



School Board Candidates for the November 4, 2025 Election

Basic Campaign Finance Information Sheet

Any person wishing to seek election to their School Board should start by contacting the school district to find out who the Designated Election Official (DEO) is, if they have a candidate packet with information about running for office, what are the qualifications for holding office, and how and when to pick-up nomination petitions to get your name on the ballot. For more information about this, you may wish to visit the [2025 School Board Elections](#) page on the Colorado Association of School Boards ([CASB](#)) website.

Additionally, ALL candidates running for school board MUST file a candidate affidavit, using the TRACER online disclosure system, with the Secretary of State's office within 10 days of becoming a candidate. It is likely a person may become a candidate, for Campaign Finance purposes, before they are able to pick-up and circulate their nomination petition.

Candidate Definition

A person becomes a candidate, for Campaign Finance purposes, when that person:

- publicly announces an intention to seek election to a public office, and THEREAFTER
- receives a contribution or makes an expenditure on behalf of the candidacy. (Article XXVIII, Section 2(2) of the Colorado Constitution.)

Public announcement includes (definition – CPF Rule 1.27):

- registering a candidate committee, or
- announcing an intention to seek public office through a speech, advertisement, or other communication reported or appearing in public media,
- a statement made in any place accessible to the public, or
- a statement made in a manner that a reasonable person would expect to become public.

Standalone Candidates

Are candidates without a candidate committee who are self-funding their candidacy and are NOT accepting contributions. These candidates:

- are NOT required to register a candidate committee, BUT
- are REQUIRED to file a candidate affidavit through the TRACER website, and
- are REQUIRED to file disclosure reports, using TRACER, for reporting periods when expenditures are made (CPF Rule 2.1) or a late filing penalty of \$50 per day will be imposed.

Note: A standalone candidate who changes their mind and would like to accept contributions may register a candidate committee at any time.

Candidate Committees

These committees are formed under the authority of the candidate to support the candidate's election / re-election to public office. Registration and reporting of campaign activity (E.g., contributions, expenditures, etc.) are done online using the TRACER disclosure system.

- Candidates MUST register the committee PRIOR to accepting any type of contribution. (1-45-108(3), C.R.S.)
- The candidate may be the sole member of the committee.
- The committee must have a natural person serve as its Registered Agent. The Registered Agent may be the candidate, or the candidate may appoint someone else.
- The Registered Agent and candidate are responsible for timely filing of campaign finance reports.
- The committee MUST file all reports even if there is no or zero activity.
- Failure to file reports timely will result in a \$50 per day late filing penalty including the day the report is filed. (Article XXVIII, Section 10(2)(a) of the Colorado Constitution.)

Important Dates to Remember - Disclosure Reports & Filing Deadlines

Standard Report Due Dates	Report Period Start Date	Report Period End Date
05/01/2025	Varies, depends on filing date of a candidate affidavit or committee registration	04/26/2025
06/02/2025*	04/27/2025	05/27/2025
07/01/2025	05/28/2025	06/26/2025
08/01/2025	06/27/2025	07/27/2025
09/02/2025*	07/28/2025	08/27/2025
09/15/2025	08/28/2025	09/10/2025
9/29/2025	09/11/2025	09/24/2025
10/14/2025*	09/25/2025	10/08/2025
10/27/2025	10/09/2025	10/22/2025
12/09/2025	10/23/2025	12/04/2025

* Date affected by holiday or weekend

Depending on your activity, these supplemental reports may also be required:

- **Regular Biennial School Electioneering Communication Reporting:** Starting 60 days (*September 5, 2025*) before the school board election, any person who spends \$1,000 or more on electioneering communications must file a report with the Secretary of State's office. Regular Biennial School Electioneering Communications refer to one or more candidate for school board, and:
 - Are broadcasted, printed, mailed, delivered, or otherwise distributed within 60 days before the election, and
 - May or may not use express advocacy.

Registered candidates/committees will indicate on their standard report if an expenditure meets the criteria for Electioneering Communication. If an expenditure does, TRACER will prompt the filer to include additional details that include:

- The name(s) of the candidate(s) mentioned in the communication, and
- The date(s) of the communication, and
- The method of communication.

