

WHITE COUNTY ELECTION BOARD



Karen Thomas
Board Chair

John A. Mitchell
Board Member

Laura Cosgray
Clerk, Board Secretary

Dear Candidate,

January 1, 2024

Congratulations on your decision to become a candidate for public office! It is our intent to supply candidates with the necessary forms to get started and to help make their experience positive and rewarding.

Click on the hyperlink on each form and print your forms.

Your candidate packet contains a calendar with important dates. For your convenience and ease of knowing when campaign finance reports are due, we have attached a schedule for you containing the campaign finance filing and reporting schedule. It is **very important** that you follow these dates.

Please be informed of the specific laws and regulations concerning campaign finance enforcement & penalties. "A person who fails to file a required statement or report is subject to a civil penalty of up to \$1,000.00 to be assessed by the County Election Board for the delinquent report. The penalty is \$50.00 per day beginning the afternoon of the deadline day counting as the first day."

Please note that it is the **candidate's sole responsibility** to ensure they have all of the required documents, forms and information needed. If you have questions or looking for more information or documents, please contact the Indiana Election Division or Campaign Finance division at 800-622-4941 or visit www.in.gov/sos/elections/

Congratulations and Best Wishes!

Laura A. Cosgray
White County Clerk/Board Secretary

110 N Main St/PO Box 350
Monticello, In 47960
P: (574) 583-1531
F: (574) 583-1532

MAJOR PARTY-SMALL TOWN (NO PRIMARY) CANDIDATE PACKET GUIDE (2024 PRESIDENTIAL GENERAL ELECTION)

*In this packet you will find the hyperlinks to the forms,
Calendars and web sites needed to help you file for office*

STEP 1: **PLEASE CLICK THE HYPERLINK ON EACH FORM**

CAN-16: TOWN OFFICE DECLARATION OF CANDIDACY BY A DEMOCRATIC, LIBERTARIAN OR REPUBLICAN PARY CANDIDATE WHEN NO TOWN PRIMARY IS CONDUCTED IN 2024

- This form is for selecting the office you are running for
- Fill out all fields and any boxes that apply
- The “Candidate Name Information” section is how you would like your name to appear on the ballot. *(Read fine print for requirements)*
- On the second page, initial all lines that apply to you, sign, date and provide a phone number
- The second page must be signed in person with a notary or at the time of filing
- File in person at the Clerk’s office

CAN-12: STATEMENT OF ECONOMIC INTERESTS FOR LOCAL AND SCHOOL BOARD OFFICES

- Fill out all fields and any boxes that apply
- This is for the calendar year ***before the date*** of this filing
- If the questions **do not** apply, put N/A
- The second page **must be signed in person** with a notary or at the time of filing

CFA-1: CANDIDATE’S STATEMENT OF ORGANIZATION AND DESIGNATION OF PRINCIPAL COMMITTEE OR EXPLORATORY COMMITTEE

- If the office you seek makes ***more*** than \$5,000/year and you receive/spend \$100, you **MUST** fill out this form to create a committee
- If the office you seek makes ***less*** than \$5,000/year and you receive/spend \$500, you **MUST** fill this form to create a committee
- Must be turned in at the time of filing **or by NOON, 10 days after** a committee is created

STEP 2:

CFA-4: REPORT OF RECEIPTS AND EXPENDITURES OF A POLITICAL COMMITTEE

- If you filed a CFA-1 form you will use this form to report your contributions and expenditures for your committee. ***See the calendar for filing dates!! Do not be late, penalties will apply!!***
- A ***printed copy*** of the CFA-4 report will need to be submitted for the *Pre-Primary*, the *Pre-Election* and the *Annual* report, ***unless*** you ***disband*** your committee with the County Election Board

Reference your calendar for reporting periods and filing dates as you are solely responsible for your own filings. For detailed candidate information visit <https://www.in.gov/sos/elections/candidate-information/>

Monday, July 15, 2024

DEADLINE, by noon, for the Democratic, Libertarian and Republican Parties to file a certificate of nomination of candidates nominated at the state party conventions.

DEADLINE, by noon, for independent or minor party candidate to file consent of candidate and petition of nomination after county verification of petition signatures (See related entry for July 1, 2024).

