

# 2025 Candidate Information

## School Districts - Filing Requirements

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### 2025 Election Dates:

**Primary:** Tuesday, August 5, 2025 *(if more than 3 times the number of candidates to be elected file for office)*

**General:** Tuesday, November 4, 2025 K.S.A. 25-2102(a)

### Filing Deadline:

June 2<sup>nd</sup> by Noon K.S.A. 25-2109

**Filing Location:** All Candidates must pay report fees, appoint treasurers and file periodic campaign finance reports K.S.A. 25-2110a

Candidates file at the Douglas County Clerk's Election Office, 711 W. 23<sup>rd</sup> Street Suite 1, Lawrence, KS 66046

### Filing by Fee:

Unified School District candidate filing fee is \$20. K.S.A. 25-2020(3) & (4)

### Filing by Petition:

Member Districts *(Baldwin City USD 348)* K.S.A. 25-2020(1)

Candidates must have not less than 50 registered voters residing in such member district or by a number of signatures equal to but not less than 10% of the electors residing in such member district, whichever is less.

At-Large *(Eudora USD 491 & Lawrence USD 497)* K.S.A. 25-2020(2)

Candidates must have not less than 50 signatures of electors in the district.

### Documents to be Filed:

#### ***Declaration of Intention (Filing Form)***

- Obtain and file this form with the Douglas County Clerk's Office.

#### ***Nomination Petition (used if filing by petition)***

- Obtain and file this form with the Douglas County Clerk's Office.

#### ***Statement of Substantial Interests for Local Office***

- Completed form is due no later than ten (10) days after the filing deadline.
- Form is filed with the Clerk's Office.

#### ***Affidavit of Exemption from Filing Receipts and Expenditures Reports***

- If a candidate anticipates receiving and spending less than \$1000.00 in the Primary Election and anticipates receiving and spending less than an additional \$1000.00 in the General Election, he/she can file an Affidavit of Exemption. This affidavit waives the need for a candidate to file campaign Receipts and Expenditures Reports.
- Completed form is due nine (9) days prior to the primary election.
- Completed form is filed with the Clerk's Office.
- Form must be notarized.

#### ***Candidate's Itemized Statement of Personal Election Contributions and Expenses (only if NO Affidavit of Exemption is filed)***

- Form is due 30 days after each Primary, General or Special election.
- In addition to reporting all campaign expenditures, these candidates are now required to itemize contributions in excess of \$50.00. Itemizing means listing the name and address of the contributor, the date on which the contribution is received and the amount of the contribution.
- Completed form is filed with the Clerk's Office.