

Documents to be Filed

Declaration of Intention (Filing Form)

- Form is provided by and is filed with the Election Office.
- Election Office sends a copy of the declaration to the Governmental Ethics Commission (GEC) for the purpose of campaign finance reporting.

Statement of Substantial Interests for Local Office

Completed form is due no later than ten (10) days after the filing deadline.

- Form is filed with the Election Office.

Appointment of Treasurer Form

- Form is provided by the Election Office at the time of filing.
 - Candidates have ten (10) days after filing to file the Appointment of Treasurer Form.
 - Completed form is filed with the Election Office.
 - Election Office forwards a copy of the completed form to the GEC.
- Candidates may not take in or spend any campaign funds until the Appointment of Treasurer Form is filed.

GEC Affidavit of Exemption form Filing Receipts and Expenditures Reports

- Form is provided by the Governmental Ethics Commission and is mailed directly to County candidates.
- Completed form is due nine (9) days prior to the primary election.
- Completed form is filed with the Election Office
- Election Office forwards a copy of the completed form to the GEC.
- If a candidate anticipates receiving and spending less than \$1,000.00 in the Primary Election and anticipates receiving and spending less than an additional \$1,000.00 in the General Election, he/she can file an Affidavit of Exemption. This affidavit waives the need for a candidate's treasurer to file campaign Receipts and Expenditures Reports.
- A County Office candidate must appoint a treasurer and file an Appointment of Treasurer Form even if an Affidavit of Exemption is filed.

Receipts and Expenditures Report

- Reporting form is provided by the GEC and is mailed directly to a candidate's treasurer.
- Completed reporting form is filed with the Election Office.
- Election Office forwards a copy of the report to the GEC.
- During an election cycle, three (3) Receipts and Expenditures Reports are required for County candidates: (1) a pre-primary election report; (2) a pre-general report; and (3) an early January wrap-up report.

Filing Campaign Finance Reports

- Candidates for local office file reports with the county election officer pursuant to KSA 25-4148 and 25-901
- Questions may be directed to (620) 227-4551 or dcox@fordcounty.net

City/School Form

Candidate's Declaration of Intention **CS**

BALLOT INFORMATION:

1. Name - exactly as it will appear on the ballot (include ALL punctuation):

2. City:

3a. Office sought _____

3b. District no. _____

4. Term: Regular _____ Unexpired _____

OFFICE INFORMATION:

5. For mailing purposes, indicate preferred title: Mr. Mrs. Ms. 6. Date filed _____

7. Residential address (street or rural route) _____

8. City _____ 9. County _____ 10. Zip code _____

11. Mailing address (if different) _____

12. Telephone number: Home _____ Work _____

CANDIDATE STATEMENT & SIGNATURE:

I declare that I intend to become a candidate for the above-stated office at the appropriate election.

Signature of Candidate

ATTESTATION:

*County Election Officer
or City Clerk*

Deputy Election Officer

Ciudad/Escuela Forma
CS

Declaración de Intención del Candidato

INFORMACIÓN DE LA BOLETA:	
1. Nombre - exactamente como aparecerá en la boleta (incluya TODA la puntuación): _____	
2. Ciudad: _____	
3a. Posición o cargo solicitado _____	
3b. Numero de distrito _____	
4. Término: Regular _____ Inconcluso _____	
INFORMACIÓN DE LA OFICINA:	
5. Para fines de envío, indique el título preferido: Sr. Sra. Srita. 6. Fecha archivado _____	
7. Dirección residencial _____	
8. Ciudad _____ 9. Condado _____ 10. Código postal _____	
11. Dirección postal (sies diferente) _____	
12. Número de teléfono: Casa: _____ Trabajo _____	
DECLARACIÓN Y FIRMA DEL CANDIDATO:	
Declaro que tengo la intención de convertirme en un candidato para el cargo mencionado anteriormente en la elección apropiada.	
_____ <i>Firma del Candidato</i>	
PRESTACIÓN DE JURAMENTO:	
_____ <i>Oficial de Elecciones del Condado o Secretario Municipal</i>	_____ <i>Oficial Adjunto de Elecciones</i>

Ford County Elections

Debbie Cox

Ford County Clerk/Election Officer

Affidavit of Exemption

K.S.A. 25-904(a)