Thursday, August 1, 2024

DEADLINE, by noon, to file a declaration or withdraw a declaration of candidacy for nomination by a town convention in a town having a population of less than 3,500.

Wednesday, August 21, 2024

DEADLINE, for the Democratic, Libertarian or Republican Party to conduct a town nominating convention in a town with a population of less than 3,500.

Wednesday, August 28, 2024

DEADLINE, by noon, for filing certificate of nomination from town convention with circuit court clerk for a town having a population less than 3,500.

Wednesday, September 4, 2024

DEADLINE, by noon, for the circuit court clerk to file a copy of the certificate of nomination from the town convention with the town clerk-treasurer.

Saturday, September 21, 2024

DEADLINE for county election board to mail absentee ballots to voters who have already filed an approved application with circuit court clerk.

Monday, October 7, 2024

VOTER REGISTRATION ENDS

DEADLINE at voter registration office's close of business for a voter to apply to register or transfer registration or at midnight for a voter to complete and submit a voter registration application online.

Tuesday, October 8, 2024

First day that a voter may early vote in the office of the circuit court clerk or satellite office.

Friday, October 11, 2024

End of pre-election campaign finance reporting period.

Thursday, October 17, 2024

First day a confined voter, a voter caring for a confined person at a private residence, or a voter with disabilities may vote an absentee ballot before an absentee voter board at the voter's residence or place of confinement.

Friday, October 18, 2024

DEADLINE, by noon, to file pre-election campaign finance reports.

Thursday, October 24, 2024

DEADLINE, by 11:59 pm, for the circuit court clerk to receive an absentee ballot application from an applicant requesting delivery of a

ballot by mail or an application from a voter with print disabilities requesting to vote by mail, email, or fax. Applications may be submitted to the circuit court clerk in person or by mail, fax, email, or online through the Indiana Voter Portal at indianavoters.com.

Saturday, October 26, 2024

Office of the circuit court clerk must be open for at least seven (7) hours to permit early voting. However, in a county with a population of less than 20,000, the county election board may reduce hours to a minimum of four (4) hours on this date. Vote center counties must also have at least one vote center used on Election Day open for early voting, in addition to the office of the circuit court clerk.

Saturday, November 2, 2024

Office of the circuit court clerk must be open for at least seven (7) hours to permit early voting. However, in a county with a population of less than 20,000, the county election board may reduce hours to a minimum of four (4) hours on this date. Vote center counties must also have at least one vote center used on Election Day open for early voting, in addition to the office of the circuit court clerk.

Monday, November 4, 2024

DEADLINE, by noon, for circuit court clerks to receive absentee ballot applications from confined voters or voters caring for a confined person requesting delivery of a ballot by absentee voter board. Applications may be submitted to the circuit court clerk in person or by mail, fax, email, or online through the Indiana Voter Portal at indianavoters.com.

DEADLINE, by noon, for a circuit court clerk to receive Federal Post Card Applications (FPCA) from military/overseas voters requesting to vote by email or fax.

DEADLINE, by noon, for a voter to vote an absentee ballot in the office of the circuit court clerk or satellite office.

DEADLINE for a confined voter, a voter caring for a confined person, or a voter with disabilities to vote an absentee ballot before an absentee voter board at the voter's place of confinement.

Tuesday, November 5, 2024

GENERAL ELECTION DAY

Polls are open 6:00 a.m. to 6:00 p.m., prevailing local time.

Tuesday, November 19, 2024

DEADLINE, by noon, for a candidate to file a verified recount or contest petition.

Friday, November 22, 2024

DEADLINE, by noon, for a county party chair within the election district to file a verified recount or contest petition.

Monday, December 2, 2024

VOTER REGISTRATION OPENS

Tuesday, December 31, 2024

End of annual reporting period for campaign finance reports.

2024 Indiana Election Calendar



Published by the
Indiana Election Division
302 West Washington Street, Room E204
Indianapolis, IN 46204-2743
(317) 232-3939 * (800) 622-4941
www.in.gov/sos/elections

This brochure reflects Indiana law as of July 2023. Election law dates are subject to change by the Indiana General Assembly.

