

Let's Run for
Local School Council
CHICAGO 2018

A candidate's guide and manual for
"How to Run for Local School Council in Chicago"

2018 Edition | Release 2

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This belongs to:

Candidate

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"How to Run for LSC"

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Section 1

Introduction to Local School Council

Before deciding to run for Local School Council,

become familiar with the rules and expectations Local School Councils and council members must follow.

This section of the guide explores the foundational principles of Local School Councils that a candidate must understand to run, but is not an exhaustive list of specific statutes, regulations, or policies.

What is a Local School Council?

A Local School Council (LSC) is the governing body of a public school in the City of Chicago. LSCs exercise oversight on a school's budget, funds and resources, the annual School Improvement Plan, and the evaluation of the school's principal. By Illinois state law, every CPS school has a LSC, with very few exceptions.

A LSC consists of the school's principal, six parents of students who attend the school, two community members who reside within the attendance area of the school, two teachers, one non-teacher staff member, and, in the case of high schools, one student.

Who serves on a Local School Council?

LSCs provide school stakeholders with a mechanism for participation and oversight. The stakeholders represented through LSCs are Parents, Faculty, Staff, Community members, Administration, and in the case of high schools, Students.

These stakeholders are elected through an election specific to their constituency. For example, only parents may vote for parent representatives and only teachers and staff may vote for teacher and staff representatives. Similarly, any neighbor who resides within the attendance area or voting district of the school can vote for a community representative. Students vote for the student.

Who can run for Local School Council?

LSC eligibility is largely fulfilled by identifying as a type of stakeholder, such as a parent or a neighbor.

6 Parent Representatives are a parent or legal guardian of a student currently enrolled in that school.

2 Community Representatives reside in the attendance area or voting district of that school and do not qualify as a Parent Representative and are 18 years of age or older.

2 Teacher Representatives are employed full-time as teachers. A majority of their employment duties are performed at the school.

1 Non-Teacher Representative is employed full-time as staff other than as a teacher. A majority of their employment duties are performed at the school.

(**1 Student Representative** is a full time high school student at the high school.)

Section 1 Example: Dan's Campaign

“

I am a neighbor in the attendance area of Nicholas Senn High School and am running to serve as one of your two Community Representatives.”

Section 2

Why Run For LSC

Before you decide to run for LSC, be familiar with your own reasons for wanting to serve. Understanding why you want to serve will not only make you a better candidate, but a better Local School Council member, too.

Learning your motivations is a personal process with no one right answer. This section explores some important questions and techniques to determine your own candidacy for a LSC.

Reasons for Running for LSC?

Candidates for Local School Council may run for **reactive reasons**. They seek their office because they would like to change an action, policy, or practice that their LSC has done or continues to do.

Candidates for LSC may run for **proactive reasons**. They seek their office because they see a potential action, policy, or practice that their LSC could adopt.

Candidates may run for office for any **combination** of reasons.

Worksheet: Questions about Running:

I agree with these previous or current actions of the Local School Council:

I disagree with these previous or current actions of the Local School Council:

Some voters of my LSC's constituency are satisfied with the LSC because:

Some voters of my LSC's constituency are dissatisfied with the LSC because:

My three main goals if serving on the LSC would be to:

I have the time and capacity to commit to serving well.

Now you try: Writing your Reason:

What matters to you

Use the exercise-questions on the previous page to understand what matters to you and to your voters.

Write your reason

Hi, my name is _____ and I am running for our Local School Council because I agree that our LSC has done _____ and I know together we can accomplish

Practice your reason

Practice saying this reason script in the mirror. Listening and watching yourself can help build comfort and confidence, and can help identify needed changes. Practice in front of a friend or family member who will provide constructive feedback with what you are saying and how you are saying it.

The Smile Test

Can you state your reason while smiling? Smiling can be a good way to convey a positive message to voters.

Section 2 Example: Dan's Campaign

“

I am asking for your support in my effort to join the Local School Council of Nicholas Senn High School because I have the passion to put safety first, value our diversity, and improve our school.”

Section 3

Filing Your Candidacy

Once you have decide to run for LSC, be sure to follow the official election guidelines and candidate rules. It may be easy to be disqualified if an election form is missing or not properly completed.

