

# **SCHUYLKILL COUNTY**

## **2025 ELECTION**

---

## **CANDIDATE**

## **INFORMATION**



# DISCLAIMER

The Schuylkill County Voter Registration and Election Bureau Office cannot provide legal or accounting advice. All candidates are strongly advised to solicit advice from a licensed professional in the appropriate field in advance of statutory deadlines and before filing documents with this office.

These instructions are strictly introductory in scope and should not be construed as legal advice. Candidates and Filers are responsible for ensuring the correctness and completeness of ALL documents: The Schuylkill County Voter Registration and Election Bureau Office is not responsible for errors and/or omissions on the part of a candidate.

## **CONTENTS OVERVIEW:**

**Provide candidates with practical information on most things you need to know about running for local elected offices**

## **INCLUDING...**

- Current Offices Up For Election
- Important Dates To Remember
- Petitions
- Filing Fees
- Cross Filing – Only Magistrates  
and School Directors
- Statement of Financial Interest
- Campaign Finance
- Committees

# ELECTED OFFICES FOR 2025

- ***Magisterial District Judge:*** 21-03-04
- ***County Row Offices:*** District Attorney, Sheriff
- ***School Directors:*** 4 year and 2 year Terms
- ***City of Pottsville Offices:*** Mayor, City Council
- ***Borough Offices:*** Mayor, Members of Council, Tax Collectors (4 year and 2 year if Resignation)
- ***Township Offices:*** Supervisors, Auditors, Tax Collector (4 year and 2 year if Resignation)
- ***Judge of Election, Inspector of Election***

## 2025 PENNSYLVANIA ELECTIONS IMPORTANT DATES TO REMEMBER

First day to circulate and file nomination petitions	February 18
Last day to circulate and file nomination petitions	March 11
First day to circulate and file nomination papers .....	March 12
Last day to file objections to nomination petitions .....	March 18
Casting of Lots for Ballot Position .....	March 19
Last day for withdrawal by candidate who filed nomination petitions	March 26
Last day to REGISTER before the primary	May 5
Last day to apply for a mail-in or civilian absentee ballot	May 13
Last day for County Board of Elections to receive voted mail-in and civilian absentee ballots (must be received by 8:00 P.M.)	May 20
<b>MUNICIPAL PRIMARY</b>	May 20
First day to REGISTER after primary	May 21
Last day for County Board of Elections to receive voted military and overseas absentee ballots (submitted for delivery no later than 11:59 P.M. on May 15)	May 27
Last day to circulate and file nomination papers.....	August 1
Last day to file objections to nomination papers.....	August 8
Last day for withdrawal by candidates nominated by nomination papers...	August 8
Last day for withdrawal by candidates nominated at the primary	August 11
Last day to REGISTER before the November election	October 20
Last day to apply for a mail-in or civilian absentee ballot	October 28
Last day for County Boards of Elections to receive voted mail-in and civilian absentee ballots (must be received by 8:00 P.M.)	November 4
<b>MUNICIPAL ELECTION</b>	November 4
First day to REGISTER after November election	November 5
Last day for County Board of Elections to receive voted military and overseas absentee ballots (submitted for delivery no later than 11:59 P.M. on November 6)	November 11

***Note: All dates in this calendar are subject to change without notice.***

# HOW TO FILE NOMINATION PETITIONS

- Circulating Dates
- Filling out the Petition
- Collecting the Signatures
- Filing your Petition
- Statements of Financial Interest



# HOW TO FILE NOMINATION PETITIONS

## Dates for Circulating Petitions:

- First Legal day to collect signatures and file your petition:
  - Tuesday, February 18, 2025
- Last legal day to collect signatures and file your petition:
  - Tuesday, March 11, 2025

# NOMINATION PETITIONS

## CONTINUED

### MINIMUM REQUIRED SIGNATURES

<u>Office</u>	<u>Signatures</u>
County Office	250 Signatures
Pottsville City	100 Signatures
Boro/Twp Office	10 Signatures
School Director All Districts	10 Signatures
Judge of Election	10 Signatures
Inspector of Election	5 Signatures



# NOMINATION PETITIONS

## TOP/FRONT OF PETITION

### MUST BE FILLED OUT PRIOR TO

### CIRCULATING PETITION

Signatures must be procured within the legal time period for securing same.  
This Petition must be filed in the office of the Schuylkill County Board of Elections on or before the last day prescribed by law.  
EACH SIGNER MAY SIGN PETITIONS FOR AS MANY CANDIDATES FOR EACH OFFICE AS HE OR SHE CAN VOTE FOR, AND NO MORE.