This condensed version of the official 2024 election calendar is intended for the use of the general public. **Where your legal rights are involved, do not rely only on this calendar. Consult your attorney or research the law yourself.**

As used in this brochure "county election board" includes the office of the circuit court clerk, the Lake County Board of Elections and Registration, the Porter County Board of Elections and Registration, and the Tippecanoe County Board of Elections and Registration, unless otherwise indicated.

As used in this brochure "county voter registration office" includes the office of the circuit court clerk and the county board of voter registration in a county where a separate voter registration board has been created.

"Noon" refers to noon, local prevailing time, unless otherwise specified. "Midnight" refers to midnight, local prevailing time, unless otherwise specified.

Wednesday, January 10, 2024

First day a declaration of candidacy for major political party primary nomination (or election as a Republican Party precinct committeeman, or state convention delegate of either major party at the primary) may be filed.

First day a major party primary candidate for President, U.S. Senator, or Governor may file a petition of nomination with a county voter registration office for verification of petition signatures.

Wednesday, January 10, 2024

First day to file a declaration of candidacy for nomination by a town convention in a town having a population of less than 3,500.

First day an independent or minor party candidate may file a petition of nomination with a county voter registration office for the general election for verification of petition signatures.

First day to file a declaration of intent to be a write-in candidate for the general election.

Wednesday, January 17, 2024

DEADLINE, by noon, for all candidate committees, legislative caucus committees, and political action committees to file annual campaign finance reports for 2023.

Tuesday, January 30, 2024

DEADLINE, by noon, for a major political party candidate for President to file a petition of nomination with a county voter registration office for verification of petition signatures.

Tuesday, February 6, 2024

DEADLINE, by noon, for a major political party candidate for U.S. Senator or Governor to file a petition of nomination with a county voter registration office for verification of petition signatures.

Friday, February 9, 2024

DEADLINE, by noon, Indianapolis time, for major party candidate for President, U.S. Senator, or Governor to file a declaration of candidacy and petitions for placement on the primary election ballot with the election division following certification of petition signatures by county voter registration offices.

DEADLINE, by noon, to file a declaration of candidacy for major political party primary nomination (or election as a Republican Party precinct committeeman, or state convention delegate of either major party at the primary).

Friday, February 16, 2024

DEADLINE, by noon, to file a withdrawal of candidacy for the primary election.

Thursday, February 22, 2024

DEADLINE, by noon, for a presidential primary candidate to file a withdrawal of candidacy for the primary election.

Friday, March 1, 2024

DEADLINE, by noon, for regular party committees to file 2023 annual campaign finance reports.

Saturday, March 23, 2024

DEADLINE for the county election board to mail primary election absentee ballots to voters who have previously filed an approved application with circuit court clerk.

Monday, April 8, 2024 **VOTER REGISTRATION ENDS**

DEADLINE at voter registration office's close of business for a voter to apply to register or transfer registration or at midnight for a voter to complete and submit a voter registration application online.

Tuesday, April 9, 2024

First day a voter may early vote in the office of the circuit court clerk or satellite office.

Friday, April 12, 2024

End of pre-primary campaign finance reporting period.

Thursday, April 18, 2024

First day a confined voter, a voter caring for a confined person at a private residence, or a voter with disabilities may vote an absentee ballot before an absentee voter board at the voter's residence or place of confinement.

Friday, April 19, 2024

DEADLINE, by noon, for filing pre-primary campaign finance reports for primary candidates.

Thursday, April 25, 2024

DEADLINE, by 11:59 pm, for the circuit court clerk to receive an absentee ballot application from an applicant requesting delivery of an absentee ballot by mail or an application from a voter with print disabilities requesting to vote by mail, email, or fax. Applications may be submitted to the circuit court clerk in person or by mail, fax, email, or online through the Indiana Voter Portal at indianavoters.com.

Saturday, April 27, 2024

Office of the circuit court clerk must be open for at least seven (7) hours to permit early voting. However, in a county with a population of less than 20,000, the county election board may reduce hours to a minimum of four (4) hours on this date. Vote center counties must also have at least one vote center used on Election Day open for early voting, in addition to the office of the circuit court clerk.

Saturday, May 4, 2024

Office of the circuit court clerk must be open for at least seven (7) hours to permit early voting. However, in a county with a population of less than 20,000, the county election board may reduce hours to a minimum of four (4) hours on this date. Vote center counties must also have at least one vote center used on Election Day open for early voting, in addition to the office of the circuit court clerk.

