

Petition Instructions for Nomination of Candidates

Any person who is qualified to serve as a Member of the Board of Education of the Croton-Harmon Union Free School District may be nominated for candidacy. Under the Education Law, a person is qualified for membership if the candidate:

- Is able to read and write
- Is a qualified voter of the District, that is:
 - A citizen of the United States
 - At least 18 years of age
 - Has not been adjudged an incompetent
 - Is not a convicted felon whose maximum prison sentence has not expired or he or she has not been pardoned or discharged from parole
- Has been a District resident continuously for at least one year prior to the election date
- Is not an employee of the District
- Does not hold another, incompatible public office
- Does not reside with another member of the Board of Education as a member of the same family
- Has not been removed from any school district office within the preceding year

The process for nomination of candidates for the office of Member of the Board of Education is as follows: candidates for the office of Member of the Board of Education shall be nominated by petition. Such petition shall be directed to the Clerk of the School District, shall be signed by 25 qualified voters of the district, shall state the residence of each signer, and shall state the name and residence of the candidate. Each petition shall be filed with the Clerk of the District not later than the 30th day (excluding Saturdays, Sundays, and holidays) preceding the school meeting or election at which the candidates so nominated to be elected, which is April 21, 2025 no later than 5pm

A candidate's position on the voting ballot will be determined by a lot drawing to be held on the day after the last possible date for candidates to file a petition. The lot drawing will be held on April 22, 2025 at 10 am in the Office of the Clerk of the School District.

Chapter 359 of the Laws of 1978 requires that all candidates for election to a Board of Education should file sworn statements of campaign expenses. An initial statement must be filed on or before the thirtieth (30th) day preceding the election, April 21, 2025, a second statement must be filed on or before the fifth (5th) day preceding the election, May 15, 2025, and a final statement must be filed on or before the twentieth (20th) day after the election June 9, 2025.

The Westchester-Putnam School Boards Association (WPSBA) will hold a free workshop on Monday, April 7, 2025 (7:00 - 8:30 pm via zoom) for prospective school board members. To register for this free virtual workshop, please register at

[WPSBA Prospective School Board Member Virtual Workshop](#). Alternatively, call WPSBA at 914-345-8737

INSTRUCTIONS FOR FILING OF EXPENDITURE STATEMENTS BY CANDIDATES FOR MEMBERSHIP ON BOARD OF EDUCATION

New York State Education Law Section 1528(1)(a) states: “Any candidate for election to the Board of Education [...] shall file sworn statements with the Clerk of the School District in which he/she is a candidate and the Commissioner [of Education] setting forth all moneys or other valuable things, paid, given, expended or promised by him or her, or incurred for or on his or her behalf with his or her approval to be filed with the aforesaid clerk and commissioner by a person, firm, association or corporation, to aid his or her own nomination or election, or to aid or influence the nomination or defeat of any candidate to be voted for at the election. Any candidate for election, if he or she expended nothing or his or her only expenditures were for personal expenses which when taken together with the total expenditures incurred by others on his or her behalf and with his or her approval do not exceed five hundred dollars and if the aggregate amount of all contributions made to such candidate do not exceed five hundred dollars, shall not be required to file any statements with the Commissioner [of Education]; however, such candidate shall file with the Clerk of the School District a sworn statement to the effect that his or her election expenditures did not exceed five hundred dollars and campaign contributions received did not exceed five hundred dollars.”

Section 1528(1)(c) of the New York State Education Law states: “No person or persons shall make expenditures on behalf of a candidate without his/her approval unless such person or persons file a sworn statement with the Clerk and Commissioner stating that the candidate did not approve such expenditure. Such expenditure shall be limited to twenty-five dollars as set forth in the [above] paragraph.”

Section 1528 (2) defines “personal expenses” as follows: “Personal expenses shall include only payments for traveling expenses and expenses incidental thereto, for writing, printing and preparing for transmission of any letter, circular, or other publication not issued at regular intervals, containing a statement of the position or views of the candidate or person upon public or other questions, for stationery and postage and for telegraph, telephone and other public messenger service; but all such expenses shall be limited to those which are directly and personally incurred and paid by the candidate.”

1. The schedule for filing the statements prescribed above shall be as follows:
 - a. *The **first statement** shall be filed on or before the thirtieth day preceding the election to which it relates (**April 21, 2025**);*
 - b. *The **second statement** shall be filed on or before the fifth day preceding the election (**May 15, 2025**);*
 - c. *The **third statement** shall be filed within twenty days after the election (**June 9, 2025**).*

2. Each statement shall cover the period up to and including the day next proceeding the day herein specified for the filing thereof.