#### COMMONWEALTH OF PENNSYLVANIA

### PETITION

To have Name of Candidate printed upon the  
Official Ballot for the Primary Election

Date/Time Received

We, the undersigned, all of whom are qualified electors of ① Pottsville Schuylkill County  
(ELECTORAL DISTRICT IN WHICH THE NOMINATION OR ELECTION IS TO BE MADE)  
and are registered and enrolled members of the ② Republican Party or Policy, hereby petition the County Board of  
Elections of Schuylkill County to have the name of ③ John H. Doe  
(TYPE, PRINT, OR WRITE PLAINLY THE NAME AS YOU WISH IT TO APPEAR ON THE OFFICIAL BALLOT)  
whose Profession, Business or Occupation is ④ Construction Worker and whose  
Place of Residence is ⑤ 123 S. North St. Pottsville PA 17901  
(WITH STREET, NUMBER [WHERE POSSIBLE], AND ZIP CODE)  
printed upon the Official Ballot of the aforesaid Party in said District, for the Primary Election for the year 2025 as a  
candidate for the Office of ⑥ City Council ⑦ 4 year  
(TITLE OF OFFICE) (TERM OF OFFICE)

#### SIGNERS ARE CAUTIONED TO AVOID THE USE OF DITTO MARKS

SIGNATURE OF ELECTOR	PRINTED NAME OF ELECTOR	ADDRESS WHERE REGISTERED AND ENROLLED			DATE OF SIGNING
		House No.	Street or Road	City, Borough or Township	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

# NOMINATION PETITIONS

## INSTRUCTIONS

NOMINATION PETITIONS **MUST** BE COPIED AS **DUPLEX** (TWO-SIDED, FRONT AND BACK, HEAD TO HEAD) ON **PLAIN WHITE 8 1/2 X 11" (LETTER SIZE)** PAPER. THIS REQUIREMENT **CANNOT** BE SATISFIED BY PRINTING EACH SIDE OF THE DUPLEX NOMINATION PETITION ON A SEPARATE SHEET OF 8 1/2 x 11" PAPER AND AFFIXING THE TWO SHEETS TOGETHER WITH A STAPLE OR PAPER CLIP.

**FAILURE TO REPRODUCE THE NOMINATION PETITION FORMS CORRECTLY WILL RESULT IN THE REJECTION OF THOSE FORMS!**

PLEASE READ ALL INSTRUCTIONS PROVIDED FOR THE NOMINATION PETITIONS PRIOR TO CIRCULATION. IF YOU HAVE ANY QUESTIONS OR ARE UNSURE WHETHER YOU HAVE CORRECTLY REPRODUCED ANY OF THE FORMS, PLEASE CONTACT THE SCHUYLKILL COUNTY VOTER REGISTRATION AND ELECTION BUREAU OFFICE AT 570-628-1467.

**All blank lines**, which appear on the front of each nomination petition, must be completed **BEFORE** signatures are obtained. The following instructions correspond with the blank lines found on the nomination petition:

### ① ELECTORAL DISTRICT

Write the name of the "Electoral District" in which the candidate is running. The Electoral District should be written to include municipality and/or election district or Schuylkill County as the case may be; for example:

If you are a candidate for a county-wide office insert "Schuylkill County". County wide offices include; County Commissioner, District Attorney, Sheriff, Clerk of Courts, Register of Wills and Clerk of the Orphans Court Division, Recorder of Deeds, County Treasurer, County Controller, Prothonotary and Coroner

If you are a candidate for a city/township/borough-wide office; such as Mayor, Council, Supervisor, Auditor or Tax Collector insert the name of the municipality or township in which you are running then insert Schuylkill County.

Examples:

- City of Pottsville, Schuylkill County
- Norwegian Township, Schuylkill County
- Tamaqua Borough, Schuylkill County

If you are a candidate for a municipal office that is elected less than a municipality-wide (such as for Judge of Election, Inspector of Election or Party Committee Person), then also include the Precinct or District followed by Schuylkill County.

Examples:

- Minersville Borough 3<sup>rd</sup> Precinct, Schuylkill County
- North Union Township, 116<sup>th</sup> District, Schuylkill County

# NOMINATION PETITIONS

## INSTRUCTIONS – CONT.

### 2 POLITICAL PARTY

Enter the candidate's political party ("Democratic" or "Republican").