*This section is currently based on 2016 standards and will be updated and republished as CPS releases new official documentation and instruction for 2018.

How to File your candidacy:

Candidates for Local School Council must **file required documentation** to appear on the ballot.

These forms and documentation include the Nomination Form, the Criminal and Conviction Disclosure Form, and the Telephone Disclosure Form. Also required are two (2) types of identification. The types of acceptable identification are stated in the provided text of the nomination form. Other requirements may be specified on CPS forms and other official publications.

CHICAGO PUBLIC SCHOOLS – 2016 LOCAL SCHOOL COUNCIL ELECTION
FORM 1-16
LSC CANDIDATE NOMINATION FORM

This form and its accompanying documents must be filed in the school in which the candidate is running by 3:00 p.m., March 4, 2016 or in the Office of Local School Council Relations by 3:00 p.m., February 19, 2016.
MAILED, E-MAILED, FAXED or COPIED FORMS WILL NOT BE ACCEPTED. (Please print all information)

School Name: _____ Network: _____
 Candidate Type: Parent/Legal Guardian; Community Resident; Teacher; Non-Teacher Staff; Student
 Candidate Name: _____ FIRST NAME _____ MIDDLE NAME OR INITIAL _____
 Home Address: _____ City: _____ State: _____ Zip Code: _____
 Date of Birth: _____ E-mail: _____

NOTES: Community member candidates must provide proof of current residency within the school's attendance area or voting district. Under state law, the names and addresses of Local School Council members are matters of public record.

THIS SECTION TO BE COMPLETED BY CANDIDATES FOR PARENT REPRESENTATIVE:

Name of one child who attends this school: _____ Grade: _____
IDENTIFICATION SUBMITTED
 Indicate which two (2) of the following identification items were presented, photocopied, and attached to this form.
 Driver's License Employer ID Social Security Card Alpha list of Parents, Guardians
 Current Lease Student ID Current Utility Bill Student's Birth Certificate
 IDPA Card Credit Card Voter Registration Card MediPlan/Medicaid Card
 Library Card Matricula Consular Permanent Resident Card Other Current ID _____

List the type of identification and the ID numbers for two (2) of the above if a photocopy machine is not available.
 1. _____
 2. _____

DISCLOSURE OF ECONOMIC INTERESTS
If elected or appointed, candidates MUST submit a complete Statement of Economic Interests within 7 days of taking office.

Are you related to the principal? Yes ___ No ___ **IF YES, you CANNOT serve on this LSC.**

Do you, your spouse, relatives or your company do any business with the Board of Education, the school or the LSC where you are running? Yes ___ No ___ If YES, explain: _____

STATEMENT OF VERIFICATION AND ACKNOWLEDGEMENT

I verify that the information contained in this Candidate Nomination Form and all related Candidate Forms is true and correct to the best of my knowledge and belief.

I acknowledge that I must complete and submit a Criminal Conviction Disclosure Form (Form 2-16) or be subject to disqualification from election or appointment to an LSC; if elected or appointed, I must clear a fingerprint-based Criminal Background Investigation and must complete sixteen (16) hours of training within six (6) months of taking office; I will be subject to removal from office for noncompliance with the referenced requirements.

Candidate's Signature: _____ Date: _____
 _____ Date: _____

TEAR ALONG THIS LINE NOMINATION FORM RECEIPT

Received by: (At school): _____ Date: _____ Time: _____
 or by Deputy Registrar (if applicable): _____ Date: _____ Time: _____
 School Name: _____ Candidate's Name: _____
 School Address: _____ Unit #: _____ Network: _____
 Were Two Forms of Identification Provided? Yes: _____ No: _____

	FORM RECEIVED		FORM RECEIVED	
	NUMBER	YES	NUMBER	NO
Candidate Nomination	1-16		Candidate Statement	4-16
Criminal Conviction Disclosure	2-16		Teacher/Non-teacher Staff Candidate Information	5-16
Telephone Number Disclosure	3-16		Student Candidate Information	6-16

