



Board Candidates:

Thank you for your interest in running for the position of School Board member for the City School District of Albany in the upcoming November General Election. Albany is the only District in the State to elect Board members in the general election.

Just as a reminder, I want to advise you that you are required to submit your petitions containing 250 signatures of registered voters in the City of Albany. Petitions need to be submitted to the **Albany County Board of Elections at 32 N. Russell Road, Albany New York**. Petitions can be obtained at the City School District of Albany Administrative Office at 1 Academy Park Albany. You can also download a copy from the District website.

In addition, please take note of the additional information listed below relative to your campaign expenses, and contributions pursuant to Article 32 of the Education Law. It is the responsibility of the candidate to provide this information.

1. A candidate is required to file three sworn statements as follows - the first at least 30 days before the vote, the second five days before the vote, and the last within 20 days after the vote. The sworn statements are to be filed with the District Clerk, and sent to the Commissioner of Education.
2. If personal expenditures and contributions received are less than \$500 each, then only a sworn statement filed with the District Clerk stating that expenditures and contributions did not exceed \$500 each is required.
3. If expenditures and/or contributions exceed \$500, then contribution statements must include the dollar amounts, any "donations in kind" and their value, and the names and addresses of contributors. Certain types of donors may require additional information and expenditure statements should detail the type and amount of expenditures. You are encouraged to review Article 32 of the Education Law (a copy of which is attached) for a full explanation of your obligations.

It is your responsibility to provide this information and to satisfy the requirements of this statute.

Sincerely,

Paula Tibbitts
District Clerk