### 3 NAME OF CANDIDATE

Type or print the name of the candidate **EXACTLY** as the candidate would like it to appear on the ballot. Candidates who wish to use nicknames, other than a derivative of their legal given name, must obtain, complete and file an ***Affidavit for Ballot Name Change*** at the Schuylkill County Election Bureau and Voter Registration. (**Note:** The name change is based on how the candidate is known to the public, not on how he/she would like to be known.)

### 4 PROFESSION, BUSINESS, OR OCCUPATION

For "Profession, Business, or Occupation," write your current job title, such as "Attorney," "Clerk," "Accountant," "Business Manager," "Secretary," or "Warehouse Worker." Simply putting initials such as VP, CEO, COO, CFO is not sufficient. (**Note:** Retired is an acceptable entry in this line.)

### 5 PLACE OF RESIDENCE

Enter your house number (apartment number, if applicable), street name and ZIP Code.

### 6 TITLE OF OFFICE

For "Title of Office" include the office for which you are seeking election. ***For 2025, those offices are one of the following: Magisterial District Judge, District Attorney, Sheriff, Mayor, City Council, Borough Council, Township Supervisor, Tax Collector, Auditor, School Board Director, Judge of Election, Inspector of Election, Party Committee Person.***

### 7 TERM OF OFFICE

For "Term of Office" insert: 2 Year Term, 4 Year Term or 6 Year Term.

# NOMINATION PETITIONS

## COLLECTING SIGNATURES

### SIGNERS ARE CAUTIONED TO AVOID THE USE OF DITTO MARKS

SIGNATURE OF ELECTOR	PRINTED NAME OF ELECTOR	PLACE OF RESIDENCE			DATE OF SIGNING
		House No.	Street or Road	City, Borough or Township	
1 Barb B Que	Barb B Que	123	Coal St	Lawrence Twp	2/19/19
2 Virginia Hamer	Virginia Hamer	456	Loaf Rd	Lawrence Twp	3/1/19
3 Michael Angelo	Michael Angelo	4	Paint Rd	Sandy Twp	3/6/19
4 Adam Bomb	Adam Bomb	12345	Firecracker Pike	Twp	3/6/19
5 Beau Vine	Beau Vine	932	Milk Way	Ramsey Boro	3/13/19
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

## Filing the Nomination Petition

### Sheet Numbers

If you are submitting more than one sheet of petition signatures, fill in the sheet numbers in the bottom right corner; and number the pages consecutively.

### Where to File Completed Petition Packages

To submit completed petitions and all other necessary materials that must be filed, you can mail or deliver them to our office at:

Schuylkill County Voter Registration and Election Bureau  
420 N. Centre Street  
Pottsville, PA 17901

**All Petitions MUST BE RECEIVED in this office NO LATER THAN 4:30 p.m., March 11, 2025. POSTMARKS ARE NOT ACCEPTED FOR TIMELY FILING.**

# NOMINATION PETITIONS

## COLLECTING SIGNATURES – CONT.

- ✓ **DO NOT** begin to collect signatures before Tuesday, February 18, 2025....this would be considered a fatal flaw
- ✓ **DO NOT** use old Petitions, they have changed since the last Municipal Election
- ✓ Signers must be registered to vote (you can not register them and have them sign at the same time, registration must first be processed by the Voter Registration office)
- ✓ Signers must be from the political party that you are registered in and seeking the nomination for
- ✓ They must live and be registered in the municipality or school district (and ward, district, or region where applicable) you are running in

# NOMINATION PETITIONS

## COLLECTING SIGNATURES – CONT.

- ✓ Signers must fill out the entire line for themselves
- ✓ Signers can only sign as many petitions as there are offices up for election
- ✓ Signature of Elector: Should be as they are registered  
Check your street list if they do not know how they are registered
- ✓ Printed Name of Elector: **PRINT** name as signed and registered
- ✓ Place of Residence: Where you live
  - House number: 911/physical number of your house
  - Street or Road: 911 /Physical name of road you live on
  - City, Township, Borough: NOT the mailing city.....this is the municipality that you live in
- ✓ Date of Signing: Date at time of signing

# NOMINATION PETITIONS

## COLLECTING SIGNATURES – CONT

- Signature requirements vary by office, please see the “Offices up for Election 2025 - Signature Requirements and Filing Fee” handout in your petition packet
- ONLY collect signatures between February 18, 2025 and March 11, 2025
- **DO NOT** use ditto ( “ ) marks
- If the signer makes a mistake, simply draw a single line through the entry. DO NOT use white out, erase, or completely black anything out on the petition
- Always try to get more than the required signatures, this will help safeguard your petition in the event that someone challenges the validity of the signatures