CHICAGO PUBLIC SCHOOLS – 2016 LSC ELECTION
FORM 2-16

LSC CANDIDATE CRIMINAL CONVICTION DISCLOSURE FORM

This form is required by law and must be filed in the school in which the candidate is running by 3:00 p.m., March 4, 2016 or in the Office of Local School Council Relations by 3:00 p.m., February 19, 2016. **MAILED, E-MAILED, FAXED or COPIED FORMS WILL NOT BE ACCEPTED. (Please print all information)**

Candidate Name: LAST NAME _____ FIRST NAME _____ MIDDLE NAME OR INITIAL _____ (USE RACE KEY BELOW)
 Race Key: White/Caucasian _____ African-American _____ Hispanic/Latino(a) _____ Asian/Asian-American _____ Native American/Alaskan _____ Hawaiian/Pacific Islander _____
 Candidate Type: Parent/Legal Guardian; Community Resident; Teacher; Non-Teacher Staff; Student
 Home Address: STREET _____ CITY _____ STATE _____ ZIP CODE _____
 Date of Birth: MONTH _____ DATE _____ YEAR _____ Gender: Male Female
 Date of Filing: MONTH _____ DATE _____ YEAR _____ School: _____

GENERAL INSTRUCTIONS

The Illinois School Code requires candidates for a Local School Council to disclose if they have been convicted of any of the offenses listed in SECTION ONE, SECTION TWO or SECTION THREE of this form. Therefore, the failure to complete and file this form shall subject a candidate to automatic disqualification from election or appointment. Candidates need not disclose any convictions as juveniles. Students must disclose convictions if they were tried and convicted as an adult.

Failure to disclose any criminal conviction subject to disclosure will render the candidate ineligible to serve on a Local School Council. Failure to disclose a conviction will result in removal by the Board, subject to a hearing, if the candidate is elected or appointed.

If elected or appointed, the candidate will be required to complete a fingerprint-based criminal background check.

SECTION ONE

If convicted of any offense listed in Section One, a candidate is NOT ELIGIBLE to serve on a Local School Council. If elected or appointed, the candidate will be removed from office by the Board, subject to a hearing, if the candidate is elected or appointed.

If you have been convicted of committing or attempting to commit any of the Illinois crimes listed below or if you have been convicted of any offense in any other state or against the laws of the United States of America which if committed or attempted in this state would have been punished as one or more of the offenses listed below, mark an "X" in the box next to "Yes." If you have not been convicted of any of these crimes, mark an "X" in the box next to the statement, "No, I have not been convicted of any of the crimes listed in Section One."

Yes <input type="checkbox"/> No <input type="checkbox"/> 720 ILCS 5/11-1.20	Criminal sexual assault	Yes <input type="checkbox"/> No <input type="checkbox"/> 720 ILCS 5/11-19	Pimping
Yes <input type="checkbox"/> No <input type="checkbox"/> 720 ILCS 5/11-1.30	Aggravated criminal sexual assault	Yes <input type="checkbox"/> No <input type="checkbox"/> 720 ILCS 5/11-19.1	Juvenile Pimping
Yes <input type="checkbox"/> No <input type="checkbox"/> 720 ILCS 5/11-1.40	Predatory criminal sexual assault of a child	Yes <input type="checkbox"/> No <input type="checkbox"/> 720 ILCS 5/11-19.2	Exploitation of a child
Yes <input type="checkbox"/> No <input type="checkbox"/> 720 ILCS 5/11-1.50	Criminal sexual abuse	Yes <input type="checkbox"/> No <input type="checkbox"/> 720 ILCS 5/11-20.1	Child pornography
Yes <input type="checkbox"/> No <input type="checkbox"/> 720 ILCS 5/11-1.60	Aggravated criminal sexual abuse	Yes <input type="checkbox"/> No <input type="checkbox"/> 720 ILCS 5/11-20.1B	Aggravated child pornography
Yes <input type="checkbox"/> No <input type="checkbox"/> 720 ILCS 5/11-1.6	Indecent solicitation of a child	Yes <input type="checkbox"/> No <input type="checkbox"/> 720 ILCS 5/11-20.3	Aggravated child pornography
Yes <input type="checkbox"/> No <input type="checkbox"/> 720 ILCS 5/11-1.9.1	Sexual exploitation of a child	Yes <input type="checkbox"/> No <input type="checkbox"/> 720 ILCS 5/12-13	Criminal sexual assault
Yes <input type="checkbox"/> No <input type="checkbox"/> 720 ILCS 5/11-1.4.3(2)(a)	Compelling a person to become a prostitute	Yes <input type="checkbox"/> No <input type="checkbox"/> 720 ILCS 5/12-14	Aggravated criminal sexual assault
Yes <input type="checkbox"/> No <input type="checkbox"/> 720 ILCS 5/11-1.4.4	Promoting juvenile prostitution	Yes <input type="checkbox"/> No <input type="checkbox"/> 720 ILCS 5/12-14.1	Predatory criminal sexual assault of a child
Yes <input type="checkbox"/> No <input type="checkbox"/> 720 ILCS 5/11-1.6	Pandering	Yes <input type="checkbox"/> No <input type="checkbox"/> 720 ILCS 5/12-15	Criminal sexual abuse
Yes <input type="checkbox"/> No <input type="checkbox"/> 720 ILCS 5/11-17.1	Keeping a place of juvenile prostitution	Yes <input type="checkbox"/> No <input type="checkbox"/> 720 ILCS 5/12-16	Aggravated criminal sexual abuse

