

CANDIDATE FILING PROCEDURES FOR SCHOOL DISTRICTS

The first step in becoming a candidate is to file either a \$500 Threshold Exemption Statement or a Statement of Organization with the Pima County Elections Office. **One of these forms must be filed with our office prior to obtaining signatures.**

\$500 Threshold Exemption Statement - If a political committee or candidate intends to accept contributions or make expenditures of \$500 or less, this form needs to be filed before making any expenditures or accepting any contributions. A committee or candidate that files this form is not required to file campaign finance reports.

Statement of Organization – If a political committee or candidate intends to accept contributions or make expenditures of more than \$500, this form can be filed instead of the \$500 Threshold Exemption Statement, or after discovering expenditures or contributions will be greater than \$500. A committee or candidate that files this form will be required to file periodic campaign finance reports using the Pima County Campaign Finance Software. Information about the software is available on our website. There is an instruction sheet in this packet showing you where to go on our website to download the software.

School District candidates file their campaign finance paperwork with the Pima County Elections Office. Petitions are filed with the Pima County School Superintendent's Office, which can be reached at 520-724-8451.

GENERAL ELECTION – NOVEMBER 8, 2016