# NOMINATION PETITIONS

## BACK OF PETITION

### "STATEMENT OF CIRCULATOR"

SIGNATURE OF ELECTOR	PRINTED NAME OF ELECTOR	ADDRESS WHERE REGISTERED AND ENROLLED			DATE OF SIGNING
		House No.	Street or Road	City, Borough or Township	
21.					
22.					
23.					
24.					
25.					
26.					
27.					
28.					
29.					
30.					
31.					
32.					
33.					
34.					
35.					
36.					
37.					
38.					
39.					
40.					
41.					
42.					
43.					
44.					
45.					
46.					
47.					
48.					
49.					
50.					

#### STATEMENT OF CIRCULATOR

(Circulator must complete 1-5 below)

I state that I am a qualified elector of the Commonwealth; that I am duly registered and enrolled as a member of the political party designated in this nomination petition; that my residence is as set forth below; that the signers to the foregoing petition signed the same with full knowledge of the contents thereof; that their respective residences are correctly stated therein; that each signed on the date set opposite his or her name; that to the best of my knowledge and belief, the signers are qualified electors, duly registered and enrolled members of the political party and of the political district designated in this petition, and that they are residents in the County specified in number one below. (Underlined portion not applicable to Circulator for the office of Magisterial District Judge).

Further, I state that the information set forth herein is true and correct to the best of my knowledge, information and belief, and that this statement is made subject to the penalties of 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities).

- County of Petition-Signers' Residence  
Schuylkill
- Number and Street Address of Circulator  
123 S North St.
- City, Borough or Township  
Pottsville PA
- Zip  
17901

- Signature of Circulator  
John H. Doe
- Printed Name of Circulator  
John H. Doe

NOTE: THIS STATEMENT MUST BE COMPLETED AFTER ALL SIGNATURES HAVE BEEN OBTAINED



# NOMINATION PETITIONS

## STATEMENT OF CIRCULATOR

PLEASE NOTE: THIS SECTION HAS CHANGED  
STATEMENT OF CIRCULATOR

- Most times it is the candidate that circulates their own petition
- Petitions can be circulated by someone else, however they must be a registered voter whose party affiliation matches the party for which the candidate is seeking nomination. They will be required to fill out this statement if that is the case (Exception: Magisterial District Judges)
- Only 1 (one) circulator per petition sheet
- School Board candidates can cross-file but **MUST** have someone from the **opposite party** circulate the petitions.....i.e. if the candidate is a Republican; a Republican must circulate the petition; to cross file and appear on the Democratic ballot, a Democrat must circulate the petition
- Magisterial District Judges can cross file, however their circulator do not need to follow party lines. For example: if the Magisterial District Judge candidate plans to cross file, they can circulate both the Democratic and the Republican petitions themselves. They do not need to have someone from the opposite party circulate the opposite petition.
- School Directors and Magisterial District Judges are the only office on the ballot this election cycle that can cross file
- This section of the petition no longer needs to be notarized, however, if someone other than the candidate circulates the petition, the circulator must fill out this section before you file your petition.
- Also new, circulators no longer need to live within the district of the candidate, but they **must** be registered in Schuylkill County. For example if the candidate is running for office in Norwegian Township their circulator can be from Pine Grove Township, or any other municipality within the County.

# STATEMENT OF CIRCULATOR

## - CONTINUED

- The Statement of Circulator should **NOT** be filled out until **AFTER** you have gathered all signatures.
1. *“County of Petition – Signers Residence”* – This should be in Schuylkill County
  2. *“Signature of Circulator”* – Signature of person circulating petition. (Remember only 1 circulator per petition page)
  3. *“Number and Street Address of Circulator”* – 911/Physical address (NO PO Boxes)
  4. *“Printed Name of Circulator”* – Name of person who circulated the petition, as registered
  5. *“City, Borough, or Township”* – Municipality that you are registered in i.e. Pottsville, Norwegian Township, Tamaqua Borough, Butler Township,
  6. *“Zip Code”* – The Circulators mailing zip code

