



# CITY OF JANESVILLE

*Wisconsin's Park Place*

November 2023

Dear Candidate for the Janesville City Council:

Enclosed is a candidate informational packet to assist you in carrying out your responsibilities as a candidate for the Janesville City Council. This information is in summary form and if you should have a specific question, please feel free to contact me. Listed below are the forms and manuals that you will be using.

**DECLARATION OF CANDIDACY (Form EL-162).** This form must be on file with the City Clerk-Treasurer's office for your name to appear on the ballot. Due no later than 5:00 PM, Tuesday, January 2, 2024.

**CAMPAIGN FINANCE REGISTRATION STATEMENT (Form CF-1).** This statement must be returned to the City Clerk-Treasurer's office *before* any nomination papers are circulated. Instructions on how to complete this form can be found in your CAMPAIGN FINANCE OVERVIEW LOCAL-CANDIDATES on pages 1 through 5. Due no later than 5:00 PM, Tuesday, January 2, 2024.

**NOMINATION PAPERS FOR NON-PARTISAN OFFICE (Form EL-169).** Nomination papers are the official papers used to obtain signatures from eligible city voters. You need a minimum of 100 signatures, but not more than 200 signatures. Additional information on circulating your nomination papers is on the back of the form. The first day to circulate nomination papers is December 1, 2023. The forms must be returned to the City Clerk-Treasurer's office no later than 5:00 PM, Tuesday, January 2, 2024.

**CAMPAIGN FINANCE OVERVIEW - LOCAL CANDIDATES.** This overview explains the Wisconsin campaign finance law. In addition, it explains the bookkeeping procedures that will make it easy for you to record and save the financial information necessary for completing your records.

**CAMPAIGN FINANCE REPORT (ETHCF-2L).** This report is a summary of all types of contributions and all types of disbursements over a period of time. Reports are filed periodically, covering specific date ranges set by the Wisconsin Ethics Commission. Below is a list of upcoming reports and dates:

Report Name	Filing Deadline	Activity Dates
January Continuing 2024	1/17/2024	7/1/2023 - 12/31/2023
Spring Pre-Primary 2024	2/13/2024	1/1/24 - 2/5/24
Spring Pre-Election 2024	3/25/2024	2/6/24 - 3/18/24
July Continuing 2024	7/17/2024	3/19/24-6/30/24

To assist you in completing these forms, please review the CAMPAIGN FINANCE OVERVIEW-LOCAL CANDIDATES.

**POLITICAL ADVERTISEMENT RULES.** This document explains State and City regulations for political advertisements. For additional information, please see pages 7-8 of the CAMPAIGN FINANCE OVERVIEW-LOCAL CANDIDATES.

Lorena Rae Stottler  
City Clerk-Treasurer

CLERK-TREASURER'S OFFICE

CITY HALL • 18 N. JACKSON ST., P.O. BOX 5005 • JANESVILLE, WI 53547-5005 • (608) 755-3070 • FAX (608) 755-3196

**SPRING ELECTION APRIL 2, 2024  
NOMINATION PAPERS FOR COUNCILMEMBERS**

**A. WHEN NOMINATION PAPERS ARE TAKEN OUT**

- 1. COMPLETE "CANDIDATE INFORMATION & CHECK LIST" FORM**
- 2. COMPLETE "DECLARATION OF CANDIDACY" FORM (EL-162 Rev. 2019-08)**
  - ❖ Must be completed *before* the candidate circulates nomination papers.
- 3. ISSUE CANDIDATE INFORMATIONAL PACKET**
  - ❖ Letter from City Clerk
  - ❖ Declaration of Candidacy (EL-162 Rev. 2019-08)
  - ❖ Campaign Registration Statement (CF-1 Rev. 2018-11)
  - ❖ Nomination Paper for Nonpartisan Office (EL-169 Rev. 2019-10)
  - ❖ Campaign Finance Overview – Local Candidates
  - ❖ Campaign Finance Report (ETHCF-2L Rev. 2016-01)
  - ❖ Political Sign Requirements
- 4. INSERT NECESSARY INFORMATION ON THE NOMINATION PAPER**
  - ❖ Type name and address.
  - ❖ Receive (Deputy) Clerk-Treasurer's approval on nomination form *before* you copy.
  - ❖ Copy the number of nomination papers the candidate requests.
  - ❖ Inform candidate at least 100, but not more than 200 signatures are required.

**B. WHEN NOMINATION PAPERS ARE RETURNED –  
(DEADLINE 5:00 PM ON TUESDAY JANUARY 2, 2024)**

1. Give all papers to Mary.
2. Check the number of signatures, minimum of 100 but not more than 200.
3. Check the CERTIFICATION OF CIRCULATOR to see that it is completely filled out and signed by Circulator.

Councilmembers whose terms expire in 2024:  
Paul Benson, Aaron Burdick, Paul Williams

CANDIDATE INFORMATION AND CHECK LIST

Name of Candidate: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Prefer to be called at:  Home  Work

Occupation: \_\_\_\_\_

Age: \_\_\_\_\_

Have you ever run for public office before? Yes  No

If yes, name of office and date(s)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OFFICE USE ONLY

1. Date candidacy for Janesville City Council declared and candidate informational packet received: \_\_\_\_\_

2. Date Campaign Registration Statement returned: \_\_\_\_\_

3. Date and time nomination papers returned: \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

4. Number of nomination papers returned: \_\_\_\_\_

\_\_\_\_\_  
Clerk's initials

## Wisconsin Ethics Commission

For candidate committees, political party committees,  
legislative campaign committees, political action  
committees, independent expenditure committees,  
referendum committees, and recall committees  
Acceptance and Reporting of Anonymous Contributions

*This guideline is provided as an information resource only. For authoritative advice, contact the Wisconsin Ethics Commission.*

### ACCEPTANCE OF ANONYMOUS CONTRIBUTIONS

Wisconsin Statutes allow committees to accept anonymous contributions not exceeding \$10.<sup>1</sup>

### REPORTING OF ANONYMOUS CONTRIBUTIONS

Wisconsin Statutes require committees to make full reports of contributions on forms prescribed by the Commission.<sup>2</sup> Committees shall make a good faith effort to obtain all required information regardless of the amount of the contribution.<sup>3</sup> Required information includes the full name and street address of each person who has made a contribution to the committee.<sup>4</sup> Reports shall include an itemized statement of each contribution given anonymously.<sup>5</sup> Committees that accept anonymous contributions of \$10 or less must itemize and report each anonymous contribution as a separate transaction.<sup>6</sup> Committees may *not* report an aggregate total of anonymous contributions of \$10 or less.<sup>7</sup>

As Wisconsin Statutes prohibit anonymous contributions over \$10 and require that anonymous contributions be itemized, the Commission recommends against the following practices:

- Placing or circulating contribution jars, baskets, buckets, etc., at properties, gatherings, or events.
- Conducting raffles, silent auctions, etc., where names and addresses are not collected.<sup>8</sup>
- Selling event tickets or merchandise, including, but not limited to yard signs, t-shirts, pins, stickers, where names and addresses are not collected.

If a committee wishes to engage in these practices, the Commission recommends that a responsible individual monitor the contribution jars or baskets, raffle or auction, or sales of tickets or merchandise

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<sup>1</sup> WIS. STAT. § 11.1108.

<sup>2</sup> WIS. STAT. §§ 11.0204(1)(a), 11.0304(1)(a), 11.0404(1)(a), 11.0504(1)(a), 11.0604(1)(a), 11.0804(1)(a), 11.0904(1)(a).

<sup>3</sup> WIS. STAT. § 11.0103(1)(a).

<sup>4</sup> WIS. STAT. §§ 11.0204(1)(a)1., 11.0304(1)(a)1., 11.0404(1)(a)1., 11.0504(1)(a)1., 11.0604(1)(a)1., 11.0804(1)(a)1., 11.0904(1)(a)1.

<sup>5</sup> *Id.*

<sup>6</sup> *Id.*

<sup>7</sup> *See Id.*

<sup>8</sup> A raffle may have additional requirements as set forth by the Department of Administration's Division of Gaming. Committees should contact the Division for any questions on statutory requirements associated with raffles.



# CANDIDATE INFORMATION

(2024 Election Cycle)



9/7/2023

By Lisa Tollefson, Rock County Clerk

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## 1. REGISTERING AS A CANDIDATE

### A. Filing Officers

Every person seeking public office should register with the appropriate filing officer as soon as the person decides to become a candidate.

OFFICE	FILING OFFICER
School Board	School District Clerk
City Offices	City Clerk
Town Offices	Town Clerk
Village Offices	Village Clerk
County Offices Multi-Jurisdictional Judge	County Clerk
Congressional Offices	Registers with the FEC
State Offices: Legislative Offices (Senate/Assembly) District Attorney State Superintendent of Public Instruction Justice of the Supreme Court Court of Appeals Judge Circuit Court Judge	Wisconsin Elections Commission

### B. Campaign Finance Registration Statement – Local Candidate Committee (CF-1 Local Candidate rev. 12/22)

Local Candidates must file a Campaign Finance Registration Statement – Local Candidate Committee (Form CF-1 Local Candidate) with the appropriate filing officer as soon as the candidate forms the intent to run for office; prior to receiving or spending any funds beyond those needed to open a bank account; and prior to the deadline for filing Nomination Papers.

The Campaign Finance Registration Statement requires the candidate's name, address, telephone number and party designation when running for a partisan office. The

Statement also requires the campaign treasurer's information, principal officers of a campaign committee (if one is formed) and depository institution information.

Both the candidate and the treasurer, if the candidate has a treasurer, must sign the statement. If the candidate is serving as their own treasurer, the candidate only needs to sign once, as either the candidate or treasurer. Any change in information from the original Statement must be reported within ten (10) days following the change.

**C. Declaration of Candidacy (EL-162)**

A Declaration of Candidacy (EL-162) must be filed no later than the latest time provided for filing Nomination Papers. An amended Declaration of Candidacy form must be filed when any information or changes occur after the original form is filed and before the candidate assumes office or is nominated or defeated. This form must be sworn to and signed in the presence of a notary public or other person authorized to administer oaths, such as a county or municipal clerk. See Wis. Stat. § 8.21(2). **School Board candidates must use form EL-162SD.**

**D. Penalty for Not Filing a Registration Statement**

Failure to file the original Campaign Finance Registration Statement and the Declaration of Candidacy by the deadline for filing Nomination Papers prevents a candidate's name from appearing on the ballot. If a required statement or amendment is not filed on time, the registrant may be subject to a fine.

\*\*\*\* All forms can be found at <https://elections.wi.gov/candidates> or <https://ethics.wi.gov/Pages/CampaignFinance/Forms.aspx> \*\*\*\*

If you do not have Internet access, any of the above listed filing officers would be happy to assist you with the necessary forms.

**2. CAMPAIGN FINANCES**

**A. Campaign Finance Overview**

All candidates should become knowledgeable about the campaign finance laws by reading the *Campaign Finance Overview – Local Candidates Committees Manual*, or review the Wisconsin Ethics Commission's website: [ethics.wi.gov](http://ethics.wi.gov). The information required to be listed on a Campaign Finance Report (**CF-2NA for no activity or ETHCF-2L for reporting activity**) discloses the financial activity of the registrant's campaign. The law requires disclosure of campaign income, disbursements and incurred obligations.



A candidate may file for an exemption when the candidate does not anticipate accepting contributions, making disbursements or incurring obligations in an **aggregate** amount in excess of \$2,500 in a calendar year. If a candidate files for an exemption (per calendar year) from filing financial reports by checking the box on the Campaign Finance Registration Statement – Local Candidate Committee (Form CF-1 Local Candidate), ***the candidate is not precluded from keeping good financial records of all debts, obligations or contributions received from the beginning.*** In the event that the candidate exceeds \$2,500, the candidate must amend the Campaign Finance Registration Statement – Local Candidate Committee (Form CF-1 Local Candidate) and begin filing Campaign Finance Reports for all debts, all obligations and all contributions received from the beginning of the candidate’s campaign.

If you have any questions, contact your filing officer (County Clerk, Municipal Clerk, School District Clerk or the Wisconsin Ethics Commissions). Information is also available at: <https://ethics.wi.gov>.

**B. Campaign Depository Account**

Except as provided in § 11.0202(1)(b), each candidate shall designate one (1) campaign depository account within ten (10) business days after the candidate receives his or her first contribution and before the candidate makes or authorizes any disbursement on behalf of his or her candidacy.

*It is recommended that the account be a checking account that is separate from your personal checking account. However, the account could be a savings account if a negotiable instrument can record the withdrawals.*

**C. Campaign Treasurer**

The candidate may appoint their self or any other elector as campaign treasurer. The candidate may remove a campaign treasurer at any time and designate a successor. An amended Campaign Finance Registration Statement (CF-1) must be filed with the filing officer within ten (10) days of the change. If there is an interim period, the candidate shall be deemed his or her own campaign treasurer.

*The candidate bears the responsibility for the accuracy of each Campaign Finance Report for purposes of civil liability, whether or not the candidate certifies it personally.*

**D. Exemption from Filing Campaign Finance Reports**

Most candidates for county and municipal offices will be eligible for an exemption from filing Campaign Finance Reports under the provisions of state statutes. Candidate committees are eligible for this exemption if the candidate committee does not

anticipate accepting contributions, making disbursements or incurring obligations in an aggregate amount of more than \$2,500 in a calendar year (January – December). This exemption status persists until the candidate exceeds the \$2,500 aggregate activity in a calendar year, registers as a state candidate or terminates their candidate/committee.

**E. Campaign Finance Reports**

All registrants must file Campaign Finance Reports, unless a registrant has affirmed that the candidate committee is eligible for exemption on the CF-1. Committees must continue to file periodic reports until termination of their registration. These reports must be filed with the appropriate local filing officer when due. The reports may be submitted electronically via email, fax, mail or other authorized format. The reports must be received by the filing officer on or before the date the report is due.

If a candidate receives no contributions and makes no disbursements during the reporting period, he/she may file a Campaign Finance Report-Statement of No Activity (CF-2NA). This form should be used only when there has been no financial activity and the cash balance is unchanged during that reporting period.

Candidates continue to file reports until the candidate/committee terminates or the candidate is eligible for an exemption. No person shall prepare or submit a false report or statement to a filing officer.

**2024 CAMPAIGN FINANCE REPORTING PERIODS**

**County Offices – County Board Supervisors**

Campaign Finance Report	Filing Deadline	Reporting Period	Primary/Election Date
2024 January Continuing	January 16, 2024	7/1/2023 thru 12/31/2023	N/A
2024 Spring Pre-Primary	February 12, 2024	1/1/2024 thru 2/5/2024	February 20, 2024
2024 Spring Pre-Election	March 25, 2024	2/6/2024 thru 3/18/2024	April 2, 2024
2024 July Continuing	July 15, 2024	3/19/2024 thru 6/30/2024	N/A
2025 January Continuing	January 15, 2025	7/1/2024 thru 12/31/2024	N/A

**County Offices – Sheriff and Clerk of Circuit Court**

Campaign Finance Report	Filing Deadline	Reporting Period	Primary/Election Date
2024 January Continuing	January 16, 2024	7/1/2023 thru 12/31/2023	N/A
2024 July Continuing	July 15, 2024	1/1/2024 thru 6/30/2024	N/A
2024 September	September 30, 2024	7/1/2024 thru 9/23/2024	N/A
2025 January Continuing	January 15, 2025	9/24/2024 thru 12/31/2024	N/A

## 2024 CAMPAIGN FINANCE REPORTING PERIODS (Cont.)

County Offices –County Clerk, Register of Deeds and Treasurer

Campaign Finance Report	Filing Deadline	Reporting Period	Primary/Election Date
2024 January Continuing	January 16, 2024	7/1/2023 thru 12/31/2023	N/A
2024 July Continuing	July 15, 2024	1/1/2024 thru 6/30/2024	N/A
2024 Fall Pre-Primary	August 5, 2024	7/1/2024 thru 7/29/2024	August 13, 2024
2024 September	September 30, 2024	7/30/2024 thru 9/23/2023	N/A
2024 Fall Pre-Election	October 28, 2024	9/24/2024 thru 10/21/2024	November 5, 2024
2025 January Continuing	January 17, 2025	10/22/2024 thru 12/31/2024	N/A

### F. Unlawful Political Contributions

Certain contributions are prohibited by Wisconsin law. A candidate’s campaign may not accept the following types of contributions:

- Any anonymous contribution in excess of \$10.
- Cash contributions in excess of \$100.
- Contributions given in the name of someone other than the contributor.
- Contributions from corporations, associations, labor organizations, or federally recognized American Indian Tribes.
- Contributions in excess of contribution limits.
- Contributions from foreign nationals.

No person may intentionally accept or receive any contribution made in violation of those listed in Ch. 11, Wis. Stats. <http://docs.legis.wisconsin.gov/statutes/statutes/11>

### G. Unlawful Political Disbursements and Obligations

No person, committee or group may intentionally receive or accept any item of value, or any promise or pledge thereof, constituting a disbursement made or obligation incurred for political purposes contrary to law.

No person, committee or group may make or authorize a disbursement or the incurrence of an obligation from monies solicited for political purposes for a purpose, which is other than political, except as specifically authorized by law.

### H. Limitations on Contributions (Wis. Stat. § 11.1101)

No individual may make any contributions to a candidate for election or nomination to any of the following offices and to any individual or committee acting solely in support

of such a candidate or solely in opposition to the candidate's opponent to the extent of more than a total of the amounts specified per candidate.

## Corporations, Associations, Labor Organizations, & American Indian Tribes

Corporations, associations, labor organizations, and American Indian tribes are prohibited from contributing to candidate committees, political action committees, and primary funds of political party and legislative campaign committees. These entities may contribute to independent expenditure committees and referendum committees in unlimited amounts, and may contribute up to \$12,000 per calendar year to a segregated fund account of a political party committee or a legislative campaign committee.

## Political Action Committees and Party Committees

- Political action committees (PACs) may make unlimited contributions to other PACs
- PACs may contribute up to \$12,000 to a political party committee in a calendar year
- Party committees may make unlimited contributions to PACs
- Party committees may make unlimited contributions to other party committees
- Party committees may make unlimited contributions to candidate committees
- Individuals may make unlimited contributions to PACs and party committees

## Campaign Finance: Contribution Limits

### Limits for All State and Local Offices

Contribution limitations apply cumulatively to the entire primary and election campaign in which the candidate participates, whether or not there is a contested primary election.

	Individual Contributor	Candidate Committee	Political Action Committee
Governor	\$20,000	\$20,000	\$86,000
Lieutenant Governor	\$20,000	\$20,000	\$26,000
Secretary of State	\$20,000	\$20,000	\$38,000
State Treasurer	\$20,000	\$20,000	\$38,000
Attorney General	\$20,000	\$20,000	\$44,000
Superintendent of Public Instruction	\$20,000	\$20,000	\$18,000
Supreme Court	\$20,000	\$20,000	\$18,000
State Senator	\$2,000	\$2,000	\$2,000
State Assembly Representative	\$1,000	\$1,000	\$1,000
Appeals Judge (Populous Districts)	\$6,000	\$6,000	\$6,000
Appeals Judge (Other Districts)	\$5,000	\$5,000	\$5,000
Circuit Judge (Populous Area)	\$6,000	\$6,000	\$6,000
Circuit Judge (Other Area)	\$2,000	\$2,000	\$2,000
District Attorney (Populous Area)	\$6,000	\$6,000	\$6,000
District Attorney (Other Area)	\$2,000	\$2,000	\$2,000
Local Offices*	<ul style="list-style-type: none"> <li>• For districts with a population of 25,000 or fewer, \$500</li> <li>• For districts with a population of 25,001 or greater, 1.02 times the population, up to \$6,000</li> </ul>	<ul style="list-style-type: none"> <li>• For districts with a population of 25,000 or fewer, \$500</li> <li>• For districts with a population of 25,001 or greater, 1.02 times the population, up to \$6,000</li> </ul>	<ul style="list-style-type: none"> <li>• For districts with a population of 20,000 or fewer, \$400</li> <li>• For districts with a population of 20,001 or greater, 1.02 times the population, up to \$5,000</li> </ul>

\*The latest federal census or the census information on which the district is based should be used to determine population. (11/1/2012)

Contributions from Individuals - Candidates for Local Office - the greater of \$500 or 2 cents x number of inhabitants of a jurisdiction or district, according to the latest federal census or the census information on which the district is based, as certified by the appropriate filing officer, but not more than \$6,000.

Rock County's 2022 census figure is 164,959. The total contribution that can be made to a county partisan candidate from an individual is \$3,299. This would apply to a candidate running for a county constitutional office (Clerk of Court, County Clerk, Register of Deeds, Sheriff and Treasurer). The total contribution that can be made to a County Board Supervisor candidate is \$500.