3. It is not necessary to itemize the data previously reported in any prior statement. But each statement must include a summary of all expenditures and contributions and other particulars reported in any previous statements.

4. A statement shall be deemed properly filed when deposited in an established post office within the prescribed time, duly stamped, registered and directed to the Clerk of the School District and to the Commissioner of Education. In the event it is not received, a duplicate of such statement shall be promptly filed upon notice of the school district administrative officer and/or the commissioner of its non-receipt. Each statement shall be preserved for a period of three years from the date of filing and shall be considered part of the public records and shall be open to public inspection.

5. All statements must be completed, signed by the candidate and notarized.

6. If the expenditures and/or contributions are more than \$500, the expenditure and contribution statements must include the following information:

- dollar amount of any contribution or transfer or the fair market value of any item which is other than money; the name and address of the transferor, contributor or person from whom received;

- if the transferor or contributor is a political committee, the name of and the political unit represented by the committee, the date of receipt, the dollar amount of every expenditure, and the name and address of the person to whom it was made or the name of and the political unit represented by the committee to which it was made and the date thereof; the date of the expenditure(s) and a description of the expenditure(s).

7. Any contribution or loan that exceeds \$1,000 received after the close of the period covered in the last statement filed before the election but before such election must be reported within 24 hours after receipt. That statement must be completed, signed by the candidate and notarized.

1st CANDIDATE'S STATEMENT

(\$500 or less)

(Due on or before April 21, 2025)

DATE OF FILING _____ DATE OF ELECTION May 20, 2025

CANDIDATE'S NAME _____

STREET ADDRESS _____

CITY AND STATE _____

SCHOOL DISTRICT CROTON-HARMON UFSD

I, _____, candidate for the office of Member of the Board of Education, Croton-Harmon Union Free School District, do hereby declare that the total expenditures incurred by others and me on my behalf with my approval **did not exceed \$500.**

Candidate's Signature

Date

State of _____ County of _____

The foregoing instrument was acknowledged before me the

_____ of _____, 20_____,

By _____
Notary Public

My Commission Expires _____

NOTE: One copy is to be filed with the District Clerk, Croton-Harmon Union Free School District, 10 Gerstein Street, Croton-on-Hudson, New York 10520 *and one copy is to be forwarded to the Commissioner of Education, Room 1711, Twin Towers, 99 Washington Avenue, Albany, New York 12230, **only if amount exceeds \$500.00.***

1st CANDIDATE'S STATEMENT

(More than \$500)

(Due on or before April 21, 2025)

DATE OF FILING _____ DATE OF ELECTION May 20, 2025

CANDIDATE'S NAME _____

STREET ADDRESS _____

CITY AND STATE _____

SCHOOL DISTRICT CROTON-HARMON UFSD

I, _____, candidate for the office of Member of the Board of Education, Croton-Harmon Union Free School District, do hereby declare that the total expenditures incurred by others and me on my behalf with my approval **did exceed \$500. See attached itemized listing of expenses.**

Candidate's Signature

Date

State of _____ County of _____

The foregoing instrument was acknowledged before me the

_____ of _____, 20_____,

By _____
Notary Public

My Commission Expires _____

NOTE: One copy is to be filed with the District Clerk, Croton-Harmon Union Free School District, 10 Gerstein Street, Croton-on-Hudson, New York 10520 and *one copy is to be forwarded to the Commissioner of Education, Room 1711, Twin Towers, 99 Washington Avenue, Albany, New York 12230, only if amount exceeds \$500.00*

2nd CANDIDATE'S STATEMENT

(\$500 or less)

(Due on or before May 15, 2025)

DATE OF FILING _____ DATE OF ELECTION May 20, 2025

CANDIDATE'S NAME _____

STREET ADDRESS _____

CITY AND STATE _____

SCHOOL DISTRICT CROTON-HARMON UFSD

I, _____, candidate for the office of Member of the Board of Education, Croton-Harmon Union Free School District, do hereby declare that the total expenditures incurred by others and me on my behalf with my approval **did not exceed \$500.**

Candidate's Signature

Date

State of _____ County of _____

The foregoing instrument was acknowledged before me the _____ of _____, 20_____,

By _____
Notary Public

My Commission Expires _____

NOTE: One copy is to be filed with the District Clerk, Croton-Harmon Union Free School District, 10 Gerstein Street, Croton-on-Hudson, New York 10520 and *one copy is to be forwarded to the Commissioner of Education, Room 1711, Twin Towers, 99 Washington Avenue, Albany, New York 12230, only if amount exceeds \$500.00*

2nd CANDIDATE'S STATEMENT

(more than \$500)

(Due on or before May 15, 2025)