If you HAVE been convicted of ANY of the above offenses, you are NOT ELIGIBLE to serve on a Local School Council. If you HAVE NOT been convicted of any of the above offenses, mark the box below and continue to Section Two.

NO, I have not been convicted of any of the crimes listed in Section One.

CHICAGO PUBLIC SCHOOLS – 2016 LSC ELECTION
FORM 2-16

LSC CANDIDATE CRIMINAL CONVICTION DISCLOSURE FORM

This form is required by law and must be filed in the school in which the candidate is running by 3:00 p.m., March 4, 2016 or in the Office of Local School Council Relations by 3:00 p.m., February 19, 2016. MAILED, E-MAILED, FAXED or COPIED FORMS WILL NOT BE ACCEPTED. (Please print all information)

SECTION TWO

If convicted of any offense listed in Section Two less than ten (10) years ago, a candidate is NOT ELIGIBLE to serve on a Local School Council. If convicted of any offense listed in Section Two more than ten (10) years ago, a candidate is eligible to serve on a Local School Council. However, failure to disclose any conviction for an offense listed in Section Two will result in removal by the Board, subject to a hearing, if the candidate is elected or appointed.

If you have been convicted of committing or attempting to commit any of the Illinois crimes listed below or if you have been convicted of any offense in any other state or against the laws of the United States of America which if committed or attempted in this state would have been punished as one or more of the below enumerated offenses, mark an "X" in the box next to "Yes" and give the date of conviction.

- Yes _ 720 ILCS 5/70/401.1 Controlled substance trafficking _____ Date of conviction: _____
- Yes _ 720 ILCS 5/70/405.1 Criminal drug conspiracy _____ Date of conviction: _____
- Yes _ 720 ILCS 5/70/405.2 Street gang criminal drug conspiracy _____ Date of conviction: _____

If you WERE convicted of ANY of the above offenses less than ten (10) years ago, you are NOT ELIGIBLE to serve on a Local School Council.

If you HAVE NOT been convicted of any of the above offenses or it has been more than 10 years since your conviction, you are eligible to serve on a Local School Council. Mark the appropriate box below and continue to Section Three.

- NO, I have not been convicted of any of the offenses listed in Section Two.
- It has been more than ten (10) years since I was convicted of the offense(s) marked above.

SECTION THREE

Conviction of any of the offenses listed in Section Three does not render a candidate ineligible to serve on a Local School Council. However, failure to disclose the conviction will render a candidate ineligible to serve on a Local School Council and will result in removal by the Board, subject to a hearing, if the candidate is elected or appointed.

If you have been convicted of committing or attempting to commit any of the Illinois crimes listed below or if you have been convicted of any offense in any other state or against the laws of the United States of America (which if committed or attempted in this state would have been punished as one or more of the below enumerated offenses), mark an "X" in the box next to "Yes;" if you have not been convicted of any of these crimes, mark an "X" in the box next to the statement, "No, I have not been convicted of any of the crimes listed in Section Three."