The amount a candidate may contribute to their own candidate committee from personal funds or property (or jointly with spouse) are unlimited. (Wis. Stat. § 11.1104)

### 3. NOMINATION PAPERS

Nomination Papers can be obtained from your filing officer or the Wisconsin Elections Commission (WEC) website, <https://elections.wi.gov/>.

There are different versions of Nomination Papers. It is imperative that the correct Nomination Paper form is used as Nomination Paper signatures cannot be accepted by the filing officer if they are not on the correct form. All candidate information at the top of the form must be completed in full before circulating the Nomination Papers. The form may be reproduced in any way, and the candidate's picture and biographical data may be added to the form. No disclaimer or attribution statement is required on Nomination Papers.

**\*\*Note:** Nonpartisan Nomination Papers (EL-169) are for Spring Elections. Partisan Nomination Papers (EL-168) are for Fall Elections. ***Before circulating Nomination Papers, make sure that you have the correct form.***

Each candidate has the responsibility to assure that his/her Nomination Papers are prepared, circulated, signed and filed in compliance with statutory requirements.

A constitutional amendment took effect on November 5, 1996, barring certain individuals from running for an elected office. The constitutional amendment deals with two different types of crimes:

1. Any person convicted of a felony in any federal or state court in the United States is barred from running for state or local office in Wisconsin, unless that person has been pardoned.
2. Misdemeanor convictions involving a violation of public trust. A misdemeanor involving a violation of public trust has not been defined by state law or by the courts.

A statement to this effect is on the Declaration of Candidacy. The candidate must swear to the fact that he/she has never been convicted of a felony or a misdemeanor involving violation of public trust, or if convicted, has been pardoned.

Some villages and towns use a caucus to nominate candidates. The date for the caucus is set between December 1st and January 1st. The caucus is held between January 2nd and January 21st. Candidates nominated at the caucus do not file Nomination Papers for a nonpartisan office, but must file a Declaration of Candidacy form and a Campaign Finance Registration Statement with the municipal clerk within five (5) days after receiving written notification of nomination.

**A. Candidate's Name**

The candidate's name should be written on the Nomination Paper as it will appear on the ballot. No abbreviations or titles are permitted. Any combination of first name, middle name or initials with surname. A nickname may replace a legal name.

Names which have an apparent electoral purpose or benefit such as "Lower taxes", "None of the above" or "Lower Spending" are not permitted. It is not permissible to add nickname in quotes or parentheses.

**B. Candidate's Residence**

If a candidate's municipality of residence is different than the candidate's mailing address (PO Box address), both must be given. The candidate's municipality of residence should indicate if it is a town, village or city. Please note: postal addresses do not follow municipal boundaries.

**C. Date of Election**

Insert the date of the Election, not the date of the Primary, on the Nomination Papers.

**D. Name of Office**

The name of the office must be listed along with any branch, district or seat number that clearly identifies the office the candidate is seeking.

**E. Name of Jurisdiction**

The Nomination Papers must also identify the municipality or jurisdiction in which the signing electors are qualified to vote, as it relates to the office sought by the candidate. A candidate must live in the district to which they seek office.

Example:	Rock County Clerk of Courts	Rock County
	Janesville City Council	City of Janesville
	County Supervisor #14	City of Beloit Wards 18-19
	Milton Town Board Supervisor	Town of Milton

*\*\*Note: Candidates running in the fall must state their political party or statement of principle.*

**F. Signatures of Electors/Printed Name of Electors**

Only qualified electors of the jurisdiction or district that the candidate seeks to represent may sign the Nomination Papers.

Each elector signing a Nomination Paper must legibly print their name. Each elector must provide their *residential* address, including any street, fire or rural route number, box number (not PO Box number) and street or road name. The municipality of residence *must* be listed for each signing qualified elector and must clearly identify the town, village or city where the elector’s voting residence is located. A municipality used for mailing purposes, when different than municipality of residence, is not sufficient. The date the elector signed the Nomination Paper, including month, day *and* year, is required.

A husband may not sign for his wife or vice versa. A married woman may sign “Mrs. John Brown” or “Mary Brown.”

Ditto marks can only be accepted if they follow legitimate information from the row above for the columns of Residential Address, Municipality of Residence and Date of Signing.

Only one (1) signature per person for each office is valid. For instance, County races, such as Sheriff, allow only a “Vote for One.” An elector would only sign the Nominations Papers of one (1) individual running for Sheriff. Where an elector is entitled to vote for more than one candidate for the same office, a person may sign the Nomination Papers of as many candidates for the same office as the person is entitled to vote for at the election. For instance, in a School Board or City Council race, the ballot may state “Vote

for not more than three.” The elector would then be able to sign the Nominations Papers for three (3) candidates running for School Board or City Council.

A signature shall NOT be counted if:

- \* The address of the signer is missing or incomplete, or the address is outside the district. If residency can be determined by the information provided on the Nomination Paper, the signature will be counted.
- \* The *complete* date of the signing is missing. It will not be counted unless there is a valid date above and below the signature.
- \* The address listed is a PO Box. A Post Office Box number does not state where the party lives.
- \* The date of the signature is outside the circulation period or after the date of the certification of the circulator.

No signatures shall be counted if:

- \* The circulator did not sign or if the circulator did not properly complete all the required information in the certification.

#### **G. Signature of Circulator**

Before circulating any Nomination Papers, the circulator should carefully read the language of the Certification of Circulator.

Each Nomination Paper must be personally presented to each signer by the circulator. The Nomination Paper may not be left unattended on business counters or posted on a bulletin board.

The circulator's complete address (including municipality of residence) must be listed. The circulator must sign and date the certification.

The circulator (other than the candidate) is not required to be a resident of the jurisdiction/district that the candidate is running for.

The circulator should always review each Nomination Paper to make sure all sections have been completed as correctly as possible prior to turning them into the correct filing officer. The circulator may add or amend any known missing or illegible residential address information, municipality of residence or dates of signing before the papers are filed with the filing officer.



#### H. Filing Deadline

The *original* Nomination Papers must be in the physical custody of the appropriate filing officer by 5:00 p.m. on the day of the filing deadline. **NO EXCEPTIONS WILL BE MADE.** Nomination Papers that are mailed and are postmarked on the filing deadline are not sufficient. Nomination Papers by fax or email are not acceptable since the filing office must receive the original by the filing deadline.

Spring Election - Nomination Papers may be circulated beginning December 1st of the year prior to the Spring Election. Nomination Papers must be filed to the appropriate filing officer not later than 5:00 p.m. on the first Tuesday in January prior to the Spring Election.

\*\*\*Circulate starting December 1, 2023.

\*\*\*File with clerk on or before Tuesday, January 2, 2024.

Fall General Election - Nomination Papers may be circulated beginning April 15th prior to the Fall General Election. Nomination Papers must be filed to the appropriate filing officer not later than 5:00 p.m. on June 1st prior to the Fall General Election.

\*\*\*Circulate starting April 15th, the year of the Election.

\*\*\*File with clerk on or before June 1st, the year of the Election.

Special Elections have different filing deadlines. Check with your filing officer. See page three (3) to determine proper filing officers.

In order for a candidate's name to be placed on the ballot, the candidate must file a Campaign Finance Registration Statement (CF-1), a Declaration of Candidacy (EL-162) and Nomination Papers (EL-168-Partisan) or (EL-169-Nonpartisan) containing the appropriate number of signatures for the office sought no later than the filing deadline.

Candidates for judicial, legislative, or state office (i.e., District Attorney) and municipal judge must also file a Statement of Economic Interests with the Wisconsin Ethics Commission by the 3rd business day after the filing deadline. There are other provisions, so please check with the Wisconsin Ethics Commission.

\*\**Note:* Some other governmental bodies now require ethics statements.

If any one of these required forms is not filed by the deadline, the candidate's name will NOT be placed on the ballot.

I. **Number of Signatures Needed** – most common offices

School Board

School District ..... 100-200  
School District (with no territory within a 1st/2nd class city) ..... 20-100

City Offices

Citywide Offices ..... 200-400  
2nd & 3rd Class Cities - Alderperson elected at large ..... 100-200  
Alderperson with Districts ..... 20-40  
Village & Town Offices ..... 20-100

County Offices

Rock County Constitutional Officers ..... 500-1000  
County Supervisor ..... 100-200  
\*\*By resolution of the County Board, only 50 signatures are needed in Rock County.  
Multi-jurisdictional Judge ..... 20-100

State Offices

State Senator..... 400-800  
Representative to the Assembly ..... 200-400  
District Attorney (pop. over 100,000)..... 500-1000  
Supreme Court Justice ..... 2000-4000  
Court of Appeals Judge ..... 1000-2000  
Circuit Court Judge..... 200-400  
Statewide Office..... 2000-4000

Federal Offices

U.S. Senator..... 2000-4000  
Representative in Congress ..... 1000-2000

J. **Challenging Nomination Papers**

Nomination Papers for any candidate may be challenged within three (3) business days following the deadline for filing the Nomination Papers. The challenge must contain a sworn statement and supporting evidence establishing an insufficiency in a candidate's Nomination Papers and must be filed with the proper filing officer. It is up to the challenger to prove the insufficiency of the Nomination Papers.

## 4. CAMPAIGN ADVERTISING

### A. Disclaimer

State law requires that all political advertising used in a campaign must carry a disclaimer (information identifying its source). The disclaimer must state which campaign committee or individual candidate is actually paying for, or assuming responsibility for, the ad/sign/item. Disclaimers must be readable and legible. Certain small items are exempt from having a disclaimer such as a key chain, emery board, etc.

Example of a disclaimer: "Paid for by Friends for Mary Smith" or "Paid for by Friends of Mary Smith, Michael Jones, Treasurer."

### B. Signs

Signs may be placed on private property with the owner's permission.

Check with the local jurisdiction on the placing of political signs. Some municipalities have ordinances, and some do not.

Signs may remain up after the primary election if the candidate remains on the ballot for the General Election. Wisconsin law prohibits the placement of signs on any rural or urban portion of the state highway system right-of-way, which is at least fifty (50) feet off the center of the road or beyond the property owner's fence. As a general rule, highway right-of-way in rural areas extends to beyond both the shoulders and ditches to any adjoining fence line.

\*\*\*Refer to DOT Administrative Rule 201.16.

### **PLEASE CHECK WITH YOUR LOCAL JURISDICTION**

#### State law provides:

- \* Signs cannot exceed 32 square feet in size.
- \* Signs cannot contain flashing lights or moving parts or in any other way fail to conform to Wis. Stat. § 84.30 – Regulation of outdoor advertising.
- \* Signs cannot be erected adjacent to an interstate highway or freeway or in a location where it constitutes a traffic hazard.
- \* Renters of residential property may exercise the same right as the owners to place a sign upon the property in any area of the property occupied exclusively by the renter. (The terms of a lease or other agreement under which residential property is occupied shall control in determining whether property is occupied exclusively by a renter.) Wis. Stat. § 12.04(5)(a).

Signs cannot be:

- \* Placed on public property within 100 feet of any entrance to a building containing a polling place on Election Day. (This includes a car with a car top carrier with a campaign message on Election Day.) Bumper stickers are excluded.
- \* On roadways or driveways on public property.
- \* On public property. (This includes the terrace between the sidewalk and the street, or on or in any government buildings.)
- \* Obstructing a window, door, fire escape, ventilation shaft or other area that is required by an applicable building code to remain unobstructed.

Cities, villages and towns may have an ordinance regarding the placement of signs. It would be best to check with the municipal clerk before putting up your signs. Wis. Stat. § 12.04(4).

If a sign is on private property and the owners want it removed, it can be removed:

- \* By the property owner.
- \* By the municipal or county clerk.
- \* By the candidate.
- \* By a law enforcement officer.
- \* By the election inspectors in your ward.

If someone places a sign on your property, unknown to you or without your permission, you can remove it.

**C. Campaign Literature**

A disclaimer must be listed on all political literature. When distributing literature, do not leave any item in the mailbox since it is illegal to do so. Fasten literature down in some manner such as attaching to a doorknob, placing under a doormat or between two doors.

A bulk mailing permit can be obtained from the Post Office to help reduce the cost of your mailing. Contact the Post Office for more information and requirements.

## 5. ELECTION DATES

### 2024

#### Spring

Primary: **Tuesday, February 20, 2024**

Spring Election: **Tuesday, April 2, 2024**

#### Fall

Partisan Primary: **Tuesday, August 15, 2024**

General Election: **Tuesday, November 5, 2024**

## 6. TERMS OF OFFICE

<u>Office</u>	<u>Term</u>
School Board Member	3 Years
Town Chair	2 Years
Town Supervisor	2 Years
Village Official	2 Years
Aldersperson	2 Years
City Council	2 Years
City Mayor	2 Years
County Supervisor	2 Years (2024)
Clerk of Circuit Court	4 Years (2026)
County Sheriff	4 Years (2026)
County Clerk	4 Years (2024)
County Register of Deeds	4 Years (2024)
County Treasurer	4 Years (2024)
Multi-jurisdictional Judge	2 or 4 years
Circuit Court Judge	6 Years
Court of Appeals Judge	6 Years
Supreme Court Justice	10 years
District Attorney (state office)	4 Years (2024)
State Senator	4 Years
Representative to the Assembly	2 Years
Representative in Congress	2 Years
U.S. Senator	6 Years

## **7. SOME PROHIBITED ELECTIONS PRACTICES**

- A. No election official may engage in electioneering on Election Day.
- B. No person may engage in electioneering during polling hours on Election Day on public property within 100 feet of an entrance to any building containing a polling place.
- C. No person may knowingly make or publish, or cause to be made or published, a false representation pertaining to a candidate, which is intended or tends to sway voters at an election.
- D. No person may, by their self or through an agent, make use of or threaten to make use of force, violence or restraint in order to induce or compel any person to vote or refrain from voting at an election; or, by abduction, duress or any fraudulent device or contrivance, impede or prevent the free exercise of the franchise at an election; or by his acts compel, induce or prevail upon an elector either to give or refrain from giving his vote at any election for or against a particular candidate or referendum.
- E. No person may offer, give, lend or promise to give or lend, or endeavor to procure, anything of value, or any office or employment, or any privilege or immunity to, or for, any elector, or to or for any other person, in order to induce any elector to:
  - 1. Go to or refrain from going to the polls.
  - 2. Vote or refrain from voting.
  - 3. Vote or refrain from voting for or against a particular person.
  - 4. Vote or refrain from voting for or against a particular referendum.
  - 5. Or because an elector has done any of the above.

No person may receive, agree or contract to receive, or accept any money, gift, loan, valuable consideration, office or employment for himself or for any other person, in consideration that he or any elector will so act or has so acted.

No person may advance, pay or cause to be paid any money to or for the use of any person with the intent that such money or any part thereof will be used to bribe electors at any election.

This section does not prohibit any person from using his/her own vehicle to transport electors to or from the polls without charge.

## **8. WHO TO CONTACT WHEN YOU HAVE ELECTION QUESTIONS**

### **FEDERAL INFORMATION**

Federal Election Commission  
1050 First Street, NE  
Washington, DC 20463  
(800) 424-9530  
<https://www.fec.gov>

Military & Overseas Voting  
Federal Voting Assistance Program  
Department of Defense  
Email: [vote@fvap.gov](mailto:vote@fvap.gov)  
1-800-438-VOTE(8683)  
<https://www.fvap.gov>

U.S. Election Assistance Commission  
1335 East West Highway, Suite 4300  
Silver Spring, MD 20910  
866-747-1471 (toll free)  
FAX: 301-734-3108  
<https://www.eac.gov>

Voting Section  
Civil Rights Division  
U. S. Department of Justice  
Room 7254- NWB  
950 Pennsylvania Ave, N.W.  
Washington, DC 20530  
800-253-3931  
Email: [voting.section@usdoj.gov](mailto:voting.section@usdoj.gov)  
<https://www.usdoj.gov>

### **STATE AND LOCAL INFORMATION**

Wisconsin Election Commission  
212 E. Washington Ave, 3<sup>rd</sup> Fl.  
PO BOX 7984  
Madison, WI 53707-7984  
608-266-8005 FAX (608)267-0500  
<https://elections.wi.gov>

Wisconsin Ethics Commission  
101 E Wilson St, Suite 127  
PO BOX 7125  
Madison, WI 53707  
(608)266-8123 FAX (608)264-9319  
<https://ethics.wi.gov>

Rock County Clerk  
Lisa Tollefson  
Rock County Courthouse  
51 S Main St  
Janesville WI 53545  
608-757-5660  
[CountyClerk@co.rock.wi.us](mailto:CountyClerk@co.rock.wi.us)

<https://www.co.rock.wi.us/departments/county-clerk/election-information>

## 9. APPENDIX

The appendix contains the following forms:

Campaign Finance Registration Statement - Local Candidate Committee

(CF-1 Local Candidate rev. 12/22)

Declaration of Candidacy (EL-162)

Campaign Finance Report-Statement of No Activity (CF-2NA)

Local Campaign Finance Report (CF-2L)

Termination Request (CF-13)

Nomination Paper for Partisan Office (EL-168)

Nomination Paper for Nonpartisan Office (EL-169)



Campaign Finance Registration Statement (CF-1 Local Candidate Committee)



CAMPAIGN FINANCE REGISTRATION STATEMENT —  
 LOCAL CANDIDATE COMMITTEE  
 STATE OF WISCONSIN

1. Is this an Amendment?  No  Yes

Check "No" if this is your first filing.  
 Check "Yes" if you have previously filed  
 but are changing any of your information.

**SECTION A: GENERAL INFORMATION**

A1. Committee Name (Required for all Candidates - must be included in disclaimer on all communications)				
A2. Email		A3. Phone		
A5. City		A6. State	A7. Zip	
<b>Depository Institution Info.</b>				
A8. Institution Name	A9. Street Address		A10. City	A11. State
A13. Name		A14. Email	A15. Phone	
A16. Mailing Address				
<b>Other Officers (Optional)</b>				
A20. Name	A21. Title	A22. Email		
A24. Name	A25. Title	A26. Email		A27. Phone
<b>Filing Exemption</b> <small>Registrants which do not anticipate accepting or making contributions, no...</small>			<b>A28. Exemption Affirmation</b>	
Claiming you are eligible for exemption does not mean that you do not need to keep records. ALL CANDIDATES should take great care to keep and record all receipts, in-kind gifts and expenses.			<input type="checkbox"/> Yes, this registrant is eligible for exemption. <input type="checkbox"/> No, this registrant is not eligible for exemption.	
B1. O...		B2. Political Party		B3. Election Date
<b>Candidate Information</b>				
B4. Name		B5. Email		B6. Phone
B7. Mailing Address		B8. City		B9. State
Second Candidate Committee <small>An individual who holds a state or local elective office may establish a second candidate committee to pursue another state or local office.</small>			B11. Is this your only registered candidate committee in Wisconsin? <input type="checkbox"/> Yes, this is my only candidate committee in Wisconsin. <input type="checkbox"/> No, this is my second candidate committee in Wisconsin.	
B12. Other Office Held or Sought (include District/Branch) (Only complete B12 if you responded "No" to B11.)				

If you spend or receive funds, you must designate a depository institution.

As a candidate, if you do not appoint someone as your treasurer, then you will be considered your own treasurer.

Campaign Finance Registration Statement (CF-1 Local Candidate Committee) cont.

SECTION C: CERTIFICATION		
<b>Accurate Information</b>		
<input type="checkbox"/> I certify that I am an authorized representative of the candidate and that the information contained within this registration is true, correct, and complete.		
<p style="text-align: center;"><b>All candidates must complete this section.</b></p>		
<b>Timely Amendments</b>		
<input type="checkbox"/> I am aware of the requirement to amend this registration statement within 30 days of any change of information contained within, including any change to the candidate committee's eligibility for exemption from campaign finance reporting.		
<b>Records Retention</b>		
<input type="checkbox"/> I acknowledge the requirement to maintain the records of the candidate committee in an organized and legible manner for three years from the close of the most recent contribution limit period (June 30 following the April election, 12/31 following the November election).		
<b>Continuing Compliance</b>		
<input type="checkbox"/> I acknowledge that I am required to continue to comply with all applicable requirements under Chapter 11 of the Wisconsin Statutes until this registration is terminated. I understand that I am not released from any liability simply because the election date has passed.		
<b>Treasurer</b>		
C1. Printed Name	C2. Signature	C3. Date
<b>Candidate</b>		
C4. Printed Name	C5. Signature	C6. Date

Form Instructions

Candidates must complete all sections A, B, and C.

**Item 1. Is this an amendment?** Have you registered with this local clerk to run for office in a prior election?

**Item A1: Committee Name.** All candidates are required to register a committee. It is not required that the name include the candidate's name, but it is recommended. This committee name is required to be part of the disclaimer on all communications with express advocacy: 'Paid for by ...'

**A28: Exemption.** Candidates claiming exemption may not have more than \$2,500 of activity, in the aggregate per year. In a calendar year, if you raise \$1,600 and spend \$1,000 you have \$2,600 of aggregate activity and are not eligible to claim exemption.