Monday, May 6, 2024

DEADLINE, by noon, for circuit court clerks to receive absentee ballot applications from confined voters or voters caring for a confined person requesting delivery of a ballot by an absentee voter board. Applications may be submitted to the circuit court clerk in person or by mail, fax, email, or online through the Indiana Voter Portal at indianavoters.com.

DEADLINE, by noon, for a circuit court clerk to receive Federal Post Card Applications (FPCA) from military/overseas voters requesting to vote by email or fax.

DEADLINE, by noon, for a voter to early vote at the office of the circuit court clerk or satellite office.

DEADLINE for a confined voter, a voter caring for a confined person, or a voter with disabilities to vote an absentee ballot before an absentee voter board at the voter's place of confinement.

Tuesday, May 7, 2024 **PRIMARY ELECTION DAY**

Polls are open 6:00 a.m. to 6:00 p.m., prevailing local time.

Tuesday, May 21, 2024 **VOTER REGISTRATION OPENS**

First day the circuit court clerk may receive absentee ballot applications from most voters for the general election. Applications may be submitted to the circuit court clerk in person or by mail, fax, email, or online through the Indiana Voter Portal at indianavoters.com.

DEADLINE, by noon, for a candidate to file a verified recount or contest petition.

First day to file a petition and consent for a school board member elected at the general election.

Thursday, June 20, 2024

DEADLINE, by noon, to file a petition and consent for a school board office elected at the general election.

Monday, July 1, 2024

DEADLINE, by noon, for an independent or minor party candidate to file a petition of nomination with a county voter registration office for verification of petition signatures.

NOTE: The June 30 deadline to file petition of nomination with a county voter registration under statute are moved to Noon, July 1 due to the deadline falling on a weekend.

Wednesday, July 3, 2024

DEADLINE, by noon, for the Democratic or Republican Party to select a candidate to fill a vacancy on the general election ballot due to a vacancy resulting from no candidate being nominated at a primary.

DEADLINE, by noon, for the Democratic or Republican Party to file a certificate of selection stating that a vacancy on the general election ballot resulting from a vacancy on the primary election ballot has been filled.

DEADLINE, by noon, for the Libertarian Party to conduct a county convention to nominate candidates or to take action to fill a ballot vacancy following a convention and for the Libertarian Party to certify candidates nominated at convention or to certify a candidate selected to fill a vacancy following convention.

DEADLINE, by noon, to file a declaration of intent to be a write-in candidate at the general election.

Monday, July 15, 2024

DEADLINE, by noon, for any candidate to voluntarily withdraw from the general election ballot.

**2024-2025 STATE OF INDIANA CAMPAIGN FINANCE REPORTING SCHEDULE FOR
POLITICAL ACTION COMMITTEES, REGULAR PARTY COMMITTEES AND
CANDIDATE'S COMMITTEES (EXCEPT FOR STATEWIDE CANDIDATES)**

*(All reports must be received and filed by 12:00 noon, local prevailing time.
Local prevailing time means the time in the location where the filing is made)*

REPORT	REPORTING PERIOD	FILING DEADLINE (whether hand delivered, mailed, faxed, or e-mailed)
2023 ANNUAL REPORT	10/14/2023 – 12/31/2023 Or Ending 12/31/2023 if a previous report was filed not filed in 2023	01/17/2024 (noon) All Candidates, PACs, and Legislative Caucus Committees 03/01/2024 (noon) All Regular Party Committees
2024 PRE- PRIMARY REPORT	01/01/2024 – 04/12/2024	04/19/2024 (noon) All Candidates (except candidates for statewide office) on the 2024 Primary Election Ballot or who have filed for the primary and are unopposed. All PACs, and Regular Party Committees
2024 PRIMARY ELECTION SUPPLEMENTAL REPORT	04/13/2024 – 05/05/2024	No later than 48 hours after receipt and acceptance of "large contributions": All Candidates (except candidates for statewide office) on the 2024 Primary Election Ballot or who have filed for the primary and are unopposed
2024 PRE-ELECTION REPORT	04/13/2024 – 10/11/2024	10/18/2024 (noon) All Candidates (except candidates for statewide office) on 2024 General Election Ballot or who are candidates at the municipal election and are unopposed. All PACs, and Regular Party Committees
2024 GENERAL ELECTION SUPPLEMENTAL REPORT	10/12/2024 – 11/03/2024	No later than 48 hours after receipt and acceptance of "large contributions": All Candidates (except candidates for statewide office) on 2024 General Election Ballot or who are candidates at the general election and are unopposed.
2024 ANNUAL REPORT	10/12/2024 – 12/31/2024 or Ending 12/31/24 if no previous report was filed in 2023	01/15/2025 (noon) All Candidates, PACs, and Legislative Caucus Committees 03/03/2025 (noon) All Regular Party Committees