- Yes _ 625 ILCS 5/4-103.3 _____ Organizer of an aggravated vehicle theft conspiracy
- Yes _ 705 ILCS 405/2-1 et seq. _____ Perpetrator of sexual or physical abuse of any minor under 18 years of age – abused, neglected, dependent minors
- Yes _ 720 ILCS 5/8-1.1 _____ Solicitation of murder
- Yes _ 720 ILCS 5/8-1.2 _____ Solicitation of murder for hire
- Yes _ 720 ILCS 5/8-2 _____ Conspiracy to commit first degree murder
- Yes _ 720 ILCS 5/8-4 _____ Attempted conspiracy to commit first degree murder
- Yes _ 720 ILCS 5/8-4 _____ Attempt to commit first degree murder
- Yes _ 720 ILCS 5/9-1 _____ First Degree Murder
- Yes _ 720 ILCS 5/9-3.3 _____ Drug Induced Homicide
- Yes _ 720 ILCS 5/10-2 _____ Aggravated Kidnapping
- Yes _ 720 ILCS 5/11-6.5 _____ Indecent solicitation of an adult – arranging for a person 17 years of age or over to commit an act of sexual penetration as defined in Section 12-12 with a person under the age of 13 years
- Yes _ 720 ILCS 5/11-9; 9.2; 9.3; 9.4; 9.5 _____ Public Indecency; Custodial Sexual Misconduct; Presence within School Zone by Child Sex Offender; Approaching, contacting, residing or communicating with a child within certain places by Child Sex Offender; Sexual Misconduct with a person with a disability
- Yes _ 720 ILCS 5/11-14 _____ Prostitution
- Yes _ 720 ILCS 5/11-15 _____ Soliciting for a Prostitute
- Yes _ 720 ILCS 5/11-15.1 _____ Soliciting for a Juvenile Prostitute
- Yes _ 720 ILCS 5/11-17 _____ Keeping a Place of Prostitution
- Yes _ 720 ILCS 5/11-18 _____ Patronizing a Prostitute

CHICAGO PUBLIC SCHOOLS – 2016 LSC ELECTION
FORM 2-16

LSC CANDIDATE CRIMINAL CONVICTION DISCLOSURE FORM

This form is required by law and must be filed in the school in which the candidate is running by 3:00 p.m., March 4, 2016 or in the Office of Local School Council Relations by 3:00 p.m., February 19, 2016. MAILED, E-MAILED, FAXED or COPIED FORMS WILL NOT BE ACCEPTED. (Please print all information)

SECTION THREE

- Yes 720 ILCS 5/11-20
- Yes 720 ILCS 5/11-21
- Yes 720 ILCS 5/11-23

- Yes 720 ILCS 5/11-24
- Yes 720 ILCS 5/11-25
- Yes 720 ILCS 5/11-26
- Yes 720 ILCS 5/11-30
- Yes 720 ILCS 5/12-4.1
- Yes 720 ILCS 5/12-4.3
- Yes 720 ILCS 5/12-4.9
- Yes 720 ILCS 5/12-11
- Yes 720 ILCS 5/12-14.2
- Yes 720 ILCS 5/12-32
- Yes 720 ILCS 5/12-33
- Yes 720 ILCS 5/12-34
- Yes 720 ILCS 5/18-2
- Yes 720 ILCS 5/18-4
- Yes 720 ILCS 5/20-1.1
- Yes 720 ILCS 5/24-1

- Yes 720 ILCS 5/24-1.1(e)

- Yes 720 ILCS 5/24-1.2
(a)(3), (4), (5), or (6)

- Yes 720 ILCS 5/24-3.2
- Yes 720 ILCS 5/30-1
- Yes 720 ILCS 5/31A-1.1
(c) (2) (vi), (vii), (viii)
- Yes 720 ILCS 5/31A-1.2
(a),(b)

- Yes 720 ILCS 5/33A-2

- Yes 720 ILCS 5/33D-1

- Yes 720 ILCS 5/46-4
- Yes 720 ILCS 550/1 et seq.

- Yes 720 ILCS 570/100 et seq.
- Yes 720 ILCS 646/1 et seq.

NO, I have not been convicted of any of the crimes listed in Section Three.