**Depository Institution Information.** All candidates must designate a depository institution. While it is recommended that all candidates have a designated campaign depository account, candidates who will serve as their own treasurer may designate a single personal account to serve as the committee depository account while claiming a filing exemption and may intermingle personal and campaign funds (Wis. STAT. § 11.0201(2)(b)).

**Treasurer Information.** Each committee must appoint a treasurer. Any adult may serve as a treasurer. A candidate may serve as his or her own treasurer. If a candidate is serving as their own treasurer, please indicate 'Self' or 'Candidate', you do not need to list your complete name, address and contact information here, that will be listed in section B.

**Section B: Candidate Information**

**B1.** Be sure to include the name of the county, municipality, or school district. There are 72 counties with county supervisors, 100's of school boards, and 1000's of municipal boards.

**B2.** Party - NA or None for nonpartisan offices (April); Democrat, Republican, Constitution, Green, Independent, or other ballot status party for partisan (fall) primary/election.

**Section C: Certification.** All candidates must complete section C. If the candidate is serving as their own treasurer, they would only need to sign once, as either the candidate or treasurer.

Declaration of Candidacy (EL-162)

Check "No" if this is your first filing. Check "Yes" if you have previously filed but are changing any of your information.

# Declaration of Candidacy

(See instructions for preparation on back)

Is this an amendment?

**Yes** (if you have already filed a DOC for this election)  **No** (if this is the first DOC you have filed for this election)

I, \_\_\_\_\_, being duly sworn, state that

Candidate's name

I am a candidate for the office of \_\_\_\_\_

Official name of office - Include district, branch or seat number

representing \_\_\_\_\_

If partisan election, name of political party or statement of principle - five words or less (Candidates for nonpartisan office may leave blank.)

and I meet or will meet at the time I assume office the applicable age, citizenship, residency and voting qualification requirements, if any, prescribed by the constitutions and laws of the United States and the State of Wisconsin, and that I will otherwise qualify for office, if nominated and elected.

I have not been convicted of a felony in any court within the United States for which I have not been pardoned.<sup>1</sup>

**My present address, including my municipality of residence for voting purposes is:**

<small>House or fire no.</small>	<small>Street Name</small>	<small>Mailing Municipality and State</small>	<small>Zip code</small>	<small>Municipality of Residence for Voting</small>
				Town of <input type="checkbox"/> Village of <input type="checkbox"/> City of <input type="checkbox"/>

**My name as I wish it to appear on the official ballot is as follows:**

\_\_\_\_\_  
(Any combination of first name, middle name or initials with surname. A nickname may replace a legal name.)

STATE OF WISCONSIN

County of \_\_\_\_\_  
(County where oath administered)

} ss.

\_\_\_\_\_  
(Signature of candidate)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
(Signature of person authorized to administer oaths)

Notary Public or  other official \_\_\_\_\_  
(Official title, if not a notary)

If Notary Public: My commission expires \_\_\_\_\_ or  is permanent.

Do not sign this form until you are in front of a Notary Public or other person authorized to administer oaths.

The information on this form is required by Wis. Stat. § 8.21, Art. XIII, Sec. 3, Wis. Const., and must be filed with the filing officer in order to have a candidate's name placed on the ballot. Wis. Stats. §§ 8.05 (1)(j), 8.10 (5), 8.15 (4)(b), 8.20 (6), 120.06 (6)(b), 887.01.

EL-162 | Rev. 2018-04 | Wisconsin Elections Commission, P.O. Box 7884, Madison, WI 53707-7984  
808-266-8005 | web: elections.wi.gov | email: elections@wi.gov

<sup>1</sup> A 1996 constitutional amendment bars any candidate convicted of a misdemeanor which violates the public trust from running for or holding a public office. However, the legislature has not defined which misdemeanors violate the public trust. A candidate convicted of any misdemeanor is not barred from running for or holding a public office until the legislature defines which misdemeanors apply.

Campaign Finance Report-Statement of No Activity (CF-2NA)



**CAMPAIGN FINANCE REPORT—STATEMENT OF NO ACTIVITY**  
STATE OF WISCONSIN

**Note:** Use of this form is required by the Ethics Commission for reporting no activity in a campaign finance filing period. Completion of this form is mandatory for committees that file on paper. It is not the Commission's intention to use any personally identifiable information from this form for any other purpose.

**SECTION A: REGISTRANT INFORMATION**

A1. Name of Committee/Conduit (in full)			
A2. Committee/Conduit ID Number (if applicable)	A3. Email	A4. Phone	
A5. Mailing Address	A6. City	A7. State	A8. Zip

**SECTION B: REPORT INFORMATION**

<b>B1. Report Type (Choose One)</b> <input type="checkbox"/> January Continuing <input type="checkbox"/> Spring Pre-Primary <input type="checkbox"/> Fall Pre-Primary <input type="checkbox"/> Special Pre-Primary <input type="checkbox"/> July Continuing <input type="checkbox"/> Spring Pre-Election <input type="checkbox"/> September <input type="checkbox"/> Special Pre-Election <input type="checkbox"/> Fall Pre-Election <input type="checkbox"/> Special Post-Election				<b>B2. Special Election Date (if applicable)</b>
<b>Reporting Period</b> The start date for your campaign finance report should be the day following the end date of your previous campaign finance. Example: If your previous report had a start date of January 1 and an end date of June 30, this report should have a start date of July 1.  Review the filing calendar with reporting periods online at: <a href="https://ethics.wi.gov/FilingCalendar">https://ethics.wi.gov/FilingCalendar</a>		<b>B3. Reporting Period Start Date</b>		
		<b>B4. Reporting Period End Date</b>		
<b>Party and Legislative Campaign Committees Only</b>				
<b>B5. Is This Report for Your General Fund or Segregated Fund Account? (Choose One)</b> <input type="checkbox"/> General Fund <input type="checkbox"/> Segregated Fund				

**SECTION C: LIMITED ACTIVITY REPORTING EXEMPTION (OPTIONAL)**

<b>Filing Exemption</b> Registrants that will not accept contributions, make disbursements, or incur obligations in an aggregate amount of more than \$2,000 in a calendar year are eligible for exemption from filing campaign finance reports. Exempt status is effective only for the calendar year in which it is granted. Registrants wishing to remain on exempt status must renew each year. Candidates may not claim exemption in the year of their election before the day they appear on the ballot.	<b>C1. Exemption Request and Affirmation</b> <input type="checkbox"/> Yes, this registrant is eligible for a filing exemption and would like to request an exemption for this calendar year. <input type="checkbox"/> No, this registrant is not requesting exemption
---	---

**SECTION D: CERTIFICATION**

I certify that the above named registrant has not engaged in any financial transactions during the period covered by this report and that the cash balance remains the same as previously reported. This report fulfills the requirements under Wis. Stat. § 11.0103(3)(d).

<b>Authorized Representative</b>		
D1. Printed Name	D2. Signature	D3. Date

Campaign Finance Report (ETHCF-2L)

\* The full version of this form (PDF or Excel) can be found on our website:

<https://www.co.rock.wi.us/departments/county-clerk/election-information>

CAMPAIGN FINANCE REPORT LOCAL COMMITTEES OF WISCONSIN		OFFICE USE ONLY
Is This Report an Amendment: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Instructions for completing schedules are on the back of each schedule.		
<b>COMMITTEE IDENTIFICATION</b>		
Name of Committee:		
Street Address:		
City, State and Zip Code:		
Please check if address is different than previously reported, and complete the Campaign Registration Statement in the back of this form. <input type="checkbox"/>		
<b>NAME OF REPORT</b>		
<input type="checkbox"/> January Continuing _____ <input type="checkbox"/> Pre-Primary _____ <input type="checkbox"/> July Continuing _____ <input type="checkbox"/> Spring <input type="checkbox"/> Fall <input type="checkbox"/> Special <input type="checkbox"/> September Continuing _____ <input type="checkbox"/> Pre-Election _____		<input type="checkbox"/> Termination Report also complete Schedule 4
<b>SUMMARY OF RECEIPTS AND DISBURSEMENTS</b>		
	Column A This Period	Column B Calendar Year-To-Date
<b>1. RECEIPTS</b>		
1A. Contributions (Including Loans) from Individuals	\$	\$
1B. Contributions from Committees (Transfers-In)	\$	\$
1C. Other Income and Commercial Loans	\$	\$
<b>TOTAL RECEIPTS (Add totals from 1A, 1B and 1C)</b>	\$	\$
<b>2. DISBURSEMENTS</b>		
2A. Gross Expenditures	\$	\$
2B. Contributions to Committees (Transfers-Out)	\$	\$
<b>TOTAL DISBURSEMENTS (Add totals from 2A and 2B)</b>	\$	\$
<b>CASH SUMMARY</b>		
Cash Balance Beginning of Report	\$	
Total Receipts	\$	
Subtotal	\$	
Total Disbursements	\$	
<b>CASH BALANCE END OF REPORT</b>	\$	
<b>INCURRED OBLIGATIONS</b> (Balance at the Close of This Period-3A)	\$	
<b>LOANS</b> (Balance at the Close of This Period-3B)	\$	
<i>I certify that I have examined this report and to the best of my knowledge and belief it is true, correct and complete.</i>		
Type or Print Name of Candidate or Treasurer		Signature of Candidate or Treasurer        Date:
		Email        Daytime Phone:

NOTE: The information on this form is required by ss. 11.0204, 11.0304, 11.0404, 11.0504, 11.0604, 11.0804, 11.0904, Wis. Stats. Failure to provide the information may subject you to the penalties of ss. 11.1400, 11.1401, Wis. Stats.

ETHCF-2L (Rev. 01/16)    The Wisconsin Ethics Commission prescribes this form. Completed forms must be filed with your local clerk.

Termination Request (CF-13)

**CF-13**

**TERMINATION REQUEST**

Complete Committee Name

Ethics ID Number

- A committee may terminate its registration and reporting requirements if the committee will no longer receive contributions, make disbursements or incur obligations, and the cash balance and obligations have been reduced to zero.
- Candidates may not terminate prior to the election in which they are participating.
- Non-candidate committees registered with the state must pay the \$100 filing fee if they have over \$2,500 in total expenses for the calendar year.
- Please read carefully and, if necessary, indicate how residual committee funds have been disposed of or if outstanding loans or obligations have been forgiven. Sign and date the termination request at the bottom of this page.
- If you have any transactions since your last report (other than final distribution of funds, or loan forgiveness), be sure to complete the full finance report. (ETHCF-2)
- Please note: An audit must be completed and all obligations with the Board, including settlement offers, fulfilled before termination can be granted. All records must be maintained until 3 years after the date of an election in which the registrant participates, even if termination is granted. (Per Wis. Stats. 11.0201(4), 11.0301(4), 11.0401(4), 11.0501(4), 11.0601(4), 11.0801(4), 11.0901(4))

**DISPOSAL OF RESIDUAL FUNDS**  
*THIS INFORMATION SHOULD ALSO BE INCLUDED ON SCHEDULE 2-A AND/OR 2-B.*

Date	Recipient	Amount

**LOAN OR DEBT FORGIVENESS**  
*I hereby forgive all personal loans or have assumed responsibility for any and all debts of my campaign committee.*

Date	Endorser, Guarantor, or Creditor	Amount

- This is a non-candidate committee registered with the state and the committee made over \$2,500 in disbursements in the last calendar year. I have paid the \$100 filing fee.
- I do not owe the \$100 filing fee.

\_\_\_\_\_  
 Signature of Candidate or Treasurer

\_\_\_\_\_  
 Date

TERMINATION REQUEST. I hereby request that the committee registration be terminated. I declare that the committee has not incurred any obligations and does not anticipate incurring any. The committee does not anticipate receiving any further contributions or making any disbursements. I further state that the cash balance has been reduced to zero and that all remaining funds have been disposed of in the manner prescribed by law.

NOTE: The information on this form is required by s. 11.0105, Wis. Stats. Failure to provide the information may subject you to the penalties of ss 11.1400, 11.1401, Wis. Stats.

Rev 10/2019

Form prescribed by the Wisconsin Ethics Commission, P.O. Box 7125, Madison, WI 53707-7125  
 (608) 266-8123 | Fax: 608-264-9319 | Web: <https://cfis.wi.gov/> | Email: [campaignfinance@wi.gov](mailto:campaignfinance@wi.gov)

Nomination Paper for Partisan Office (EL-168)

NOMINATION PAPER FOR PARTISAN OFFICE

Candidate's name (required); no titles may be used.		Candidate's residential address (required) No P.O. box addresses Street, fire, or rural route number; box number (if rural route); and name of street or road		Candidate's municipality for voting purposes (required): <input type="checkbox"/> Town of _____ <input type="checkbox"/> Village of _____ <input type="checkbox"/> City of _____ (name of municipality)		
Candidate's mailing address, including municipality for mailing purposes (required if different than residential address or voting municipality)		State (required) <b>WI</b>	Zip code	Type of election (required): <input type="checkbox"/> general <input type="checkbox"/> special	General Election date (required) <u>Mo./Day/Year</u>	(Required) Name of Party or Statement of Principle (5 words or less)
Title of office (required)		District or Jurisdiction (required if applicable) <input type="checkbox"/> District number _____ <input type="checkbox"/> Jurisdiction (county) _____		Name of jurisdiction or district in which candidate seeks office (required)		

I, the undersigned, request that the candidate, whose name and residential address are listed above, be placed on the ballot at the election described above as a candidate representing the party or statement of principle indicated above, so that voters will have the opportunity to vote for  him or  her for the office listed above. I am eligible to vote in the jurisdiction or district in which the candidate named above seeks office. I have not signed the nomination paper of any other candidate for the same office at this election.

**The municipality used for mailing purposes, when different than municipality of residence, is not sufficient. The name of the municipality of residence must always be listed.**

Signatures of Electors	Printed Name of Electors	Residential Address (No P.O. Box Addresses) Street and Number or Rural Route (Rural address must also include box or fire no)	Municipality of Residence Check the type and write the name of your municipality for voting purposes <input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	Date of Signing <u>Mo./Day/Year</u>
1.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
2.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
3.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
4.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
5.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
6.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
7.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
8.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
9.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
10.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	

CERTIFICATION OF CIRCULATOR

I, \_\_\_\_\_, certify I reside at \_\_\_\_\_  
(Name of circulator) (Circulator's residential address - include number, street, and municipality)

I further certify I am either a qualified elector of Wisconsin, or a U.S. citizen, age 18 or older who, if I were a resident of this state, would not be disqualified from voting under Wis. Stat. § 6.03. I personally circulated this nomination paper and personally obtained each of the signatures on this paper. I know that the signers are electors of the jurisdiction or district the candidate seeks to represent. I know that each person signed the paper with full knowledge of its content on the date indicated opposite his or her name. I know their respective residences given. I intend to support this candidate. I am aware that falsifying this certification is punishable under Wis. Stat. § 12.13(3)(a).

(Date)

(Signature of circulator)

Page No.

Nomination Paper for Nonpartisan Office (EL-169)

NOMINATION PAPER FOR NONPARTISAN OFFICE

Candidate's name (required); no titles may be used.		Candidate's residential address (required) <i>No P.O. Box addresses</i> Street, Ave. or rural route number; box number (if rural route) and name of street or road		Candidate's municipality for voting purposes (required) <input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
Candidate's mailing address, including municipality for mailing purposes (required if different than residential address or voting municipality)		State (required) <b>WI</b>	Zip code	Type of election (required) <input type="checkbox"/> Spring <input type="checkbox"/> Special	Election date (required) Do not use primary date. Mo./Day/Year
Title of office (required)		Branch, district or seat number (required if applicable) <input type="checkbox"/> Branch <input type="checkbox"/> District <input type="checkbox"/> Seat		Name of jurisdiction or district in which candidate seeks office (required)	

I, the undersigned, request that the candidate, whose name and residential address are listed above, be placed on the ballot at the election described above as a candidate so that voters will have the opportunity to vote for  him or  her for the office listed above. I am eligible to vote in the jurisdiction or district in which the candidate named above seeks office. I have not signed the nomination paper of any other candidate for the same office at this election.

The municipality used for mailing purposes, when different than municipality of residence, is not sufficient. The name of the municipality of residence must always be listed.

Signatures of Electors	Printed Name of Electors	Residential Address (No P.O. Box Addresses) Street and Number or Rural Route (Rural address must also include box or fire no.)	Municipality of Residence Check the type and write the name of your municipality for voting purposes. <input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	Date of Signing Mo./Day/Year
1.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
2.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
3.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
4.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
5.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
6.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
7.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
8.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
9.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
10.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	

CERTIFICATION OF CIRCULATOR

I, \_\_\_\_\_ (Name of Circulator) certify I reside at \_\_\_\_\_ (Circulator's residential address - include number, street, and municipality.)

I further certify I am either a qualified elector of Wisconsin, or a U.S. citizen, age 18 or older who, if I were a resident of this state, would not be disqualified from voting under Wis. Stat. § 6.03. I personally circulated this nomination paper and personally obtained each of the signatures on this paper. I know that the signers are electors of the jurisdiction or district the candidate seeks to represent. I know that each person signed the paper with full knowledge of its content on the date indicated opposite his or her name. I know their respective residences given. I intend to support this candidate. I am aware that falsifying this certification is punishable under Wis. Stat. § 12.13(3)(a).



# Declaration of Candidacy

(See instructions for preparation on back)

FOR OFFICE USE ONLY

Is this an amendment?

**Yes** (if you have already filed a DOC for this election)

**No** (if this is the first DOC you have filed for this election)

I, \_\_\_\_\_, being duly sworn, state that  
Candidate's name

I am a candidate for the office of \_\_\_\_\_  
Official name of office - Include district, branch or seat number

representing \_\_\_\_\_  
If partisan election, name of political party or statement of principle - five words or less (Candidates for nonpartisan office may leave blank.)

and I meet or will meet at the time I assume office the applicable age, citizenship, residency and voting qualification requirements, if any, prescribed by the constitutions and laws of the United States and the State of Wisconsin, and that I will otherwise qualify for office, if nominated and elected.

I have not been convicted of a felony in any court within the United States for which I have not been pardoned.<sup>1</sup>

**My present address, including my municipality of residence for voting purposes is:**

House or fire no.	Street Name	Mailing Municipality and State	Zip code	Town of <input type="checkbox"/> Village of <input type="checkbox"/> City of <input type="checkbox"/>	Municipality of Residence for Voting
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**My name as I wish it to appear on the official ballot is as follows:**

\_\_\_\_\_  
(Any combination of first name, middle name or initials with surname. A nickname may replace a legal name.)

STATE OF WISCONSIN } \_\_\_\_\_ (Signature of candidate)  
County of \_\_\_\_\_ } ss.  
(County where oath administered)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(Signature of person authorized to administer oaths)

**NOTARY SEAL  
REQUIRED, IF OATH  
ADMINISTERED BY  
NOTARY PUBLIC**

Notary Public or  other official \_\_\_\_\_  
(Official title, if not a notary)

If Notary Public: My commission expires \_\_\_\_\_ or  is permanent.

The information on this form is required by Wis. Stat. § 8.21, Art. XIII, Sec. 3, Wis. Const., and must be filed with the filing officer in order to have a candidate's name placed on the ballot. Wis. Stats. §§ 8.05 (1)(j), 8.10 (5), 8.15 (4)(b), 8.20 (6), 120.06 (6)(b), 887.01.

<sup>1</sup> A 1996 constitutional amendment bars any candidate convicted of a misdemeanor which violates the public trust from running for or holding a public office. However, the legislature has not defined which misdemeanors violate the public trust. A candidate convicted of any misdemeanor is not barred from running for or holding a public office until the legislature defines which misdemeanors apply.

## Instructions for Completing the Declaration of Candidacy

All candidates seeking ballot status for election to any office in the State of Wisconsin must properly complete and file a **Declaration of Candidacy**. This form must be **ON FILE** with the proper filing officer no later than the deadline for filing nomination papers or the candidate's name will not appear on the ballot. A facsimile will be accepted if the FAX copy is received by the filing officer no later than the filing deadline **and** the signed original declaration is received by the filing officer with a postmark no later than the filing deadline.

### **Information to be provided by the candidate:**

- Type or print your name on the first line.
- The title of the office and **any district, branch, or seat number** for which you are seeking election must be inserted on the second line. *For legislative offices insert the title and district number, for district attorneys insert the title and the county, for circuit court offices insert the title, county and branch number, and for municipal and school board offices insert the title and any district or seat number.*
- Type or print the political party affiliation or principle supported by you in five words or less on the third line. *Nonpartisan candidates may leave this line blank.*
- **Felony convictions: Your name cannot appear on the ballot if you have been convicted of a felony in any court in the United States for which you have not been pardoned. Please see footnote on page 1 for further information with respect to convictions for misdemeanors involving a violation of public trust. These restrictions only apply to candidates for state and local office.**
- Your current address, including your municipality of residence for voting purposes, must be inserted on the fourth line. This must include your entire mailing address (**street and number, municipality where you receive mail**) and the name of the municipality in which you reside and vote (town, village, or city of \_\_\_). If your address changes before the election, an amended Declaration of Candidacy must be filed with the filing officer. Wis. Stat. § 8.21. *Federal candidates are not required to provide this information, however an address for contact purposes is helpful.*
- Type or print your name on the fifth line as you want it to be printed on the official ballot. You may use your full legal name, former legal surname, or any combination of first name, middle name, and initials, surname or nickname with last name.