FEDERAL & STATE RESOURCES

State Offices		
<p>Indiana Election Division Office of the Secretary of State Indiana Government Center South E-204 302 West Washington Street Indianapolis, IN 46204 (317) 232-3939 * (800) 622-4941 www.in.gov/sos/elections</p>	<p>Secretary of State Administrative Division 200 West Washington Street State House, Room 201 Indianapolis, IN 46204 (317) 232-6531 www.in.gov/sos</p>	<p>Inspector General State Ethics Commission 315 West Ohio Street, Room 104 Indianapolis, IN 46202 (317) 232-3850 http://www.in.gov/ig/</p>
<p>Principal Clerk Indiana House of Representatives State House, Room 3A-8 200 West Washington Street Indianapolis, IN 46204 (317) 232-9608 iga.in.gov</p>	<p>Principal Secretary Indiana State Senate State House, Room 3A-N 200 West Washington Street Indianapolis, IN 46204 (317) 232-9421 iga.in.gov</p>	<p>Indiana Commission on Judicial Qualifications 251 N. Illinois Street, Suite 1600 Indianapolis, IN 46204 (317) 232-4706 https://www.in.gov/courts/jqc/</p>
Federal Offices		
<p>U. S. Election Assistance Commission 633 3rd Street NW, Suite 200 Washington, DC 20001 (301) 563-3913 * (866) 747-1471 https://www.eac.gov</p>	<p>Federal Election Commission 1050 First Street, NE Washington, DC 20463 (800) 424-9530 * (202) 694-1100 www.fec.gov</p>	
<p>House Committee on Ethics 1015 Longworth HOB Washington, D.C. 20515 (202) 225-7103 ethics.house.gov</p>	<p>Secretary of the Senate Office of Public Records 232 Hart Office Building Washington, D.C. 20510-7116 (202) 224-0758 https://www.senate.gov/legislative/opr.htm</p>	
Political Parties		
<p>Democratic State Central Committee 101 West Washington Street Suite 1110 East Tower Indianapolis, IN 46204 (317) 231-7100 www.indems.org</p>	<p>Libertarian Party of Indiana 456 N Meridian St #44265, Indianapolis, IN 46204 (317) 920-1994 http://lpin.org/</p>	<p>Republican State Central Committee 101 W. Ohio Street Suite 2200 Indianapolis, IN 46204 (317) 635-7561Indiana.gop</p>

May political signs be posted on utility poles or public property?

Political signs may not be posted or placed on **ANY** other person's property, including a highway right-of-way and on utility poles, **without the property owner's permission**. Placing political signs with the approval of the property owner may be subject to local zoning regulations. **Ask your local plan commission for more information.**

An unauthorized sign placed in a highway right-of-way is a public nuisance. The sign may be removed only by the authority having jurisdiction over the highway. (IC 9-21-4-6) Contact the appropriate office (the city or town street department, county highway department or state department of transportation) for assistance.

Inquiries regarding posting political signs and materials on other public property can be directed to the authority having control over the public property, such as the town council, mayor, or the county commissioners' office. Except in voter registration offices, there is no state law that prohibits the display of political signs or literature on public property. However, if political signs or literature are displayed for one candidate or party, then all candidates and parties have the same right to display signs or literature on the public property.

Who has the authority to remove or confiscate materials and literature without a disclaimer?

Only appropriate law enforcement authorities acting under proper legal authority.

Is there a penalty for removing political signs without authority to do so?