Instructions

- ✓ File this report with the Ford County Clerks office.
- ✓ Applicable to candidates in third class cities mayoral and council, community college, township, school, drainage and improvement district elections.
- ✓ Candidates who anticipate receiving or spending less than \$1000 in each of the Primary and General elections, exclusive of any filing fees, may use this form to exempt themselves from filing reports of expenditures.
- ✓ For exemption, a candidate must complete this Affidavit of Exemption and file it with the Ford County Clerks office **nine (9) days before the Primary Election (Not later than ten (10) days after becoming a candidate.)** Even if the candidate anticipates not being in a Primary Election, this form is due by the deadline to be valid.
- ✓ Once the form is filed it will exempt the candidate from filing the required Candidates Itemized Receipts and Expenditures Report, which is due thirty (30) days after each applicable election. Records should still be maintained in case the expenditure limit is exceeded during the election.

Name (Please print) _____

Address _____

Home Phone _____

Business _____

Office Sought _____

District No. _____

Affidavit: State of Kansas, County of Ford

I, _____, do swear (or affirm) that:

1. The information listed above is true and correct;
2. I intend to expend, contract to expend or have expended on my behalf an aggregate amount or value of less than one thousand dollars (\$1000) in the **Primary Election** period, and
3. I intend to receive or have received on my behalf (including amounts contributed by myself) contributions of an aggregate amount of value of less than one thousand dollars (\$1000) in the **Primary Election** period, and
4. I understand that the payment of my filing fee or the receipt of funds to pay my filing fee are not included in the limitations set forth in paragraphs 2 & 3, and
5. I intend to expend, contract to expend or have expended on my behalf an aggregate amount of value of less than one thousand dollars (\$1000) in the **General Election** period, and
6. I intend to receive or have received on my behalf (including amounts contributed myself) contributions of an aggregate amount or value of less than one thousand dollars (\$1000) in the **Primary Election** period, and
7. If contributions or expenditures made (actual or contractual) in excess of any of the amounts set above, I shall within thirty days after the date of the election file the Candidates Itemized Statement of Receipts and Expenditures Report required by K.S.A. 25-904(b)

Signature of Candidate _____ Date _____

Subscribed and sworn before me, this _____ day of _____, 20 _____

Notary Public

(Seal)

My appointment expires _____

INSTRUCTIONS

This form must be completed by each candidate for local office and filed with your County Election Officer. A candidate must appoint a treasurer, or in lieu thereof a candidate committee, not later than ten (10) days after becoming a candidate. This form must be filed not later than ten (10) days following such appointment. Also, a new form must be filed whenever there is a change in treasurers or other information previously reported.

For further information contact: Kansas Governmental Ethics Commission
109 West 9th, Suite 504
Topeka, Kansas 66612
Ofc 785-296-4219
Fax 785-296-2548

GUIDE FOR STATEMENT OF SUBSTANTIAL INTERESTS FOR LOCAL OFFICE

DEFINITIONS

"Business" means any corporation, association, partnership, proprietorship, trust, joint venture, and every other business interest, including ownership or use of land for income.

"Candidate for Local Office" means any candidate for nomination or election to any elective office of a governmental subdivision.

"Compensation" means any money, thing of value or economic benefit conferred on, or received by, any person in return for services rendered, or to be rendered, by that person or another.

"Governmental Subdivision" means any city, county, township, school district, drainage district or other governmental subdivision of the state having authority to receive or hold public moneys or funds.

"Preceding Calendar Year" has its usual meaning, except that in the case of candidates and individuals newly appointed to office or employment, it means the 12 months immediately preceding a required filing date.

WHO SHALL FILE AND WHEN

Statement of substantial interests shall be filed by the following individuals at the times specified:

1. By a candidate for local office who becomes a candidate on or before the filing deadline for the office, not later than 10 days after the filing deadline, unless before that time the candidacy is officially declined or rejected.
2. By a candidate for local office who becomes a candidate after the filing deadline for that office, within five days of becoming a candidate, unless within that period the candidacy is officially declined or rejected.
3. By an individual appointed between January 1 and April 30 to fill a vacancy in an elective office of a governmental subdivision, between April 15 and April 30, inclusive of that year.
4. By an individual appointed after April 30 of any year to fill a vacancy in elective office of a governmental subdivision, within 15 days after the appointment.
5. By an individual holding an elective office of a governmental subdivision, between April 15 and April 30, inclusive, of any year if, during the preceding calendar year, any change occurred in the individual's substantial interests.