**Note:** The Wisconsin Elections Commission has determined that, absent any evidence of an attempt to manipulate the electoral process, candidates are permitted to choose any form of their name, including nicknames, by which they want to appear on the ballot.

No titles are permitted. In addition, names such as "Red" or "Skip" are permitted, but names which have an apparent electoral purpose or benefit, such as "Lower taxes," "None of the above" or "Lower Spending" are not permitted. It is also not permissible to add nicknames in quotes or parentheses. For example, John "Jack" Jones or John (Jack) Jones are not acceptable, but John Jones, Jack Jones or John Jack Jones are acceptable.

This form must be sworn to and signed in the presence of a notary public or other person authorized to administer oaths, such as a county or municipal clerk. Wis. Stat. §§ 8.21(2), 887.01(1).

### **Information to be provided by the person administering the oath:**

- The county where the oath was administered.
- The date the Declaration of Candidacy was signed and the oath administered.
- The signature and title of the person administering the oath. If signed by a notary public, the notary seal is required and the date the notary's commission expires must be listed.

All candidates for offices using the nomination paper process must file this form (*and all school district candidates must file the EL-162sd*) with the appropriate filing officer no later than the deadline for filing nomination papers. Wis. Stats. §§ 8.10 (5), 8.15 (4)(b), 8.20 (6), 8.21, 8.50 (3)(a), 120.06 (6)(b). Candidates nominated for local office at a caucus must file this form with their municipal clerk within 5 days of receiving notice of nomination. Wis. Stat. § 8.05 (l)(j).



**CAMPAIGN FINANCE REGISTRATION STATEMENT —  
LOCAL CANDIDATE COMMITTEE**  
STATE OF WISCONSIN

1. Is this an Amendment?  No  Yes

**SECTION A: GENERAL INFORMATION**

<b>A1. Committee Name</b> (Required for all Candidates - must be included in disclaimer on all communications)				
<b>A2. Email</b>		<b>A3. Phone</b>		
<b>A4. Mailing Address</b>		<b>A5. City</b>		<b>A6. State</b>
				<b>A7. Zip</b>
<b>Depository Institution Information</b>				
<b>A8. Institution Name</b>		<b>A9. Street Address</b>		<b>A10. City</b>
				<b>A11. State</b>
				<b>A12. Zip</b>
<b>Treasurer/Administrator Information</b>				
<b>A13. Name</b>		<b>A14. Email</b>		<b>A15. Phone</b>
<b>A16. Mailing Address</b>		<b>A17. City</b>		<b>A18. State</b>
				<b>A19. Zip</b>
<b>Other Officers (Optional)</b>				
<b>A20. Name</b>		<b>A21. Title</b>		<b>A22. Email</b>
				<b>A23. Phone</b>
<b>A24. Name</b>		<b>A25. Title</b>		<b>A26. Email</b>
				<b>A27. Phone</b>
<b>Filing Exemption</b> <i>Registrants which do not anticipate accepting or making contributions, making disbursements, or incurring obligations in an aggregate amount exceeding \$2,500 in a calendar year may claim an exemption from filing campaign finance reports. This exemption applies until the registrant exceeds the \$2,500 aggregate activity threshold, amends its registration, or is terminated.</i>				<b>A28. Exemption Affirmation</b> <input type="checkbox"/> Yes, this registrant is eligible for exemption. <input type="checkbox"/> No, this registrant is not eligible for exemption.

**SECTION B: CANDIDATE INFORMATION**

<b>B1. Office Sought (include District/Branch)</b>		<b>B2. Political Party</b>		<b>B3. Election Date</b>
<b>Candidate Information</b>				
<b>B4. Name</b>		<b>B5. Email</b>		<b>B6. Phone</b>
<b>B7. Mailing Address</b>		<b>B8. City</b>		<b>B9. State</b>
				<b>B10. Zip</b>
<b>Second Candidate Committee</b> <i>An individual who holds a state or local elective office may establish a second candidate committee to pursue another state or local office.</i>		<b>B11. Is this your only registered candidate committee in Wisconsin?</b> <input type="checkbox"/> Yes, this is my only candidate committee in Wisconsin. <input type="checkbox"/> No, this is my second candidate committee in Wisconsin.		
<b>B12. Other Office Held or Sought (include District/Branch)</b> <i>Only complete B12 if you responded "No" to B11.</i>				

# NOMINATION PAPER FOR NONPARTISAN OFFICE

Candidate's name (required); no titles may be used.	Candidate's residential address (required) <i>No P.O. box addresses</i> Street, fire, or rural route number; box number (if rural route); and name of street or road	Candidate's municipality for voting purposes (required) <input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	Candidate's municipality for voting purposes (required) <input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City
Candidate's mailing address, including municipality for mailing purposes (required if different than residential address or voting municipality)	State (required) <b>WI</b>	Type of election (required) <input type="checkbox"/> spring <input type="checkbox"/> special	Election date (required) <i>Do not use primary date.</i> Mo/Day/Year
Title of office (required)	Branch, district or seat number (required if applicable) <input type="checkbox"/> Branch <input type="checkbox"/> District <input type="checkbox"/> Seat	Name of jurisdiction or district in which candidate seeks office (required)	

I, the undersigned, request that the candidate, whose name and residential address are listed above, be placed on the ballot at the election described above as a candidate so that voters will have the opportunity to vote for  him or  her for the office listed above. I am eligible to vote in the jurisdiction or district in which the candidate named above seeks office. I have not signed the nomination paper of any other candidate for the same office at this election.

Signatures of Electors	Printed Name of Electors	Residential Address (No P.O. Box Addresses) Street and Number or Rural Route (Rural address must also include box or fire no.)	Municipality of Residence Check the type and write the name of your municipality for voting purposes.	Date of Signing Mo/Day/Year
1.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
2.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
3.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
4.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
5.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
6.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
7.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
8.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
9.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
10.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	

**The municipality used for mailing purposes, when different than municipality of residence, is not sufficient. The name of the municipality of residence must always be listed.**

## CERTIFICATION OF CIRCULATOR

I, \_\_\_\_\_ (Name of circulator) certify: I reside at \_\_\_\_\_ (Circulator's residential address - include number, street, and municipality.)

I further certify I am either a qualified elector of Wisconsin, or a U.S. citizen, age 18 or older who, if I were a resident of this state, would not be disqualified from voting under Wis. Stat. §6.03. I personally circulated this nomination paper and personally obtained each of the signatures on this paper. I know that the signers are electors of the jurisdiction or district the candidate seeks to represent. I know that each person signed the paper with full knowledge of its content on the date indicated opposite his or her name. I know their respective residences given. I intend to support this candidate. I am aware that falsifying this certification is punishable under Wis. Stat. § 12.13(3)(a).

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of circulator)

## INSTRUCTIONS FOR PREPARING NOMINATION PAPERS FOR NONPARTISAN OFFICE

This is a sample nomination paper form. It conforms to the statutory requirements for nomination papers for nonpartisan office. All information concerning the candidate must be completed in full before circulating this form to obtain signatures of electors. All information concerning the signing electors and the circulator must be completed in full before filing with the appropriate filing officer. This form may be reproduced in any way. A candidate's picture and biographical data may also be added to this form. The Wisconsin Elections Commission has determined that no disclaimer or other attribution statement is required on nomination papers. Candidates are advised to send a sample of their completed form the filing officer for review before circulation.

**Page Numbers** – Number each page consecutively, beginning with "1", before submitting to the filing officer. A space for page numbers has been provided in the lower right-hand corner of the form.

**Candidate's Name** - Insert the candidate's name. A candidate may use his or her full legal name, or any combination of first name, middle name, and initials or nickname with last name. The Wisconsin Elections Commission has determined that, absent any evidence of an attempt to manipulate the electoral process, candidates are permitted to choose any form of their name, including nicknames, by which they want to appear on the ballot.

No titles are permitted. In addition, names such as "Red" or "Skip" are permitted, but names which have an apparent electoral purpose or benefit, such as "Lower taxes," "None of the above" or "Lower Spending" are not permitted. It is also not permissible to add nicknames in quotes or parentheses between first and last names. For example, John "Jack" Jones or John (Jack) Jones are not acceptable, but John Jones, Jack Jones or John Jack Jones are acceptable.

**Candidate's Address** – Insert the candidate's residential address (*no P.O. Box addresses*) and the municipality for voting purposes. Indicate if the municipality of residence is a town, village, or city. If a candidate's mailing address is different from the residential address or voting municipality, a complete mailing address must also be given.

**Date of Election** - Insert the date of the election. If the nomination paper is being circulated for a spring election, the date is the first Tuesday in April. If the election is a special nonpartisan election, the date of the special election must be listed.

**Title of Office** - The name of the office must be listed **along with any branch, district, or seat number** (if applicable) that clearly identifies the office the candidate is seeking. If necessary, the name of the jurisdiction that identifies the office, such as Dane County Circuit Court Judge, Branch 3, must also be listed.

**Name of Jurisdiction** - The nomination papers must also indicate the municipality or jurisdiction in which the signing electors are qualified to vote, as it relates to the office sought by the candidate named on the nomination paper. For example, for a statewide office the jurisdiction is the State of Wisconsin. Others may be the county, town, village, city, aldermanic district, school district, or town sanitary district, as required.

**Signatures and Printed Name of Electors** - Only qualified electors of the jurisdiction or the district the candidate seeks to represent may sign the nomination papers. Each signer must also legibly print their name. Each elector must provide their **residential address (no P.O. Box addresses)**, including any street, fire or rural route number, box number (if rural route) and street or road name, and municipality of residence. A post office box number alone does not show where the elector actually resides. The name of the Municipality of Residence must be listed for each signing elector and must clearly identify the town, village or city where the elector's voting residence is located. The date the elector signed the nomination paper, including month, day and year, must be indicated. Ditto marks that follow correct and complete address or date information are acceptable. The circulator may add any missing or illegible address or date information before the papers are filed with the filing officer.

**Signature of Circulator** - The circulator should carefully read the language of the *Certification of Circulator*. **THE CIRCULATOR MUST PERSONALLY PRESENT THE NOMINATION PAPER TO EACH SIGNER. THE NOMINATION PAPER MAY NOT BE LEFT UNATTENDED ON COUNTERS OR POSTED ON BULLETIN BOARDS.** The circulator's complete residential address including municipality of residence must be listed in the certification. After obtaining signatures of electors, the circulator must sign and date the certification.

**Other Instructions** - Candidates and circulators should review Ch. Wisconsin Elections Commission §§ 2.05, 2.07, Wis. Adm. Code.

- *Original* nomination papers must be in the physical custody of the appropriate filing officer by the filing deadline. A postmark on the filing deadline is **NOT** sufficient. Nomination papers **CANNOT** be faxed to the filing officer. Ch. Wisconsin Elections Commission § 6.04(2), Wis. Adm. Code.
- Nomination papers with the required number of signatures must be filed with the appropriate filing officer **no later than 5:00 p.m.** on the first Tuesday in January (or the next day if the first Tuesday is a holiday) before the spring election. Special elections may have different filing deadlines. Check with the filing officer.
- In order for a candidate's name to be placed on the ballot, a candidate must file a *Campaign Registration Statement* (ETHCF-1), a *Declaration of Candidacy* (EL-162), and *Nomination Papers* (EL-169) containing the appropriate number of signatures for the office sought no later than the filing deadline. Wis. Stat. § 8.10(3). Candidates for state office and municipal judge must also file a statement of economic interests with the Wisconsin Ethics Commission by the third business day after the nomination paper filing deadline. Wis. Stat. § 19.43. If any one of these required forms is not filed by the deadline, the candidate's name will not be placed on the ballot. Wis. Stat. § 8.30.
- If a candidate or circulator has any questions, he or she should contact the filing officer.

**CAMPAIGN FINANCE REPORT  
LOCAL COMMITTEES OF WISCONSIN**

Is This Report an Amendment:     Yes                       No

Instructions for completing schedules are on the back of each schedule.

**COMMITTEE IDENTIFICATION**

Name of Committee

Street Address

City, State and Zip Code

**OFFICE USE ONLY**

Please check if address is different than previously reported, and complete the Campaign Registration Statement in the back of this form.   

**NAME OF REPORT**

- January Continuing \_\_\_\_\_       Pre-Primary \_\_\_\_\_       Spring       Fall       Special       Termination Report  
 July Continuing \_\_\_\_\_       Pre-Election \_\_\_\_\_       Termination Report  
 September Continuing \_\_\_\_\_       Termination Report  
*attach CF-13, Termination Request*

**SUMMARY OF RECEIPTS AND DISBURSEMENTS**

	Column A This Period	Column B Calendar Year-To-Date
<b>1. RECEIPTS</b>		
1A. Contributions (Including Loans) from Individuals	\$	\$
1B. Contributions from Committees (Transfers-In)	\$	\$
1C. Other Income and Commercial Loans	\$	\$
<b>TOTAL RECEIPTS</b> (Add totals from 1A, 1B and 1C)	\$	\$
<b>2. DISBURSEMENTS</b>		
2A. Gross Expenditures	\$	\$
2B. Contributions to Committees (Transfers-Out)	\$	\$
<b>TOTAL DISBURSEMENTS</b> (Add totals from 2A and 2B)	\$	\$

**CASH SUMMARY**

Cash Balance Beginning of Report	\$
Total Receipts	\$
Subtotal	\$
Total Disbursements	\$
<b>CASH BALANCE END OF REPORT</b>	\$
<b>INCURRED OBLIGATIONS</b> (Balance at the Close of This Period-3A)	\$
<b>LOANS</b> (Balance at the Close of This Period-3B)	\$

*I certify that I have examined this report and to the best of my knowledge and belief it is true, correct and complete.*

Type or Print Name of Candidate or Treasurer	Signature of Candidate or Treasurer	Date:
	Email	Daytime Phone:

**NOTE:** The information on this form is required by ss. 11.0204, 11.0304, 11.0404, 11.0504, 11.0604, 11.0804, 11.0904, Wis. Stats. Failure to provide the information may subject you to the penalties of ss. 11.1400, 11.1401, Wis. Stats.

# Instructions for Completing Summary Page of Form ETHCF-2L

Instructions for Completing Schedules are on the Back of Each Schedule

## Committee Identification

- ▶ Print or type the complete name and mailing address of your committee.
- ▶ If the report is an amendment to a previous report filed, check the "yes" box. If the report is NOT an amendment, check the "no" box.

## Name of Report

- ▶ Check the box next to the name of the report being filed, and enter the correct calendar year. For information concerning filing dates and report names, refer to the CFIS website – <https://cfis.wi.gov>.

## Summary of Receipts and Disbursements

- ▶ Committees should complete the detailed pages in Schedules 1-A through 3-B before completing this summary section of the report form.

## Receipts

- 1A. Contributions (Including Loans) From Individuals:** Enter the amount of Total Contributions from Individuals (Schedule 1-A) in Column A of the Summary page. Add the amount entered in Column A to contributions previously reported for this calendar year, if any, and enter the amount in Column B, Calendar Year-to-Date.
- 1B. Contributions From Committees (Transfers-In):** Enter the amount from Total Contributions (Transfers-In) Received From Committees (Schedule 1-B) in Column A of the Summary page. Add the amount entered in Column A to contributions previously reported for this calendar year, if any, and enter the amount in Column B, Calendar Year-to-Date.
- 1C. Other Income and Commercial Loans:** Enter the amount of Total Other Income (Schedule 1-C) in Column A. Add the amount entered in Column A to other income previously reported for this calendar year, if any, and enter the amount in Column B, Calendar Year-to-Date.
- Total Receipts:** Add the amounts entered on lines 1-A, 1-B and 1-C, in Column A and enter the total in Total Receipts. Add the amount of Total Receipts previously reported, if any, and enter the amount in Column B, Calendar Year-to-Date.

## Disbursements

- 2A. Gross Expenditures:** Enter the amount from Total Expenditures (Schedule 2-A) in Column A of the Summary page. Add the amount in Column A to expenditures previously reported for this calendar year, if any, and enter the amount in Column B, Calendar Year-to-Date.
- 2B. Contributions to Committees (Transfers-Out):** Enter the amount from Total Contributions (Transfers-Out) Made to Committees (Schedule 2-B) in Column A of the Summary page. Add the amount in Column A to contributions previously reported for this calendar year, if any, and enter the amount in Column B, Calendar Year-to-Date.
- Total Disbursements:** Add the amounts entered on lines 2-A and 2-B in Column A and enter the total in Total Disbursements. Add this amount to Total Disbursements previously reported, if any, and enter the amount in Column B, Calendar Year-to-Date.

## Cash Summary

- Cash Balance Beginning of Report:** If this report is the first report filed by the committee, the cash balance will be zero. If this is not the first report filed by the committee, enter the cash balance from the end of the last report period. The beginning cash balance of a report must *always* be the *same* as the ending cash balance of the prior report.
- Total Receipts:** Enter the amount from Total Receipts in Column A of the Summary page.
- Subtotal:** Add Cash Balance Beginning of Report to Total Receipts and enter the amount.
- Total Disbursements:** Enter the amount from Total Disbursements in Column A of the Summary page.
- Cash Balance End of Report:** Subtract Total Disbursements from Subtotal and enter the amount. The cash balance at the end of the report period should *equal* the reconciled balance in the checking account *plus* any savings or investment accounts.
- Incurred Obligations:** Enter the amount from Total Incurred Obligations (Schedule 3-A) in Column A of the Summary page. Incurred obligations must be carried forward on *each* report until paid in full.
- Loans:** Enter the amount from the Total Outstanding Loans (Schedule 3-B) in Column A of the Summary page. Loans must be carried forward on *each* report until paid in full.

## Sign and Date the Report

The treasurer or candidate must sign and date each report filed. Each report must be complete, correct, and in compliance with the reporting format. Please include a daytime phone number and a contact person if someone other than the treasurer prepares the report.

**SCHEDULE 1-A**

**RECEIPTS  
Contributions (Including Loans) From Individuals**

Complete Committee Name \_\_\_\_\_

Instructions for completing schedules are on the back of each schedule.

Date	Full Name, Mailing Address and Zip Code Of Contributor	Occupation (if year-to-date total exceeds \$200)	Amount of Contribution	Y-T-D Total
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan <input type="checkbox"/> Conduit – Ethics ID# _____			
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan <input type="checkbox"/> Conduit – Ethics ID# _____			
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan <input type="checkbox"/> Conduit – Ethics ID# _____			
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan <input type="checkbox"/> Conduit – Ethics ID# _____			
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan <input type="checkbox"/> Conduit – Ethics ID# _____			
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan <input type="checkbox"/> Conduit – Ethics ID# _____			
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan <input type="checkbox"/> Conduit – Ethics ID# _____			

**SUBTOTAL ITEMIZED CONTRIBUTIONS THIS PAGE**

\$

**TOTAL ITEMIZED CONTRIBUTIONS**

\$

**TOTAL ANONYMOUS CONTRIBUTIONS \$10 OR LESS**

\$

**TOTAL CONTRIBUTIONS RECEIVED FROM INDIVIDUALS**

\$



# Instructions for Completing Schedule 1-A

## RECEIPTS - Contributions (Including Loans) From Individuals

### General Instructions:

- ▶ Print or type the complete name of your committee in the box provided.
- ▶ Duplicate as many pages as you will need in order to report contributions, including loans from individuals, on this form.
- ▶ Enter the number of Schedule 1-A pages in the upper right corner of the form.

**Date:** Enter the date (month, day, year) each contribution was **RECEIVED**. *Do not* enter the date that appears on the contributor's check or the date deposited, unless it is the same as the date received (*is in committee's possession and control*).

### **Full Name, Mailing Address, and Zip Code:**

1. Enter the full name and address of the contributor.
2. For single or cumulative contributions totaling over \$200 in a calendar year: Enter the full name and address of the contributor. Enter the **occupation**.

**Calendar Year-to-Date Total:** Add contributions previously received this calendar year, from this contributor to the contributions received in this report period. The Calendar Year-to-Date Total for an individual must always be entered. The Current Amount and Year-to-Date Total will be identical on the first report period of the calendar year. Once the individual's Calendar Year-to-Date Total exceeds \$200, you must enter the contributor's occupation.

**Subtotal Itemized Contributions this page:** Enter the total of all the contributions listed on this page. If additional pages are used, enter the subtotal for each separate page.

**Total Itemized Contributions:** Add the subtotals from all pages of Schedule 1-A. If more than one page, enter the total on only the last page of Schedule 1-A.