Removing signs without the authority to do so may be criminal conversion. (IC 35-43-4-3). *Buzzell v. State*, 636 N.E.2d 158 (1994) Consult your personal attorney if you need information.

When may I begin placing yard signs?

State law does not specify when yard signs may be placed. Instead, this decision is up to counties, cities, and towns. A political subdivision may not enforce an ordinance or a regulation limiting the number or size of signs during the period beginning sixty (60) days before an election and ending the beginning of the sixth day after the election. A political subdivision is not prohibited from enforcing an ordinance or regulation relating to the number or size of signs at any time if necessary to ensure public safety. For purposes of this law, a "sign" has a surface area not greater than thirty-two (32) square feet. (IC 36-1-3-11) There are similar restrictions for homeowner's associations. (IC 32-21-13-4)

Disclaimers on Mailings that Include an Absentee Application

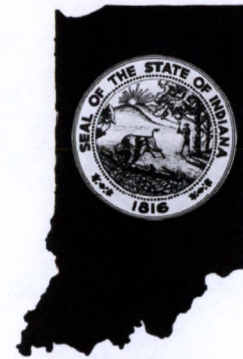
A mailed communication of more than one hundred (100) substantially similar pieces of mail that includes an Indiana absentee ballot application is required to set forth, in a clear and conspicuous manner, the name and mailing address of the person who mailed the communication in at least twelve (12) point type size that is clearly readable by the recipient of the mailing with a reasonable degree of color contrast between the background and the printed statement. The requirement to include the name and mailing address of the person who mailed the communication that includes an Indiana absentee ballot does not apply to direct mailings of one hundred (100) or less of substantially similar pieces of mail. (IC 3-6-4.9; IC 3-11-4-5.2)

If a person sends an absentee ballot application to another individual then the envelope containing the application must have the following statement printed on it in at least 16-point font size, underlines, and clearly legible:

"(Name of person sending the absentee ballot application) has sent you the enclosed application. This is unsolicited and is not sent by a state or local election office."

NOTE: A mailing containing an absentee application may be required to have both the "paid for by" disclaimer AND the additional notice of who sent the communication. Please consult your personal attorney to determine if both requirements are necessary.

**Political Signs
And
"Disclaimer"
Requirements
For Political Literature,
Advertisements, And
Mailings that Include
an Absentee Application**



Published by the
Indiana Election Division
302 West Washington Street, Room E-204
Indianapolis, IN 46204
(317) 232-3939 | (800) 622-4941
www.in.gov/sos/elections

Revised August 2023

This brochure discusses requirements governing individuals, organizations, or committees who purchase advertisement time or space or circulate or publish material in support of or in opposition to a candidate, a political party, or a public question. The information in this brochure is based on Indiana law as of August 2023. Where your legal rights are involved, do not rely on this brochure. Instead, review the law yourself or consult your attorney.

WHAT is a “disclaimer”?

A disclaimer identifies **who** paid for certain political material and **whether** any candidate approves of the material if the material is paid for by someone other than the candidate.

Must political messages on radio, television, or cable broadcasts include a disclaimer?

In general, these media are regulated by federal law, not Indiana law. For information about disclaimers for radio, television, or cable, contact the Federal Communication Commission (FCC) at (202) 418-1440 or visit www.fcc.gov. Contact the Federal Election Commission (FEC) at (800) 424-9530 or visit www.fec.gov for information about disclaimers on web sites or when using email lists.

Must political messages in literature or other material concerning candidates for federal offices include a disclaimer?

Disclaimers on this type of literature or material are governed by federal law. Contact the Federal Election Commission for information.

Must political messages concerning candidates for state, local, or school board offices include a disclaimer on literature or material concerning the candidate?

All persons must print a disclaimer on literature and other material if the material clearly identifies a candidate for these offices and expressly advocates the election or defeat of a clearly identified candidate. This requirement applies to all individuals and political organizations, whether or not the individual or organization is required to file campaign finance reports. (IC 3-9-3-1)

Must political messages concerning candidates for selection to fill a vacant office or ballot position at a party caucus include a disclaimer?

Yes. The disclaimer law applies to all caucuses. However, the material must clearly identify a candidate and expressly advocate the selection of a clearly identified candidate to fill an office or ballot vacancy, or the defeat of such a candidate.