# NOMINATION PETITION

## CANDIDATE AFFIDAVIT



### SCHUYLKILL COUNTY ELECTION BUREAU/VOTER REGISTRATION 420 N. CENTRE ST., POTTSVILLE, PA 17901

#### CANDIDATE'S AFFIDAVIT

COMMONWEALTH OF PENNSYLVANIA } SS:  
COUNTY OF SCHUYLKILL

Before me, the undersigned in and for said State and County, personally appeared the undersigned, who being duly sworn according to law, did depose and say that his or her residence is as set forth below; that his or her election district is as set forth below; that the name of the office for which he or she consents to be a candidate is:

\_\_\_\_\_  
(Title, Party and Term of Office)

and that he or she is eligible for said office; that he or she will not knowingly violate any election law or any law regulating and limiting nomination and election expenses and prohibiting corrupt practices in connection therewith; **that he or she is aware of provisions of Section 1626 of the Pennsylvania Election Code requiring pre-election and post-election reporting of campaign contributions and expenditures**; that he or she is not a candidate for any office which he or she already holds, the term of which is not set to expire in the same year as the office subject to this affidavit; that he or she is not a candidate for nomination for the same office of any political party other than the one designated in this affidavit unless he or she is a candidate for the office of School Director in a district where that office is elective or the office of Magisterial District Judge.

Sworn (or affirmed) and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Signature of Notary Public)

My Commission Expires \_\_\_\_\_

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Printed Name of Candidate

\_\_\_\_\_  
Street Address/Post Office/Zip Code

\_\_\_\_\_  
City/Borough/Township County

\_\_\_\_\_  
Election District of Candidate  
(Municipality, Ward and/or Precinct where YOU vote)

\_\_\_\_\_  
Telephone Number

# NOMINATION PETITIONS

## AFFIDAVIT

### CANDIDATES AFFIDAVIT

- To be completed by the candidate **AFTER** you have gathered your signatures
- Split into two sections: left side is for the notary, right side is for the candidate
- **\*\*“Signature of Candidate” – DO NOT SIGN** until in front of a Notary

### THE FOLLOWING CAN (AND SHOULD) BE FILLED OUT PRIOR TO NOTARIZATION

- *“Title, Party and Term of Office”* – Title of the office you are running for (should match the front)
- *“Printed Name of Candidate”* – Print your name as registered
- *“Street Address”* – 911/physical address (NO PO Boxes)
- *“Post Office”* – city/town in your mailing address
- *“City, Borough, or Township”* – Municipality in which you are registered i.e. – City of Pottsville, Norwegian Township, Tamaqua Borough, Butler Township
- *“County”* - Schuylkill
- *“Election District of Candidate”* – This is the election district the candidate is running in i.e. if you are a candidate for school director you would put the name of the school district as well as the region/district
- *“Telephone / Cell Phone Number”*

# WAIVER OF EXPENSE AFFIDAVIT



SCHUYLKILL COUNTY  
ELECTION BUREAU/VOTER REGISTRATION  
420 N. CENTRE ST., POTTSVILLE, PA 17901

## WAIVER OF EXPENSE ACCOUNT REPORTING AFFIDAVIT

COMMONWEALTH OF PENNSYLVANIA } SS:  
COUNTY OF SCHUYLKILL

Before me, the undersigned authority in and for said State and County, personally appeared the undersigned, who, being duly sworn according to law, did depose and say that as a candidate, he or she does not intend to form a political committee or to receive contributions or make expenditures in excess of Two Hundred Fifty Dollars (\$250) during any reporting period, that, as a candidate, he or she will keep records of contributions and expenditures as required by law: that, as a candidate, he or she will file reports as required by law if contributions or expenditures exceed Two Hundred Fifty Dollars (\$250). (Act No. 1980-127)

Sworn (or affirmed) and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Signature of Notary Public)

My Commission Expires \_\_\_\_\_

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Printed Name of Candidate

\_\_\_\_\_  
Street Address/Post Office/Zip Code

\_\_\_\_\_  
City/Borough/Township

\_\_\_\_\_  
County

\_\_\_\_\_  
Election District of Candidate  
(Municipality, Ward and/or Precinct where YOU vote)

\_\_\_\_\_  
Telephone Number

# WAIVER OF EXPENSE AFFIDAVIT INSTRUCTIONS

Each candidate, which does not intend to form a Political Committee or to receive or to make expenditures in excess of Two Hundred Fifty Dollars (\$250.) during any reporting period, along with the petitions with the required minimum number of signatures, must submit one ***Waiver of Expense Affidavit*** and must be signed by the candidate in front of a Notary Public, who will notarize the affidavit. On the Affidavit, the Candidate will complete the information in the right column and the **Notary Public** will complete the information in the left column.