**Total Anonymous Contributions \$10 or less:** Enter the total of anonymous contributions of \$10 or less only on the last page of Schedule 1-A.

**Total Contributions Received from Individuals:** Add the total **Itemized** contributions to the Total **Anonymous Contributions \$10 or Less** and enter the amount **only** on the last page of Schedule 1-A.

### Special Instructions:

- ◆ Contributions and loans from individuals on Schedule 1-A include any cash, personal or individual loans, purchase of tickets to fundraising events, memberships, gifts, advances, in-kind contributions, and all other personal contributions from an individual **including** the candidate. An in-kind contribution is any goods, property, or services provided to the committee free or for less than the fair market value. (*Volunteer services are not a contribution*).
- ◆ **In-kind contributions from individuals must also be reported as in-kind expenditures on Schedule 2-A to avoid distortion of the cash balance.**
- ◆ When the contribution is in-kind, a loan, or is received through a conduit, check the appropriate box in the section where the contribution is listed. If you receive a personal check or cash, no box needs to be checked.
- ◆ Contributions from individuals transferred through conduits are reported on Schedule 1-A under the individual contributor's name with the name of the conduit listed. The transmittal letter accompanying the conduit check, identifies the conduit and lists the individuals who are the original sources of the contributions. These contributions are subject to itemization on the same basis as other individual contributions; if over \$200, the occupation must be provided.
- ◆ Any individual loans, either from the candidate or from another individual, must be reported on Schedule 1-A **and** on Schedule 3-B, Additional Disclosure, Loans, until paid in full. Loans from individuals are subject to individual contribution limits (see Campaign Finance Overview).
- ◆ Each contributor's name, address, and amount must be listed separately. Contributions from joint accounts shall be reported as coming from the individual signing the check, unless the signor indicates otherwise. If the amount is divided, each individual must be itemized separately. Do not report a contribution as coming from more than one individual.
- ◆ All receipts, including those from raffles, auctions, garage sales or other similar events must be itemized unless the contribution is anonymous and totals \$10 or less.
- ◆ **Do not** report contributions from political action committees, political party committees, or other candidate committees on Schedule 1-A. These contributions must be reported on Schedule 1-B.

**RECEIPTS**  
**Contributions from Committees**  
**(Transfers-In)**

Complete Committee Name

Instructions for completing schedules are on the back of each schedule.

Date	Full Name of Committee, Mailing Address and Zip Code	Amount of Contribution
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan	
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan	
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan	
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan	
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan	
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan	
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan	
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan	
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan	
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan	
<b>SUBTOTAL CONTRIBUTIONS (Transfers-In) THIS PAGE</b>		\$
<b>TOTAL CONTRIBUTIONS (Transfers-In) RECEIVED FROM COMMITTEES</b>		\$

# Instructions for Completing Schedule 1-B

## RECEIPTS

### Contributions From Committees (Transfers-In)

#### General Instructions:

- ▶ Print or type the complete name of your committee in the box provided.
- ▶ Duplicate as many pages as you will need in order to report contributions from committees (transfers-in) on this form.
- ▶ Enter the number of Schedule 1-B pages in the upper right corner of the form.
- ▶ Each contribution received from a committee **must be itemized** regardless of the amount.

#### **Date:**

Enter the date (month, day, year) each contribution was **received**. **DO NOT** enter the date which appears on the contributor's check or the date deposited, unless it is the same as the date received.

#### **Complete Name and Address of Committee:**

Enter the full name and address of each contributor.

#### **Amount:**

Enter the amount of the contribution this period.

#### **Calendar Year-to-Date Total:**

Add contributions previously received this calendar year, from this committee to the contributions received in this report period. The Calendar Year-to-Date Total for a committee must always be entered. The Current Amount and Year-to-Date Total will be identical on the first report period of the calendar year.

#### **Subtotal Contributions (Transfers-In) This Page:**

Enter the total of all the contributions (transfers-in) listed on this page. If additional pages are needed, enter the subtotal for each separate page.

#### **Total Contributions (Transfers-In) Received from Committees:**

Add the subtotals from all pages of Schedule 1-B. If more than one page, enter the total on only the last page of Schedule 1-B.

#### Special Instructions:

- ◆ Contributions transferred through **conduits** are reported as **individual contributions** on Schedule 1-A.
- ◆ In reporting contributions from committees, provide the **complete** name and address of each committee making a contribution.
- ◆ Contributions From Committees (Transfers-In) consist of any funds received from a political party committee, political action committee, candidate committee or a legislative campaign committee.
- ◆ In-kind contributions from a committee must also be reported as an in-kind offset in Schedule 2-A to avoid distortion of the cash balance. An in-kind contribution is any goods, service, or property provided to the committee free or for less than the fair market value. (*Volunteer services are not a contribution.*)
- ◆ When the contribution is in-kind, check the in-kind box in the section where the contribution is listed.
- ◆ Contributions received from sole-proprietorships, partnerships, or qualifying LLCs, must be reported as individual contributions in Schedule 1-A. Contributions from partnerships must reflect the partners' share in the partnership unless otherwise specified.
- ◆ Contributions may not be accepted from corporations, cooperatives, associations, unions, or tribes.

# SCHEDULE 1-C

## RECEIPTS Other Income and Commercial Loans

Complete Committee Name

Instructions for completing schedules are on the back of each schedule.

Date	Full Name, Mailing Address and Zip Code of Source of Income	Type of Income	Amount

SUBTOTAL OTHER INCOME THIS PAGE

\$

TOTAL ITEMIZED OTHER INCOME

\$

TOTAL OTHER INCOME

\$

# Instructions for Completing Schedule 1-C RECEIPTS

## Other Income and Commercial Loans

### General Instructions:

- ▶ Print or type the complete name of your committee in the box provided.
- ▶ Duplicate as many pages as you will need in order to report other income and commercial loans on this form.
- ▶ Enter the number of Schedule 1-C pages in the upper right corner of the form.

### **Date:**

Enter the date (month, day, year) other income and commercial loans were **RECEIVED**.

### **Full Name, Mailing Address and Zip Code of Source of Income:**

Identify the source of income by providing the name and address of the commercial lending institution. Provide the name and address of any person or business from which other income was received.

### **Describe Type of Income:**

Describe the type of income, e.g., loan from commercial lender for campaign expenses, refund from utility, refund of an over-payment to a vendor, interest on savings, or returned or lost contribution checks previously listed on Schedule 2-B, etc. Use more than one box or attach an additional sheet if needed.

### **Amount:**

Enter the amount of other income and commercial loans for this period only.

### **Subtotal Other Income This Page:**

Enter the total of all the other income itemized on this page. If additional pages are used, enter the subtotal for each separate page.

### **Total Itemized Other Income:**

Add the subtotals from all pages of Schedule 1-C. If more than one page, enter the total on only the last page of Schedule 1-C.

### **Total Other Income:**

Add the Total Other Income and enter the amount on only the last page of Schedule 1-C.

### Special Instructions:

- ◆ **Personal loans** from individuals (including the candidate) must be reported on **Schedule 1-A**.
- ◆ Other income and commercial loans include loans received from any financial institution. Loans must also be listed on Schedule 3-B, Additional Disclosure-Loans, until paid in full.
- ◆ When a contribution given by your committee to another committee is returned to you, report the receipt of the returned contribution in this schedule. Please indicate (under the Type of Income box) the original date your contribution was given.
- ◆ When a loan from a commercial lending institution is guaranteed by individuals, the full name and mailing address of each guarantor and the balance of the amount guaranteed by each guarantor at the end of the reporting period must be reported on Schedule 3-B. The amount of the guarantee is considered a contribution from the guarantor and subject to individual contribution limits until the amount is repaid to the lending institution.
- ◆ Other income includes refunds and interest received. Receipts from fundraising events (auctions, dinners, etc.) and from the sale of commercial items for the purpose of raising funds for political purposes are contributions and must be reported on Schedule 1-A or 1-B.

**SCHEDULE 2-A**

**DISBURSEMENTS**  
Gross Expenditures

Complete Committee Name

Instructions for completing schedules are on the back of each schedule.

Date	Full Name, Mailing Address and Zip Code Of Person or Business to Whom Payment is Made	Specific Purpose of Expenditure	Amount
	Check if: <input type="checkbox"/> In-Kind Offset		
	Check if: <input type="checkbox"/> In-Kind Offset		
	Check if: <input type="checkbox"/> In-Kind Offset		
	Check if: <input type="checkbox"/> In-Kind Offset		
	Check if: <input type="checkbox"/> In-Kind Offset		
	Check if: <input type="checkbox"/> In-Kind Offset		
	Check if: <input type="checkbox"/> In-Kind Offset		
	Check if: <input type="checkbox"/> In-Kind Offset		
	Check if: <input type="checkbox"/> In-Kind Offset		

**SUBTOTAL ITEMIZED EXPENDITURES THIS PAGE** \$

**TOTAL ITEMIZED EXPENDITURES** \$

**TOTAL UNITEMIZED EXPENDITURES** \$

**TOTAL EXPENDITURES** \$

# Instructions for Completing Schedule 2-A

## DISBURSEMENTS

### Gross Expenditures

#### General Instructions:

- ▶ Print or type the complete name of your committee in the box provided.
- ▶ Duplicate as many pages as you will need in order to report gross expenditures on this form.
- ▶ Enter the number of Schedule 2-A pages in the upper right corner of the form.

**Date:** Enter the date (month, day, year) the disbursement was made.

**Full Name, Mailing Address, and Zip Code of Person or Business to Whom Payment Is Made:** Enter the name and complete address of the person or business to whom payments were made.

**Specific Purpose of Expenditure:** Enter the specific purpose of the expenditure. A complete description of the **type** of expenditure or reimbursement must be given (i.e., food for fundraiser or campaign T-shirts for resale). You may use more than one box or attach an additional sheet if needed.

**Subtotal Itemized Expenditures This Page:** Enter the total of all the expenditures listed on this page. If additional pages are used, enter the subtotal for each separate page.

**Total Itemized Expenditures:** Add the subtotals from all pages of Schedule 2-A. If more than one page, enter the total itemized on only the last page of Schedule 2-A.

**Total Unitemized Expenditures:** Enter the total of unitemized expenditures that are specifically exempted by statute from the normal itemization requirements. (For example, expenses of \$20 or less (§11.0204(1)(a) 8.); expenses for a PAC or independent expenditure committee's fundraising or administrative expenses (§11.0101 (10)(a)); and spending on express advocacy before reaching the \$2,500 threshold (§11.0505(2)(a) and §11.0605(2)(a)). Place the total on only the last page of Schedule 2-A. Note: If you choose to itemize an expenditure, **DO NOT** include that amount **again** in the total of unitemized expenditures.

**Total Expenditures:** Add the Total **Itemized** Expenditures to the Total **Unitemized** Expenditures, and enter the amount on the last page of Schedule 2-A.

#### Special Instructions:

- ◆ Only expenditures of **more than \$20** must be itemized. Expenditures of **\$20 or less** should be totaled and reported as unitemized expenditures.
- ◆ Expenditures for general services, such as consulting, data processing, or reimbursement, should be broken down into the specific services rendered, e.g., salary, travel, data entry, polling.
- ◆ In-kind contributions reported in Schedule 1-A or 1-B, must also be reported as in-kind offsets in Schedule 2-A.
- ◆ Expenditures incurred for in-kind contributions to other registrants must be reported in Schedule 2-B, **NOT** 2-A. See instructions on Schedule 2-B.
- ◆ All expenditures must be made from the campaign depository and must be used for political purposes only.
- ◆ It is permissible for a candidate or an agent of a committee to pay for items from personal funds as long as receipts are submitted to the treasurer for reimbursement from the depository. Reporting of a reimbursement must include information that describes the nature of the original expenditure, and the original vendor of the good(s) or service(s).
- ◆ It is permissible to maintain a petty cash account to pay for minor items provided that funds for the petty cash account are drawn from the campaign depository and that a record of the transactions is kept. Expenditures over \$100 must be paid by negotiable instrument, and be itemized on the report. Expenditures of \$20 or less may be included in unitemized expenditures. If itemized, the purpose of each expenditure must be provided. Only the specific expenditures are reported. Contributions received, deposited, and later returned to the original contributor must be reported as an expense in Schedule 2-A.

**SCHEDULE 2-B**

**DISBURSEMENTS**  
**Contributions To Committees**  
**(Transfers-Out)**

Complete Committee Name

Instructions for completing schedules are on the back of each schedule.

Date	Full Name, Mailing Address and Zip Code	Amount	Y-T-D Total
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan		
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan		
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan		
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan		
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan		
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan		
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan		
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan		
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan		
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan		
<b>SUBTOTAL CONTRIBUTIONS (Transfers-Out) THIS PAGE</b>		<b>\$</b>	
<b>TOTAL CONTRIBUTIONS (Transfers-Out) MADE TO COMMITTEES</b>		<b>\$</b>	



# Instructions for Completing Schedule 2-B

## DISBURSEMENTS Contributions to Committees

### General Instructions:

- ▶ Print or type the complete name of your committee in the box provided.
- ▶ Duplicate as many pages as you will need in order to use this form to report Contributions to Committees (Transfers-Out). Enter the number of Schedule 2-B pages in the upper right corner of the form.
- ▶ Each contribution made to another committee **must be itemized regardless of the amount.**

### **Date:**

Enter the date (month, day, year) that each contribution was made to another committee.

### **Complete Name and Address of Committee:**

Enter the full name and address of each committee.

### **Amount:**

Enter the amount of the contribution given in this period.

### **Calendar Year-to-Date Total:**

Add contributions previously given this calendar year to this committee, to the contributions given in this report period. The Calendar Year-to-Date Total for a committee must always be entered. The Current Amount and Year-to-Date Total will be identical on the first report period of the calendar year.

### **Subtotal Contributions (Transfers-Out) This Page:**

Enter the total of all the contributions (Transfers-Out) listed on this page. If additional pages are used, enter the subtotal for each separate page.

### **Total Contributions (Transfers-Out) Made to Committees:**

Add the subtotals from all pages of Schedule 2-B. If more than one page, enter the total on only the last page of Schedule 2-B.

### Special Instructions:

- ◆ If a contribution is made to a candidate for local office, please print the word "Local" in the space for the ID#. This would include candidates for municipal, school district, and county office. Note: District Attorney and Circuit Court Judge are considered state offices.
- ◆ Contributions to Committees (Transfers-Out) consist of any funds contributed to a political party committee, political action committee, political group (referenda), candidate committee, or legislative campaign committee.
- ◆ When the contribution is in-kind, check the in-kind box in the section where the contribution is listed.
- ◆ When the contribution is a loan, check the loan box in the section where the contribution is listed.
- ◆ For each in-kind contribution, the name and address of the candidate or committee receiving the contribution must be listed, along with the name and address of the person or business to whom payment was made and the amount and date of the in-kind contribution.
  1. *If the committee purchases goods or services and gives them to another committee in the same reporting period as an in-kind contribution, the amount must be reported only once as an expense on Schedule 2-B.*
  2. *If the committee already possesses goods or services and gives them to another committee as an in-kind contribution, please note that this is a non-monetary contribution.*

**SCHEDULE 3-A**

**Incurred Obligations Excluding Loans  
ADDITIONAL DISCLOSURE**

Complete Committee Name

Instructions for completing schedules are on the back of each schedule.

		Outstanding Balance Beginning This Period	New Obligations or Additions This Period	Cumulative Payments This Period	Outstanding Balance At Close of This Period
Date / /	Full Name, Mailing Address and Zip Code of Creditor				
		Nature of Debt (Purpose)			
Date / /	Full Name, Mailing Address and Zip Code of Creditor				
		Nature of Debt (Purpose)			
Date / /	Full Name, Mailing Address and Zip Code of Creditor				
		Nature of Debt (Purpose)			
Date / /	Full Name, Mailing Address and Zip Code of Creditor				
		Nature of Debt (Purpose)			
Date / /	Full Name, Mailing Address and Zip Code of Creditor				
		Nature of Debt (Purpose)			
Date / /	Full Name, Mailing Address and Zip Code of Creditor				
		Nature of Debt (Purpose)			
Date / /	Full Name, Mailing Address and Zip Code of Creditor				
		Nature of Debt (Purpose)			
Date / /	Full Name, Mailing Address and Zip Code of Creditor				
		Nature of Debt (Purpose)			

**SUBTOTAL ITEMIZED OBLIGATIONS THIS PAGE**

\$

**TOTAL ITEMIZED OBLIGATIONS**

\$

**TOTAL UNITEMIZED OBLIGATIONS \$20 OR LESS**

\$

**TOTAL INCURRED OBLIGATIONS**

\$

# Instructions for Completing Schedule 3-A

## Incurred Obligations Excluding Loans

### ADDITIONAL DISCLOSURE

#### **General Instructions:**

---

- ▶ Print or type the complete name of your committee in the box provided.
- ▶ Duplicate as many pages as you will need in order to report incurred obligations on this form.
- ▶ Enter the number of Schedule 3-A pages in the upper right corner of the form.

**Date:** Enter the date (month, day, year) the obligation was incurred.

#### **Full Name, Mailing Address, and Zip Code of Creditor:**

Enter the complete name and address of the creditor.

#### **Nature of Debt (Purpose):**

Describe the specific purpose for which the obligation was incurred (See Schedule 2-A for instructions).

#### **Balance Columns:**

In the first column, enter the amount, if any, at the beginning of this report period. If this is a new obligation, there is no beginning balance. If this is an existing obligation, the beginning balance should equal the previous report period's closing balance. In the second column, enter the amount of any new obligations or additions to existing obligations. In the third column, enter any payments made this report period (payments this period must also be reported in Schedule 2-A). In the fourth column, enter the outstanding balance at the close of this report period. Note: If there is a remaining balance, it must be carried forward to the next report's beginning balance.

#### **Subtotal Itemized Obligations:**

Enter the total of all the incurred obligations listed on this page. If additional pages are used, enter the subtotal for each separate page.

#### **Total Itemized Obligations:**

Add the subtotals from all pages of Schedule 3-A. If more than one page, enter the total on only the last page of Schedule 3-A.

#### **Total Unitemized Obligations \$20 or less:**

Enter the total unitemized obligations of \$20 or less on only the last page of Schedule 3-A.

#### **Total Incurred Obligations:**

Add the Total **Itemized** Obligations to the Total **Unitemized** Obligations \$20 or Less and enter the amount on only the last page of Schedule 3-A.

#### **Special Instructions:**

---

- ◆ Incurred obligations are to be reported when an enforceable agreement has been reached. If the exact amount of the obligation has not yet been defined then the amount of the obligation must be estimated. Although the committee may not have received a bill, the amount recorded should be a good faith estimate of the amount owed.
- ◆ The balance of all incurred obligations should be reported from the time incurred until paid in full.
- ◆ Each obligation must be carried forward on subsequent reports until the obligation has been reduced to zero.
- ◆ When a payment is made on an obligation, the transaction should be reported as a payment on Schedule 3-A and as an expenditure on Schedule 2-A.
- ◆ If the committee has a dispute over the amount owed to a vendor, this must be noted in the "purpose".

**Loans  
Individual, Committee or Commercial  
ADDITIONAL DISCLOSURE**

Complete Committee Name

Instructions for completing schedules are on the back of each schedule.

Date / /	Full Name, Mailing Address and Zip Code of Loan Source	Outstanding Obligations Beginning of This Period	New Loans This Period	Cumulative Payments This Period	Outstanding Obligations End of This Period

List All Endorsers or Guarantors (if any)

Full Name, Mailing Address and Zip Code of Guarantor	Occupation
	Amount Guaranteed Outstanding \$

Full Name, Mailing Address and Zip Code of Guarantor	Occupation
	Amount Guaranteed Outstanding \$

Date / /	Full Name, Mailing Address and Zip Code of Loan Source	Outstanding Obligations Beginning of This Period	New Loans This Period	Cumulative Payments This Period	Outstanding Obligations End of This Period

List All Endorsers or Guarantors (if any)

Full Name, Mailing Address and Zip Code of Guarantor	Occupation
	Amount Guaranteed Outstanding \$

Full Name, Mailing Address and Zip Code of Guarantor	Occupation
	Amount Guaranteed Outstanding \$

Date / /	Full Name, Mailing Address and Zip Code of Loan Source	Outstanding Obligations Beginning of This Period	New Loans This Period	Cumulative Payments This Period	Outstanding Obligations End of This Period

List All Endorsers or Guarantors (if any)

Full Name, Mailing Address and Zip Code of Guarantor	Occupation
	Amount Guaranteed Outstanding \$

Full Name, Mailing Address and Zip Code of Guarantor	Occupation
	Amount Guaranteed Outstanding \$

**SUBTOTAL OUTSTANDING LOANS THIS PAGE** \$

**TOTAL OUTSTANDING LOANS** \$

# Instructions for Completing Schedule 3-B

## Loans – Individual, Committee or Commercial

ADDITIONAL DISCLOSURE

### **General Instructions:**

- ▶ Print or type the complete name of your committee in the box provided.
- ▶ Duplicate as many pages as you will need in order to report loans on this form.
- ▶ Enter the number of Schedule 3-B pages in the upper right corner of the form.