What about literature or material supporting or opposing a referendum?

No. A disclaimer is not required on literature or material concerning a public question. (IC 3-9-3-2.5(a)(2))

What about precinct committeemen or state convention delegates elected at a primary?

No. A disclaimer is not required on literature or other material about candidates for political party offices.

WHEN is a disclaimer required on literature or material concerning a “clearly identified” candidate?

A disclaimer is required when the name, or a photograph or drawing of the candidate appears in the material or the identity of the candidate is apparent by unambiguous reference. (IC 3-9-3-2.5)

WHERE must the disclaimer appear?

The disclaimer must appear on the front face of a billboard. However, if a mailing or other communication contains more than one page, the disclaimer can appear on either the front page or an inside page. The disclaimer is not required to be placed on each page of a document.

Are there SIZE and COLOR contrast requirements?

Yes, a disclaimer must be at least 7 point font and the color of the disclaimer must contrast with the background color. The disclaimer cannot be difficult to read or easily overlooked, and must be presented in a clear and conspicuous way.

WHAT does the disclaimer have to state?

The language required for the disclaimer depends on who authorized and who paid for the literature or material. The individual, organization, or committee must include the following statement or the equivalent as a disclaimer:

(1) If both authorized and paid for by the candidate or candidate’s committee or an agent of the committee:

Paid for by Doe for State Senate Committee

(2) If authorized by the candidate but paid for by someone other than the candidate, or the candidate’s committee agents:

Paid for by (ABC PAC, or ABC Political Party, or ABC Corporation, or ABC Labor Union, or ABC Association, or Mary Smith, voter) and authorized by Doe for Sheriff Committee.

(3) If not authorized or paid for by the candidate, the candidate’s committee or its agents:

Paid for by John Doe, Mary Parker and Bill Jones, and not authorized by any candidate or candidate’s committee.

(4) If a regular party committee distributes a slate card, or sample ballot with three or more candidates listed; campaign materials such as handbills, posters, and brochures to be used by political party volunteers; materials distributed by party volunteers for a get-out-the-vote drive:

Paid for by Tecumseh County ABC Party Committee.

(5) If a political committee (other than a candidate’s committee) solicits contributions from the public:

Paid for by Committee for Good Government PAC.

along with the statement concerning tax deductions in (6) below.

Must a disclaimer appear in all literature and advertisements soliciting contributions?

(6) A communication asking for contributions sent by a committee with gross receipts over \$100,000 in a taxable year must include both the appropriate disclaimer and the following statement concerning income tax deductions:

Contributions or gifts to the _____ (insert the name of the committee) are not deductible as charitable contributions for federal income tax purposes.

However, a political action committee soliciting funds to pay its administrative costs is not required to include the disclaimer required by *state law* since these “administrative costs” are not “contributions” under Indiana law. (IC 3-5-2-15(e))

What are some examples of political materials and literature requiring disclaimers?

Direct mail pieces sent to more than 100 persons, newspaper advertisements, billboards, signs, posters, **yard signs** (whether homemade or commercially printed), portable billboards, brochures, leaflets, circulars, and letterhead.

Does the disclaimer have to appear on ALL printed materials or campaign items?

No. The disclaimer is not required on bumper stickers, pins, buttons, pens, and similar small items where a disclaimer cannot be conveniently printed. The disclaimer is not required on wearing apparel or on committee checks and receipts. Certain communications (direct mailings of 100 or less similar pieces of mail, or communications by the PAC of a corporation or labor union requesting contributions from stockholders or labor union members) are not required to contain disclaimers.

Is there a penalty for circulating or publishing literature or other material concerning a candidate without the required disclaimer?

Yes. The penalty is a Class A misdemeanor, up to a \$5,000 fine or 1 year in jail or both. (IC 3-14-1-3) A civil penalty of up to \$1,000 may also be imposed for a disclaimer which is not presented in a clear and conspicuous manner. (IC 3-9-4-16, 17)

What is the proper procedure to report violations for circulating or publishing materials without a disclaimer?

For local candidates, you must file a written complaint with the appropriate county election board or prosecuting attorney. A written complaint is filed with the Indiana Election Commission for matters involving a statewide or state legislative candidate.