VERIFICATION

1. The undersigned verifies that, to the best of his or her knowledge and belief, the information provided above is true and correct and that he/she is the person named above.
2. The undersigned provides this information to authorize the Chicago Public Schools to perform a background investigation, which may include, but is not limited to, a Criminal Conviction check and fingerprinting.

Candidate's Name (Please Print): _____

Candidate's Signature: _____ Date: _____

Parent/Legal Guardian Signature: _____ Date: _____

If the candidate is a minor (under 18 years of age), a parent or guardian must consent to the disclosure of convictions.

FORM 3-16

LSC CANDIDATE

TELEPHONE NUMBER DISCLOSURE FORM

This form must be filed in the school in which the candidate is running by 3:00 p.m., March 4, 2014 or in the Office of Local School Council Relations by 3:00 p.m., February 19, 2016.
MAILED, E-MAILED, FAXED or COPIED FORMS WILL NOT BE ACCEPTED.

➤ ➤ ➤ ➤ ➤ ➤ ➤ **CONFIDENTIAL** < < < < < <

IF YOU DO NOT HAVE A TELEPHONE, PLEASE LIST THE PHONE NUMBER OF A NEIGHBOR, RELATIVE OR FRIEND WHO WILL ACCEPT IMPORTANT MESSAGES FOR YOU AND BE SURE TO RELAY THE MESSAGE TO YOU.

YOUR TELEPHONE INFORMATION WILL BE USED ONLY BY THE BOARD OF EDUCATION AND WILL NOT BE DISCLOSED TO THE PUBLIC.

PURSUANT TO THE ILLINOIS SCHOOL CODE, LSC MEMBERS' NAMES AND ADDRESSES ARE AVAILABLE TO THE PUBLIC.

PLEASE PRINT ALL INFORMATION

Candidate Type: Parent/Legal Guardian; Community Resident; Teacher;
 Non-Teacher Staff; Student

SCHOOL NAME _____ **DATE** _____

Teacher and Non-teacher Staff Candidates, please provide:

CPS Employee ID Number: _____

Note: The name used must match the name associated with the Employee ID.

All Candidates must answer the following questions:

1. Have you served on an LSC in the past? ___ Yes ___ No
2. If "Yes," what was the first year you served? 19____; 20____
3. If elected or appointed, will you complete the 16 hours of mandatory training by January 1, 2017? ___ Yes; ___ No

FIRST NAME _____ **LAST NAME** _____

HOME ADDRESS _____ **CITY** _____ **ZIP CODE** _____

HOME PHONE NUMBER _____ **CELLULAR PHONE NUMBER** _____

WORK PHONE NUMBER _____ **E-MAIL ADDRESS** _____

Section 4

Building Your Campaign

Now that you have filed your candidacy for Local School Council, it is time to build your campaign.

This section explores some important best practices that a LSC candidate may find helpful during the early stages of campaigning.

Steps for building Your Campaign

Running your campaign can be thrilling. It can also require a large commitment of resources.

There are two main resources: time and money.

Talking to and meeting with voters requires time, and the more voters there are too persuade, the more time it may take.

These efforts may also require money. Reaching voters may require printing flyers, for example, or it may require buying coffee to host voter conversations.

Starting the campaign

Numbers to know:

How many days until the election (E-Day)

Always have a good understanding of how many days you have left to earn votes.

How many votes are usually cast in this race

Try not to guess. Voting records are public documents. CPS keeps track of the voting records of each LSC race. For 2016, visit: <http://cps.edu/ScriptLibrary/Map-LSC Elections2016/index.html>

Your Win Number

This is the number of votes needed to win. Sometimes this is 50 percent of the likely number of votes cast plus 1. In other words, sometimes a candidate needs a majority of votes to win. In Local School Council elections, a candidate must win a plurality of votes, which means they must be among the top vote getters, even if a single candidate does not earn a majority of votes individually.

Steps for building The Campaign Budget

Effective campaign financing keeps the effort going.

If a candidate can not afford to get their message out, then voters will not be able to recognize the candidate in the voting booth.

Therefore, along with time, money is one of the two critical resources of the campaign.