# WAIVER OF EXPENSE AFFIDAVIT

## WAIVER OF EXPENSE ACCOUNT REPORTING AFFIDAVIT

- ❖ Not required to be signed, however we strongly advise signing. If you choose not to sign you will be required to file Campaign Finance Reports for EVERY filing period
- ❖ To be completed by the candidate
- ❖ Split into two sections: Left side is for the notary, Right side is for the candidate
- ❖ *"Signature of Candidate"* – **DO NOT** sign until in front of a notary

### THE FOLLOWING SECTIONS CAN (AND SHOULD) BE FILLED OUT PRIOR TO NOTARIZATION

- ❖ *"Printed Name of Candidate"* – Print name as registered, must match all other names on the petition
- ❖ *"Street Address"* – 911/physical address of candidate (NO PO Boxes)
- ❖ *"Post Office"* – city/town in your mailing address
- ❖ *"City, Borough, or Township"* – Municipality in which you are registered i.e. City of Pottsville, Norwegian Township, Tamaqua Borough, Butler Township
- ❖ *"County"* - Schuylkill
- ❖ *"Election District of Candidate"* - This is the election district the candidate is running in i.e. if you are a candidate for school director you would put the name of the school district as well as the region/district
- ❖ *"Telephone / Cell Phone Number"*
- ❖ Judges of Election and Inspectors of Election are not required to file this affidavit and it is not part of their petition

# STATEMENT OF FINANCIAL INTERESTS

- Administered by the State Ethics Commission
- Used to disclose any potential conflicts of interest
- Original is filed with the secretary of the municipality, county, or school district in which you are running (**MUST** be filed by March 11, 2025)
- Copy **MUST** be filed with your nomination petition. (This is in **ADDITION** to your yearly filing if you are already in office)
- All information is for the “previous” year – 2024
- Judges of Election and Inspectors of Election are NOT required to file this with their petition

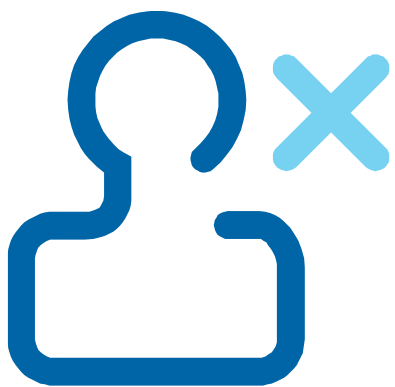




# FILING FEES

- *County Wide Row Offices* \$100
  - *Magisterial District Judge* \$ 50  
(per party petition – if cross filing \$100 total)
  - *Pottsville City Offices* \$ 25
  - *Constables* \$ 10
  - *Borough & Township Offices* -0-
  - *School Directors* -0-
  - *Judge of Election, Inspector of Election* -0-
  - *Party Committee Candidate* -0-
- 

- Filing fees MUST be paid when the Petition is filed
- Only Money Orders, Cash, or Certified Checks are accepted – NO Personal or Business checks. Money orders and Certified Checks can be made out to the Treasurer of Schuylkill County
- These fees are non-refundable



# CROSS FILING

- Cross Filing means that you can run on both the Democratic and the Republican ballot
- During the 2025 Municipal Primary Election the only offices eligible to cross file are School Directors and Magisterial District Judge
- Requires 2 sets of petitions and all the required paper work
- School Directors **MUST** have someone from the opposite party circulate the petition for the opposite ballot
- Magisterial District Judges can have any party circulate any petition
- Signers **MUST** sign the petition for the party they are registered in – Republicans can not sign on the Democratic Petition and vice versa



# CAMPAIGN FINANCE



## **FIRST AND FOREMOST**

READ YOUR CAMPAIGN FINANCE REPORTING  
LAW MANUAL  
IN ITS **ENTIRETY**

AS A CANDIDATE IT IS **YOUR** RESPONSIBILITY TO  
UNDERSTAND THE LAWS AND REQUIREMENTS  
FOR REPORTING

OUR OFFICE **CAN NOT** GIVE YOU LEGAL OR  
FINANCIAL ADVICE

# CAMPAIGN FINANCE

- If you or a political committee intend to spend or receive funds over \$250 in a reporting period, you must file a report, regardless of whether you signed the waiver or not.
- There are 4 reporting periods for candidates/committees: reports will be due in May, June, October, and December
- If you **do not** sign the Waiver of Expense you are **required** to file reports even if you do not spend or raise any funds.
- Penalties for overdue reports: \$20 for the first 6 days then \$10 per day after that up to a maximum of \$250
- If you sign the waiver and then form a committee, that negates the waiver and you **MUST** file campaign finance reports. Both the committee and the candidate must file separate reports.
- **ALL** reports during this Election Cycle are to be filed with the Schuylkill County Bureau of Election Office.