Additional information or assistance may be obtained by contacting the Governmental Ethics Commission, 109 SW 9th, Suite 504, Topeka, KS 66612. Phone 785-296-4219

STATEMENT OF SUBSTANTIAL INTERESTS FOR LOCAL OFFICE

INSTRUCTIONS. This statement must be completed by each person required to do so by K.S.A. 75-4301a. Upon completion, mail or hand deliver your completed statement to the office where you filed your declaration of candidacy. If appointed to fill a vacancy in a local elective office, file this form where your predecessor filed for office.

PLEASE TYPE OR PRINT

A. IDENTIFICATION:

Last Name First Name MI

Spouse's Name

Number & Street Name, Apartment Number, Rural Route, or P.O. Box Number

City, State, Zip Code

Home Phone

Business Phone

B. OFFICE SOUGHT, HELD OR APPOINTED TO:

List Name of Office

Position

District

CONTINUED ON NEXT PAGE

Date received (Official use only)

C. OWNERSHIP INTERESTS: List any corporation, partnership, proprietorship, trust, joint venture and every other business interest, including land used for income, and specific stocks, mutual funds or retirement accounts in which either you or your spouse has owned within the preceding 12 months a legal or equitable interest exceeding \$5,000 or 5%, whichever is less. Please attach additional pages if necessary to complete this section.
If you have nothing to report in Section "C", check here ____.

BUSINESS NAME AND ADDRESS	TYPE OF BUSINESS	DESCRIPTION OF INTERESTS HELD	HELD BY WHOM
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

D. GIFTS IN THE FORM OF GOODS OR SERVICES: List any person, business or combination of businesses from which you or your spouse either individually or collectively, have received in the preceding 12 months, without reasonable and valuable consideration, goods or services having an aggregate value of \$500 or more.
If you have nothing to report in Section "D", check here ____.

NAME OF PERSON OR BUSINESS FROM WHOM GIFT RECEIVED	ADDRESS	RECEIVED BY:
1.		
2.		
3.		

E. RECEIPT OF COMPENSATION: List all places of employment in the last calendar year, and any other businesses from which you or your spouse received \$2,000 or more in compensation (salary, thing of value, or economic benefit conferred on you or your spouse in return for services rendered, or to be rendered), which was reportable as taxable income on your federal income tax returns.

1. YOUR PLACE(S) OF EMPLOYMENT OR OTHER BUSINESS IN THE PRECEDING CALENDAR YEAR.

If you have nothing to report in Section "E"1, check here ____.

	NAME OF BUSINESS	ADDRESS	TYPE OF BUSINESS
1.			
2.			

2. SPOUSE'S PLACE(S) OF EMPLOYMENT OR OTHER BUSINESS IN THE PRECEDING CALENDAR YEAR.

If you have nothing to report in Section "E"2, check here ____.

	NAME OF BUSINESS	ADDRESS	TYPE OF BUSINESS
1.			
2.			

F. OFFICER OR DIRECTOR OF AN ORGANIZATION OR BUSINESS: List any organization or business in which you or your spouse hold a position as officer, director, associate, partner or proprietor at the time of filing, irrespective of the amount of compensation received for holding such position. Please insert additional pages if necessary to complete this section.

If you have nothing to report in Section "F", check here ____.

	BUSINESS NAME AND ADDRESS	POSITION HELD	HELD BY WHOM
1.			
2.			
3.			
4.			
5.			

- G. RECEIPT OF FEES AND COMMISSIONS:** List each client or customer who paid fees or commissions to a business or combination of businesses from which fees or commissions you or your spouse received an aggregate of \$2,000 or more in the preceding calendar year. *The phrase "client or customer" relates only to businesses or the combination of businesses.* In the case of a partnership, it is the partner's proportionate share of the business, and hence of the fee, which is significant, without regard to the expenses of the partnership. An individual who receives a salary as opposed to portions of fees or commissions is generally not required to report under this provision. Please insert additional pages if necessary to complete this section.
- If you have nothing to report in Section "G", check here _____.

	NAME OF CLIENT / CUSTOMER	ADDRESS	RECEIVED BY
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

H. DECLARATION:

I, _____, declare that this statement of substantial interests (including any accompanying pages and statements) has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of all of my substantial interests and other matters required by law. I understand that the intentional failure to file this statement as required by law or intentionally filing a false statement is a class B misdemeanor.

Date

Signature of Person Making Statement

NUMBER OF ADDITIONAL PAGES _____.