

**SCHOOL DIRECTOR ELECTIONS**

**CHECKLIST FOR CANDIDATE PETITION PROCESS**

This is a checklist for board candidates, veterans and new, to use during the school board candidate petition process, and can serve as a handy guide for the district’s designated election official (DEO). More detailed materials on elections are available on CASB's [Elections](https://casb.memberclicks.net/member-legal-resources-elections) website. This checklist is a resource for informational purposes only and does not constitute legal advice. Specific questions should be referred to the school district’s own legal counsel.

Beginning **August 9, 2023**, candidates may pick up their “candidate packets” from the school district and begin circulating petitions. Each board candidate must complete the following forms and submit them to the district’s designated election official (DEO) or the DEO’s designee by **September 1, 2023**:

1. **Notice of Intent to be a Candidate for School Director Board of Education.**

*Must be signed by the candidate.*

*Must be signed by the district’s designated election official (DEO) or other district employee who receives the completed form.*

*NOTE:* A school district with at least 1,000 students enrolled must post information concerning each board candidate as well as the candidate’s completed “Notice of Intent” form on the district’s website “as soon as practicable,” but no later than 60 days prior to the election (**Sept. 8, 2023**).

2. **Affidavit of School Director Candidate on Qualifications for Office.**

*Must be signed by the candidate and notarized*.

3. **Nonpartisan Candidate General Election Designation Petition**.

*Must be signed by the required number of registered electors.*

* if the district has less than 1,000 students, the candidate petition must be signed by at least 25 registered electors.
* if the district has 1,000 students or more, the candidate petition must be signed by at least 50 registered electors.

*The circulator affidavit attached to the candidate petition must be signed by the petition circulator* *and notarized.*

NOTE: If the candidate files his/her petition on the petition deadline (**Friday, September 1, 2023**), CASB recommends that the candidate also file a write-in affidavit, in case the petition is determined to be insufficient, given that the write-in affidavit deadline is **Tuesday, September 5, 2023**.

4. **Acceptance of Nomination to be a Candidate**.

*Must be signed by the candidate and notarized.*

* typically signed AFTER the candidate’s petition has been verified and accepted.

NOTE: All of the aforementioned forms are available for the district’s use on CASB’s[elections webpage](https://casb.memberclicks.net/member-legal-resources-elections).

5. **Candidate affidavit under the Fair Campaign Practices Act (FCPA).**

*Board candidates must electronically file, via the TRACER online disclosure system, a candidate affidavit with the Colorado Secretary of State’s office within 10 days of becoming a candidate.*

NOTE: The district’s DEO is not responsible for ensuring candidates’ compliance with this requirement or any other filing requirements under the FCPA. CASB recommends that candidate questions concerning campaign finance requirements be referred to the Colorado Secretary of State’s office. The district’s DEO may wish to provide an information sheet regarding campaign finance requirements to candidates when they pick up their candidate packets. This information sheet will be available on the Secretary of State’s website and CASB’selections webpage once it is published.

### DISTRICT’S DEO CHECKLIST

*Publish the call for nominations between* ***August 9*** *and* ***August 24****.*

*Provide candidate packets and general information to those persons who come to the district’s office requesting a packet, beginning* ***August 9*** *and ending* ***September 5.***

*Request voter lookup access through the Secretary of State's Office*[*here*](https://www.sos.state.co.us/pubs/elections/requestVoterLookup.html)*. Select and submit the "Special District" form following form instructions.*

*Verify candidate petitions by checking each petition entry against SCORE. Deadline for submission of all candidate forms and verification of petitions is* ***September 1.***

*Updated June 2023*