of the State Election Commissioner >> Campaign Finance Reporting System

Welcome to Delaware Campaign Finance Reporting System

[Certification of Intention](#)

[Register a Candidate Committee](#)

[Register a Political Action Committee \(PAC\)](#)

[Register a Political Committee](#)

[Register 3rd Party Advertisers](#)

[View Filed Reports](#)

[View Contributions / Loans](#)

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[DECFRS User Manual](#)

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Password:

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Creating a Certification of Intention



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[Request for Report Extension](#)

[Appeal Request Form](#)

Login

Username:

Password:

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**Reconnect
to your
Committee**



Download Adobe Reader



Click on Certification of Intention in the highlighted box above and follow the prompts. Once completed, please print, sign and return the document to our office.

Creating a Statement of Organization



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Welcome to Delaware Campaign Finance Reporting System

[Certification of Intention](#)

[Register a Candidate Committee](#)

[Register a Political Action Committee \(PAC\)](#)

[Register a Political Committee](#)

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Login

Username:

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**Reconnect
to your
Committee**



 [Download Adobe Reader](#)

Click on Register a Candidate Committee and follow the prompts. Once completed, please print, sign, NOTARIZE, and return the document to our office.

FAQs



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Question

A candidate has filed for a municipal office that pays less than \$1,000.00 annually and the candidate does not intend to spend or raise more than \$5,000.00 on their campaign. What are the candidate's campaign finance filing requirements?



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Answer

The candidate is required to file a Certification of Intention.*

*However, if the candidate does, in fact, spend or raise more than \$5,000.00 in a campaign, the candidate must file a Statement of Organization within 7 days of the event, and file required campaign finance reports by specified deadlines as required per Delaware Code



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Question

A candidate has filed for an office that is compensated \$1,500.00 per year and does not intend to receive or expend more than \$5,000.00. What are the candidate's campaign finance filing requirements?



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Answer

In this case, the candidate is required to file a Certification of Intention, as the compensation for the office is more than \$1,000.00.*

*However, if the candidate does, in fact, spend or raise more than \$5,000.00 in a campaign, the candidate must file a Statement of Organization within 7 days of the event, and file required campaign finance reports by specified deadlines as required per Delaware Code



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Question

A candidate for a municipal office that is not compensated but spends more than \$5,000.00 on signs for their campaign. Is the candidate required to file a Statement of Organization?



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Answer

Yes. Although service in the office is not compensated, the candidate expended more than \$5,000.00. The candidate must file a Statement of Organization within seven days of making the expenditure and file all required campaign finance reports.



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Question

A candidate for municipal office that is not compensated for service raises more than \$5,000.00 but only expends \$1,000.00 on their campaign. Is the candidate required to file a Statement of Organization?



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Answer

Yes, the candidate must file a Statement of Organization, because they have raised more than the \$5,000.00 in their campaign.



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Important Links

- Delaware Code -
<http://delcode.delaware.gov/title15/c080/index.shtml>
- Delaware Code -
<http://delcode.delaware.gov/title15/c075/index.shtml>
- Campaign Finance Regulations -
<http://regulations.delaware.gov/AdminCode/title15/100/100.shtml>
[#1040780](#)
- More election related information may be found at the State Election Commissioner website at <http://elections.delaware.gov>.



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Important Links Continued

➤ **Municipal Candidate Guidelines:**

<http://elections.delaware.gov/elections/pdfs/Municipal%20Campaign%20Finance%20Guidelines.pdf>

➤ **Instructional Videos:**

http://elections.delaware.gov/information/campaignfinance/cfrs_videos_index.shtml



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