### **Date:**

Enter the date (month, day, year) the loan was made.

### **Full Name, Mailing Address, and Zip Code of Loan Source:**

Enter the complete name and address of the loan source.

### **Balance Columns:**

In the first column, enter the actual amount at the beginning of this reporting period. If this is a new loan, the outstanding beginning balance is zero and the amount of the loan is recorded under the section “New Loans This Period”. If this is an existing loan, the outstanding beginning balance should equal the previous report period’s closing (outstanding) balance. In the third column, enter any payments made during this report period (payments made this period must also be reported in Schedule 2-A). In the fourth column, enter the outstanding balance at the end of this report period. Note: If there is a remaining balance, it must be carried forward to the next report’s beginning balance.

### **List All Endorsers or Guarantors (If Any):**

In the space provided on the form, provide the full name, mailing address and zip code of any guarantors of loans. Enter the amount guaranteed which is outstanding at the end of the reporting period for each guarantor. See the notes below on how to apportion loan guarantees. If the amount guaranteed exceeds \$200, enter the guarantor’s occupation.

### **Special Instructions:**

- ◆ A loan guarantee is considered a contribution from the guarantor until the loan is repaid.
- ◆ If more than one person guarantees a loan, the amount of the loan is assigned to the guarantors in equal shares, in the proportion that the guarantors bear to the total amount guaranteed unless a different share is specified in the loan instrument.
- ◆ When a payment which reduces the unpaid balance of the loan is made to the lending institution, the amount assigned to each guarantor is reduced in equal shares, unless a different share is specified in the loan instrument.
- ◆ The outstanding amount of a loan or loan guarantee **plus** the total contributions to the campaign by the guarantor may not exceed the individual contribution limit.
- ◆ Any reductions in loans which are not offset by expenditures in Schedule 2-A must be explained (e.g., candidate forgives self loans).



# CAMPAIGN FINANCE REPORT—STATEMENT OF NO ACTIVITY

## STATE OF WISCONSIN

Note: Use of this form is required by the Ethics Commission for reporting no activity in a campaign finance filing period. Completion of this form is mandatory for committees that file on paper. It is not the Commission's intention to use any personally identifiable information from this form for any other purpose.

### SECTION A: REGISTRANT INFORMATION

A1. Name of Committee/Conduit (in full)			
A2. Committee/Conduit ID Number (if applicable)	A3. Email	A4. Phone	
A5. Mailing Address	A6. City	A7. State	A8. Zip

### SECTION B: REPORT INFORMATION

<b>B1. Report Type (Choose One)</b> <input type="checkbox"/> January Continuing <input type="checkbox"/> Spring Pre-Primary <input type="checkbox"/> Fall Pre-Primary <input type="checkbox"/> July Continuing <input type="checkbox"/> Spring Pre-Election <input type="checkbox"/> September <input type="checkbox"/> Fall Pre-Election			<b>B2. Special Election Date (if applicable)</b> <input type="checkbox"/> Special Pre-Primary <input type="checkbox"/> Special Pre-Election <input type="checkbox"/> Special Post-Election
<b>Reporting Period</b> <i>The start date for your campaign finance report should be the day following the end date of your previous campaign finance. Example: If your previous report had a start date of January 1 and an end date of June 30, this report should have a start date of July 1.</i>  <i>Review the filing calendar with reporting periods online at: <a href="https://ethics.wi.gov/FilingCalendar">https://ethics.wi.gov/FilingCalendar</a></i>		<b>B3. Reporting Period Start Date</b>	
<b>Party and Legislative Campaign Committees Only</b> <b>B5. Is This Report for Your General Fund or Segregated Fund Account? (Choose One)</b> <input type="checkbox"/> General Fund <input type="checkbox"/> Segregated Fund		<b>B4. Reporting Period End Date</b>	

### SECTION C: LIMITED ACTIVITY REPORTING EXEMPTION (OPTIONAL)

<b>Filing Exemption</b> <i>Registrants which do not anticipate accepting or making contributions, making disbursements, or incurring obligations in an aggregate amount exceeding \$2,500 in a calendar year may claim an exemption from filing campaign finance reports. This exemption applies until the registrant exceeds the \$2,500 aggregate activity threshold, amends its registration, or is terminated.</i>	<b>C1. Exemption Request and Affirmation</b> <input type="checkbox"/> Yes, this registrant is eligible for exemption. <input type="checkbox"/> No, this registrant is not requesting exemption
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### SECTION D: CERTIFICATION

*I certify that the above named registrant has not engaged in any financial transactions during the period covered by this report and that the cash balance remains the same as previously reported. This report fulfills the requirements under Wis. STAT. § 11.0103(3)(d).*

<b>Authorized Representative</b>		
D1. Printed Name	D2. Signature	D3. Date



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# CAMPAIGN FINANCE OVERVIEW

## Local Candidate Committees

**Published: September 2023**

This reflects the statutory changes effective January 2023 (2021 Act 265).

This manual has been updated to include specific statutory citations and clarify basic reporting requirements for local candidate committees.

Provided pursuant to WIS. STAT. § 11.1304(3) and in compliance with WIS. STAT. § 227.112.

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## REGISTRATION REQUIREMENTS

### Who is Required to Register?

Under Wisconsin campaign finance law, a candidate for election to public office must register a candidate committee with the appropriate filing officer. A candidate for local office must register with the appropriate filing officer as soon as is practicable after any of the following occur:

- (a) The individual takes any of the following affirmative actions to seek nomination or election to a state or local office:
  - 1. Files nomination papers with the appropriate filing officer;
  - 2. Is nominated as a candidate for state or local office by a caucus or by a political party and the nomination is certified to the appropriate filing officer;
  - 3. Receives a contribution, makes a disbursement, or gives consent for another person to receive a contribution or make a disbursement in order to bring about the individual's nomination or election to a state or local office;
- (b) The individual holds a state or local office and is the subject of a recall petition; or
- (c) The individual holds a state or local office.  
WIS. STAT. §§ 11.0101(1), 11.0202(1)(a).

Appropriate filing officers are as follows:

<b>Office:</b>	<b>Filing Officer:</b>
County Executive	County Clerk
County Supervisor	County Clerk
County Clerk or County Treasurer	County Clerk
Clerk of Circuit Court	County Clerk
Coroner	County Clerk
Register of Deeds	County Clerk
Sheriff	County Clerk
Multi-Jurisdictional Judge*	County Clerk
Mayor, Village President	Municipal Clerk
Aldersperson, Village Trustee, Town Board Member	Municipal Clerk
Municipal Clerk or Municipal Treasurer [if elected]	Municipal Clerk
Municipal Judge	Municipal Clerk
School District Board Member	School District Clerk

If a multi-jurisdictional judge serves a district with municipalities in more than one county, the filing officer is the County Clerk in the county with the largest population within the district.

WIS. STAT. § 11.0102(1)(b)-(g).

A candidate who receives no contributions, makes no disbursements, and incurs no obligations need not designate a campaign depository account until the first contribution is received, disbursement is made, or obligation is incurred. WIS. STAT. § 11.0202(1)(b). The only activities allowed prior to registration are: the minimum amount of money needed to open an account can be deposited at a financial institution, a

post office box can be rented, and contributions and disbursements needed for the production of nomination papers can be made. WIS. STAT. § 11.0202(2)(b).

After filing the registration statement, a candidate may begin receiving and disbursing campaign funds. WIS. STAT. § 11.0202(2)(a). The candidate committee's financial activities must be reported to the appropriate filing officer on campaign finance reports, unless the committee has claimed an exemption from filing reports. WIS. STAT. §§ 11.0103, 11.0104. These reports will disclose information on the receipts, expenditures, incurred obligations, and loans of the campaign. WIS. STAT. § 11.0204(1).

### **Completing a Registration Statement**

Registration statements are to be filed with the appropriate filing officer using the Ethics Commission's Campaign Finance Registration Statement (CF-1 Local Candidate). WIS. STAT. § 11.1304(1).

#### **Required Information**

1. The name and mailing address of the candidate committee.
2. The name and mailing address of the candidate committee treasurer and any other custodian of books and accounts. Unless otherwise directed by the treasurer on the registration form and except as otherwise provided in this chapter or any rule of the commission, all mailings that are required by law or by rule of the commission shall be sent to the treasurer at the treasurer's address indicated upon the form.
3. In the case of a candidate committee of an independent candidate for partisan office or a candidate for nonpartisan county or municipal office, a list of the members of the committee, if any, whom the filing officer shall recognize as eligible to fill a nomination vacancy if the candidate dies before the election.
4. The name and address of the depository account of the candidate committee and of any other institution where funds of the committee are kept.

WIS. STAT. § 11.0203.

### **Guide for Filing the Campaign Finance Registration Statement (CF-1)**

#### **Section A. General Information**

This section must be completed by all candidate committees. It contains the information identifying the candidate committee.

##### **A1. Candidate Committee Name**

This is the name used for the attribution/disclaimer statements on advertisements and yard signs. Common options include "First Name Last Name for Wisconsin" or "Friends of First Name Last Name."

##### **A2-12. Contact and Depository Institution Information**

If the candidate committee does not have a separate address/PO box, phone number, or email for the candidate committee, then the candidate should use their personal address, phone number, and email. Candidates claiming exemption may use a personal bank account as the committee depository account. Candidates not claiming the exemption are required to set up a separate bank account for their committee.

##### **A13-19. Treasurer Information**

If the candidate is serving as their own treasurer, they should include their own contact information here.

#### A20-27. Other Officers

This section is intended to list other individuals that are helping on the campaign and is entirely optional. Local non-partisan candidates can list an individual here with an asterisk by their name which indicates they are to fill a vacancy if the candidate were to pass away before the election.

#### A28. Exemption

Indicate whether the candidate committee will not accept contributions, make disbursements, or incur obligations in aggregate of more than \$2,500 in a calendar year and therefore is eligible to claim an exemption from filing campaign finance reports. If a committee raises \$1,600 and spends \$1,000, this is \$2,600 of aggregate activity, and it is not eligible to claim exemption.

### Section B. Candidate Information

#### B1-3. Election Information

List the office sought, including the district and branch and the election date. If the race is nonpartisan, then “nonpartisan” or “N/A” can be listed in B2. An amended registration must be filed for every election, listing the correct election date in B3.

#### B4-10. Candidate Information

This section should list the personal contact information of the candidate.

#### B11-12. Second Candidate Committee

If the candidate currently holds an elective office and has an additional candidate committee, they should indicate it in this section.

### Section C. Certification

Both the candidate and treasurer shall certify the initial registration here with their signatures. If the candidate serves as the treasurer, they only need to sign once, under “Candidate,” in C5. By signing the certification, the candidate and treasurer are certifying each of the following statements listed on the registration:

- I certify that I am an authorized representative of the candidate committee and that to my knowledge all of the information contained within this registration is true, correct, and complete.
- I am aware of the requirement to amend this registration statement within 10 days of any change of information contained within, including any change to the candidate committee’s eligibility for exemption from campaign finance reporting.
  - When any information reported on the registration statement changes, an amendment to the registration statement must be filed with the appropriate filing officer within **ten days**. WIS. STAT. § 11.0203(3)(a). The amended registration only requires either the candidate or treasurer to certify.
- I acknowledge requirement to maintain the records of the candidate committee in an organized and legible manner for three years from the close of the most recent contribution limit period (June 30 following the April election, December 31 following the November election).
  - The treasurer must maintain all records from each contribution limit period for 3 years following the end of each period. See the Records Retention Requirement section in this guide for more information.
- I acknowledge that I am required to continue to comply with all applicable requirements under Chapter 11 of the Wisconsin Statutes until this registration is terminated. I understand that I am not released from any liability simply because the election date has passed.

- A committee remains active until termination is requested pursuant to WIS. STAT. § 11.0105. Even if the election has passed, the committee must continue to file reports and comply with all other requirements until the committee is terminated. WIS. STAT. § 11.0207. See the TERMINATION OF CAMPAIGN FINANCE REGISTRATION section in this guide for more information on termination.

### **Candidates Seeking More Than One Office**

An individual who holds a state or local elective office may establish a second candidate committee to pursue another state or local office. WIS. STAT. § 11.0202(2)(d). If a second committee is established, that committee will register and file reports with the appropriate filing officer. WIS. STAT. § 11.0102.

### **Failure to File a Registration Statement**

Failure to file a registration statement by the deadline for filing nomination papers may prevent a candidate's name from appearing on the ballot. WIS. STAT. §§ 8.15(4)(b), 8.30(2). If a statement or amendment is not filed on time, the registrant may be subject to a civil penalty. WIS. STAT. § 11.1400(1).

## EXEMPTION FROM FILING CAMPAIGN FINANCE REPORTS

### Eligibility

Committees may be eligible for an exemption from filing campaign finance reports if the committee anticipates that it will not accept or make contributions, make disbursements, or incur loans and other obligations in an aggregate amount exceeding \$2,500 in a calendar year. WIS. STAT. § 11.0104. This includes the candidate's personal funds contributed and spent on campaign expenses. For example, if a committee receives \$1,600 in contributions and spends \$1,000 in disbursements, the committee's aggregate activity is \$2,600, and it would not be eligible for exemption.

A local candidate eligible for exemption may claim exemption at any time. A local candidate claiming exemption can remain on exemption until they exceed the threshold or request termination. WIS. STAT. § 11.0104(1)(c).

### Financial Records During Exemption

When a committee is exempt, it is not required to file any campaign finance reports until it requests termination. However, the candidate or treasurer is still required to keep financial records of all contributions to the committee and of all expenditures for three years after the end of the contribution limit period. WIS. STAT. § 11.0201(4). See the Records Retention Requirement section in this guide for more information.

A candidate committee that is exempt from filing campaign finance reports and for which the candidate serves as the treasurer may use a personal account as the campaign depository and intermingle campaign funds with personal and other funds. WIS. STAT. § 11.0201(2)(b). While permissible, intermingling funds can cause confusion about whether the funds were received or spent for personal or for campaign purposes. It can also make it more difficult to track contribution limits. Therefore, the best practice is to have a separate account for the candidate committee.

### Revoking Exemption

If the committee exceeds the \$2,500 aggregate limit on contributions, disbursements, or obligations, the committee must amend its campaign registration statement by checking in Box A28, "No, this registrant is not eligible for exemption." An amendment to the registration statement must be filed with the appropriate filing officer immediately. WIS. STAT. § 11.0104(5)(a). The committee is then required to file campaign finance reports beginning with the next regular report due after the earlier of either the date that the amended registration was filed or the date that the committee exceeded \$2,500 in aggregate contributions, disbursements, or obligations. WIS. STAT. § 11.0104(3).

If an exempt committee receives and accepts a contribution that results in the committee exceeding \$2,500 in aggregate activity, the committee shall do one of the following:

1. Immediately file an amended registration revoking the exemption; or
2. Within 15 days of receiving the contribution, return the contribution to the contributor or donate it to the common school fund or to a charitable organization.
3. If the candidate had been serving as their own treasurer and using a personal account while the committee was on exempt status, the committee must open a separate bank account when exempt status is revoked and transfer all campaign funds in the personal account to the new account.

## CONTRIBUTION LIMITS

All candidates running for elected office must abide by contribution limits that vary depending on the office sought and the population of the district.

Receiving Committee	From an Individual	From a Candidate Committee	From a PAC	From a Corporation/ Union
Local Candidate	Greater of \$500 or 2¢ times the population in the district. Not to exceed \$6,000.	Greater of \$500 or 2¢ times the population in the district. Not to exceed \$6,000.	Greater of \$400 or 2¢ times the population in the district. Not to exceed \$5,000.	\$0; Illegal

Districts of 20,000 inhabitants or less have an individual or candidate committee limit of \$500 and a PAC limit of \$400.

Districts with 300,000 inhabitants or more will have an individual or candidate committee limit of \$6,000 and a PAC limit of \$5,000.

Districts with more than 20,000 but less than 300,000 inhabitants will have varying individual and candidate committee limits between \$500 and \$6,000 and PAC limits between \$400 and \$5,000.

Wis. STAT. §§ 11.1101, 11.1104.

The number of inhabitants in the jurisdiction or district is determined by the latest federal census or the census information on which the district is based, as certified by the appropriate filing officer. WIS. STAT. § 11.1101(2)(h)2.

### Applicable Periods for Contribution Limits

For the purpose of calculating contribution limits, a new candidate's campaign begins on the date she or he becomes a candidate. WIS. STAT. § 11.1103(2). The campaign period includes both the primary and election. For a candidate at the spring election, the contribution limit period ends the June 30<sup>th</sup> immediately following the spring election. For candidates at the general election, the contribution limit period ends the December 31<sup>st</sup> immediately following the general election. WIS. STAT. § 11.1103(2).

For an incumbent candidate whose office is elected at the spring election, the new contribution limit period begins on July 1 following the spring election. For an incumbent candidate whose office is elected at the general election, the new contribution limit period begins January 1 following the general election. WIS. STAT. § 11.1103(1). The contribution period runs through the primary and election for the next term of that office. For an incumbent candidate whose office is elected at the spring election, the period ends June 30<sup>th</sup> following the spring election. For an incumbent candidate whose office is elected at the general election, the contribution limit period ends December 31<sup>st</sup> following the general election. WIS. STAT. § 11.1103(2)

For a candidate at a special election, the campaign period runs from the date an individual becomes a candidate through the 22<sup>nd</sup> day after the election. WIS. STAT. § 11.1103(3).

## **Records Retention Requirement**

The treasurer of a candidate committee is required to maintain all records of the candidate committee in an organized and legible manner for three years following the end of each contribution limit period. WIS. STAT. § 11.0201(4) For example, a candidate is running for office at the Spring 2024 election. The applicable period runs from the date they become a candidate until June 30, 2024. The treasurer must maintain all records from that period until June 30, 2027. The candidate wins the election for a four-year term. The next applicable contribution limit period runs from July 1, 2024, through June 30, 2028. The treasurer must maintain the records from that period until June 30, 2031. This requirement also applies to committees on exemption.

## **Exceptions to Contribution Limits**

The following contributions to candidate committees may be made in unlimited amounts:

1. Contributions that a candidate makes to his or her own candidate committee from the candidate's personal funds or property; (WIS. STAT. § 11.1104(7));
2. Contributions made by a political party committee or legislative campaign committee to a candidate committee (WIS. STAT. § 11.1104(5)); or
3. Contributions used to pay legal fees and other expenses incurred as a result of a recount or petitions to recall an officer. To qualify for this exclusion, recall expenses must occur before the recall election is ordered, or in contesting or defending the order (WIS. STAT. § 11.1104(9)-(11)). Contributions used to pay these recount or recall expenses must be reported on the regular campaign finance reports. Both the contributor and the candidate should indicate which contributions are being used for this purpose.

## CONTRIBUTIONS AND DISBURSEMENTS

Candidate committees are required to make full reports of all contributions, disbursements, and obligations received, made, and incurred by the committee. Each report needs to include information covering the period since the last date covered on the previous report. WIS. STAT. § 11.0204(1)(a).

### Contributions

“Contribution” means any of the following:

1. A gift, subscription, loan, advance, or transfer of money to a committee;
2. With the committee's consent under WIS. STAT. § 11.1109, a transfer of tangible personal property or services to a committee, valued as provided under WIS. STAT. § 11.1105;
3. A transfer of funds between committees; or
4. The purchase of a ticket for a fundraising event for a committee regardless of whether the ticket is used to attend the event.

WIS. STAT. § 11.0101(8)(a).

“Contribution” does not include any of the following:

1. Services that an individual provides to a committee, if the individual is not specifically compensated for providing the services to the committee;
2. Any unreimbursed travel expenses that an individual incurs to volunteer his or her personal services to a committee;
3. The costs of preparing and transmitting personal correspondence;
4. Interest earned on an interest-bearing account;
5. Rebates or awards earned in connection with the use of a debit or credit card;
6. A loan from a commercial lending institution that the institution makes in its ordinary course of business;
7. The reuse of surplus materials or the use of unused surplus materials acquired in connection with a previous campaign for or against the same candidate, political party, or recall if the materials were previously reported as a contribution;
8. The cost of invitations, food, and beverages in connection with an event held in a private residence on behalf of a candidate committee;
9. Any communication that does not expressly advocate for the election or defeat of a clearly identified candidate;
10. A communication made exclusively between an organization and its members. In this subdivision, a member of an organization means a shareholder, employee, or officer of the organization, or an individual who has affirmatively manifested an interest in joining, supporting, or aiding the organization;
11. Any cost incurred to conduct Internet activity by an individual acting in his or her own behalf, or acting in behalf of another person if the individual is not compensated specifically for those services, including the cost or value of any computers, software, Internet domain names, Internet service providers, and any other technology that is used to provide access to or use of the Internet, but not including professional video production services purchased by the individual; or
12. Any news story, commentary, or editorial by a broadcasting station, cable television operator, producer, or programmer, Internet site, or newspaper or other periodical publication, including an



Internet or other electronic publication unless a committee owns the medium in which the news story, commentary, or editorial appears.

