



Candidate Filing Checklist

For Fair Elections and Campaign Practices Reporting

Facsimile or electronic copies shall be accepted, provided that original documents are received by the City Clerk with five (5) days of receipt of the copies.

- Candidate Affidavit**
 - Should be filed within 10 days of becoming a candidate
 - Must be signed and notarized prior to submission

- Personal Expenditure Form**
 - For use by a candidate who has not received any contributions, but has made expenditures of personal funds

- Non-Receipt Form**
 - For use by a candidate that does **not** have a campaign committee and has not received contributions nor made expenditures and no expenditures have been made on behalf of the candidate.

- Committee Registration**
 - Every candidate, candidate committee, issue committee and political committee shall file a statement of organization with the City Clerk no later than ten (10) days after accepting or making a contribution or expenditure or twenty (20) days prior to the election, whichever is earlier.

- Report of Contributions and Expenditures**
 - A financial report required for all committees that accept contributions or make expenditures.
 - The reporting period ends five days prior to the filing date.
 - Required to be filed
 - 14 days after filing Statement of Organization and every 14 days after that until
 - 21 days before the election and
 - The Friday before the election and
 - 30 days after the election
 - There are additional filing requirements if unexpended contributions or expenditure deficit exist [LT Municipal Code 2-1-100]

The above checklist is intended to be a quick reference guide to assist in filing requirements for the Fair Elections and Campaign Practices requirements and should not be considered legal advice. **Other documents may be required.** Please review Lone Tree Municipal Code Chapter 2, Article I. If you have any questions please call the City Clerk at 303-708-1818.