- **24 Hour Notice of Major Contributor Reporting:** Starting 30 days (*October 5, 2025*) before the election, candidate committees and issue committees who receive a contribution of \$1,000 or more (at one-time), including loans from the candidate, must file this SEPARATE supplemental report within 24 hours of receiving the qualifying contribution. When a qualifying contribution is entered into TRACER, the system will automatically generate a new report and provide an on-screen notice to file the report. Failure to file the report or filing the report late will result in late filing penalties of \$50 per day.
- **Other Important dates:**
 - August 6th – First day to circulate nomination petitions. (Contact your local school district office or the county clerk and recorder’s office to obtain a nomination petition.) (1-4-803(1)(b), C.R.S.)
 - August 29th – Last day to file a nomination petition. (1-4-803(2), C.R.S.)
 - August 29th – Last day to file as a write-in candidate. (1-4-1102(2), and 1-1-106(4) C.R.S.)

Contribution Limits & Prohibited Contributors

Contributor Type	Contribution Limit
<ul style="list-style-type: none"> • Individual (natural person) • Political Committee • Limited Liability Company (LLC) or Business Entity (other than a corporation) • Federal PAC • Political Party <p>Note: Other permissible contributors are treated like an individual for limits.</p>	<p>\$2,500</p> <p>For the entire Election Cycle</p> <p>Note: There is no limit for how much a candidate may contribute / loan to their own candidate committee.</p>
Small Donor Committee	\$25,000 for the entire Election Cycle
Candidate to their OWN committee	No limit / unlimited

Additional information:

- Contributions in cash/coin may not exceed \$100 (Article XXVIII, Section 3(10) of the Colorado Constitution)
- Traditional “Pass the Hat” or “Fishbowls” fundraisers need modified to avoid accepting anonymous contributions.

Prohibited Contributors:

- Corporations (profit, non-profit, domestic & foreign),
- Labor unions/organizations,
- Foreign governments & citizens,
- Other candidate committees,
- Issue committees,
- Independent expenditure committees, and
- Anonymous sources - contributions where the identity of the contributor is unknown, or not all required information is provided.

Paid for By / Disclaimer Statements

Candidates and candidate committees (along with other committees) must add paid for by / disclaimer statements on any communication that is broadcast, printed, mailed, delivered, placed on a website, streaming media service, or online forum for a fee, or that is otherwise distributed.

- Broadcast communications:
 - Must adhere to Federal Communications Commission ([FCC](#)) regulations regarding Paid for by / Disclaimer statements (a.k.a. sponsorship identification). This includes:
 - A statement that says, “Paid for by (full name of the person paying for the communication)”, and
 - The name of the natural person who is the registered agent if the person that paid for the communication is not a natural person.
- Nonbroadcast communications:
 - The disclaimer must appear in a conspicuous and readable manner,
 - Be printed in text that is no less than 15 percent of the size of the largest font used in the communication or at least eight-point font,
 - A statement that says, “Paid for by (full name of the person paying for the communication)”,
 - List the name of the natural person who is the registered agent if the person that paid for the communication is not a natural person.

Vote for X candidate for
Y Office

Paid for by X candidate
committee; Registered Agent
John Doe

Note: Please see [Campaign and Political Finance Rule 22](#) for more details. The rule includes information on items that may be exempted from a disclaimer if it is impracticable to include it.

For more information, please review the “[Guidance on Disclaimers Statements](#)” document available on the Campaign Finance page of the Colorado Secretary of State’s office. (1-45-108.3,

C.R.S.)

Resources

- Questions about Campaign Finance or [TRACER](#)?
 - Visit the [Campaign Finance page](#) of the Secretary of State’s (SOS) website,
 - Review the [Colorado Campaign and Political Finance manual](#) (on TRACER & the Campaign Finance page),
 - Utilize the [Learn to Use TRACER](#) webinars (on the TRACER Home page), and/or
 - Contact the Campaign Finance Support Help Desk at cpfhelp@coloradosos.gov or call 303-894-2200 (dial 3, then 1).
- Questions about School Board Elections?
 - Contact the DEO (local school board or the county clerk and recorder) or the Colorado Association of School Boards (CASB).