WIS. STAT. § 11.0101(8)(b).

### Required Information for Contributions

1. The date, full name, and street address of each person who has made a contribution to the candidate committee, together with the amount of the contribution. WIS. STAT. § 11.0204(1)(a)1.
2. The occupation, if any, of each individual contributor whose cumulative contributions to the candidate committee for the calendar year are in excess of \$200. WIS. STAT. § 11.0204(1)(a)3.
3. An itemized statement of each contribution made anonymously to the candidate committee. If the contribution exceeds \$10, the candidate committee shall specify whether the candidate committee donated the contribution to the common school fund or to a charitable organization and shall include the full name and mailing address of the donee. WIS. STAT. § 11.0204(1)(a)4.
4. A statement of totals during the reporting period of contributions received and contributions donated. WIS. STAT. § 11.0204(1)(a)5.

### In-Kind Contributions

An in-kind contribution is any good, service, or property offered to the candidate committee free of charge or at less than the usual cost, or payment of the candidate committee's obligations for such goods, services, or property. WIS. STAT. § 11.0101(8)(a)2. Before making an in-kind contribution, the contributor is required to notify the candidate, candidate's agent, or the administrator or treasurer of the committee, and obtain either oral or written consent to the contribution. WIS. STAT. § 11.1109. In-kind contributions are subject to the same itemization thresholds and the same contribution limits as monetary contributions. WIS. STAT. § 11.0101(8). Monetary contributions and in-kind contributions from a single contributor are added together for the purposes of determining compliance with contribution limits and the year-to-date amount for a specific contributor. WIS. STAT. §§ 11.0101(8), 11.1103. If the contributor does not know the actual value of the contribution, a good faith and reasonable estimate of the fair market value should be provided to the candidate committee before the closing date of the next campaign finance report in which the contribution is required to be listed. WIS. STAT. § 11.1105, WIS. ADMIN. CODE ETH 1.20(5).

For example, if a campaign worker purchases stamps that are used for a mailing and is not reimbursed for the cost of the stamps, the value of the stamps is an in-kind contribution to the candidate committee from that campaign worker. When an individual is paid to work on behalf of a candidate by a person other than the candidate committee, the payment for those services is an in-kind contribution to the candidate committee. If a person offers to provide food and beverages for a fundraiser at less than the ordinary market price, the difference between the ordinary market price and the cost to the candidate committee is an in-kind contribution from the person. If another person pays for a newspaper, radio, or TV ad, and coordinates with the candidate committee about the content, timing, or other details of that ad, that ad would be an in-kind contribution.

### Reporting In-Kind Contributions

An in-kind contribution received by the campaign committee is reported by the committee as **both a receipt and expenditure.** Reporting the amount of the in-kind contribution as a contribution allows the campaign to disclose the receipt of the contribution on its campaign finance report along with monetary contributions received and track year-to-date and campaign period totals. To keep the committee's cash

balance accurate, the amount of the in-kind received is also reported as an expenditure. The two entries offset each other so as to not affect the committee's cash balance.

If an estimate of the value of an in-kind contribution is the only value available at the time the candidate is required to file a report, the committee must report the estimated value of the contribution. WIS. ADMIN. CODE ETH 1.20(7). When the actual value of the estimated in-kind contribution is known, the actual amount is reported as an amendment to the original campaign finance report. *Id.*

### **Reporting of Joint Advertisements**

When committees engage in joint advertising with other committees, there is an exchange of in-kind contributions between the committees. The committees are receiving something of value from the other committee: they are receiving the full value of the ad, but they are only paying for a portion of it. Each committee will report giving in-kind contributions in the amount that they paid and receiving in-kind contributions in the amount paid for by the other committee.

For example, Committee A and Committee B split the cost of a \$500 ad, paying \$250 each to the vendor. Each committee will report a \$250 disbursement to the vendor covering their half of the ad. Each committee must also report an in-kind contribution received from the other committee and an outgoing in-kind disbursement to the other committee. Committee A will report making an in-kind disbursement of \$250 to Committee B and receiving a \$250 in-kind contribution from Committee B. Committee B will report likewise.

These in-kind contributions count towards the contribution limits. For instance, if the contribution limit for Committee A is \$500, Committee B has now contributed \$250 to Committee A, assuming this is their first contribution. Committee B can contribute a maximum of \$250 more to Committee A for the applicable period. See the CONTRIBUTION LIMITS section in this guide for more information.

The in-kind contributions likewise count towards determining whether a committee has reached the threshold to remain on exempt status. In this example, each committee has reported \$500 of disbursements and \$250 of contributions, for a total of \$750 of aggregate activity. Joint advertising can cause a committee to rapidly reach the contribution limit and the exemption threshold, so be careful when considering such activity.

### **Contributions and Other Income from Businesses**

Businesses may make contributions under some circumstances, but the restrictions vary by the type of business. A candidate should never list the name of a business as the contributor unless it is reported as "other income."

1. Corporations **may not contribute** to local or state candidates in the State of Wisconsin. WIS. STAT. § 11.1112.
2. Sole proprietorships may contribute. The contribution must be reported under the name of the individual owner. This contribution counts toward the contribution limits from that individual to the candidate. WIS. STAT. § 11.1113(1).
3. Partnerships may contribute. The contribution must be reported under the names of the individual partners. The partnership may agree beforehand on how to allocate a portion of the contribution to each partner. If the partnership does not inform the candidate how the contribution should be allocated

between the partners, then the contribution should be divided up according to each partner's share of the partnership's profits. WIS. STAT. § 11.1113(2).

4. LLCs taxed as a sole proprietorship or partnership may contribute. The contribution must be reported under the name(s) of the individual owner(s). If there is more than one owner, contributions should be allocated as described in the partnership section above. WIS. STAT. § 11.1113(3). However, a candidate committee may not accept a contribution from an LLC taxed as a corporation.

Occasionally, a candidate committee may receive other income, like interest on a savings or checking account, or a refund of a security deposit, from a business. This other income is not a contribution and may be accepted from any type of business. WIS. STAT. § 11.0101(8)(b). The income should be reported as "Other Income" in campaign finance reports. WIS. STAT. § 11.0204(1)(a)10.

### **Contributions Transferred through Conduits**

A conduit is any individual, committee or group that receives contributions from individuals, deposits those contributions in a financial institution, and then transfers the contributions to a candidate or political committee selected by the original contributor. WIS. STAT. § 11.0101(7). The conduit may not exercise any discretion over the amount or ultimate recipient of the contributions. WIS. STAT. § 11.0701(3). A conduit is required to register with the Ethics Commission. WIS. STAT. § 11.0702.

### **Reporting Conduit Contributions**

Conduits are required to provide a transmittal letter with contribution checks sent to a receiving committee. The transmittal letter must identify the organization as a conduit, and list the individual contributors, the amount of each individual's contribution, and the date the individual authorized the contribution. WIS. STAT. § 11.0704(1). Contributions transferred through conduits are reported as contributions received from the individuals listed in the transmittal letter. WIS. STAT. § 11.1106(2). These contributions are reported under the individual's name. WIS. STAT. § 11.1106(1). They are subject to itemization on the same basis as other individual contributions. WIS. STAT. § 11.0204(1)(a).

### **Returned Contributions**

A committee may return a contribution at any time before or after it has been deposited. WIS. STAT. § 11.1110(1), WIS. ADMIN. CODE ETH 1.26. Any contribution a committee returns to the donor after depositing it in the campaign account must be reported as a returned contribution to the contributor. A committee that accepts an unlawful contribution, reports that contribution, and returns that contribution within 15 days of the filing date for that report does not violate the contribution or source limits. WIS. STAT. § 11.1110(2)(b). For example, a candidate receives a contribution from an individual on October 1, 2023. The candidate committee properly reports the contribution on the January 2024 Continuing Report, which was due and was filed on January 15, 2024. While preparing the January 2024 Continuing Report, the candidate realizes that the individual had already contributed the maximum amount for that contribution limit period. So, the candidate committee returns the contribution to the contributor on January 20, 2024. In this instance, the committee would not be in violation for exceeding the contribution limits. However, if the committee did not return the contribution until February 1, 2024, the subsequent return of the illegal contribution would not constitute a defense to the violation. WIS. STAT. § 11.1110(2)(a).

## Prohibited Contributions

Certain contributions are prohibited by Wisconsin law. A candidate committee may not accept the following types of contributions:

1. Anonymous contributions of more than \$10 (Wis. STAT. § 11.1108);
2. Contributions in cash of more than \$100 (Wis. STAT. § 11.1107);
3. Contributions given in the name of someone other than the contributor (Wis. STAT. § 11.1204(1));
4. Contributions from corporations, associations organized under ch. 185 or 193, labor organizations, or federally recognized American Indian Tribes (Wis. STAT. § 11.1112);
5. Contributions in excess of the aggregate limits set by law (Wis. STAT. §§ 11.1101, 11.1204(3)); or
6. Contributions from foreign nationals. Wis. STAT. § 11.1208(4).

Licensed lobbyists can make personal contributions to candidates for local office and their candidate committees, provided that the local candidate is **not** currently holding or a candidate for a partisan state elective office. Wis. STAT. § 13.625(1m). Lobbyists are prohibited from making campaign contributions to state candidates for partisan state office except between the first day authorized to circulate nominations papers and the day of a special or general election. Additionally, if the legislature is in session during that period, lobbyists may not make contributions to legislators or candidates or legislative office. *Id.* For further information on lobbyist contributions, visit the Campaign Finance Prohibited Contributions page on the Ethics Commission's website (<https://ethics.wi.gov>) or contact the Ethics Commission.

A candidate committee should monitor contributions carefully. If the candidate committee is aware that a contribution was received from a potentially prohibited source, the committee should confirm that the contribution is lawful. Wis. STAT. § 11.1204(3). It is recommended that a committee not accept any contributions if the committee cannot determine whether the contribution is lawful.

## Disbursements

“Disbursement” means any of the following:

1. An expenditure by a committee from the committee's depository account;
2. The transfer of tangible personal property or services by a committee;
3. A transfer of funds between committees; or
4. The purchase of a ticket for a fundraising event for a committee regardless of whether the ticket is used to attend the event.

Wis. STAT. § 11.0101(10)(a).

“Disbursement” does not include any of the following:

1. A communication made exclusively between an organization and its members. In this subdivision, a member of an organization means a shareholder, employee, or officer of the organization, or an individual who has affirmatively manifested an interest in joining, supporting or aiding the organization;
2. A communication or Internet activity by an individual acting in his or her own behalf, or acting on behalf of another person if the individual is not compensated specifically for those services, including the cost or value of computers, software, Internet domain names, Internet service

- providers, and any other technology that is used to provide access to or use of the Internet, but not including professional video production services purchased by the individual;
3. Any news story, commentary, or editorial by a broadcasting station, cable television operator, producer, or programmer, Internet site, or newspaper or other periodical publication, including an Internet or other electronic publication unless a committee owns the medium in which the news story, commentary, or editorial appears; or
  4. A nominal fee paid for a communication to the general public.

WIS. STAT. § 11.0101(10)(b).

#### Required Information for Disbursements

1. The date, full name, and street address of each committee to which the candidate committee has made a contribution, together with the amount of the contribution. WIS. STAT. § 11.0204(1)(a)2.
2. An itemized statement of every disbursement exceeding \$20 in amount or value, together with the name and address of the person to whom the disbursement was made, and the date and specific purpose for which the disbursement was made. WIS. STAT. § 11.0204(1)(a)8.
3. A statement of totals during the reporting period of disbursements made. WIS. STAT. § 11.0204(1)(a)10.

#### Obligations and Loans

Candidate committees are required to make full reports of all obligations received, made, and incurred by the committee. The committee needs to include in each report information covering the period since the last date covered on the previous report. WIS. STAT. § 11.0204(1)(a). A loan received by a committee from any person or committee, other than a loan of money by a commercial lending institution in the ordinary course of business, is considered a contribution while outstanding and counts towards the contribution limit of the creditor. After repayment, the loan is no longer counted towards the limit. WIS. STAT. § 11.0101(8)(a)1., WIS. ADMIN. CODE ETH 1.25.

“Obligation” means any express agreement to make a disbursement, including the following:

1. A loan or loan guarantee;
2. A promise to purchase, rent, or lease tangible personal property; or
3. A promise to pay for a service that has been or will be performed.

WIS. STAT. § 11.0101(23).

#### Required Information for Obligations

1. An itemized statement of every obligation exceeding \$20 in amount or value, together with the name of the person or business with whom the obligation was incurred, and the date and the specific purpose for which each such obligation was incurred must be reported in campaign finance reports. WIS. STAT. § 11.0204(1)(a)9.
2. A statement of the balance of obligations incurred as of the end of the reporting period. WIS. STAT. § 11.0204(1)(a)11.

### Required Information for Loans

Each loan of money made to the candidate committee must be reported with all of the following:

1. The full name and mailing address of the lender;
2. A statement of whether the lender is a commercial lending institution;
3. The date and amount of the loan;
4. The full name and mailing address of each guarantor, if any;
5. The original amount guaranteed by each guarantor; and
6. The balance of the amount guaranteed by each guarantor at the end of the reporting period.

WIS. STAT. § 11.0204(1)(a)7.

### Cash Balances

Candidate committees are required to provide a statement of the cash on hand at the beginning and end of each reporting period. WIS. STAT. § 11.0204(1)(a)6. The beginning cash balance should match the ending cash balance of the prior report. The ending cash balance should equal the beginning cash balance plus all receipts and minus all expenditures.

## CAMPAIGN FINANCE REPORTS

All registrants that are not exempt from filing must file campaign finance reports. WIS. STAT. § 11.0103(1).

The information listed on the campaign finance report discloses the financial activity of the candidate committee. The law requires disclosure of income, disbursements, and incurred obligations. WIS. STAT. § 11.0204(1)(a). For all contributors, the report must disclose the individual's name and address. WIS. STAT. § 11.0204(1)(a)1. If the individual's year-to-date total exceeds \$200, the report must also provide the individual's occupation. WIS. STAT. § 11.0204(1)(a)3. Treasurers and candidates are required to make a "good faith effort" to obtain all information required on the reports. WIS. STAT. § 11.0103(1)(a).

### Types of Reports

Candidates on the ballot must file a pre-primary and a pre-election report which is due eight days before the primary or general election. WIS. STAT. §§ 11.0204(3)(a), (5)(a). Candidates for local nonpartisan office do not have to file pre-primary reports if they do not appear on a primary ballot. WIS. STAT. § 11.0204(2)(a). Candidates that lose in the primary or general election must continue to file reports until they are eligible for, and request, termination of their committee. WIS. STAT. § 11.0207. Candidates must also file continuing reports in January and July of each year until they terminate their candidate committee, even if not on the ballot. WIS. STAT. §§ 11.0204(3)(b), (5)(b), (c).

With some restrictions, candidate committees that will not spend or receive more than \$2,500 in a calendar year may amend their registration and claim "exempt" status, which means they do not have to file campaign finance reports. WIS. STAT. § 11.0104. See the EXEMPTION FROM FILING CAMPAIGN FINANCE REPORTS section in this guide for more information.

All candidates wishing to terminate are required to file a termination report. WIS. STAT. § 11.0105(1)(a). If a candidate claims exemption and wishes to terminate after the election, they must file a report showing all contributions and all disbursements for the calendar year. *See Id.*

### Reporting Periods and Elections

Spring Primary: A candidate at the spring primary must file: (1) a pre-primary report; (2) a pre-election report; and (3) annually in each year of an election cycle, a report on January 15 and July 15. WIS. STAT. § 11.0204(2).

Spring Election: A candidate at the spring election must file: (1) a pre-election report; and (2) annually in each year of an election cycle, a report on January 15 and July 15. WIS. STAT. § 11.0204(3).

Partisan Primary: A candidate at a partisan primary must file: (1) a pre-primary report; (2) a pre-election report; (3) in an odd-numbered year, a report on January 15 and July 15; and (4) in an even-numbered year, a report on January 15, July 15, and September 30. WIS. STAT. § 11.0204(4).

General Election: A candidate at a general election must file: (1) a pre-election report; (2) in an odd-numbered year, a report on January 15 and July 15; and (3) in an even numbered year, a report on January 15, July 15, and September 30. WIS. STAT. § 11.0204(5).

Special Election: A candidate at a special election must file: (1) a pre-primary report if a primary is held; (2) a pre-election report; (3) a report on January 15 and July 15; and (4) unless a continuing report is required within 45 days after the special election, a post-election report.

Reporting deadlines can be found on the Ethics Commission's website at:  
<https://ethics.wi.gov/Pages/CampaignFinance/ReportPeriods.aspx>.

### **How to Complete Campaign Finance Reports**

The Ethics Commission requires local candidate committees to file all necessary reports with the appropriate filing officer with the Local Campaign Finance Report (<https://ethics.wi.gov/Resources/CF-2L>) or the Electronic Local Campaign Finance Report (<https://ethics.wi.gov/Resources/CF-2LE>), if the filing officer accepts reports in an electronic format. WIS. STAT. §§ [11.0204\(1\)\(a\)](#), [11.1304\(1\)](#).

When completing the reports, each schedule shall begin with the first contribution received, disbursement made, or obligation incurred. [WIS. STAT. § 11.0204\(1\)\(b\)](#). All contributions received by the committee must be reported in Schedule 1 (Receipts) of the campaign finance report. Contributions and loans from individuals are listed in Schedule 1-A (Contributions Including Loans from Individuals). Contributions from other committees, such as political action committees, political party committees, and other candidate committees, are reported in Schedule 1-B (Contributions from Committees). All other income, such as loans from financial institutions, contributions returned from other registrants, refunds, returns of deposits or interest on investments are reported in Schedule 1-C (Other Income and Commercial Loans). The date which must be provided for all contributions is the date the committee **received** the contribution, that is, the date it acquired possession and control of the contribution, **not** the date of deposit or date on the check (unless all dates are the same). [WIS. STAT. § 11.0103\(2\)\(a\)1](#).

All money spent by the committee is reported in Schedule 2 (Disbursements) of the campaign finance report. General operating expenditures are listed in Schedule 2-A (Gross Expenditures). Contributions to other political committees are listed in Schedule 2-B (Contributions to Committees).

Additional information required to be disclosed is reported in Schedule 3 (Additional Disclosure) of the campaign finance report. All obligations of the committee such as unpaid debts are listed in Schedule 3-A (Incurred Obligations Excluding Loans). Loans and the individuals who guarantee loans for the committee are listed in Schedule 3-B (Loans).

A Termination Request ([CF-13](#)) is used for requests to terminate a committee. This form should be filed along with the candidate's final report. See the [TERMINATION OF CAMPAIGN FINANCE REGISTRATION](#) section in this guide for more information.

### **No-Activity Report ("Postcard Report")**

If a candidate committee receives no contributions, makes no disbursements and incurs no obligations during a reporting period, the committee may file a "No-Activity Report," or "Postcard Report," ([https://ethics.wi.gov/Resources/CF-2NA\\_Statement\\_of\\_No\\_Activity.pdf](https://ethics.wi.gov/Resources/CF-2NA_Statement_of_No_Activity.pdf)). This form should be used **only** when there has been no financial activity and the cash balance remains unchanged during the reporting period. [WIS. STAT. § 11.0103\(3\)\(d\)](#).



## **ATTRIBUTION STATEMENTS (DISCLAIMERS)**

Attribution statements, commonly referred to as disclaimers, are statements required to be placed on any communication containing express advocacy in order to identify the person(s) who paid for and/or authorized the communication. WIS. STAT. § 11.1303(2).

Express advocacy refers to a communication that references a clearly identified candidate and unambiguously relates to the election or defeat of that candidate. Examples include “Vote for John Doe,” “Reelect your Incumbent Mayor,” or “Doe for City Council.” WIS. STAT. § 11.0101(11).

No disbursement by a candidate committee may be made anonymously and no contribution or disbursement may be made in a fictitious name or by one person or organization in the name of another. WIS. STAT. § 11.1303(1).

Every printed advertisement, billboard, handbill, sample ballot, television or radio advertisement, or other communication containing express advocacy which is paid for by any contribution or disbursement shall clearly identify its source. WIS. STAT. § 11.1303(2)(a).

Every communication containing express advocacy the cost of which is paid for or reimbursed by a committee, or for which a committee assumes responsibility, whether by accepting a contribution or making a disbursement, shall identify its source by the words "Paid for by" followed by the name of the committee making the payment or reimbursement or assuming responsibility for the communication and may include the name of the treasurer or other authorized agent of the committee. WIS. STAT. § 11.1303(2)(b).

