

**STATE OF COLORADO**  
**Department of State**  
1700 Broadway, Suite 550  
Denver, CO 80290



**Jena M. Griswold**  
**Secretary of State**  
Judd Choate  
Director, Elections Division

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## **May 3, 2022 REGULAR BIENNIAL SPECIAL DISTRICT ELECTION**

### **BASIC CAMPAIGN FINANCE INFORMATION FOR CANDIDATES**

Contact either your Designated Election Official (DEO) or the Division of Local Government with the Colorado Department of Local Affairs (DOLA) at [www.dola.colorado.gov/sd-elections](http://www.dola.colorado.gov/sd-elections) or call 303-864-7720 with questions related to Special District Elections.

For questions regarding Colorado's Campaign Finance laws/rules or the online disclosure system ([TRACER](#)), contact Campaign Finance Support at [cpfhelp@coloradosos.gov](mailto:cpfhelp@coloradosos.gov) or call 303-894-2200 (Dial 3, then 1).

Candidates must file a Self-Nomination form with the DEO for the district in which they are seeking office within 10 days of becoming a candidate. The DEO will send, no later than 60 days before the Election, a copy (by email is sufficient) of the Self-Nomination form to the Secretary of State's office who is the appropriate filing officer for all campaign finance filings related to special district candidates/committees.

Important dates from DOLA (visit DOLA's website for a calendar listing all relevant deadlines):

- Friday, February 25, 2022 – Self-Nomination and Acceptance forms must be filed with the DEO by this date
- Monday, February 28, 2022 – deadline for write-in candidates to file their affidavit of intent

Registration of committees and filing of disclosure reports for campaign finance are done online using the Secretary of State's campaign finance system ([TRACER](#)).

Candidates expending their own money to support their candidacy:

- Are not required to register a candidate committee but
- Are required to file disclosure reports once they have expended more than \$200 in the aggregate. Disclosure reports for subsequent reporting periods, where expenditures are made, are required regardless of the amount expended.

Candidates should register a candidate committee prior to accepting contributions; the candidate may be the only member of the committee.

- Disclosure reports are due once the candidate committee has raised or spent more than \$200, in the aggregate.
  - Once the \$200 threshold is met all subsequent disclosure reports are required even during periods of zero activity.

Penalties of \$50 per day are assessed for disclosure reports that are filed late.

Contribution Limits: Special District candidate committees may receive contributions from permissible contributors in any amount.

Prohibited Contributors: Corporations (profit, non-profit, domestic & foreign), labor organizations, foreign governments & citizens, other candidate committees, issue committees, small-scale issue committees and independent expenditure committees.

Anonymous contributions of \$20 or more are prohibited. Anonymous contributions are contributions where the identity of the contributor or other required reporting information is unknown. (CPF Rule 10.8)

Traditional “Pass the Hat” or “Fish Bowls” need to be modified to avoid accepting anonymous.

If a contributor gives \$20 or more (at one-time or in the aggregate) during a reporting period, the contributor’s name and address must be listed on the disclosure report. A contributor’s occupation and employer information are required for one-time contributions of \$100 or more.

REPORT DUE DATES	REPORTING PERIOD COVERS
April 12, 2022 (Tuesday)	April 27, 2021 or May 29, 2021 through April 7, 2022
April 29, 2022 (Friday)	April 8, 2022 through April 24, 2022
June 2, 2022 (Thursday)	April 25, 2022 through May 28, 2022

**Paid for By / Disclaimer statements:** A candidate, candidate committee, other committees or persons that spend in excess of \$1,000 on a communication that is broadcasted, printed, mailed, delivered, placed on a website, streaming media service, or online forum for a fee, or that is otherwise distributed is required to have a Paid for by / disclaimer statement on the communication. (1-45-107.5(5), C.R. S.) For detailed information about disclaimer statements, please view the [Guidance on Disclaimer Statements](#) document available on the [Campaign Finance](#) page of the [Colorado Secretary of State’s](#) website. Below is a summary of what is included on a disclaimer.

- Disclaimer for Broadcast communications:
  - Must adhere to Federal Communications Commission (FCC) regulations regarding Paid for by / Disclaimer statements.
- Disclaimer for Nonbroadcast communications:
  - Must appear in a conspicuous and readable manner,
  - The font is no less than 15 percent of the largest font used in the communication and may not be less than 8-point font,
  - A statement that “The communication has been 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.

## Resources:

Contact the **Campaign Finance Support Help Desk** at [cpfhelp@coloradosos.gov](mailto:cpfhelp@coloradosos.gov) or call 303-894-2200 (dial 3, then 1) if you have any questions about Colorado’s Campaign Finance laws/rules or accessing the State’s online disclosure system ([TRACER](#)).

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## Online Resources:

- [Campaign Finance page](#) on Secretary of State’s (SOS) website
- [TRACER](#) website and the [Learn How to Use TRACER](#) webinar training page
- [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.
- Training Opportunities – Online eLearning ([CPF 101](#)) & [Lawn Chair Chats](#) (informal recorded Zoom sessions)