



**JUNIOR COLLEGE BOARD OF TRUSTEE CANDIDATES FOR THE NOVEMBER 2, 2021 ELECTION**  
**BASIC CAMPAIGN FINANCE INFORMATION SHEET**



All candidates running for junior college board of trustee must file a candidate affidavit electronically with the Colorado Secretary of State's office within 10 days of becoming a candidate using the [TRACER](#) online disclosure system.

A person becomes a candidate, for Campaign Finance purposes, when that person publicly announces an intention to seek election to 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 1.20*):

- registering a candidate committee, or
- a speech, advertisement, or other communication reported or appearing in public media, or
- 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.

Candidates who only plan to spend their own money in support of their candidacy do not have to register a candidate committee, however, during reporting periods where expenditures are made, those candidates must file a disclosure report. (*CPF Rule 2.1.2*)

Candidates may not accept any contributions prior to registering a candidate committee. (*1-45-108(3), C.R.S.*)

A candidate may be the sole member of their candidate committee.

Committees must register and file their required disclosure reports through [TRACER](#).

The Secretary of State's office assesses penalties of \$50 per day for late disclosure reports. (*Article XXVIII, Section 10(2)(a) of the Colorado Constitution*)

Committees must file disclosure reports even if no activity (contributions, expenditures, loans, etc.) occurs during the reporting period(s).

**Prohibited Contributors:** Corporations (profit, non-profit, domestic & foreign), labor organizations, foreign governments & citizens, other candidate committees, and contributions where the identity of the contributor is unknown or where the required information is missing.

Junior college board of trustee candidate committees are not subject to contribution limits from their contributors.

Contributions in cash/coin may not exceed \$100. (*Article XXVIII, Section (3)(10) of the Colorado Constitution*)

Traditional “Pass the Hat” or “Fish Bowl” fundraisers need modified to avoid accepting anonymous contributions.

***The disclosure schedule for trustees representing more than one county and those that are elected within a single county differ. Trustees representing more than one county follow the state frequent schedule. Trustees representing a single county follow the county frequent schedule. Please review both filing calendars listed below.***

STATE FREQUENT CALENDAR		
APPLIES TO: AIMS JUNIOR COLLEGE AND COLORADO MOUNTAIN COLLEGE BOARD OF TRUSTEES		
Report Due Date	Report Period Start Date	Report Period End Date
05/03/2021*	Varies, depends on Filing / Registration Date	04/28/2021
06/01/2021	04/29/2021	05/27/2021
07/01/2021	05/28/2021	06/26/2021
08/02/2021*	06/27/2021	07/28/2021
09/07/2021*	07/29/2021	09/01/2021
09/20/2021	09/02/2021	09/15/2021
10/05/2021*	09/16/2021	09/29/2021
10/18/2021	09/30/2021	10/13/2021
11/01/2021	10/14/2021	10/27/2021
12/02/2021	10/28/2021	11/30/2021

\* Date affected by holiday or weekend

COUNTY FREQUENT CALENDAR		
APPLIES TO: COLORADO NORTHWESTERN COMMUNITY COLLEGE TRUSTEES IN RANGLEY JUNIOR COLLEGE DISTRICT AND MOFFAT COUNTY AFFILIATED JUNIOR COLLEGE		
Report Due Date	Report Period Start Date	Report Period End Date
10/12/2021	Varies, depends on Filing / Registration Date	10/07/2021
10/29/2021	10/08/2021	10/24/2021
12/02/2021	10/25/2021	11/27/2021

**Note:** In addition to the reports above, committees may also need to file supplemental reports listed below:

- Regular Biennial School Electioneering Communication Reporting:** Starting 60 days (September 3, 2021) before the school board election, any person who spends \$1,000 or more on an electioneering communication (that unambiguously refers to a **candidate for school board**) must file a report with the Secretary of State’s Office. ***This only applies if the communication includes school board candidates.*** Candidates and committees may indicate on their disclosure reports if an expenditure meets the criteria for Electioneering Communication. If so, the filer must also provide additional information about the expenditure which includes the date and method of the communication along with the name(s) of the candidate(s) mentioned.

- **24 Hour Notice of Major Contributor Reporting:** Starting 30 days (October 3, 2021) before the election, candidate committees who receive a contribution of \$1,000 or more (at one-time), including loans from the candidate, must file this 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.

**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. 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 or [click here](#). (1-45-108.3, C.R.S.)

- 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.

*Note: Please see Campaign and Political Finance rule 22, available in the [Colorado Campaign and Political Finance manual](#), for more details. The rule includes information on items that may be exempted from a disclaimer if it’s impracticable to include it.*

## Resources:

- Contact the **Campaign Finance Support Help Desk** at [cpfhelp@sos.state.co.us](mailto:cpfhelp@sos.state.co.us) or call 303-894-2200 (dial 3, then 1) if you have any questions about Colorado’s Campaign Finance laws and rules or accessing the State’s online disclosure system ([TRACER](#)).
- Direct questions about the election to the appointed Designated Election Official.

## Online Resources:

- [Campaign Finance](#) page on Secretary of State’s (SOS) website
- [TRACER](#) (Transparency in Contribution and Expenditure Reporting) disclosure website

- [Colorado Campaign and Political Finance Manual](#) – available on TRACER and the SOS website (and includes the laws and rules)
  - Article XXVIII of the Colorado Constitution,
  - Title 1, Article 45 of the Colorado Revised Statute (a.k.a. the Fair Campaign Practices Act),
  - Rules Concerning Campaign and Political Finance.
  
- Outreach and Training Opportunities
  - Online eLearning (Campaign Finance 101) - [Click here to visit the training page](#)
  - TRACER Webinars ([Learn how to use TRACER](#)) - Shows the ABCs of how to file disclosure reports
  - [Lawn Chair Chats](#) – These chats, via Zoom, are informal discussions about campaign finance related topics. It's a great way to increase your knowledge, get clarification on a specific topic or ask your TRACER questions.