**School District Candidate Forms Checklist/Information**

Glenn County provides this information to assist you in completing your candidate documents. Please read the forms carefully. If you have any questions, need assistance, or would like to make an appointment, please call (530) 934-6414. Due to COVID-19, you must make an appointment with our office to submit the completed Candidate Documents.

* **Candidate Guide.** The candidate guide contains information regarding the offices to be elected, Candidate Statement fees, campaign disclosure rules, frequently asked questions, important telephone numbers, and a brief election calendar. You should familiarize yourself with the guide, as it will be your handbook to the election.
* **CSBA Pamphlet for County Board of Education or School Boards**. The CSBA pamphlet is to provide you with understanding of what is expected of you should you be elected to the board.
* **Candidate Information Worksheet.** The information on this worksheet is used to prepare public notices and announcements. Please fill out neatly and completely. You may use the candidate guide to determine the district name, trustee area, and term of office for which you are filing. Your residence address is optional, but you MUST give a mailing address. Do not leave blank spaces, write N/A, if the information is unavailable.
* **Ballot Designation Worksheet**. The worksheet will be a public record. The **entire form** must be completed with NO BLANK SPACES. Write N/A if the information is not applicable. Please read the election code attached regarding Proposed Ballot Designations. You must select a Ballot Designation, and up to 2 (two) alternatives. You must provide justification of why you feel you are entitled to use the proposed Ballot Designation. (For example, Jane Doe is a schoolteacher. Her proposed ballot designation is Teacher. Her justification would be: I am employed as a teacher at Willows High School.) You must also provide the name, phone number, and email of two people who can verify the information you provided, such as employer, friend, or co-worker. Answer each yes/no question. Sign and date the form.
* **Declaration of Candidacy**. You may pre-fill this form, but it is not official until the Elections Deputy has completed and issued it to you in our office. You will be required to recite the oath of office and sign the form in the presence of the Elections Deputy.
* **Code of Fair Campaign Practices.** This form states that you will conduct a fair campaign. Your signature is voluntary.
* **Department of Transportation, Glenn County, City of Willows, and City of Orland Outdoor Advertising Statement of Responsibility.** If you plan to put up political signage, you must file the statement with the corresponding agencies. Do not file with the Elections Department.
* **FPPC Form 700 (Statement of Economic Interests)** The form is required of all candidates and is public record. The elections department cannot assist you in filling out this form. If you have any questions, call the FPPC hotline number located on the front of the form. The form is designed to provide transparency and ensure accountability by providing information to the public about an official’s personal financial interests to ensure that officials are making decisions in the best interest of the public, and not enhancing their personal finances. It serves as a reminder to the public official of potential conflicts of interest so the official can abstain from making or participating in governmental decisions that are deemed conflicts of interest.
* **FPPC Form 501 (Candidate Intention Statement)** This statement must be filed prior to soliciting or receiving contributions towards your campaign. It is not required if you do not intend to solicit or receive contributions.
* **FPPC Form 410 (Recipient Committee Statement of Organization)** Form 410 must be filed within 10 days of receiving $2,000 in contributions, or within 24 hours if receipt is during the 16 days prior to Election Day. Not commonly used.
* **FPPC Form 470 Campaign Disclosure Statement** Each candidate on the ballot who does not have a committee and who anticipates spending **less than $2,000** on a campaign must file:
	1. 1st Pre-election Campaign Disclosure Statement is due September 24, 2020 for the period 7/1/20-9/19/20.
* **FPPC Form 460 Campaign Disclosure Statement** Every candidate and committee spending or receiving **$2,000 or more** must file:
	1. 1st Pre-election Campaign Disclosure Statement due September 24, 2020 for the period 7/1/20-09/19/20.
	2. Committees Only - 2nd Pre-election Campaign Disclosure Statement due October 22, 2020 for the period 09/20/20-10/17/20.
* **Candidate Statement of Education and Qualifications, with Instructions and Word Count Guidelines.** Each candidate may prepare a typed statement of no more than 200 words, of his or her own education and qualifications, for publication and mailing with the voter information guide. The candidate shall bear the cost, which includes a Spanish translation. The Fee Schedule is located in the Candidate Guide.
	1. The Statement must be submitted on a CD. If you are unable to submit the statement on a CD, then an additional fee of $100 will be charged for transcription.
	2. You are not required to file a Candidate Statement. If you do not wish to submit a candidate statement, check the corresponding box.
	3. You may choose to withdraw your statement in the event that there is no opposition for the contest. Sign and date the form in the correct spot. If there are no other candidates, your deposit will be returned. You will need to return to the office before 5 pm on the next working day following the close of the nomination period to sign and date the withdrawal. Please call the office to make an appointment.
* **Campaign Disclosure Manual** **2** is offered to all candidates to help with filing questions. You may view or download the manual at <http://www.fppc.ca.gov/learn/campaign-rules/campaign-disclosure-manuals.html>
* **Minimizing Cyber Risk Handout**