



**SCHOOL BOARD MEMBER
CANDIDATE FILING PACKET**

FORMS AND INFORMATION (enclosed)
School Board 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 signed and notarized **School Board Member Candidate Filing Form** and submit such 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**. 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. **PLEASE NOTE**: Candidates filing for seats on the Milford and Smyrna School Districts Boards of Education shall file with the Department of Elections for Kent County.
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 5 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 a signed and notarized **Withdrawal Form** and submit such 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 Street, Suite 400
Wilmington, DE 19801
(302) 577-3464
FAX: (302) 577-6545

SUSSEX COUNTY

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



**Campaign Finance Section
School Board Member Candidate Filing Packet**



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.

I acknowledge and understand that in accordance with Section 209(b) of Title 14 of the Delaware Code, before I may be appointed to or qualify as a candidate for membership on the State Board of Education or the board of a public school district or vocational-technical school district, I must obtain a fingerprinted Delaware and national criminal background check and Child Protection Registry check under Section 309(a) of Title 31 of the Delaware Code. Please see Candidate Information Sheet for more information on requesting the required background check.

Mailing Address if different than residence address: _____

Phone: (H) _____ (W) _____

Email: _____



[CONTINUED]

This Candidate Filing Form will not be deemed complete or submitted unless the Candidate's signature is notarized below.

Date: _____

(Signature of Candidate)

Sworn to and subscribed before me this
_____ day of _____, _____

NOTARY PUBLIC

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

Received by: _____ Date: _____



State of Delaware
Department of Elections

Overview of School Board Candidate Campaign Finance Filing Requirements

Compensation & Campaign Fundraising and Expenditures	Certification of Intention Required	Statement of Organization for Candidate Committee Required
Compensation for school board member is less than \$1,000 annually <u>and</u> the candidate does not intend to spend or receive more than \$5,000 in campaign funds from the date of the first contribution or expenditure through the end of the calendar year of his/her election	X	
Compensation for school board member is less than \$1,000 annually <u>and</u> the candidate does intend to receive more than \$5,000 for campaign expenses or expend more than \$5,000 on campaign expenses during the campaign		X
Compensation for school board member is more than \$1000 annually <u>and</u> the candidate does not intend to receive more than \$5,000 for campaign expenses or expend more than \$5,000 on campaign expenses during the campaign	X	
Compensation for school board member is more than \$1,000 annually <u>and</u> the candidate does intend to receive more than \$5,000 for campaign expenses or expend more than \$5,000 on campaign expenses during the campaign		X

<p>How to File a Certification of Intention: Visit: https://cfrs.elections.delaware.gov</p> <ul style="list-style-type: none"> • Select: <i>Certification of Intention</i> • Complete the application • Print, sign and mail the completed <i>Certification of Intention</i> to: <p style="padding-left: 40px;">Delaware Department of Elections Office of the State Election Commissioner ATTN: Campaign Finance 905 S. Governors Avenue, Suite 170 Dover, DE 19904</p>	<p>How to file a Statement of Organization:</p> <ul style="list-style-type: none"> • Visit: https://cfrs.elections.delaware.gov • Select: <i>Register a Candidate Committee</i> • Complete the registration • Print the completed <i>Statement of Organization</i>, sign and have notarized, and mail to: <p style="padding-left: 40px;">Delaware Department of Elections Office of the State Election Commissioner ATTN: Campaign Finance 905 S. Governors Avenue, Suite 170 Dover, DE 19904</p>
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**Campaign Finance Section
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Candidate for School Board Member CANDIDATE INFORMATION SHEET

- The information provided by a candidate on the **Candidate Filing Form** is public information and is subject to public disclosure under the Delaware Freedom of Information Act.
- To obtain Criminal Background Check required pursuant to Section 209(a) of Title 14 of the Delaware Code contact the Delaware State Bureau of Identification (SBI). Additional information:
 - Information on where, when and how to get these checks completed is available at the Delaware State Police website, <https://dsp.delaware.gov/obtaining-a-certified-criminal-history>, or by calling (302) 739-5871 in Kent County or (302) 739-2528 in New Castle County and Sussex County.
 - Appointments are required for the Delaware State Police Troop 2 [New Castle County] or Georgetown [Sussex County] locations. Walk-ins are accepted at the Dover [Kent County] location between 8:30AM and 3:00PM.
 - When you go, inform the SBI staff that you are obtaining a background check in order to qualify as a school board candidate. This is a fingerprinted Delaware and national criminal background Check and Child Protection Registry background check under Section 309 of Title 31 of the Delaware Code. The cost for this check is \$65.00.
 - Instruct the SBI to send the results to:
Delaware Department of Elections
ATTN: School Board Candidate Filings
905 S Governors Ave, Ste 170
Dover, DE 19904
- 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 voting machine's vote count but may not interfere with the voting process when doing so.
- Electioneering is not permitted within the polling place or within 50 feet of any of the entrances to the polling place. See Section 4942 of Title 15 of the Delaware Code for details.



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- 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 17 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).
- A candidate on the ballot or a candidate's authorized challenger may be present to observe the setup of the polling place and the closing of the polls.
- 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.
- Candidates may withdraw by submitting the **Withdrawal Form** to the Department of Elections conducting the election.
- 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.
- Candidates should contact the County Office of 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.
- Candidates should contact the County Office of the Department of Elections conducting the election for other information regarding the conduct of the election.



Candidate for 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)

Date: _____

(Signature of Candidate)

Sworn to and subscribed before me this

_____ day of _____

NOTARY PUBLIC

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

Received by: _____ Date: _____

PRIVACY ACT STATEMENT

Provided by the Delaware State Bureau of Identification (SBI) as information on fingerprinting and criminal background checks for School Board Candidates in Delaware

Authority: The Federal Bureau of Investigation's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application supplemental authorities include Federal statutes and State statutes pursuant to Pub L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to, or retained by, NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine Uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Applicant Notification and Record Challenge

Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28, CFR, 16.34. You can find additional information on the FBI website at <https://www.fbi.gov/about-us/cjis/background-checks>.

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