DATE OF FILING _____ DATE OF ELECTION May 20, 2025

CANDIDATE'S NAME _____

STREET ADDRESS _____

CITY AND STATE _____

SCHOOL DISTRICT CROTON-HARMON UFSD

I, _____, candidate for the office of Member of the Board of Education, Croton-Harmon Union Free School District, do hereby declare that the total expenditures incurred by others and me on my behalf with my approval **exceeded \$500. See attached itemized listing of expenses.**

Candidate's Signature

Date

State of _____ County of _____

The foregoing instrument was acknowledged before me the

_____ of _____, 20_____,

By _____
Notary Public

My Commission Expires _____

NOTE: One copy is to be filed with the District Clerk, Croton-Harmon Union Free School District, 10 Gerstein Street, Croton-on-Hudson, New York 10520 and one copy is to be forwarded to the Commissioner of Education, Room 1711, Twin Towers, 99 Washington Avenue, Albany, New York 12230, **only if amount exceeds \$500.00**

3rd CANDIDATE'S STATEMENT

(\$500 or less)

(Due on or before June 9, 2025)

DATE OF FILING _____ DATE OF ELECTION __May 20, 2025_____

CANDIDATE'S NAME _____

STREET ADDRESS _____

CITY AND STATE _____

SCHOOL DISTRICT _____ CROTON-HARMON UFSD _____

I, _____, candidate for the office of Member of the Board of Education, Croton-Harmon Union Free School District, do hereby declare that the total expenditures incurred by others and me on my behalf with my approval did not exceed \$500.

Candidate's Signature

Date

State of _____ County of _____

The foregoing instrument was acknowledged before me the

_____ of _____, 20_____,

By _____

Notary Public

My Commission Expires _____

NOTE: One copy is to be filed with the District Clerk, Croton-Harmon Union Free School District, 10 Gerstein Street, Croton-on-Hudson, New York 10520 and *one copy is to be forwarded to the Commissioner of Education, Room 1711, Twin Towers, 99 Washington Avenue, Albany, New York 12230, only if amount exceeds \$500.00*

3rd CANDIDATE'S STATEMENT

(more than \$500)

(Due on or before June 9, 2024)

DATE OF FILING _____ DATE OF ELECTION May 20, 2025

CANDIDATE'S NAME _____

STREET ADDRESS _____

CITY AND STATE _____

SCHOOL DISTRICT CROTON-HARMON UFSD

I, _____, candidate for the office of Member of the Board of Education, Croton-Harmon Union Free School District, do hereby declare that the total expenditures incurred by others and me on my behalf with my approval **exceeded \$500. See attached itemized listing of expenses.**

Candidate's Signature

Date

State of _____ County of _____

The foregoing instrument was acknowledged before me the

_____ of _____, 20_____,

By _____

Notary Public

My Commission Expires _____

NOTE: One copy is to be filed with the District Clerk, Croton-Harmon Union Free School District, 10 Gerstein Street, Croton-on-Hudson, New York 10520 and one copy is to be forwarded to the Commissioner of Education, Room 1711, Twin Towers, 99 Washington Avenue, Albany, New York 12230, **only if amount exceeds \$500.00**

CAMPAIGN RULES

As we are entering our budget season and heading toward our **May 20, 2025** election, here is some information for you to keep in mind as you may be campaigning.

The following are the guidelines for campaigning:

- School district funds, resources, or property may not be used for campaigning. This includes School District emails, which cannot be used to solicit support at any time.
- It is prohibited to engage in campaign activities, including distributing flyers, signs, posters, banners and/or any other campaign material, **in or on** any school building property, on vehicles parked on school property or on any part of the school's physical campus, etc. This includes, but is not limited to, school sponsored events, sporting events, concerts, Board of Education meetings, School Board work sessions, and any other like events, etc. occurring on any campus.
- If you purchase lawn signs, they should not be placed on any school property. Lawn signs found on school property will be removed.
- Flyers, signs, posters, banners and/or any other campaign material cannot be brought to, or left, in any school building or on any campus for distribution.

On May 20, 2025:

- **Electioneering is defined as taking part in campaign activities, including but not limited to display or distribution of any banner, poster, placard, or flyer, or the distribution of any button, badge or apparel, on behalf of or in opposition to any candidate or issue to be voted upon, actively, in the activities of an election campaign; and/or convincing people how or who to vote for; and/or use of flyers, posters, banners, etc.**
- **Electioneering is not allowed within 100 feet of the front entrance of the polling place during the hours polls are open.**
- **Flyers, signs, posters, banners and/or other campaign material cannot be brought into or left inside any of the three polling locations.**