Attribution statements are not required on communications containing express advocacy printed on small items on which the information required cannot be conveniently printed, including text messages, social media communications, and certain small advertisements on mobile phones. WIS. STAT. § 11.1303(2)(f). Attribution statements are also not required on business cards, buttons, pencils, pens, pins, skywriting, tickets, or small online ads and similar electronic communications where the language required could not conveniently be included, and that either link directly to a website that includes the required attribution, or provide an automatic display that includes the attribution. WIS. ADMIN. CODE ETH 1.96(5).

### **Formats for Disclaimers**

When a communication is paid for by a candidate committee, the disclaimer must include the words “Paid for by,” followed by the name of the committee:

“Paid for by Friends of Mary Smith.”

The disclaimer may also include the name of the treasurer or other authorized agent:

“Paid for by Friends of Mary Smith for Mayor, James Jones, Treasurer.”

When a communication is paid for by another in coordination with a candidate committee, both the person making the payment and the committee accepting the in-kind contribution should be listed:

“Paid for by Citizens for Government, Authorized by Mary Smith for Governor.”

Attribution statements must be readable, legible, and readily accessible. WIS. STAT. § 11.1303(2)(g). That is, each individual letter or character must be clearly printed so that it can be easily understood, it can be read easily, and it can be seen without much difficulty. WIS. ADMIN. CODE ETH § 1.96(1). A disclaimer is evident to be readable, legible, and readily accessible if it meets all of the following requirements:

1. It appears in a sans-serif font.
2. The font is sufficiently large. On a written communication no larger than 8.5 inches by 11 inches, it is printed in at least 10-point font. On a written communication larger than 8.5 inches by 11 inches but smaller than 24 inches by 36 inches, it is printed in at least 12-point font. On a larger written communication, the letters are at least four percent of the vertical height of the written communication.
3. It appears in black text on a white background, or the contrast between the background color and the text color is at least as great as between the background color and text color of the largest text in the communication.
4. It remains visible for a period of at least four seconds.

WIS. ADMIN. CODE ETH 1.96(3).

All attribution statements shall be presented in a clear and conspicuous manner that gives the recipient of the communication adequate notice of the identity of the person making the payment or reimbursement or assuming responsibility for the communication. WIS. ADMIN CODE ETH 1.96(2).

## TERMINATION OF CAMPAIGN FINANCE REGISTRATION

A candidate committee may terminate its registration if it meets the following requirements WIS. STAT. § 11.0105:

1. Determines that all financial activity will stop, and that she or he will no longer receive contributions, make disbursements, or incur obligations;
2. Files a termination campaign finance report showing that all incurred obligations have been paid or satisfied, and that the cash balance has been reduced to zero; and
3. Completes a request for termination using the Termination Request Form, CF-13.

A candidate may not terminate his or her registration before a primary or election in which he or she is a candidate. If a candidate loses a primary, he or she may terminate before the election. WIS. STAT. § 11.0105(1)(b). Within 10 days after losing an election, the candidate or other authorized person should either: 1) Amend the registration statement to update the office sought or election date if the candidate would like to run for office at a future election; or 2) terminate the candidate committee.

Incumbent office holders are candidates. Because candidates are required to file a campaign finance registration statement, an incumbent officer holder cannot terminate his or her campaign finance registration prior to leaving office. WIS. STAT. §§ 11.0101(1)(c), 11.0202(1)(a). Incumbents with limited financial activity may file for “exempt” status, which means they would not have to file campaign finance reports during that time. See the “EXEMPTION FROM FILING CAMPAIGN FINANCE REPORTS” section in this guide for more information.

### Disposal of Residual Funds

Residual funds may be used for any purpose that is not for an individual’s strictly personal use and is not prohibited by law, including:

1. Repay any outstanding loans. If loans are not repaid, they must be forgiven before the committee can request termination;
2. Returning money to contributors in amounts that are not more than the contributor’s original contribution (note: the candidate or treasurer may choose which contributors to refund. The committee is not required to pro-rate and return a portion to all contributors);
3. Donating money to any tax-exempt charitable organization or the Common School Fund;
4. Transferring money to another registrant within the permitted contribution limit; or
5. Using any combination of the above.

WIS. STAT. §§ 11.0105, 11.1208(2)(a).

Prior to making these disbursements of residual funds, make sure the committee does not have any pending settlement offers.

**2024 Ballot Access Checklist:  
Municipalities Where Nomination Papers are Used**



Each of the following forms must be completed and filed on time by a candidate for municipal office in order for the candidate's name to be placed on the ballot at the **February 20, 2024 Spring Primary** and the **April 2, 2024 Spring Election**.

In the City of Milwaukee, the filing officer is the Milwaukee City Election Commission. In all other municipalities, the filing officer is the municipal clerk (town, village or city). Candidates should contact their filing officer for further information or to obtain any of the necessary forms.

- Complete and Submit a Registration Statement (Form CF-1)** to the filing officer prior to raising or spending any funds, and no later than **5:00 p.m. on Tuesday, January 2, 2024** or the candidate's name will not be placed on the ballot. If the form is faxed or emailed, the original document must follow postmarked no later than January 2, 2024. Wis. Stat. §§ 8.10(5), 8.30(2), Wis. Admin. Code EL § 6.04.
  - New Candidates  
**File** a campaign registration statement before campaign funds are collected or spent or before submitting nomination papers. Wis. Stat. §§ 11.0202(1)(a), 11.0101(1).
  - Continuing Candidates  
**Amend** your current registration, indicating the office sought and the new primary and election dates. Wis. Stat. §§ 11.0202(1)(a), 11.0101(1).
- Complete and Submit a Declaration of Candidacy (Form EL-162)** to the filing officer no later than **5:00 p.m. on Tuesday, January 2, 2024** or the candidate's name will not be placed on the ballot. If the form is faxed or emailed, the original document must follow, postmarked no later than January 2, 2024. Wis. Stat. §§ 8.10(5), 8.21, 8.30(4), Wis. Admin. Code EL § 6.04.
- Circulate and Submit Nomination Papers for Nonpartisan Office (Form EL-169)** to the filing officer no later than **5:00 p.m. on Tuesday, January 2, 2024** or the candidate's name will not be placed on the ballot. Only original nomination papers (no photocopies, faxes, or emailed documents) will be accepted. Nomination papers may not be circulated before December 1, 2023. Wis. Stat. § 8.10(2), Wis. Admin. Code EL § 6.04(2).

**The number of signatures required is as follows:**

All village and town offices:		20 - 100
1 <sup>st</sup> Class Cities:	Citywide offices	1,500 - 3,000
	Aldersperson elected to district	200 - 400
2 <sup>nd</sup> and 3 <sup>rd</sup> Class Cities:	Citywide offices	200 - 400
	Aldersperson elected at large	100 - 200
	Aldersperson elected to district	20 - 40
4 <sup>th</sup> Class Cities:	Citywide offices	50 - 100
	Aldersperson elected to district	20 - 40

- Municipal Judge Candidates:**  
**Complete and submit a Statement of Economic Interests (SEI)** to the Ethics Commission using the website (<https://sei.wi.gov>). Incumbents will be emailed a notice about December 1. New candidates must sign up on the website so staff can set them up to file electronically. The SEI must be received no later than 4:30 p.m. on Friday, January 5, 2024, or the candidate's name will not appear on the ballot. Wis. Stat. §§ 8.10(5), 8.30(3), 19.43(4). Candidates may also print the SEI form and instructions from the Ethics Commission website (<https://ethics.wi.gov>), and return those forms by email or fax. For more information, please contact the Ethics Commission at 608-266-8123 or [ethics@wi.gov](mailto:ethics@wi.gov).

**Important Note Regarding Statements of Economic Interests:**

A municipality may enact an ordinance establishing a code of ethics for public officials that may require a candidate for municipal office, *in addition to the office of Municipal Judge*, to file a **Statement of Economic Interests (SEI)**. The ordinance may also provide that failure to timely file an SEI will prevent the candidate's name from being placed on the ballot. Wis. Stat. § 19.59(1m),(3)(b). Please contact the filing officer to learn if this requirement applies to you.

## **POLITICAL SIGNS AND ADVERTISING REQUIREMENTS**

### **STATE REQUIREMENTS**

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Any advertisement shall be identified by the words "Paid For By" followed by the name of the committee or group making the payment or reimbursement or assuming responsibility for the communication and the name of the treasurer or other authorized agent of such committee or group. (See State Statute 11.30 for additional details.)

### **CITY OF JANESVILLE REQUIREMENTS**

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Political signs are exempt from all provisions of the City Sign Ordinance, except for the following regulations:

Signs should not be located in the following areas

- In the vision triangle (see drawing next two pages)
- In front of the property lines
- On the terrace
- On the public right-of-way

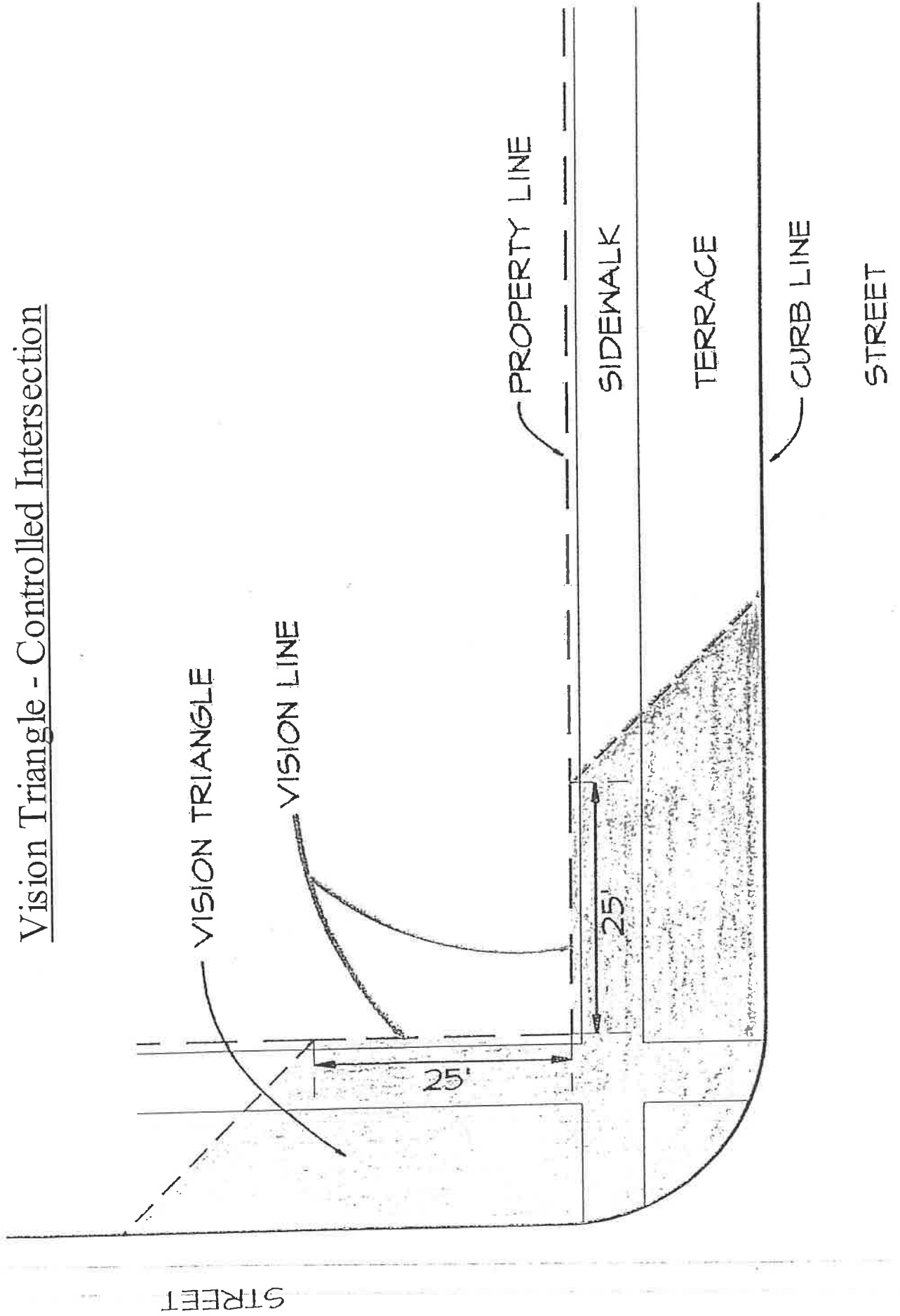
The Clerk-Treasurer's office will investigate any complaints of signs located in violation of the above regulations. Any sign found to be in violation will be removed and stored at City Hall.

For additional information, please contact Building & Development Services located on the third floor of City Hall, or call 755-3160.

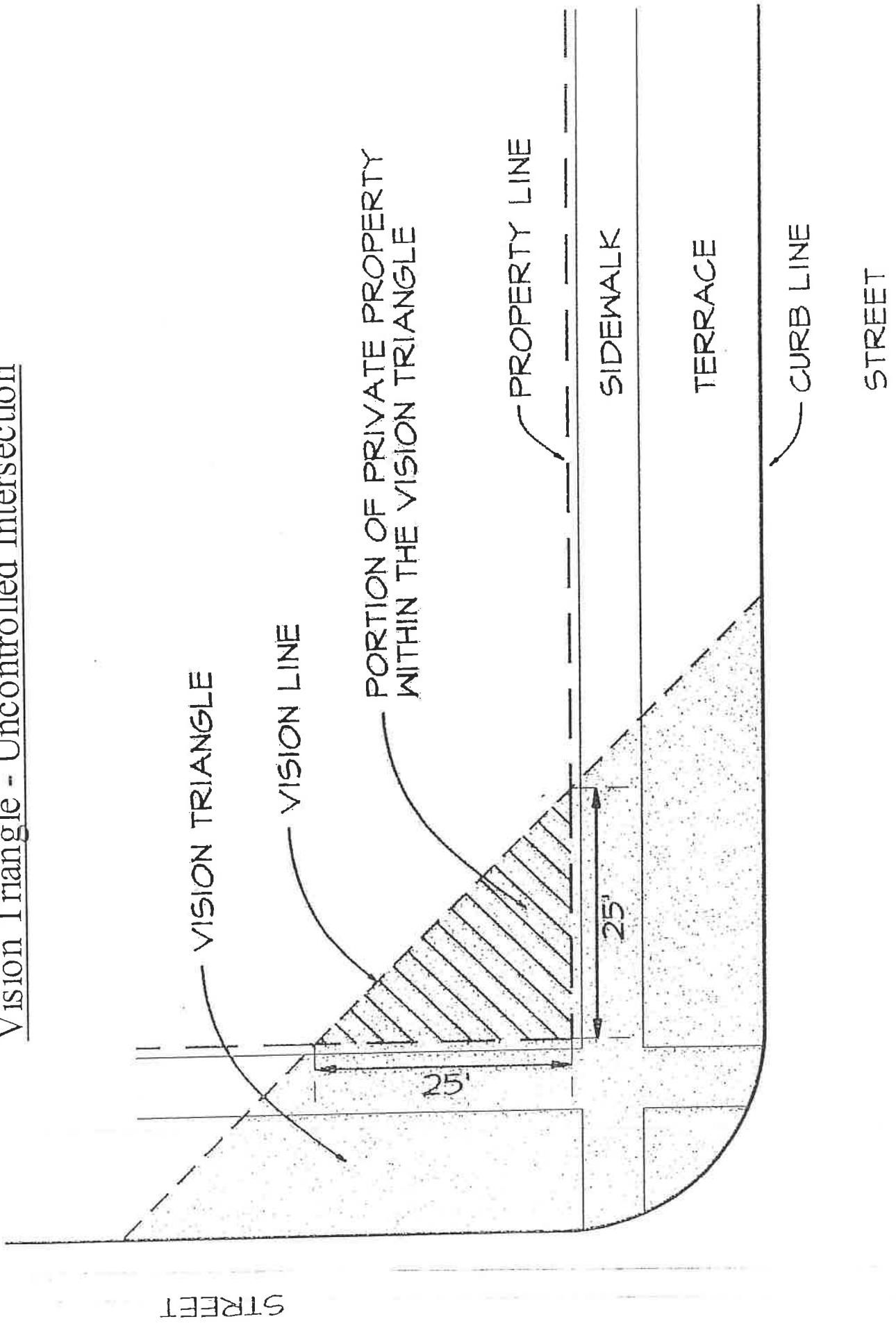
Attachments include diagrams of controlled and uncontrolled intersections.

References: State Statutes 12.04, City Ordinance Chapter 14.

Vision Triangle - Controlled Intersection



Vision Triangle - Uncontrolled Intersection



## Wisconsin Administrative Code

Trans 201.16 Political signs. (1) Definitions. "Political sign" means a sign erected for the purpose of soliciting support for or opposition to a candidate or a political party or relating to a referendum question in an election held under the laws of this state.

(2) Exemption. A political sign which would otherwise be subject to the permit requirement of s. Trans 201.07, is exempted if all of the following conditions are satisfied:

- (a) The sign does not exceed 32 square feet in the surface area.
- (b) The sign is erected entirely on private property with the property owner's consent.
- (c) The sign is erected less than 45 days before the election for which it is intended and is removed within 7 days after the election except that a sign erected before a primary election may remain in place until 7 days after the next following general election if the sign solicits support for a candidate, political party or referendum question that is before the electorate in both the primary and the general election.
- (d) The sign does not contain flashing lights or moving parts or in any other way fail to conform with s.84.30(4)(b), Stats.
- (e) The sign is not erected in a location where it constitutes a traffic hazard.

History: Cr. Register, July, 1983, No. 331, eff. 8-1-83; am. (2)(e), Register, July, 1996, No. 487, eff. 8-1-96.

Trans 201.07 Sign permit requirements. (1) Requests may be submitted to the department for permits to erect or maintain specific signs at defined locations in a manner to be visible from a travel lane of a controlled highway. A separate application shall be presented to describe each such sign proposed, shall be presented on forms furnished by the department, and shall include all information and exhibits which the application form requires.

(2) A new sign permit shall automatically expire one year after issuance if the sign permitted has not been erected and the permit holder has not received an extension from the department. The department may for good cause grant one 6-month extension of a new sign permit.

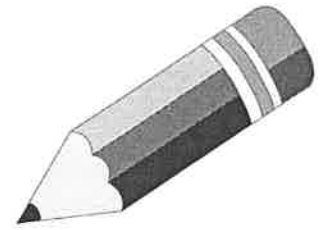
s.84.30(4)

(b), Stats. Signs may be illuminated, subject to the following restrictions:

1. Signs which contain, include, or are illuminated by any flashing, intermittent, or moving light or lights are prohibited, except those giving public service information such as time, date, temperature, weather, or similar information.
2. Signs which are not effectively shielded as to prevent beams or rays of light from being directed at any portion of the traveled ways of the interstate or federal-aid primary highway and which are of such intensity or brilliance as to cause glare or to impair the vision of the driver of any motor vehicle, or which otherwise interfere with any driver's operation of a motor vehicle are prohibited.
3. No sign shall be so illuminated that it interferes with the effectiveness of, or obscures an official traffic sign, device, or signal.



# CAMPAIGN FINANCE CHECKLIST FOR 2024 MUNICIPAL AND SCHOOL DISTRICT CANDIDATES



Candidates should determine if they are required to make financial disclosure reports.

For Milwaukee City offices, the filing officer is the Milwaukee City Board of Election Commissioners. For all other municipal offices the filing officer is the municipal clerk. For school district offices, the filing officer is the school district clerk. Candidates should contact their filing officer for further information or to obtain any of the necessary forms.

## If NOT claiming the exemption from reporting requirements:

- Obtain a copy of the ***Campaign Finance Overview – Local Candidates*** (Revised 2023) Manual from your filing officer and carefully review it with your treasurer.
- Complete and submit a ***January Continuing Campaign Finance Report (Form CF-2L)*** to the filing officer no later than **January 16, 2024**, if registered before January 1, 2024. This report covers activity from July 1, 2023, or the date of registration (whichever is later), through December 31, 2023.
- Complete and submit a ***Pre-Primary Campaign Finance Report (Form CF-2L)*** to the filing officer no later than **February 12, 2024**, if a primary is held. This report covers activity from January 1, 2024, through February 5, 2024.
- Complete and submit a ***Pre-Election Campaign Finance Report (Form CF-2L)*** to the filing officer, no later than **March 25, 2024**. This report covers activity from February 6, 2024, through March 18, 2024, if a primary is held, or January 1, 2024, through March 18, 2024, if no primary is held.
- Complete and submit a ***July Continuing Campaign Finance Report (Form CF-2L)*** to the filing officer no later than **July 15, 2024**. This report covers activity from March 19, 2024, through June 30, 2024.

***Committees must file “Continuing Reports” until a termination report (CF-2L) is filed.***

For further information or to obtain any of the necessary forms, please contact:  
Wisconsin Ethics Commission.