Effective budgets are individualized. They reflect the specific campaign needs. The budget should cover the costs of resources for the allotted time of the campaign.

Starting the budget tips and tricks:

How many clipboards?

Clipboards are useful for holding flyers in an easy to reach way, while also holding a surface to write on. This is useful for signing up supporters! Each volunteer talking to voters should have a clipboard ready with materials. ***Protip**: clipboards are easily lost. Extras come in handy.

Pay for flyers?

If printing hundreds, or thousands, of flyers, it can be cheaper to have them professionally printed than to print them on a personal printer. ***Protip**: hiring a local printing company can add a nice local touch to your campaign!

How to appreciate Volunteers?

Volunteers are your most loyal supporters. They are so confident in your candidacy that they are spending their own time to help you. Showing appreciation is not only a good thing to do, but it can help retain volunteers who can continue to drive your campaign forward. Even if there is only one volunteer, they should know they are appreciated. ***Protip**: Even a box of donuts and a pot of coffee is a nice gesture to your volunteers.

Worksheet: Questions about Budgeting:

How many clipboards will I need? _____ X

How much does a clipboard cost: \$_____.

Will I pay for printed postcards or flyers? _____

How much does it cost to print one-hundred: \$_____ X

How many hundreds are needed: _____

Will I pay for a website? _____

How much will it cost: \$_____

Will I host any volunteer or voter engagement events? _____ X

How much does the venue and menu cost per event? \$_____.

Add up the amounts for each category for an example budget!

Section 5

A Campaign Committee

A well run campaign can have many moving pieces and require a lot of time to manage. Therefore, it can be helpful to recruit key stakeholders to lend support.

This section explores the important concept of forming a campaign committee.

Steps for building The Committee

A Campaign Committee can be a small group of key supporters that have gathered to pool their resources, talents, and time together to help you in your campaign.

Equally important, your campaign committee can offer insight into your strategy and progress.

For this reason, forming a committee can be very important. They can help reach out to voters they know, they can help plan events, they can even help raise money for campaign activities.

Starting a committee

Thoughts to consider:

Should my committee members be constituents?

If a member of your committee is eligible to vote for you, then you can count on at least one more vote. If they are a voter, they may know other voters, too, and have the experience to offer valuable neighborhood insight. While those who live outside of your school's attendance area may offer insight, too, they cannot vote for you.

What type of community member makes a good committee member?

Sometimes, committees are made up of community members who serve as specific roles in the community. Their roles can help them reach voters. They may include a faith leader, an active parent, a teacher, a police officer, or an elected official endorsing your campaign.

What skills does my committee contribute to the campaign?

Campaign committee members offer their talents, resources, and time to benefit your campaign. Clear expectations can help build an effective campaign committee. A committee member may have a large neighborhood network, or an ability to design campaign materials, or even financial or accounting experience.

A campaign committee member may have an extensive network in the neighborhood to introduce you to;

They may have access to campaign funds to help you;

They have have a lot of dedication and time to volunteer with you

Forming the Committee tips:

□ How to ask?

“Hi, I am running for local school council in our community. I respect your talents, and your role in our neighborhood, and I would value your input in making sure my campaign is the best it can be. I want it to best represents our shared goals. Will you join my campaign committee?”

□ Be Prepared

If the answer is yes, a specific role should be outlined with specific expectations. Everyone should understand what needs to be done in order to hold each other accountable. Print a description of roles ahead of time, such as fundraising or networking.

□ Listen and Learn

Your campaign committee is made up of individuals with a lot to contribute to your campaign. Be sure to utilize all they can offer. ***Protip:** If someone has graphic design skills, they can be a valuable team member making campaign material. Likewise, if someone has great people skills they can be a valuable team member networking with voters. Your campaign committee can be a core team to build a successful campaign.

Worksheet: Building the Committee:

I would like you to serve on my Campaign Committee to help me raise money for my campaign:

Name: _____

Email: _____

I would like you to serve on my Campaign Committee to help me design my campaign material:

Name: _____

Email: _____

I would like you to serve on my Campaign Committee to help me network with key stakeholders:

Name: _____

Email: _____

I would like you to serve on my Campaign Committee to help me talk to voters:

Name: _____

Email: _____