***TIP: Sign the waiver and report if necessary***

# 2025 CAMPAIGN FINANCE REPORTING DATES

Type of Report	Cycle	Complete as of	Filing Deadline**
2024 Annual Report	Cycle 7	December 31, 2024	January 31, 2025
*6 <sup>th</sup> Tuesday Pre-Primary	Cycle 1	March 31, 2025	April 8, 2025
2 <sup>nd</sup> Friday Pre-Primary	Cycle 2	May 5, 2025	May 9, 2025
24-Hour Reporting (Daily)	Cycle 10	Starting May 6, 2025	Through and including May 20, 2025
30 Day Post-Primary	Cycle 3	June 9, 2025	June 19, 2025
*6 <sup>th</sup> Tuesday Pre-Election	Cycle 4	September 15, 2025	September 23, 2025
2 <sup>nd</sup> Friday Pre-Election	Cycle 5	October 20, 2025	October 24, 2025
24-Hour Reporting (Daily)	Cycle 11	Starting October 21, 2025	Through and including November 4, 2025
30 Day Post-Election	Cycle 6	November 24, 2025	December 4, 2025
2025 Annual Report	Cycle 7	December 31, 2025	January 31, 2026

\*You are ONLY required to file these reports if you are a candidate for a statewide office, an authorized committee for such a candidate, or a committee contributing to candidates for statewide office

\*\*For your report to be accepted as timely filed, you must postmark your report at least one day prior to the filing deadline.

NOTE: All dates are subject to change without notice in the event of passage of any amendatory legislation.

# POLITICAL COMMITTEES

- If you form a Committee, they MUST register with the Schuylkill County Election Office
- Every Committee must have a Treasurer and Chairperson
- Each Candidate/Committee shall keep records of the names and addresses of each person who contributes at least \$10
- Committees must be authorized by the Candidate
- If a Committee is formed - Both the Committee and the Candidate must file a separate campaign finance report
- If a report is not filed in a timely matter for a Committee, the Treasurer is personally responsible for any and all late fees
- All campaign finance laws apply to Committees as well as Candidates

# WHAT TO KNOW...

- ☐ **READ ALL INSTRUCTIONS BEFORE BEGINNING**
  
- ☐ Be consistent when filling out your petition;  
Example: Make sure your name is the same throughout the petition  
Be consistent in the name of the office, the term and the municipality
  
- ☐ Please **PRINT NEATLY** or type your petition – it must be legible. This is where we get the information for the ballot
  
- ☐ Each candidate is entitled to 1 free paper copy of street lists
  
- ☐ Election office DOES NOT do specialized reports, however you can purchase a USB for \$20 and manipulate it any way needed (must be requested and paid for in advance)
  
- ☐ Placement of political signs are regulated by the Municipalities not the Board of Elections

# WHAT TO KNOW...cont.

- ☐ All Printed material must include a disclaimer i.e. Paid for by.....
- ☐ Election Bureau hours are 8:30 a.m. – 4:30 p.m. Monday – Friday
- ☐ The Election Office does NOT have a Notary. Petitions must be notarized to be accepted at our office or they can be rejected
- ☐ File early to avoid long lines as we near the petition filing deadline
- ☐ Make sure everything is filled out **BEFORE** coming to the Election office to file your petition. This is the responsibility of the candidate **NOT** the Election office. If your paperwork is not complete you will be asked to step aside to complete your forms so that we can keep the lines moving. If you plan to mail your petitions in, please be sure that you have everything completed including the sections that need to be notarized. If they are incorrect they will be mailed back to you and could result in a late filing and rejection of your petition



# WHAT TO KNOW...cont.

- ☐ Please respond **PROMPTLY** to any and all correspondence received from the Election Bureau
- ☐ The Election Bureau will post on the Schuylkill County Website a sample ballot for review. Please notify us, **whether or not** the information is correct

# FREQUENTLY ASKED QUESTIONS

- I want to run for office, where do I start?
  - To get your name on the ballot you must circulate and file a petition. The first day to circulate petitions is normally around the middle of February and runs for 3 weeks.
- I was appointed to an elected position; does my name just automatically go on the ballot in the next Municipal Election?
  - No ones name “automatically” goes on the ballot. The office will go on the ballot i.e.: Member of Council – 4 year term.
- How much do I get paid?
  - Compensation varies by position – School Board Directors do not get paid, Members of Council, Supervisors, Auditors, Mayors, etc. vary by Municipality. To find out if these positions are paid you must contact the municipality.
  - Tax Collectors are paid from the municipality, county, and school district therefore you need to contact them to find out the compensation.
- Someone gave me a petition that they had left over from a previous election, can I use it?
  - No, election laws and forms are always changing so please make sure that you have the most current forms available from our office. If you use an old form and it is missing required information, this could be a fatal flaw and an opponent could challenge the validity of your petition.
- Can more than 1 person circulate a single petition?
  - No, the circulator must sign a Statement of Circulator on the back of the petition and there is only room for 1 circulator. If you want more than 1 person to circulate for you, give them a separate petition.
- Can I get my name on both the Democratic and Republican ballots?
  - Only Magisterial District Judge and School Directors can cross file.

# FREQUENTLY ASKED QUESTIONS - CONTINUED

- I am running for School Director or Magisterial District Judge and want to cross file, can I circulate both the Democratic and Republican petitions?
  - Magisterial District Judge – Yes. Since this is a non-partisan position you can circulate both.
  - School Director – **No**. You can circulate the petition for the party that you are registered in, someone from the opposite party must circulate your other petition.
- Can someone who is not registered sign my petition?
  - No you must be a registered voter to sign a petition. If they are not registered you cannot register them on the spot and ask them to sign. The registration must first be processed by this office and go through a 10 day waiting period before they are a registered voter.
- What if someone makes a mistake when signing my petition?
  - DO NOT use white out or scribble anything out on a petition. If a mistake is made simply draw 1 single line through the incorrect information and either write above or draw a line through the entire entry and move to the next line.
- Will the Election Office fill out my petition?
  - No, as a candidate that is your responsibility. Of course we are always there to help with any questions you have, however with every petition packet we provide you with a complete set of instructions on how to fill out all the paperwork necessary to run for office. Your petition should be filled out **PRIOR** to circulating not when you come into the office.
- Does the Election Office check all the information on the petitions and Financial Interest Statements to make sure it is correct?
  - No it is the responsibility of the candidate or the circulator to make sure all the requirements are followed. However, if you do not follow the election rules you run the risk of someone challenging your petition and having to go to court.

# FREQUENTLY ASKED QUESTIONS - CONTINUED

- How do you determine where my name appears on the ballot?
  - Casting of lots. We draw numbers to determine who goes on the ballot in the first position, second position, etc.
- What happens after the Primary Election?
  - If you win your parties seat your name will appear on the Municipal Ballot in November. We do not send out anything indicating that you have won/lost. Unofficial results are available on our web site, [www.schuylkillcountypa.gov](http://www.schuylkillcountypa.gov), election night.
- If I lose in the Primary can I change my party and run as a third party candidate for the November Municipal Election?
  - No, you would have had to change your party BEFORE the close of registration in the Primary Election cycle. The only way to run in November without winning your party nomination is to run a write-in campaign.
- When can I get results, including write-ins, after the Primary Election?
  - Please be aware that it takes us about 10 days to accumulate the write-in votes, and nothing is official until we certify our results to the Department of State. Please be aware that we are not “putting you off”, during a Municipal Primary there are usually thousands of write-ins that we have to count one by one so it is a long and drawn out process.

# CONTACT INFORMATION

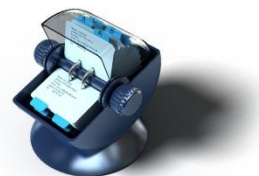
## ***SCHUYLKILL COUNTY ELECTION/ VOTER REGISTRATION OFFICE***

420 N. CENTRE STREET  
POTTSVILLE, PA 17901  
(570) 628-1467

### **Director of Elections**

Albert L. Gricoski

e-mail: [agricoski1@schuylkillcountypa.gov](mailto:agricoski1@schuylkillcountypa.gov)



### **Voter Registration Supervisor**

Christine Marmas

e-mail: [cmarmas@schuylkillcountypa.gov](mailto:cmarmas@schuylkillcountypa.gov)